




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY (CUEA/DVC ACA /THEO/01)	DEAN, FACULTY OF THEOLOGY
	NO. OF APPENDICES:
	TWO (2) 7.1 – 7.2
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR ACADEMIC AFFAIRS
SIGNATURE	
DATE	16 JANUARY 2019
ISSUE DATE	16 JANUARY 2019
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 Dean's office	

Revision	03		Date	16 Jan 2019
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Standard Operating Procedure

**CUEA/DVC
ACA/THEO/01**

Title

**PROCEDURE FOR DOCTORAL CANDIDACY IN
THEOLOGY**

Page 2 of 8

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0.	Contents And Record of Changes	2
1.0	Purpose	2
2.0	Scope	2
3.0	References	3
4.0	Definition of Terms	3
5.0	Principal Responsibilities	3
6.0	Method	3
7.0	Appendices	7
7.1	Context	7
7.1.1	External / Internal Factors	7
7.1.2	Relevant Interested Parties	7
7.2	Risk Analysis And Control	8

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>
1.	16-01-2019	All	Review of procedure to adhere to ISO 9001:2015	Dean, Theo

0.3 Distribution / Circulation

This quality management procedure is available on CUEA servers for authorized users


1.0 PURPOSE

The procedure aims at preparing candidates capable of making original contributions to the various areas of theology.

2.0 SCOPE

This procedure applies to all doctoral students in the Faculty of Theology.

Revision	03		Date	16 Jan 2019
----------	-----------	--	------	--------------------

	Standard Operating Procedure	CUEA/DVC ACA/THEO/01
Title	PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY	Page 3 of 8

3.0 REFERENCES

The procedure makes reference to the document indicated below:

- 3.1 Sapientia Christiana
- 3.2 Ex Corde Ecclesiae
- 3.3 Faculty of Theology: Programme of Studies – Ecclesiastical/canonical degrees

4.0 DEFINITION OF TERMS

- 4.1 HOD - Head of Department
- 4.2 FAB – Faculty Academic Board
- 4.3 FEB - Faculty Examination Board


5.0 PRINCIPAL RESPONSIBILITIES

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

6.0 METHOD


- 6.1 The candidate shall apply for admission to the Faculty of Theology at CUEA where his/her documents shall be sent to the relevant department.
- 6.2 The Department shall consider the qualifications and other admission criteria.
 - 6.2.1 If the applicant does not meet requirements for admission, he/she shall be informed of the outcome.
 - 6.2.2 If the applicant meets requirements, he/she shall be admitted.
- 6.3 The student shall take the required course work.
- 6.4 After successfully completing the course work, the student shall propose his/her topic and prepare a public lecture which will be submitted to the Departmental Academic Board.

Revision	03		Date	16 Jan 2019
----------	-----------	--	------	--------------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACA/THEO/01
Title	PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY	Page 4 of 8


- 6.4.1 If the Departmental Academic Board is not satisfied, the student shall make the recommended corrections.
- 6.4.2 If the Board is satisfied, the HOD shall write a letter to the Chairperson of the Doctoral Committee stating that the student is ready for a public lecture and Chairperson of the Doctoral Committee shall inform the Director of Research, Innovation and Graduate Training immediately.
- 6.5 The Director of Research, Innovation and Graduate Training shall communicate the date and the place of the public lecture to the student and the CUEA community within one week.
- 6.6 The student shall deliver a public lecture before a panel of examiners constituted of 2 lecturers under the direction of the chairperson of the Doctoral Committee.
- 6.7 The Panel of examiners shall compile their observations and results and present them to the chairperson immediately.
- 6.8 The Doctoral committee shall present the results to the FEB, after which the Registrar shall transmit the same to the student. In case a student has failed, he/she shall be referred to the Departmental Academic Board.
- 6.9 After the public lecture, the student shall receive the observations of the panel and make corrections and adjustments pointed out with the help of the Departmental Academic Board within one month.
- 6.10 The student shall then prepare a topic for dissertation proposal which shall be presented to the Departmental Academic Board. Upon satisfactory presentation to the DAB by the student, the HOD shall write to the Chairperson of the Doctoral Committee requesting him to organize for presentation and defense of the proposal of the dissertation in the Doctoral Committee.
- 6.10.1 If the committee is not satisfied, the student shall be sent back to the department for more help and then back to the committee.
- 6.10.2 If the committee is satisfied, the chairperson shall present the topic and the supervisors proposed by the candidate for approval by FAB.
- 6.11 The Director of Research, Innovation and Graduate Training shall communicate the approval to the student and the supervisors within three weeks after the FAB meeting.

Revision	03		Date	16 Jan 2019
----------	-----------	--	------	--------------------

	<h2>Standard Operating Procedure</h2>	CUEA/DVC ACA/THEO/01
Title	PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY	Page 5 of 8

- 6.12 Supervisors shall exchange their written comments and submit copies of the same to the student, the HOD, the chairperson of the Doctoral Committee and to the Dean.
- 6.13 After the last chapter has been written and corrected, the supervisors can allow the student to make bound draft copies of the whole dissertation for last corrections. After the corrections, the supervisors may allow the student to make the final copies.
- 6.14 The candidate shall submit five (5) copies of the dissertation each containing an abstract to the Dean. The period between the submission and the defense shall not exceed three months.
- 6.15 The Dean, in consultation with the HOD, shall appoint the external reader.
- 6.16 The Dean shall dispatch the copies to the supervisors and to the external reader for assessment.
- 6.17 Each of the three readers shall submit their independent evaluations and grade to the Dean's office.
- 6.18 At the invitation of the Director of Research, Innovation and Graduate Training, the candidate shall defend his/her dissertation in public, before a panel of examiners consisting of the chairperson of the Doctoral Committee (Moderator), the two supervisors and the external reader.
- 6.19 The three examiners shall give a joint evaluation and grade of the public defense after the defense exercise.
- 6.20 The chairperson shall present the final grade to the FEB for approval before it is forwarded to the Registrar's office.
- 6.21 The student will be required to have published two (2) articles before public defense.
- 6.21 After a successful defense, the candidate shall be required to publish either a part or the whole dissertation before being issued with the doctoral certificate, taking into account the remarks of the supervisors and the external reader.
- 6.22 The Excerpt or the whole dissertation shall get a *Nihil Obstat* and *Imprimatur* from the relevant ecclesiastical authority before it is published.


Revision	03		Date	16 Jan 2019
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	Standard Operating Procedure	CUEA/DVC ACA/THEO/01
Title	PROCEDUREFOR DOCTORAL CANDIDACY IN THEOLOGY	Page 6 of 8

6.23 The candidate shall submit twenty (20) published copies to the Dean of the Faculty before he/she receives the certificate from the Registrar's office.

6.24 Records of all the activities shall be maintained.

Revision	03		Date	16 Jan 2019
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	Standard Operating Procedure	CUEA/DVC ACA/THEO/01
Title	PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY	Page 7 of 8

7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Political	<ul style="list-style-type: none"> • Political instability • Political influence on industry
(ii)	Social	Changes in social factors affects the university e.g <ul style="list-style-type: none"> • Value system • Impunity • Unstable societal demands
(iii)	Technological	<ul style="list-style-type: none"> • Technological advancement • Resource and skilled manpower for technology use • Demand for innovation
(iv)	Legal	<ul style="list-style-type: none"> • Dynamic legal infrastructure
(v)	Economical	<ul style="list-style-type: none"> • Inflation • High cost of living
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Culture	Diverse backgrounds
(ii)	Strengths	<ul style="list-style-type: none"> • Qualified students • Qualified staff
(iii)	Weaknesses	<ul style="list-style-type: none"> • Some students take long to complete their dissertation writing
(iv)	Opportunities	Conducive environment Availability of Doctoral students Support from Bishops and Superiors/Sponsors
(v)	Threats	Competition from other academic institutions

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Doctoral students	Quality education
(ii)	Bishops/Superiors/Sponsors	<ul style="list-style-type: none"> • Adequate resources • Completion of studies at stipulated time • Quality education

Revision	03		Date	January 2019
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	Standard Operating Procedure	CUEA/DVC ACA/THEO/01
Title	PROCEDURE FOR DOCTORAL CANDIDACY IN THEOLOGY	Page 8 of 8

7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1.	Timely completion of studies	Delays in dissertation writing	1	1	1	Low	Encourage students to complete dissertation writing at stipulated time

Revision	03		Date	January 2019
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