


The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR INTERDISCIPLINARY SESSION (CUEA/DVC ACD/THEO/04)	HEAD OF DEPARTMENT CANON LAW
	NO. OF APPENDICES:
AUTHORIZATION This Standard Operation Procedure is issued under the authority of:	
TITLE/POSITION	DEAN – FACULTY OF THEOLOGY
SIGNATURE	
DATE	23 March 2011
ISSUE DATE	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	
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	02 – Feb 2011
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/THEO/04
Title	PROCEDURE FOR INTERDISPLINARY SESSION	Page 2 of 4

0.1 Table of Contents

0.	CONTENTS AND RECORD OF CHANGES.....	2
1.	PUPROSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS	3
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHOD.....	3
7.	APPENDICES	7

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title

0.3 Distribution / Circulation

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

1.0 PURPOSE


The purpose of this procedure is to ensure that the interdisciplinary session is effectively organised and takes place to cultivate and promote theological disciplines in order to deepen the knowledge of the Christian Revelation and Faith.

2.0 SCOPE

This procedure covers all the Outreach programmes/Community Service of the Faculty of Theology of CUEA.

3.0 TERMS AND DEFINITIONS

Revision	00		Date	02 – Feb 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/THEO/04
Title	PROCEDURE FOR INTERDISCIPLINARY SESSION	Page 3 of 4

3.1 Definition of terms used:

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

- 3.1 Interdisciplinary session – Refers to a conference of theologians from different academic backgrounds discussing the same theme.
- 3.2 HOD - Head of Department
- 3.3 FAB – Refers to the Faculty Academic Board

4.0 REFERENCES

The procedure makes reference to the document indicated below:

- 4.1 Sapientia Christiana
- 4.2 Ex Corde Ecclesiae
- 4.3 CUEA Quality Management Manual
- 4.4 CUEA Catholic Identity: Meaning and Implication


5. PRINCIPAL RESPONSIBILITIES

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

6.0 METHOD

- 6.1. The interdisciplinary session has a fixed calendar of events takes place for three days starting on the first Wednesday of March each year.
- 6.2 The Chairperson of the interdisciplinary session shall invite departments to formulate a general theme and the sub titles for the year by second week of October of the academic year.
- 6.3 The HoD shall forward the theme and subtitles to the chairperson of the interdisciplinary session.

Revision	00		Date	02 – Feb 2010
----------	----	--	------	---------------

	Standard Operating Procedure	CUEA/DVC ACD/THEO/04
Title	PROCEDURE FOR INTERDISCIPLINARY SESSION	Page 4 of 4

- 6.4 The Chairperson shall report to the FAB all the identified themes and subtitles.
- 6.5 The FAB shall evaluate and decide on the most appropriate theme.
- 6.6 The interdisciplinary session committee shall elaborate more on the subtitles and prepare a call for papers and submit to the Dean for approval. The abstracts shall not contain the name of the author and must be submitted latest by end of November.
- 6.7 The Dean shall forward the approved call for papers to the publication department for printing of posters and banners.
- 6.8 The interdisciplinary session committee, upon receipt of the abstracts, shall evaluate all of them and communicate their verdict to the authors. Authors of the abstracts accepted shall be requested to prepare and submit the full papers by the end of the second week of February.
- 6.9 The interdisciplinary session committee shall prepare the event timetable.
- 6.10 The interdisciplinary session committee shall liaise with the Public Relations Department for logistics and publicity.
- 6.11 The interdisciplinary session shall take place as scheduled on the timetable.
- 6.12 The interdisciplinary session committee shall request the authors to finalise their papers taking into consideration the comments and discussions held after their presentation and forward them to the chairperson for inclusion in the proceedings by end of March.
- 6.13 The interdisciplinary session committee shall edit the papers and forward them to the publications department by end of May.
- 6.14 The publications department shall complete the printing of the proceedings by end of July.
- 6.15 Records of all the activities shall be maintained.

7.0 APPENDICES

Revision	00		Date	02 – Feb 2010
----------	----	--	------	---------------