



The Catholic University of Eastern Africa

| TITLE | AUTHOR |
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| PROCEDURE FOR FACULTY SCHOLARSHIP (CUEA/DVC ACA/THEO/03) | DEAN, FACULTY OF THOEOLOGY |
| | NO. OF APPENDICES: |
| | TWO (2) 7.1 – 7.2 |
| AUTHORIZATION This Standard Operating Procedure is issued under the authority of: | |
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0. CONTENTS AND RECORD OF CHANGES

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0.2 Record of Changes

| No. | Date | Details of Changes | | Authorization |
|-----|------------|--------------------|--|---------------|
| | (dd-mm-yy) | Page | Clause/subclause | Title |
| 1. | 16-01-2019 | All | Review of procedure to adhere to ISO 9001:2015 | Dean, Theo |
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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 that scholarships are offered to Faculty of Theology needy students.

2.0 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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3.0 REFERENCES

This procedure makes references to:

- 3.1 CUEA Quality Management Manual
- 3.2 ISO 9001:2008 Standard

4.0 DEFINITION OF TERMS

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

- 4.1 Scholarship Fund: Refers to financial support offered to the needy students by the Faculty of Theology.
- 4.2 HODS: Heads of Department
- 4.4 FAB: Faculty Academic Board
- 4.5 Dean: Dean of Faculty of Theology


5.0 PRINCIPAL RESPONSIBILITIES

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

6.0 METHOD


- 6.1 The Scholarship Fund of the Faculty of Theology is run by a Committee with the Dean as Ex-officio member.
- 6.2 The Staff, students, alumni and well wishers of the Faculty of Theology are the main contributors towards the Faculty's Scholarship Fund.
- 6.3 The Dean's office shall send all contributions to the University's Accounts Department whereby an account in the name of the Faculty of Theology Scholarship is opened.
- 6.4 The Dean of Faculty and Chairman of the Scholarship Fund shall be issued with a statement of accounts after contributions are done.

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- 6.5 The Chair shall call a meeting to update the Committee members of the financial status. Thereafter the Chair will also present a report of the same to the Faculty Academic Board.
- 6.6 The Chairperson of the Scholarship Fund will then write to the Heads of Department to identify the needy students in their respective departments and request them to apply for financial support through the Scholarship Committee.
- 6.7 The Scholarship Committee will then hold a meeting to vet the applications received.
- 6.8 The list of selected candidates for scholarship shall be sent the Faculty Academic Board for approval.
- 6.9 The approved applicants shall receive each a maximum of Kshs. 20,000/= except on exceptional cases to be handled by the Faculty Academic Board.
- 6.10. A list of recipients of the Scholarships shall be sent to the University Scholarship Committee for acknowledgement.
- 6.11. Records of all the activities shall be maintained.

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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"> • Willingness of staff to support needy students • Unity among Faculty staff • Accountability of the Scholarship funds |
| (iii) | Weaknesses | <ul style="list-style-type: none"> • Inadequate finances among staff |
| (iv) | Opportunities | |
| (v) | Threats | Inadequate finances |

7.1.2 Relevant Interested Parties

| | Party | Needs and Expectations |
|-------|-----------------------|-------------------------|
| (i) | Students | Financial support |
| (ii) | Faculty Staff | Accountability of funds |
| (iii) | Alumni & Well wishers | Accountability of funds |

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7.2 RISK ANALYSIS AND CONTROL

| No | Risk | Cause | Risk Assessment | | | Risk Level | Control / Treatment |
|----|------------------|-----------------------|-----------------|--------|---------------------|------------|---|
| | | | Likelihood | Impact | Likelihood / Impact | | |
| 1. | Inadequate funds | Financial constraints | 3 | 3 | 9 | High | Encourage staff, students. Alumni and well wishers to contribute. |
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