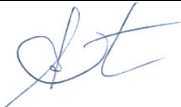



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

| TITLE | AUTHOR |
|---|--|
| PROCEDURE FOR LEGAL PROCESS (CUEA/ DVC ADM /LGO/ 01) | LEGAL OFFICER |
| | NO. OF APPENDICES: |
| | (NONE) |
| AUTHORIZATION This Standard Operating Procedure is issued under the authority of: | |
| TITLE | DVC ADMINISTRATION |
| SIGNATURE |  |
| DATE | 13/Feb/2013 |
| ISSUE DATE | 13/Feb/2013 |
| STAMP CONTROLLED / UNCONTROLLED | CONTROLLED |
| NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the office of the DVC Administration and Legal Officer. | |

0. CONTENTS AND RECORD OF CHANGES

| | | | |
|----------|----|------|--------------------------------|
| Revision | 00 | Date | 13 th February 2013 |
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0.2 RECORD OF CHANGES

| No. | Date <i>(dd-mm-yy)</i> | Details of Changes | | Authorization |
|-----|---------------------------|--------------------|-------------------------|---------------|
| | | <i>Page</i> | <i>Clause/subclause</i> | <i>Title</i> |
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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 Statutory and Regulatory Compliance by all University sections to enhance efficiency in service delivery.

2.0. SCOPE

This procedure applies to the compliance to statutory and regulatory requirements by all sections/Departments in CUEA.

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3.0 TERMS AND DEFINITIONS

For the purposes of this procedure, the definitions in the quality manual shall apply in addition to the following:

3.1 LO- Legal Officer

3.2 Legal Firm-External Legal Service Providers

3.3 DVC- ADMIN- Deputy Vice Chancellor Administration

3.4 CUEA- Catholic University of Eastern Africa

3.5 LGO- Legal Office

3.6 Stakeholders- This refers to those individuals, administrative units or students that require or are affected by the services of CUEA.

3.7 Section- A more specific area of service within CUEA.

3.8 Department- The term is used in reference to specific area under control of the HoD in service delivery and may assume different sections.

4.0 REFERENCES


4.1 The CUEA Quality Management Manual

4.2 Control of Document Procedure

5.0. PRINCIPAL RESPONSIBILITIES

The Legal Officer shall be responsible for adequacy and effective implementation of this procedure.

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6.0 METHOD

- 6.1 Legal requirement requests shall be sent to the DVC Administration's Office from the respective offices.
- 6.2 The DVC Administration Office shall then forward the documents to the LO.
- 6.3 The LO shall review requirements, make comments then return them the DVC Administration.
- 6.4 If there are no suggested amendments, the DVC Administration Office shall forward the document for action.
 - 6.4.1 If there are suggested amendments by the LO, the DVC Administration Office shall forward the documents back to the respective office for amendments.
 - 6.4.2 Once the amendments have been effected, the documents shall be sent back to LO for verification.
 - 6.4.3 If the amendments are satisfactory, the LO shall forward the documents accompanied by a cover letter advising the DVC Administration that the document is in order for action.
- 6.5. The DVC Administration shall liase with the respective section accordingly.

7.0 APPENDICES

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| Revision | 00 | | Date | 13 th February, 2013 |
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