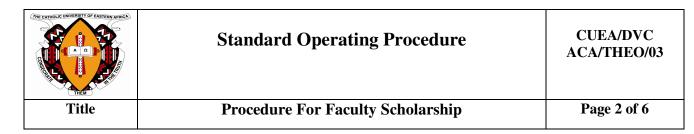


The Catholic University of Eastern Africa

TITLE		AUTHOR		
PROCEDURE FOR FACULTY SCHOLAR (CUEA/DVC ACA/THEO/03)	ROCEDURE FOR FACULTY SCHOLARSHIP (CUEA/DVC ACA/THEO/03)			
		NO. OF APPENDICES:		
		TWO (2)		
		7.1 – 7.2		
AUTHORIZATION				
This Standard Operating Procedure is issued un	ider the a	uthority of:		
TITLE	DEI	PUTY VICE CHANCELLOR ACADEMIC		
		AFFAIRS		
SIGNATURE				
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DATE				
		16 JANUARY 2019		
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1. Write amendments on the page provided	l (Clause	20.2)		
2. Controlled copies of this document will				

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0. CONTENTS AND RECORD OF CHANGES

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	Contents and Record of Changes Purpose

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

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

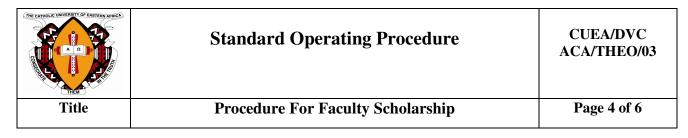
5.0 PRINCIPAL RESPONSIBILITIES

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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PROCEDURE FOR FACULTY SCHOLARSHIP

7.0 **APPENDICES**

7.1 CONTEXT

7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Political	Political instability
		Political influence on industry
(ii)	Social	Changes in social factors affects the university e.g
		• Value system
		• Impunity
		Unstable societal demands
(iii)	Technological	Technological advancement
		• Resource and skilled manpower for technology use
		Demand for innovation
(iv)	Legal	Dynamic legal infrastructure
(v)	Economical	• Inflation
		High cost of living
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Culture	Diverse backgrounds
(ii)	Strengths	• Willingness of staff to support needy students
		Unity among Faculty staff
		Accountability of the Scholarship funds
(iii)	Weaknesses	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	Control / Treatment
			Likelihood	Impact	Likelihood / Impact	Level	
1.	Inadequate funds	Financial constraits	3	3	9	High	Encourage staff, students. Alumni and well wishers to contribute.

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