


The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR SCHOLARSHIP AND SOCIAL COMMUNION (CUEA/ DVC ACD/THEO/06)	CHAIRMAN OF SCHOLARSHIP AND SOCIAL COMMUNION COMMITTEE
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AUTHORIZATION This Standard Operation Procedure is issued under the authority of:	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Dean's office 	

0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


1. Purpose

The purpose of this procedure is to ensure that scholarships to needy students are issued in the proper way and that a social communion exists within the Faculty of Theology.

2. Scope

This procedure covers all the necessary activities which will enable a smooth functioning of the Committee and other stakeholders/bodies.

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3. Terms and Definitions

For the purpose of this procedure the following terms shall apply:

- 3.1 Scholarship fund: Refers to financial support offered to needy Students by the Faculty of Theology.
- 3.2 Social Communion: Refers to a come-together of all Faculty staff members for the sake of promoting togetherness within the faculty.
- 3.3 HoDs: Heads of Department
- 3.4 FAB : Faculty Academic Board
- 3.5 Dean: Dean of Faculty of Theology

4.0 References

This procedure makes references to:

- 4.1. CUEA Quality management Manual
- 4.2. ISO 9001:2008 Standard


5. Principal Responsibilities

The Dean faculty of Theology shall be responsible for the adequacy and effective implementation of this procedure.

6. Method

- 6.1 The scholarship and social communion of the Faculty of Theology is run by a Committee with the Dean of the Faculty as Ex-official members.
- 6.2 The staff and students of the Faculty of theology shall be the main contributors towards the Faculty's scholarship and social communion fund.
- 6.3 The Dean's office shall send all contributions to the university's Accounts Department whereby an account in the name Faculty of Theology Scholarship is opened.

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- 6.4 The chairman of the Scholarship and Social Communion Committee shall be issued with a statement of accounts after contributions are done.
- 6.5 Once contributions are done, the chairman shall call a committee meeting to evaluate the amount contributed and the committee shall discuss issues of scholarships and set dates for the social communion.
- 6.6 The proposal for issuing scholarships and date for social communion is sent to the Dean and HOD's for approval.
- 6.7 If proposals are approved, the committee shall meet to discuss to identify needy students to benefit from the scholarship.
- 6.8 The committee shall also start organizing the social come-together on the dates approved.
- 6.9 The committee shall organize a social communion for the Faculty on the agreed date.
- 6.10 The list of the selected candidates for scholarship shall be sent to the Dean and HoDs for approval.
- 6.10.1 If the list of candidates for scholarships is approved, the list and the amount envisioned shall be sent to the University Scholarship Committee.
- 6.10.2 If the list is rejected, it shall be sent back to the Committee for further review.
- 6.12 Records of all the activities shall be maintained.

7. APPENDICES

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