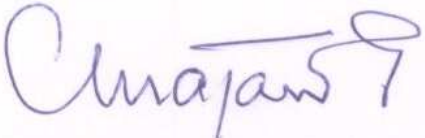






The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR ACADEMIC COLLOQUIUM (CUEA DVC-ACD/THEO/05)	CHAIRMAN OF THE COLLOQUIUM COMMITTEE
	NO. OF APPENDICES:
	NONE
AUTHORIZATION This Standard Operation Procedure is issued under the authority of:	
TITLE	DEAN – FACULTY OF THEOLOGY
SIGNATURE	
DATE	23 March 2011
ISSUE DATE	23 March 2011
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NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the Dean's office 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	11 – Feb 2011
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No.	Date	Details of Changes		Authorization
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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 the Faculty of Theology Colloquium is effectively organized and acts as a forum for the academic staff, students and other interested scholars, whereby relevant academic themes of interest are investigated, discussed, critiqued, resolved and disseminated for academic excellence, enlightenment and production of community service in CUEA, AMECEA and beyond.

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2. SCOPE

This procedure covers all steps necessary in realizing and executing the Faculty of Theology academic colloquium program.

3. TERMS AND DEFINITIONS

3.1 Definition of terms used

Colloquium: This refers to an assembly or forum of scholars and students meeting to discuss relevant academic themes within a given discipline.

4. ABBREVIATIONS AND ACRONYMS

- 4.1 HoDs: Heads of Department
- 4.2 FAB : Faculty Academic Board
- 4.3 Dean: Dean of Faculty of Theology


5. PRINCIPAL RESPONSIBILITY

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

6. METHOD


- 6.1 The chairman of the colloquium committee shall call a meeting to discuss topics and date.
- 6.2 Date and topic of the colloquium shall be presented to the Dean of Faculty for approval.
 - 6.2.1 If the date and the topic are approved, they shall be sent back to the committee for further action.

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- 6.2.2. If they are not approved, the date and the proposals shall be sent back to committee for further review.
- 6.3 The committee after receiving the approved date and topic shall choose the presenters of papers at the colloquium.
- 6.4 The presenters of papers identified by the committee shall be referred to the Dean and HoDs for approval.
- 6.4.1 If the presenters and themes are approved, the committee shall get the feedback and shall move on to prepare the program of the colloquium.
- 6.4.2 If the presenters and themes are not approved, they shall be sent back to the committee for review.
- 6.5 After preparing and printing the programme and posters, the committee shall distribute them to Institutes of Higher Learning which are connected to CUEA.
- 6.6 The colloquium shall take place at the approved date.
- 6.7 During the opening of the colloquium, there shall be an opening prayer and the opening speech by the Dean or a person delegated by him.
- 6.8 There shall be the closing remarks by the chairman of the colloquium committee or by a person delegated.
- 6.9 After the presentation in the hall, that there shall be the celebration of Mass by a priest designated by the Dean. All the participants of the colloquium shall be invited to participate in the Mass.
- 6.10 After the Colloquium has taken place, the committee shall meet to evaluate the event and shall choose the best papers of the colloquium for publication.
- 5.11 Papers shall be forwarded to the Editor of African Christian Studies journal for reviewing.
- 5.11.1 If the papers are approved, the proceedings of the colloquium shall be published and published, that Colloquium is termed successful and closed.
- 5.11.2 If the Editor does not approve the papers, they shall be returned to the committee and to the author for further action.

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6.12. Records of all the activities shall be maintained.

7.0 APPENDICES

7.1 Appendix A : Process Map

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