




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR INTERDISPLINARY SESSION (CUEA/DVC ACA/THEO/04)	DEAN, FACULTY OF THEOLOGY
	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 <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 purpose of this procedure is to ensure that the Interdisciplinary session is effectively organized 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 Interdisciplinary Session Activities of the Faculty of Theology of CUEA.

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3.0 REFERENCES

The procedure makes reference to the document indicated below:

- 3.1 Sapientia Christiana
- 3.2 Ex Corde Ecclesiae
- 3.3 CUEA Quality Manual
- 3.4 CUEA Catholic Identity: Meaning and Implication

4.0 DEFINITION OF TERMS

4.1 Definition of terms used:

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

Interdisciplinary session – Refers to a conference of scholars from different academic disciplines discussing the same theme.

- 4.1.1 HOD - Head of Department
- 4.1.2 FAB – Refers to the Faculty Academic 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 Interdisciplinary Session has a fixed calendar of events which take place for three days between end of February and beginning of March every year.
- 6.2 The Chairperson of the Interdisciplinary Session shall invite departments to formulate a general theme and the sub titles for the following year by end of May of the academic year.
- 6.3 The theme and subtitles shall be evaluated by the Faculty members during the Annual Planning and Evaluation Session (May – June).
- 6.4 The Chairperson of the Interdisciplinary Session shall prepare a Call for Papers and submit to the Dean for approval.

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- 6.5 The Dean shall forward the approved call for papers to the Publication Department for editing, design and printing of posters.
- 6.6 The Chairperson of the Interdisciplinary Session, upon receipt of the abstracts, shall convene a meeting to 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.
- 6.7 The Chairperson shall prepare the event programme.
- 6.8 The interdisciplinary session shall take place as scheduled on the Programme.
- 6.9 The Interdisciplinary Session Chairperson shall request the authors to finalise their papers taking into consideration the comments and discussions held after their presentation and forward them to him/her for inclusion in the proceedings by end of March.
- 6.10 The Interdisciplinary Session Committee shall edit the papers and forward them to the CUEA Press by end of May.
- 6.11 The Publications Department shall complete the printing of the proceedings ready for publication by end of July.
- 6.12 Records of all the activities shall be maintained.

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 		
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(b)	Internal Factors	Identified Risk / Opportunity
(i)	Culture	Diverse backgrounds
(ii)	Strengths	<ul style="list-style-type: none"> • Availability of papers from scholars for presentation
(iii)	Weaknesses	<ul style="list-style-type: none"> • Inadequate financial resource facilitation of the Interdisciplinary Session • Delays in publications of the papers presented
(iv)	Opportunities	<ul style="list-style-type: none"> • Conducive environment • Availability of staff and students willing to participate in the session
(v)	Threats	

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Scholars	Quality paper presentations Published papers
(ii)	Students	Quality paper presentations Published papers

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7.2 RISK ANALYSIS AND CONTROL

Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
		Likelihood	Impact	Likelihood / Impact		
Inadequate Funds	Financial constraints	1	1	1	Low	Source for donor funding to facilitate the session

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