UNIVERSITY OF EASTERN AFRICA, BARATON

Academic Procedures

QUALITY MANAGEMENT SYSTEM DOCUMENTATION BASED ON ISO 9001:2015

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Curriculum Development or Review

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by:	**Issued by:**
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Date: 2nd April, 2025	**Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

To ensure timeliness and consistency in curriculum development/review in the academic departments at UEAB.

1.2 Scope

This procedure applies to curriculum development or review of University Programmes.

1.3 References

Document Category	Document Title
Policy	Curriculum Development Policy
Standards/Guidelines	1. CUE Standards 2. AAA Guidelines 3. IBE Guidelines
Charter	UEAB Charter
Regulations	Professional Body Guidelines, per discipline

1.4 Terms and Definitions

Abbreviation/Term	Description
CUE	Commission for University Education
AAA	Adventist Accrediting Association
IBE	International Board of Education
UEAB	University of Eastern Africa, Baraton
DVC – AA	Deputy Vice Chancellor – Academic Affairs
ASC	Academic Standards Committee
HoD	Head of Department
Stakeholders	This refers to the Board of Trustees, Sponsors/Guardians/Parents, Community, Industries, Alumni, Students, Faculty and non-teaching staff.

1.5 Principal Responsibility

The DVC – AA shall ensure adherence to this procedure.

1.6 Inputs

The need for development/review

1.7 Resources

a) Teaching Faculty
b) Hardware
c) Software
d) Meeting venue

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start with a department identifying the need for curriculum development/review. The need can be as a result of the following but not limited to: a) market demand b) input from the stakeholders c) gap analysis d) changes in government policies	Departmental minutes	HoD
2.2.2	The HoD shall ensure a proposal is prepared using the Program Proposal Form and he/she shall present it to the School Board.	Proposal	HoD
2.2.3	The School Board shall review the request and guided by the need	School Board minutes	Dean of School

Step	Activity	Record	Responsibility
	as outlined in 2.2.1 above, recommend for curriculum development/review.		
2.2.4	In the event the School Board identifies any issue on the need for curriculum development/review, they shall make comments to the requesting HoD.	School Board minutes	Dean of School
2.2.5	The School Dean shall present the recommended proposal for curriculum development/review to the ASC/Board of Graduate Studies for review and onward recommendation to Senate for approval.	ASC/ Board of Graduate Studies minutes	DVC – AA
2.2.6	The DVC – AA shall present the proposal for curriculum development/review to Senate for approval.	Senate Minutes	DVC – AA
2.2.7	In approving the proposal, Senate shall consider the provisions of the Curriculum Development Policy.	Senate Minutes	VC
2.2.8	Upon approval of the proposal, the HoD shall: a) appoint a team of Technical Experts in the Department to develop or review the curriculum	Draft Program Curriculum	HoD

Step	Activity	Record	Responsibility
	b) outline to the Team the timeline for completion c) oversee the development/or review of the draft curriculum, as per the Current University Standards and Guidelines d) consult with the Director Quality Assurance for guidance in compliance with the Current University Standards and Guidelines.		
2.2.9	Upon completion of the draft curriculum, the HoD shall convene a departmental meeting to review the Curriculum to confirm compliance to the following: a) Curriculum Development Policy b) Current University Standards and Guidelines c) Current AAA/IBE Guidelines	Departmental Minutes	HoD
2.2.10	Upon review of the draft curriculum by the department, the HoD shall present it to the School Dean for further review by the School Board.	School Board minutes	Dean of School
2.2.11	The HoD shall act on feedback (that require action) from the School Board.	School Board minutes	Dean of School

Step	Activity	Record	Responsibility
2.2.12	Upon review of the draft curriculum by the School Board, the Dean of School/Director Graduate Studies shall, within 2 weeks submit the draft Curriculum to the Stakeholders for validation.	Evidence of Stakeholder engagement	School Dean/ Director Graduate Studies
2.2.13	The Dean of School/ Director Graduate Studies shall ensure that the stakeholder inputs are considered and effected within 2 weeks from the time of receipt of the inputs.	Inputs from Stakeholders	School Dean/ Director Graduate Studies
2.2.14	After incorporating the Stakeholders inputs, the Dean of School/Director Graduate Studies shall present to the ASC/Board of Graduate Studies the draft curriculum and supporting documentation for recommendation. The ASC/Board of Graduate Studies shall consider compliance to the documents in Clause 2.2.9 above prior to recommending the draft Curriculum for approval.	ASC/ Board of Graduate Studies minutes	DVC – AA
2.2.15	Once the ASC/ Board of Graduate Studies recommends the draft curriculum, the DVC – AA shall	Senate Minutes	VC

Step	Activity	Record	Responsibility
	present it to Senate for recommendation. Recommendation shall be based on: a) respective School recommendations b) compliance to the documents in Clause 2.2.9 Stakeholders inputs	Recommended Draft Program Curriculum	
2.2.16	In the event the Senate raises any issue(s) on the Curriculum, the DVC – AA shall ensure the recommendations of the Senate are acted on by the Department through the respective Dean of School /Director Graduate Studies. **Note 1**: The Dean of School /Director Graduate Studies shall forward the corrected documents to the Director Quality Assurance.	Communication to the School Dean//Director Graduate Studies	DVC – AA
2.2.17	The Director Quality Assurance shall review the following: a) whether the corrections from Senate have been addressed b) the accuracy and proper alignment of the documents c) attachment of requisite supporting documents		Director Quality Assurance

Step	Activity	Record	Responsibility
	d) compliance to the respective regulatory bodies requirements.		
2.2.18	The Director Quality Assurance shall forward the Curriculum and supporting documentation to the VC for presentation to the Academic Sub-committee of the Council for recommendation for approval by the University Council.	Evidence of communication	Director Quality Assurance
2.2.19	The VC shall act on any recommendations made by the Sub-committee of the Council.		VC
2.2.20	The Chair – Academic Sub-committee of the University Council shall present the Curriculum to the University Council for approval.	Minutes	VC
2.2.21	Upon approval by the University Council, the VC shall forward the Curriculum and supporting documents to the Commission for University Education for accreditation.	Evidence of communication	VC
2.2.22	The VC shall receive communication from Commission for University Education on the status of accreditation of the program(s) and act on any conditions therein.	Evidence of communication	VC

Step	Activity	Record	Responsibility
2.2.23	Where corrections are required, the Director, Quality Assurance shall: a) ensure the corrections and recommendations are undertaken by the respective department(s) b) prepare and forward a response letter to the VC on the actions undertaken.	Response letter	Director, Quality Assurance
2.2.24	On receipt, the VC shall forward the response letter to the Commission for University Education.	Evidence of communication	VC
2.2.25	Upon accreditation, the VC shall receive communication from CUE and mark it to the DVC – AA who shall inform all relevant offices for their necessary action(s).	Evidence of communication	VC
2.2.26	The Director, Quality Assurance shall ensure that the approved curriculum is implemented by the relevant departments.	Approved Curriculum	Director, Quality Assurance

2.3 Process Output

Approved Curriculum

2.4 Subsequent Processes

a) Course Allocation (PR-FACULTY-002).

b) Teaching Theory and Practical Lessons (PR-FACULTY-006).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
100% Accreditation and/or Approval of Programmes on offer	Percentage of accredited and /or approved Programmes on offer

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Course Allocation

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1.0 GENERAL

1.1 Purpose

To ensure appropriate allocation of Courses to Course Lecturers.

1.2 Scope

This procedure applies to the allocation of teaching courses to Course Lecturers at UEAB.

1.3 References

Document Category	Document Title
Guideline	Current UEAB Course Curriculum
Policy	Current Academic Policy
Guideline	Faculty Handbook
Guideline	University Calendar of Events

1.4 Terms and Definitions

Abbreviation/Term	Description
HoD	Head of Department
DVC – AA	Deputy Vice Chancellor – Academic Affairs

1.5 Principal Responsibility

The HoD shall ensure adherence to this procedure.

1.6 Inputs

a) Approved Curriculum
b) Courses on offer
c) List of teaching faculty

1.7 Resources

a) Teaching Faculty
b) Hardware
c) Software
d) Meeting venue

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Curriculum Development/Review (PR-FACULTY-001).

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This shall start with the DVC – AA, at least 8 weeks before the start of the semester, requesting the academic HoDs to submit course allocation lists. A copy of the communication shall be made to the Deans of the respective Schools.	Internal Memo	DVC – AA
2.2.2	Upon receipt of the communication, the HoDs shall, within 2 weeks, convene departmental meetings to allocate Courses.	Minutes	Academic HoDs
2.2.3	The allocation shall be based on the following: a) University Curriculum b) Course Lecturer's area of specialization c) Provisions of the Faculty Handbook	Minutes	Academic HoDs
2.2.4	The HoDs shall forward to the Dean of respective School the Course allocation list, the minutes and where applicable a request to engage adjuncts and the procedure for Engagement of Adjuncts shall apply.	Course Allocation List	HoDs
2.2.5	On receipt of the Course allocation lists and appointment letters for adjuncts where	Minutes	Dean of School

Step	Activity	Record	Responsibility
	applicable, the Dean of respective School shall, within a week, convene a meeting with the Academic HoDs to review and approve the lists.		
2.2.6	In the event an anomaly is identified on the course allocation lists, it shall be rectified during the meeting.	Minutes	Dean of School
2.2.7	The Dean of School shall forward to the DVC – AA the Course Allocation Lists together with the request for adjuncts where necessary.	Internal Memo	Dean of School
2.2.8	The DVC – AA shall review the submitted documents and if satisfied: a) he/she shall forward the lists to the Assistant Registrar Examination b) a request for recruitment of Adjuncts to the Human Resource Manager c) communicate to the Dean of School who will inform the respective HoDs.	Course Allocation Lists Request for adjuncts	DVC – AA
2.2.9	In the event the DVC – AA is not satisfied, he/she shall make comments to the respective Dean for amendments and re-submission.	Course Allocation Lists Request for adjuncts	DVC – AA

Step	Activity	Record	Responsibility
2.2.10	The HoDs shall communicate to the Course Lecturers the course allocation.	Approved Course Allocation Lists	Academic HoDs

2.3 Process Output

Approved Course Allocation

2.4 Subsequent Processes

Timetabling (PR-REG-004).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Allocation of courses to qualified teaching staff	Analysis of the approved Course Allocation Lists
Balanced allocation of workload	Analysis of the hours allocated per teaching staff

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Engagement of Adjuncts

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

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1.0 GENERAL

1.1 Purpose

To ensure timeliness, effectiveness and consistency in the engagement of Adjuncts for academic programmes at UEAB.

1.2 Scope

This procedure shall apply to the engagement of Adjuncts for all academic programmes at UEAB.

1.3 References

Document Category	Document Title
Guideline	Current UEAB Course Curriculum
Policy	Current Academic Policy
Guideline	Faculty Handbook
Guideline	University Calendar of Events

1.4 Terms and Definitions

Abbreviation/Term	Description
HoD	Head of Department

1.5 Principal Responsibility

The HoD shall ensure adherence to this procedure.

1.6 Inputs

The need for additional teaching faculty

1.7 Resources

a) Teaching Faculty
b) Hardware
c) Software
d) Stationery

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Course Allocation (PR-FACULTY-002).

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start during the course allocation process with the HoD and departmental teaching staff identifying the need for part time lecturers.	Minutes of departmental meeting	HoD
2.2.2	Upon identifying the need, the HoD shall: a) identify Adjuncts from the database, or b) within two weeks, source for potential Adjuncts and request them to submit their CVs and copies of relevant certificates.	Database of Adjuncts	HoD
2.2.3	Upon identifying the Adjuncts from the database or receiving copies of the academic documents from the applicants, the HoD shall convene a Departmental meeting to peruse through the CVs and testimonials of suitable individuals and prepare a summary.	Minutes of the Departmental Meeting	HoD
2.2.4	The HoD shall forward the summary of the new applicants to be engaged as Adjuncts to the Dean of School.	Summary of Applicants	HoD
2.2.5	On receipt, the Dean of School shall review the summary of applicants and forward to the	Reviewed Summary of Applicants	Dean of School

Step	Activity	Record	Responsibility
	DVC Academic Affairs for further evaluation and review.		
2.2.6	The DVC Academic Affairs shall present the Summary of Applicants for departments to the Administrative Board for approval.	Minutes	VC
2.2.7	In approving the requests, the Administrative Board shall consider the following: a) provisions of the current Academic Policy b) minimum academic requirements for Course Lecturers, and experience of the Lecturer(s)	Minutes	VC
2.2.8	In the event of disapproval or recommendations, the DVC Academic Affairs shall through the Dean of School ensure that the HoD takes the necessary action(s).	Minutes	VC
2.2.9	Upon approval, the DVC Academic Affairs shall as per the communication procedure issue appointment letters to the successful adjuncts and copies to the DVC (Finance), Human Resource Manager, respective Dean of School and HoD. This shall be done within 2 weeks of	Appointment Letters for the Adjuncts	DVC Academic Affairs

Step	Activity	Record	Responsibility
	approval by the Administrative Board.		

2.3 Process Output

Engagement of qualified Adjuncts

2.4 Subsequent Processes

a) Timetabling (PR-REG-004).

b) Teaching of Theory and Practical Lessons (PR-FACULTY-006).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Engagement of qualified Adjuncts	Percentage of qualified Adjuncts engaged per Semester.

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Student Advisory

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1.0 GENERAL

1.1 Purpose

To ensure effective, consistent and timely student advisory.

1.2 Scope

This procedure applies to advisory of Students on academic matters.

1.3 References

Document Category	Document Title
Policy	Current UEAB Bulletin
Policy	Student Handbook

1.4 Terms and Definitions

Abbreviation/Term	Description
UEAB	University of Eastern Africa, Baraton
HoD	Head of Department

1.5 Principal Responsibility

The HoD shall ensure adherence to this procedure.

1.6 Inputs

Requirement to advise students on academic matters.

1.7 Resources

a) Teaching Faculty

b) Stationery

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

No predecessor process

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start with the Head of Department: a) assigning Major advisors to students during the registration process. Assignment of the Advisors	The Major Advisor/Student List	Head of Department

Step	Activity	Record	Responsibility
	shall be based on the Course the Student intends to pursue. b) updating the Major Advisor/Student List.		
2.2.2	The Head of Department shall communicate to the Advisors the Students assigned to them.	Internal Memo	Head of Department
2.2.3	The respective Major Advisors shall issue the Students assigned to them a Student Checklist which outlines the Courses per Semester and Year. The Major Advisors shall retain a List of all Students issued with Checklist.	Student Checklist List of students issued with Checklists	Major Advisors
2.2.4	The Major Advisor shall advice the students on: a) course selection b) number of credit hours the Student is expected to take c) requirements of the Grade Point Average (GPA) for Cognate, major courses and general education requirements The Major Advisors shall update a Major Advisor' Students List after advising the Students.	Major Advisor Students List	Major Advisors
2.2.5	In the event, the Major Advisors establish that some students have	Internal memo	Major Advisors

Step	Activity	Record	Responsibility
	not been advised, he/she shall communicate to the HoD for follow-up.		
2.2.6	The HoD shall use the Students contacts available to contact them for advice which shall be as per clause 2.2.4 above.	Evidence of communication	HoD
2.2.7	At the end, the Major Advisor shall ensure the Students update the Student Checklist with the grades for the courses they have taken.	Student Checklist	Major Advisors

2.3 Process Output

Advise to all students pursuing academic programmes

2.4 Subsequent Processes

Teaching Theory and Practical Lessons (PR-FACULTY-006).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Improved academic performance	Analysis of students' academic performance on semester basis

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Course Preparation

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1.0 GENERAL

1.1 Purpose

To ensure consistency, timeliness, and effectiveness in the preparation of courses.

1.2 Scope

This procedure applies to the preparation of courses by Course Lecturers at UEAB.

1.3 References

Document Category	Document Title
Guideline	Current UEAB Course Curriculum

1.4 Terms and Definitions

Abbreviation/Term	Description
UEAB	University of Eastern Africa, Baraton
UMIS	University Management Information System

1.5 Principal Responsibility

The Course Lecturer shall ensure adherence to this procedure.

1.6 Inputs

An approved Timetable

1.7 Resources

a) Teaching Faculty
b) Infrastructure – office space
c) Stationery
d) Hardware (Computers, laptops)
e) Software
f) Resource materials (online and print)

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Timetabling (PR-REG-004).

2.2 Process Steps

Step	Activity	Record	Responsibility
2.2.1	This procedure shall start with the Course Lecturer preparing course outlines and course materials, at least a month before teaching, guided by the following: a) The Timetable b) Calendar of events c) Laboratory manuals d) Academic Bulletin	Lecture materials	Course Lecturer
2.2.2	After preparing the course materials, the Course Lecturer shall assemble and ensure availability of the required course materials which include but not limited to: a) Laptops/Computers b) The Projector c) Text books d) Class register e) Laboratory materials	Course outline	Course Lecturer
2.2.3	For courses with field trips, and clinical requirements, the Course Lecturer shall seek for necessary approval/permissions as per the Procedure on Conducting academic Trips and Procedure on Industrial Attachment/Practicum/ Teaching Practice/Clinical Placement.	Course outline	Course Lecturer

Step	Activity	Record	Responsibility
2.2.4	Upon completion of course preparation, the Course Lecturers shall, at least 2 weeks before teaching, populate on the e-Learning System (UMIS) the following but not limited to: a) Course outlines b) Course materials c) Online links	List of courses populated on the e-Learning System	Course Lecturer

2.3 Process Outputs

a) Prepared course materials.

b) Courses population on the e-Learning System

2.4 Subsequent Processes

Teaching Theory and Practical Lessons (PR-FACULTY-006).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Timeliness in preparing and populating course outlines and materials in the e-Learning System	Analysis of course outlines and materials populated in the e-Learning System at least 2 weeks before teaching

University of Eastern Africa, Baraton

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Teaching Theory and Practical Lessons

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1.0 GENERAL

1.1 Purpose

To ensure effective and timely teaching of the theory and practical lessons.

1.2 Scope

This procedure applies to Teaching Theory and Practical Lessons at UEAB.

1.3 References

Document Category	Document Title
Policy	UEAB Academic Bulletin
Guideline	Syllabus
Policy	Current UEAB Academic Policy

1.4 Terms and Definitions

Abbreviation/Term	Description
HoDs	Heads of departments

1.5 Principal Responsibility

The HoD shall ensure adherence to this procedure.

1.6 Inputs

a) An approved Timetable

b) Course Outline

1.7 Resources

a) Teaching Faculty

b) Teaching aids

c) Infrastructure (Classrooms, Laboratories)

d) Stationery

e) Hardware (Computers, laptops)

f) Software

g) Resource materials (online and print)

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

a) Timetabling (PR-REG-004).

b) Course preparation (PR-FACULTY-005).

2.2 Process Steps

2.2.1 Teaching Theory Lessons

Step	Activity	Record	Responsibility
2.2.1.1	This shall start with the Course Lecturer, as scheduled on the timetable, teaching the Course content according to the Course Outline and using the Course materials.	Timetable Course Outline	Course Lecturers
2.2.1.2	In each class session, the Course Lecturers shall take the Class attendance using the official Class Lists.	Class Attendance	Course Lecturers
2.2.1.3	After the end of every session, the Course Lecturer and the Class Representative shall fill and sign on the respective sections of the Course Lecturers Class Attendance Sheet.	Class Attendance Sheet.	Course Lecturers
2.2.1.4	The Continuous Assessment Test (CAT)/Take Away assignments shall be planned and undertaken as indicated on the Course Outlines.	(CAT)/Take Away assignments	Course Lecturers
2.2.1.5	The Course Lecturer shall submit the analyzed Faculty Attendance Sheet and Class lists to the HoD at least one week before the end of the Semester.	Faculty Attendance Sheet Class lists	Course Lecturers
2.2.1.6	Upon receipt of the Attendance Sheets and Class lists the HoD shall:	Report	HoD

Step	Activity	Record	Responsibility
	a) evaluate them and generate a report of students who have not attained the requisite class attendance (85%) and, b) forward the report to the Dean of School who shall subsequently upon review forward to the Registrar for appropriate action.		

2.2.2 Teaching Practical Lessons

Step	Activity	Record	Responsibility
2.2.2.1	This shall start with the respective Course Lecturer in consultation with the Lab Technician planning for a practical lesson guided by: a) The Course Outline b) Teaching Timetable c) Availability of the materials, laboratory manuals, reagents,	Course Outline Teaching Timetable	Course Lecturers
2.2.2.2	In the event the resources needed for the practical lessons are not available, the Course Lecturer shall make a request to the HoD for acquisition and the process for Procurement shall apply.	Request for resources	Course Lecturers
2.2.2.3	Where necessary, the Course Lecturer shall prior to the lesson		Course Lecturers

Step	Activity	Record	Responsibility
	confirm whether the resources are in good working condition.		
2.2.2.4	In each class session, the Course Lecturers shall take the Class attendance using the official Class Lists.	Class Attendance Register Class Lists	Course Lecturers
2.2.2.5	The Course Lecturer shall introduce the Lesson and in liaison with the Lab Technician guide the students through the practical lesson as guided by the Laboratory Material for the respective lesson.		Course Lecturers
2.2.2.6	After the end of the lesson, the Course Lecturer shall: a) review the session to verify that the students understood the practical lesson b) inform the students on when to submit the practical reports c) mark, record and return the report to the Students either immediately or in the subsequent practical lesson as may be applicable d) together with the Class Representative fill and sign on the respective sections of the Course Lecturers Class Attendance Sheet.	Class Attendance Sheet	Course Lecturer

2.3 Process Output

Teaching of the course content

2.4 Subsequent Processes

Evaluation of students (PR-FACULTY-007).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
100% coverage of teaching content.	Percentage of teaching content covered for each course unit per semester.
At least 85% student attendance during teaching.	Percentage of student attendance per semester for each course unit

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Students Evaluation, Assessment and Processing of Examination Results

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by:	**Issued by:**
Sign:	**Sign:**
Name: Prof. Msafiri Mmamba Jackson **Vice Chancellor**	**Name** Prof. Moses M. Kibirango **Director, Quality Assurance**
Date: 2nd April, 2025	**Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to ensure consistency, accuracy, and timeliness in Setting and Administration of CATs and Assignments, Setting and Moderation of Examinations, Administration of Examinations and Marking and Processing Examination Results.

1.2 Scope

This procedure applies to the Setting and Administration of CATs and Assignments, Setting and Moderation of Examinations, Administration of Examinations and Marking and Processing Examination Results.

1.3 References

Document category	Document title
Policy	UEAB Academic Bulletin
Guideline	Syllabus
Policy	Current UEAB Academic Policy
Policy	Current UEAB Examination Policy

1.4 Terms and Definitions

Abbreviation/Term	Description
HoDs	Heads of departments
DVC – AA	Deputy Vice Chancellor – Academic Affairs

1.5 Principal Responsibility

The Head of Academic departments, Course Lecturer and Examination Officer shall ensure adherence to this procedure.

1.6 Inputs

Sub Process	Inputs
Setting and Administration of continuous assessments and assignments	Course Outline
Setting and Moderation of Examinations	1. Course Outline 2. Curriculum
Administration of Examinations	Moderated Examinations

Marking and Processing Examination Grades	Examination Scripts or generated online marks

1.7 Resources

a) Teaching Faculty
b) Stationery
c) Hardware (Computers, Laptops)
d) Software
e) Classroom/Laboratory

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Teaching Theory and Practical Lessons (PR-FACULTY-006).

2.2 Process Steps

2.2.1 Setting and Administration of sit in continuous assessment

Step	Activity	Record	Responsibility
2.2.1.1	At least one week to the scheduled date for undertaking the formative assessments, the Course Lecturer shall set the assessment items guided by the approved Curriculum and the course content covered.	Assessment items	Course Lecturer
2.2.1.2	On the scheduled date for administering the sit in assessment, the Course Lecturer shall: a) administer the question papers and writing materials, as applicable to the students b) outline the time taken to complete the assessment c) ensure the Students sign the Class Attendance Register	Filled Question Papers/ Answer Sheets Updated Class Attendance Register	Course Lecturer

Step	Activity	Record	Responsibility
	d) supervise the students e) collect the filled assessment, question papers and the answer sheets		
2.2.1.3	For the assignments or take-away assessments, the Course Lecturer shall during the lesson issue to the Students assignments or take-away assessment and give a deadline of submission.	Updated Class Attendance Register	Course Lecturer
2.2.1.4	On receipt of the assignments or take-away CATs, the Course Lecturer shall ensure the Students sign the Continuous Assessment Submission Form.	Filled Continuous Assessment Submission Form	Course Lecturer
2.2.1.5	The Course Lecturer shall mark and release the sit in assessment papers/assignment/take away assessment to the Students and record the marks in the Mark book.	Updated Mark book	Course Lecturer

2.2.2 Setting and Administration of technology enabled continuous assessment

Step	Activity	Record	Responsibility
2.2.2.1	At least one week to the scheduled date for undertaking the respective Assessments, the Course Lecturer shall set the assessment guided by the	CAT	Course Lecturer

Step	Activity	Record	Responsibility
	approved Curriculum and the course content covered.		
2.2.2.2	At least a day to the scheduled date and time for administering the online assessment, the Course Lecturer shall: a) upload the questions on the e-learning platform b) ensure all the examination settings are updated on the platform	Online CATs	Course Lecturer
2.2.2.3	On the scheduled date and time for administering the online assessment, the Course Lecturer shall: a) ensure that students attempt the tests b) supervise the students and provide any guidance where necessary c) Record the marks on the Mark book	Online CATs	Course Lecturer
Note 1	The e-learning platform shall automatically generate the students marks once they submit the assessment.		
2.2.2.4	At least a day to the scheduled date and time for administering the assignments or take-away assessment, the Course Lecturer shall upload the	Assignments and Take away CATs	Course Lecturer

Step	Activity	Record	Responsibility
	assignments or take-away assessment on the e-learning platform and give a deadline of submission.		
2.2.2.5	On receipt of the assignments or take-away assessment, the Course Lecturer shall: a) mark and release the assessment e-papers/Assignment/take away assessment to the Students b) record the marks in the Mark book.	Updated Mark book	Course Lecturer

2.2.3 Setting and Moderation of Examinations

Step	Activity	Record	Responsibility
2.2.3.1	This procedure shall start with the HoDs, within the fourth week of every semester, communicating to the Course Lecturers to prepare and submit the main and supplementary examinations together with the marking schemes in the prescribed format. **Note 1**: The HoD shall stipulate in the communication the deadline for submission.	Evidence of communication	HoD
2.2.3.2	In setting the examinations, the Course Lecturers shall be	Draft examinations	Course Lecturer

Step	Activity	Record	Responsibility
	guided by the relevant curriculum.		
2.2.3.3	The HoD shall receive examination drafts in the prescribed format and he/she shall ensure the Departmental Examination Submission Form is filled by the Course Lecturers.	Filled Departmental Examination Submission Form	HoD
2.2.3.4	On the 6th week of the semester, the HoD shall convene a Departmental meeting comprising of the Course Lecturers to moderate the examinations and marking schemes.	Minutes of the departmental meeting	HoD
2.2.3.5	In moderating the examinations and the marking schemes, the Team shall be guided by the criteria in the Examination Moderation Form, the Moderator shall fill the form and submit to the HoD.	Filled Examination Moderation Form	HoD
2.2.3.6	In the event that the examinations and/or marking schemes are not adequate, the Course Lecturers shall make corrections on the examinations and/or marking schemes as recommended in the departmental meeting and re-submit the same to the HoD	Minutes of the meeting	HoD

Step	Activity	Record	Responsibility
	within the time stipulated during the meeting.		
2.2.3.7	After departmental moderation, the HoD shall using the University's communication protocol forward the examination drafts to the External Examiner for moderation by the 8th week of the semester.	Evidence of communication	HoD
2.2.3.8	The DVC – AA shall receive the externally moderated examinations and forward them to the HoDs through the Deans of Schools.	Evidence of communication	DVC – AA
2.2.3.9	On receipt of the externally moderated examinations, the HoD shall within one week of receipt, ensure that the changes recommended by the External Examiners are effected by the respective Course Lecturers and the examinations are proof read.	Evidence of communication	HoD
2.2.3.10	The HoDs shall present the externally moderated examinations to the School Board, at least 1 week after external moderation	Minutes	Dean of School
2.2.3.11	The DVC – AA shall convene an Academic Standards	Minutes	DVC – AA

Step	Activity	Record	Responsibility
	Committee and the HoDs shall present the moderated examinations		
2.2.3.12	The HoDs shall ensure the inputs of the Academic Standards Committee are incorporated.	Minutes	DVC – AA
2.2.3.13	The HoD shall, on the as per the timelines on the Calendar of Events, submit to the Assistant Registrar of Examinations a filled Examination Submission Form of the internally and externally moderated examinations together with the respective examinations and Moderation Reports.	Examination Submission Form Moderation Reports.	HoD
2.2.3.14	On the receipt, the Assistant Registrar of Examinations shall compile, print and seal the examinations in readiness for administration		Registrar

2.2.4 Administration of sit in examinations

Step	Activity	Record	Responsibility
2.2.4.1	The Examination Officer shall, two weeks before the start of examinations, prepare an Examination Invigilation Schedule using the Master University Examination Timetable.	Examination Invigilation Schedule	Examination Officer

Step	Activity	Record	Responsibility
2.2.4.2	The Examination Officer shall forward the Examination Invigilation Schedule to the Invigilators.	Evidence of communicating the Schedule	Examination Officer
2.2.4.3	The Examination Officer shall, at least 30 minutes before commencement of every examination paper, issue the Chief Invigilators with the following: a) examination booklets b) sealed examination papers c) students' examination attendance sheet d) Chief invigilators report form e) an invigilation attendance form f) an examination malpractice form g) examination booklet report form The Examination Officer shall ensure the Invigilators sign the Examination Booklet Report form on collection.	Examination Booklet Report	Examination Officer
2.2.4.4	As scheduled, the Invigilators shall administer the examinations to the registered students and ensure the conditions prescribed in the		Invigilators

Step	Activity	Record	Responsibility
	Current University Examination Policy are adhered to.		
2.2.4.5	During examination, the respective Invigilators shall: - a) ensure a record of attendance is duly filled by the students on the Students Examination Attendance Sheet b) ensure a record of attendance is duly filled by the Invigilators on the Invigilation Attendance Form	Filled Students Examination Attendance Sheet Filled Invigilation Attendance Form	Respective Invigilator
2.2.4.6	In the event of an examination malpractice, the provisions of the Current University Examination Policy shall apply.	Filled Examination Malpractice Form Filled Chief invigilators Report Form	Respective Invigilator
2.2.4.7	After administering the examinations, the Invigilators shall: a) collect the filled examination booklets from the students, b) verify the number of booklets filled and blank and update the examination booklet report form	Filled Examination Booklet Report Filled Invigilation Form Filled Students' Examination	Respective Invigilator

Step	Activity	Record	Responsibility
	c) submit examination booklet report, filled invigilation form, filled students' examination attendance sheet, filled Chief invigilators report and a filled examination malpractice form (where applicable) to the Examination Officer.	Attendance Sheet Filled Chief Invigilators Report Filled Examination Malpractice Form (where applicable)	
2.2.4.8	On receipt, the Examination Officer shall: a) verify the documents in Clause 2.2.4.7 and file them b) forward the Filled Examination Malpractice Form and the Chief invigilators report to the Registrar for disciplinary action.	Evidence of communicating to the Registrar.	Examination Officer

2.2.5 Administration of online examinations

Step	Activity	Record	Responsibility
2.2.5.1	The Examination Officer shall, two weeks before the start of examinations, prepare an Examination Invigilation Schedule using the Master University Examination Timetable.	Examination Invigilation Schedule	Examination Officer

Step	Activity	Record	Responsibility
2.2.5.2	The Examination Officer shall forward the Examination Invigilation Schedule to the Invigilators.	Evidence of communicating the Schedule	Examination Officer
2.2.5.3	Before examination starts, the Invigilator shall ensure the students join the examination session at least 10 minutes before the scheduled time so that the pre-examination procedures are completed		Invigilator
2.2.5.4	The Invigilator shall ensure examination starts automatically as scheduled.		Invigilator
2.2.5.5	The Invigilator shall monitor the examination online (where necessary) to ensure that no examination irregularities take place.		Invigilator
2.2.5.6	In the event of an examination malpractice, the provisions of the Current University Examination Policy shall apply.	Filled examination malpractice form Filled Chief invigilators Report Form	Respective Invigilator
2.2.5.7	After the examination time lapses, the Course Lecturers shall download examination marks from the e-learning platform and enter in the Mark	Filled Mark book	Course Lecturers

Step	Activity	Record	Responsibility
	book and submit them to the HoD.		

2.2.6 Marking, Grading and Analysis

Step	Activity	Record	Responsibility
2.2.6.1	This shall start with the DVC – AA communicating to the HoDs through the Deans of Schools a schedule for marking and processing results until release of results by Senate. This communication shall be made after the last day of the examination in each semester.	Evidence of communicating the Schedule	DVC – AA
2.2.6.2	The Course Lecturers shall: a) mark the scripts and generate the online automated marks b) enter the marks into the Mark book c) fill the Grading spreadsheet template from the updated Mark book scores (containing formative and summative assessment)	Filled Grading spreadsheet Filled Mark book	Course Lecturers

Step	Activity	Record	Responsibility
	d) forward to the HoD computed grades' spreadsheet		
2.2.6.3	On receipt of the grades' spreadsheet from all Course Lecturer's, the HoD shall convene a departmental meeting to moderate the grades.	Minutes of the meeting	HoD
2.2.6.4	During moderation, the Course Lecturers shall: a) review the performance b) check the accuracy of the computations c) check whether the recommended templates were used	Minutes of the meeting	HoD
2.2.6.5	In the event of any anomaly, the respective Course Lecturer(s) shall make adjustments within a timeline stipulated in the meeting	Minutes of the meeting	HoD
2.2.6.6	The HoD shall, within one week after departmental moderation of the grades, forward the moderated grades' spreadsheet and the departmental moderation minutes to the respective Dean of School.	Evidence of communication to the Dean of School	HoD

Step	Activity	Record	Responsibility
2.2.6.7	The Dean of School shall convene a School Board review the grades from the departments and recommend approval.	Minutes of the School Board meeting	Dean of School
2.2.6.8	In the event of any anomaly, the respective HoDs shall ensure the Course Lecturer(s) make adjustments within a timeline stipulated in the meeting	Minutes of the School Board meeting	Dean of School
2.2.6.9	During the Senate meeting as per the Schedule in 2.2.6.1, the Dean of School shall present the grades to Senate for approval.	Minutes of the Senate meeting	VC
2.2.6.10	In case Senate does not approve the grades, the respective Dean of School shall implement the recommendations of Senate.	Minutes of the Senate meeting	VC
2.2.6.11	Once the grades are approved, the Dean of Schools shall communicate to the respective Course Lecturers through the HoDs.	Evidence of communication	Dean of School

2.2.6.12	On receipt of the grades, the Course Lecturers shall upload them in the University Information System (UMIS)	Evidence of uploading grades on the UMIS	Course Lecturers
2.2.6.13	The HoDs shall verify the accuracy of the grades in the UMIS prior to approving in the system.	Evidence of approval in the UMIS	HoD
2.2.6.14	In the event of any anomaly, the HoD shall communicate to the respective Course Lecturer to make the corrections.		HoD
2.2.6.15	Once the HoD approves the grades in the UMIS, the Deans of Schools shall review and approve.	Evidence of approval by the Dean of School	Dean of School
2.2.6.16	After approval by the Deans of Schools, the Registrar shall approve the grades and this will reflect on the students records in the UMIS as an unofficial transcript.	Unofficial transcript	Registrar
2.2.6.17	In the event a student(s) raises any issue on the grades, the respective Course Lecturer shall verify the grades and advice the student(s) accordingly.	Evidence of grades query	Course Lecturer/HoD/Dean of School

2.3 Process Outputs

Sub Process	Outputs
Setting and Administration of continuous assessments and assignments	Continuous assessments and assignments marks
Setting and Moderation of Examinations	Moderated examinations
Administration of Examinations	Filled Examination Booklets
Marking and Processing Examination Grades	Approved Grades by Senate

2.4 Subsequent Processes

Graduation (PR-REG-006), when applicable

3.0 PROCESS KEY PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Evaluation
Timeliness in setting and moderating examinations	Percentage of examinations set and moderated per department within the timelines stipulated in the Calendar of events.
Accuracy of the results	Number of incidents of inaccurate grades

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Conducting Academic Trips

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by:	**Issued by:**
Sign:	**Sign:**
Name: Prof. Msafiri Mmamba Jackson **Vice Chancellor**	**Name** Prof. Moses M. Kibirango **Director, Quality Assurance**
Date: 2nd April, 2025	**Date:** 2nd April, 2025

UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by: **Sign:** **Name:** Prof. Msafiri Mmamba Jackson **Vice Chancellor** **Date:** 2nd April, 2025	**Issued by:** **Sign:** **Name** Prof. Moses M. Kibirango **Director, Quality Assurance** **Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

To ensure timeliness and effectiveness in conducting academic trips relevant to course units in UEAB.

1.2 Scope

This procedure applies to trips conducted by academic departments in the University.

1.3 References

Document Category	Document Title
Guideline	Approved Curriculum
Policy	Academic Policy

1.4 Terms and Definitions

Abbreviation/Term	Description
UEAB	University of Eastern Africa, Baraton
HoD	Head of Department
AdBoard	Administrative Board
DVC – AA	Deputy Vice Chancellor – Academic Affairs
DVC – SAS	Deputy Vice Chancellor – Student Affairs and Services

1.5 Principal Responsibility

The HoDs shall ensure adherence to this procedure.

1.6 Inputs

The need for an academic trip as per the approved Curriculum

1.7 Resources

a) Teaching Faculty
b) Hardware
c) Software
d) Stationery
e) Transport
f) Funds

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Teaching Theory and Practical Lessons

2.1.1 Process Steps

Step	Activity	Record	Responsibility
2.1.2	This shall start with the DVC – AA, within the third week of every semester, notifying the HoDs through the Deans of Schools to prepare and forward requests and details for the academic trips in their departments. **Note 1**: The notification shall include a deadline for submission.	Notification from DVC – AA	DVC – AA
2.1.3	On receipt of the notification, the HoDs shall, within 2 weeks, convene departmental meetings to plan for academic trips and to develop departmental Academic Trip Schedules and Budgets. This shall include requesting and receiving confirmation from the Organization(s) to be visited.	Minutes of departmental meeting Departmental Academic Trip Schedules Budgets Evidence of communication Confirmation from Organizations	HoD
2.1.4	The HoDs shall, within one week after the departmental meeting, forward the Departmental Academic Trip Schedules and	Departmental Academic Trip Schedules Budgets	HoD

Step	Activity	Record	Responsibility
	Budgets to the respective Deans of Schools.		
2.1.5	On receipt of the departmental Academic Trip Schedules and Budgets, the Deans of Schools shall verify and forward the Schedule to the DVC – AA for review and recommendation for approval.	Evidence of communication	School Dean
2.1.6	In the event of the DVC – AA identifies an issue on either the schedule or budget, he shall communicate the same to the Dean of school for necessary action.	Evidence of communication	DVC – AA
2.1.7	The DVC – AA shall present the Academic Trips Schedules and Budgets in one of the weekly Administrative Board meetings for approval.	Minutes of the Administrative Board meeting	DVC – AA
2.1.8	In approving the Academic Trips Schedules and Budgets, the Administrative Board shall consider the following: a) confirmation from the organizations to be visited b) departmental budgets c) students proceeding for the academic trips d) appointed lecturers to accompany the students	Minutes of the Administrative Board meeting	DVC – AA

2.1.9	In the event the Administrative Board makes any recommendations, the DVC – AA shall communicate to the respective School Deans who shall ensure the HoDs act on the recommendations.	Evidence of communication	HoD
2.1.10	Upon approval, the DVC – AA shall communicate the approved schedule and budget to the respective Dean of School and copy the HoD.	Evidence of communicating the approved schedule and budget	DVC – AA
2.1.11	As per the academic trip schedule, the Course Lecturer(s) in consultation with the HoD shall prepare a Student Travel Manifest for the trip.	Course Lecturer(s)	HoD
2.1.12	The HoD shall through the DVC – AA: a) seek facilitation from the DVC Finance and Administration b) request for meals through the DVC – SAS c) request the DVC – SAS for approval and exemption of students proceeding for the trip from other class attendance and University appointments d) request for transport as per the Fleet Management Procedure.	Evidence of communication	HoD

2.1.13	On the date and time approved for departure, the Course Lecturer(s) shall ensure the trip commences, after confirming the trip manifest for the students present.	Approved Students List	Course Lecturer(s)
2.1.14	On concluding the trip, the Course Lecturer(s) shall confirm the students manifest.	Approved Students List	Course Lecturer(s)
2.1.15	The Course Lecturer(s) shall: a) notify the students to submit a summary report a week after the trip. This is to be used to compute the course work marks. b) prepare the Academic Trip Report and a Financial Report and forward to the DVC – AA using the University's communication protocol.	Academic Trip Report and Financial Report	Course Lecturer(s)
2.1.16	On receipt, the DVC – AA shall: a) review the Academic Reports and retain them b) forward the Financial Report to the DVC Finance.	Academic Trip Report and Financial Report	DVC – AA

2.2 Process Output

Completed Academic Trips

2.3 Subsequent Processes

No subsequent process

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Timeliness in undertaking the trip	Number of academic trips conducted as per the approved Academic Trip Schedule in the department

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Industrial Attachment/Practicum/Teaching Practice/Clinical Placement

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by:	**Issued by:**
Sign:	**Sign:**
Name: Prof. Msafiri Mmamba Jackson **Vice Chancellor**	**Name** Prof. Moses M. Kibirango **Director, Quality Assurance**
Date: 2nd April, 2025	**Date:** 2nd April, 2025

UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by: **Sign:** **Name:** Prof. Msafiri Mmamba Jackson **Vice Chancellor** **Date:** 2nd April, 2025	**Issued by:** **Sign:** **Name** Prof. Moses M. Kibirango **Director, Quality Assurance** **Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to ensure effectiveness in the planning, supervision and assessment of students on Industrial Attachment/Practicum/Teaching Practice/Clinical Placement.

1.2 Scope

The procedure applies to the planning, supervision and assessment of students on Industrial Attachment/Practicum/Teaching Practice/Clinical Placement.

1.3 References

Document Category	Document Title
Policy	Industrial Attachment Policy, 2023
Policy	Respective Academic Bulletin
Guidelines	Guidelines by the respective Regulatory Bodies e.g. Nursing Council and KNDI

1.4 Terms and Definitions

Abbreviation/Term	Description
HoD	Head of Academic Department
MoU	Memorandum of Understanding
TP	Teaching Practice
KNDI	Kenya Nutritionist and Dieticians Institute

1.5 Principal Responsibility

The respective HoDs/Course Coordinators shall ensure adherence to this procedure.

1.6 Inputs

Programme requirements

1.7 Resources

a) Teaching Faculty
b) Hardware and software
c) Funds

d) Stationery

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

Teaching Theory and Practical Lessons

2.2 Process Steps

2.2.1 Planning for Industrial Attachment/Practicum/Teaching Practice/Clinical Placement

Step	Activity	Record	Responsibility
2.2.1.1	This shall start with the respective HoDs, at least a semester/trimester prior to the commencement of the Industrial attachment/Practicum/Teaching Practice/Clinical Placement, convening departmental meetings: a) to identify suitable placement Institutions for students, b) identify students who qualify for attachment **Note 1**: In identifying the Institutions, the HoDs shall consider the existing MoUs and Student preferences if any	Departmental Minutes Signed MoUs	HoDs
2.2.1.2	After identification, the HoDs shall in liaison with the Course Coordinators communicate to the respective Institutions requesting for placement of students.	Evidence of communication	HoDs
2.2.1.3	Upon acceptance of the students by the Institutions, the	Acceptance Letters/Eviden	HoDs/Course Coordinators

Step	Activity	Record	Responsibility
	HoDs/Course Coordinators shall, at least a month to the beginning of the attachment, prepare a Placement List.	ce of communication Placement List.	
2.2.1.4	The HoDs/Course Coordinators shall, at least a week to the beginning of the attachment, convene an orientation meeting with the students to undertake the following but not limited to: a) brief them on the goals, expectations and the requirements b) issue them with introductory letters where applicable c) issue the students with logbooks d) communicate to them to process insurance for the period of the attachment, as applicable	Attendance Register	HoDs/Course Coordinators
2.2.1.5	To confirm that the students have reported for attachment, the HoDs/Course Coordinators shall: a) Contact the Institutions, or b) receive signed and stamped Reporting Form/Timetable/Rotational Schedules from the students, or	Reporting Form Timetable Rotational Schedules	HoDs/Course Coordinators

Step	Activity	Record	Responsibility
	c) receive reports from accompanying Instructors.		

2.2.2 Assignment and Orientation of Supervisors

Step	Activity	Record	Responsibility
2.2.2.1	The HoD in liaison with the Course Coordinator shall assign Supervisors to students at the time of preparing the Placement List. In assigning the Supervisors, the following shall be considered: a) Area of Specialization b) Availability of Supervisors c) Course Loading d) Location e) Number of Students	Minutes Supervision Schedule.	HoD
2.2.2.2	The HoDs/Course Coordinators shall communicate to the Supervisors on the assignment.	Evidence of communication	HoDs
2.2.2.3	The HoDs/Course Coordinators shall convene an Orientation Meeting for all the Supervisors to brief them on the goals, expectations and requirements.	Attendance Register Minutes	HoDs/Course Coordinators

2.2.3 Supervision and Assessment of Students

Note 1: This shall not apply to clinical placement

Step	Activity	Record	Responsibility
2.2.3.1	This shall start with the HoD in liaison with the Course Coordinator ensuring Supervision Schedules are developed. This shall be done at least 2 weeks after the students report for attachment/practicum/TP.	Supervision Schedule.	HoD
2.2.3.2	The HoD/Course Coordinator shall communicate the Supervision Schedules to the Supervisors and Students where applicable.	Evidence of communication	HoD/Course Coordinator
2.2.3.3	The Supervisors shall: a) request for facilitation by filling the Advance Request Form and Transport Request Form b) attach the Class Lists and Supervision Schedule c) through the HoD, Dean of School and DVC Academics forward the documents to Accounts and Procurement Offices respectively	Advance Request Forms Transport Request Forms Class Lists Supervision Schedule	HoD
2.2.3.4	As per Schedule, the Supervisor shall assess the Students.	Logbook Assessment Forms	Supervisor

Step	Activity	Record	Responsibility
	Assessment shall involve the Supervisors: a) visiting the attachment/practicum/TP sites b) observing the students c) reviewing attachment documents of the students d) discussing with the onsite supervisor on the performance of the student e) making recommendations on the overall performance of the students to the students and the onsite supervisor		
2.2.3.5	The Supervisor shall ensure the Onsite Assessment Forms are filled by the onsite Supervisor.	Onsite Assessment Forms	Supervisor
2.2.3.6	After attachment, the Course Coordinator shall ensure students are awarded marks after the following as applicable: a) presentations b) submissions of written reports by students/Supervisor c) students sitting for an exit exam	Course Outline Grade Book	Course Coordinator
2.2.3.7	The Course Coordinator shall compute the final Marks and guided by the Course Outline	Grade Book Course Outline	Course Coordinator

Step	Activity	Record	Responsibility
	award Grades on the Grade Book.		

2.2.4 Clinical Teaching and Assessment

Step	Activity	Record	Responsibility
2.2.4.1	This shall start with the HoD communicating to the Clinical Instructors, within the first week of a semester/trimester of clinical placement, to assign clinical placement sites to students then develop and submit clinical rotations.	Evidence of communication	HoD
2.2.4.2	On receipt of the communication, the Clinical Instructors shall consider the following in assigning clinical placement sites and developing the clinical rotation: a) the course competencies b) previous assignment of clinical placement site to avoid being placed in the same site		Clinical Instructors
2.2.4.3	The Clinical Instructors shall forward the clinical rotation to the HoD.	Clinical rotation Evidence of communication	Clinical Instructors
2.2.4.4	On receipt, the HoD shall review the schedule and communicate to the Students.	Evidence of communication Schedule	HoD
2.2.4.5	In the event the HoD raises an issue on the clinical rotation,	Evidence of communication	HoD

Step	Activity	Record	Responsibility
	he/she shall communicate to the respective Instructor for amendment and re-submission.		

2.2.5 Teaching and Assessment

Note 1: Clinical Teaching and Assessment is both formative and summative

Step	Activity	Record	Responsibility
2.2.5.1	At the time of preparing Clinical rotations, the Clinical Instructors shall prepare a Clinical Teaching Schedule and forward to the Hospital Student Coordinator.	Clinical Teaching Schedule Evidence of communication	Clinical Instructors
2.2.5.2	On the scheduled dates for clinical teaching, the Clinical Instructor shall: a) demonstrate the skills to students b) allow the students to do return demonstration, as applicable c) give feedback to the students d) ensure the student fills the Assessment Forms/Log book as applicable	Assessment Forms/Log book	Clinical Instructors

2.2.6 Assessment

Note 1: The Clinical Instructor shall ensure the students are eligible for Assessment by ensuring they have undertaken continuous assessment as required.

Step	Activity	Record	Responsibility
2.2.6.1	Assessment shall start with the Clinical Instructor together with the Hospital Co-Assessor assigning Patients/Clients to the students to conduct a procedure for Assessment.	Evidence of assigning Patients/Clients to the students	Clinical Instructor
2.2.6.2	The Clinical Instructor together with the Hospital Co-Assessor shall observe as the Student undertakes the procedure /presentation as they score the student using the Assessment Tool.	Assessment Tool.	Clinical Instructor
2.2.6.3	The Clinical Instructor together with the Hospital Co-Assessor shall give feedback to the students		Clinical Instructor
2.2.6.4	The Clinical Instructors shall, atleast a week after clinical rotation, forward the scores to the Lecturer for computation and grading.	Evidence of forwarding scores to the Lecturer	Clinical Instructor

2.3 Process Output

Assessment of Students

2.4 Subsequent Processes

Students Evaluation, Assessment and Processing of Examination Results process (PR-FACULTY-007).

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Performance of the students	Analysis of the grades as per the Grade Book

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Supervision and Examination of Undergraduate Students

Document No: PR-FACULTY-010

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by: **Sign:** **Name:** Prof. Msafiri Mmamba Jackson **Vice Chancellor** **Date:** 2nd April, 2025	**Issued by:** **Sign:** **Name** Prof. Moses M. Kibirango **Director, Quality Assurance** **Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to ensure timeliness and effectiveness in the examination of proposals and projects for undergraduate junior and/or senior students who are undertaking courses that require projects.

1.2 Scope

This procedure shall apply to the supervision of projects for undergraduate junior and/or senior students who are undertaking courses that require projects.

1.3 References

Document Category	Document Title
Policy	UEAB Academic Bulletin
Policy	Current UEAB Intellectual Property Rights Policy
Policy	Current UEAB Examination Policy
Policy	Current UEAB Antiplagiarism Policy
Guideline	Current UEAB Thesis and Dissertation Guidelines

1.4 Terms and Definitions

Abbreviation/Term	Description
HoDs	Heads of departments
UEAB	University of Eastern Africa, Baraton

1.5 Principal Responsibility

The HoDs and Course Lecturers shall ensure adherence to this procedure.

1.6 Inputs

Approved curriculum requirements

1.7 Resources

a) Teaching Faculty
b) Stationery
c) Hardware
d) Software
e) Classroom/Laboratory

f) Venue for presentations

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

a) Teaching Theory and Practical Lessons (PR-FACULTY-006).

b) Students Evaluation, Assessment and Processing of Examination Results (PR-FACULTY-007).

2.2 Process Steps

2.2.1 Undergraduate students project proposal supervision

Step	Activity	Record	Responsibility
2.2.1.1	This procedure shall start with the Course Lecturer communicating to the students due for project work to identify the project concept within the timelines stipulated in their respective course outlines.	Evidence of communication	Course Lecturer
2.2.1.2	After the lapse of the timelines for identifying project concepts, the Course Lecturer shall schedule sessions for the students to make concept presentations in class.	Concept Presentation Schedule	Course Lecturer
2.2.1.3	In the event some concepts are not approved by the Course Lecturer, he/she shall advise the respective students accordingly.	Course Lecturer's recommendations	Course Lecturer
2.2.1.4	After approval of all the project concepts, the Course Lecturer shall prepare a report and submit the same to the HoD. This shall be done within the timelines	Evidence of communication Project Concepts Report	Course Lecturer

Step	Activity	Record	Responsibility
	stipulated in the curriculum and the course outline.		
2.2.1.5	The HoD shall convene a departmental meeting to allocate Supervisor(s) to students undertaking projects. In allocating the Supervisors, the team shall consider the provisions of the current Guidelines for Thesis/Dissertation Writing.	Minutes of the departmental meeting	HoD
2.2.1.6	In the event the students want to change the proposed concepts, the appointed Supervisors shall allow them as guided by the current Guidelines for Thesis/Dissertation Writing.	Student's petition /Application Supervisor's response/ feedback	Supervisor
2.2.1.7	Each Supervisor shall communicate the following to the students: a) that they develop the project proposals b) that on fortnight basis they prepare progressive reports for the tasks undertaken	Evidence of communication	Supervisor
2.2.1.8	The Supervisor shall meet with the students on fortnight basis to review the progress of the proposal development and he/she shall ensure the	Filled and signed Progressive Report Form	Supervisor

Step	Activity	Record	Responsibility
	Progressive Report Form is filled and signed.		
2.2.1.9	In the event the student(s) does not seem to be making good progress according to schedule, the Supervisor shall caution him/her and if this persists the Supervisor shall communicate to the HoD.	Evidence of communication, if applicable	Supervisor
2.2.1.10	The Supervisors shall, within the timelines stipulated in the course outline, inform the students to submit their final proposals.	Evidence of communication	Supervisor
2.2.1.11	On receipt of the student(s) proposals, the respective Supervisors shall subject them to an antiplagiarism test in line with the Current UEAB Antiplagiarism Policy.	Antiplagiarism report	Supervisor
2.2.1.12	In the event the proposal fails the antiplagiarism test, the respective Supervisor shall advise the Student accordingly.	Communication of antiplagiarism report with Supervisor recommendation	Supervisor
2.2.1.13	On completion of the proposal preparation by the students, the Supervisor shall, on the tenth week of the semester, forward	Evidence of communication	Supervisor

Step	Activity	Record	Responsibility
	the proposals to the HoD through respective Course Lecturers.		
2.2.1.14	On receipt of the communication from the Course Lecturers, the HoD shall convene a departmental meeting to: a) appoint a Proposal Evaluation Panel b) prepare a presentation schedule for the student(s) proposals **Note 1:** The Presentation Schedule shall include the dates of the presentation, the venue and the Panelists	Minutes of Departmental Meeting	HoD
2.2.1.15	The HoD shall communicate the Schedule to the Supervisors, Course Lecturers, Panelists and the Students.	Evidence of communication	HoD
2.2.1.16	The Chairperson of the Panel shall ensure the students present their proposals and the Panel shall award marks as per Academic Bulletin and Thesis and Dissertation Guidelines.	Students Grades	HoD
2.2.1.17	The Chairperson of the Panel shall forward the results to the Course Lecturer who shall use them to process the final grades.	Evidence of forwarding the results	Chairperson of the Panel

2.2.2 Undergraduate student project supervision

Step	Activity	Record	Responsibility
2.2.2.1	This shall start with the Course Lecturer, within three weeks of the start of the second semester, communicating to the students who passed their proposal writing stage, to commence with their projects.	Course outline Communication from the Course Lecturer	Course Lecturer
2.2.2.2	The respective Supervisors shall guide: a) the students to download an Undergraduate Project Form at the start of the second semester of the final year and fill in the required personal details b) students make weekly entries in the Undergraduate Project Form regarding the tasks undertaken	Downloaded and filled Undergraduate Project Form	Supervisor
2.2.2.3	The Supervisor shall at least on a fortnight basis meet with the students or when necessary to review the undergraduate project requirements and he/she	Updated Undergraduate Project Form	Supervisor

Step	Activity	Record	Responsibility
	shall ensure the Undergraduate Project Form is updated.		
2.2.2.4	The Supervisor shall caution a student in case he/she does not seem to be making good progress according to schedule and he/she shall update the Consultation/Advising Report Form.	Consultation/Advising Report Form	Supervisor
2.2.2.5	The Supervisor shall forward a report to the HoD in case the student is unable to improve after guidance and in case of non-completion of the Unit within the required timelines. The provisions of the Academic Policy shall apply.	Communications between the Supervisor and the student	Supervisor
2.2.2.6	The Supervisors shall receive from the successful students their final projects two weeks to the end of the second semester examination and he/she shall record the Project Submission Register as evidence of receipt of the projects.	Project Submission Register	Supervisor

Step	Activity	Record	Responsibility
2.2.2.7	On receipt of the student's projects, the respective Supervisors shall subject the projects to an antiplagiarism test in line with the Antiplagiarism Policy.	Report of Antiplagiarism test	Supervisor
2.2.2.8	In the event the projects fail the Antiplagiarism test, the respective Supervisors shall advise the Students accordingly.	Report of Antiplagiarism test	Supervisor
2.2.2.9	If the project passes the Antiplagiarism test, the respective Supervisors shall inform the Students to submit spiral bound project reports, within one week before the start of the written examinations, and he/she shall record the Project Submission Register.	record the Project Submission Register	Supervisor
2.2.2.10	On receipt, the Supervisor shall: a) ensure the student signs the Spiral bound project report b) sign the Project Submission Form,	Duly filled and signed Project Submission Form	Supervisor

Step	Activity	Record	Responsibility
	issue to the students as evidence of submission of projects and retain a copy c) forward to the HoD duly filled and signed Project Submission Forms.		

2.2.3 Final project examination

Step	Activity	Record	Responsibility
2.2.3.1	Upon receipt of the signed spiral bounded project report, the HoD shall within a week: a) appoint a panel b) prepare a presentation schedule for the student's projects, and c) communicate to the Panelists, Supervisors and Students **Note 1**: The Presentation Schedule shall include the dates of the presentation, the venue and the Panelists	HoD communication	HoD
2.2.3.2	The HoD shall ensure the students present their projects and the Panel shall award marks for the oral presentation as per	Presentation Report	HoD

Step	Activity	Record	Responsibility
	the Current UEAB Thesis and Dissertation Guidelines.		
2.2.3.3	The Chairperson of the Panel shall forward the Presentation Report / results awarded to the respective HoD through the Course Lecturer for processing of final results as per clause 2.2.6.2 of the Students Evaluation, Assessment and Processing of Examination Results Procedure – PR - FACULTY-007.	Presentation Report / results awarded	The Panel Chairperson

2.3 Process Output

a) Approved and assessed proposals

b) Examined Projects

2.4 Subsequent Processes

Graduation (PR-REG-006) where applicable.

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Timely approval of proposals	Percentage of proposals approved on time in a semester as per the course outline
Timeliness in examining projects	Percentage of projects examined on time per semester as per the course outline

University of Eastern Africa, Baraton

Quality Management System based on ISO 9001:2015

Supervision and Examination of Postgraduate Students

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UNIVERSITY OF EASTERN AFRICA, BARATON

QUALITY MANAGEMENT SYSTEM

Approved by: **Sign:** **Name:** Prof. Msafiri Mmamba Jackson **Vice Chancellor** **Date:** 2nd April, 2025	**Issued by:** **Sign:** **Name** Prof. Moses M. Kibirango **Director, Quality Assurance** **Date:** 2nd April, 2025

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1.0 GENERAL

1.1 Purpose

The purpose of this procedure is to ensure timeliness and effectiveness in the supervision and examination of Thesis and Dissertations for postgraduate students.

1.2 Scope

This procedure shall apply to the supervision and examination of Thesis and Dissertations for postgraduate students.

1.3 References

Document Category	Document Title
Policy	UEAB Graduate Studies Bulletin
Policy	Current UEAB Intellectual Property Rights Policy
Policy	Current UEAB Academic Policy
Policy	Current UEAB Examination Policy
Policy	Current UEAB Antiplagiarism Policy
Guideline	Current UEAB Thesis and Dissertation Guidelines

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Abbreviation/Term	Description
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1.5 Principal Responsibility

The HoDs and Course Lecturers shall ensure adherence to this procedure.

1.6 Inputs

Approved curriculum requirements

1.7 Resources

a) Teaching Faculty
b) Stationery
c) Hardware
d) Software

e) Classroom/Laboratory

f) Venue for presentations

2.0 PROCESS DESCRIPTION

2.1 Predecessor Processes

a) Teaching Theory and Practical Lessons

b) Students Evaluation, Assessment and Processing of Examination Results

2.2 Process Steps

2.2.1 Supervision of postgraduate students research proposal

Step	Activity	Record	Responsibility
2.2.1.1	This procedure shall start with the Course Lecturer communicating to the students due for research to prepare at least 3 thesis/dissertation topics/concepts within the timelines stipulated in their respective course outlines.	Evidence of communication	Course Lecturer
2.2.1.2	After the lapse of the timelines for preparing thesis/dissertation topics/concepts, the Course Lecturer shall communicate to the students to submit, within a specified deadline, a request for thesis/dissertation topic/concepts presentation to the Department Chair/Graduate Program Coordinator.	Evidence of Communication	Course Lecturer
2.2.1.3	Upon receipt of the request, the Department Chair/Graduate Program Coordinator in consultation with the Dean of School, shall schedule a date for	Evidence of Communication	Department Chair/Graduate Program Coordinator

Step	Activity	Record	Responsibility
	topic/concept presentation and communicate to the Students.		
2.2.1.4	The Department Chair/Graduate Program Coordinator shall chair the proceedings and the Faculty members of the department will evaluate the topics/concepts presented guided by the Current UEAB Thesis and Dissertation Guidelines.	Minutes	Department Chair/Graduate Program Coordinator
2.2.1.5	In the event some topics/concepts are not approved, the panel shall advise the respective students accordingly.	Panel recommendations	Department Chair/Graduate Program Coordinator
2.2.1.6	After approval of all the research topics/concepts, the Department Chair/Graduate Program Coordinator shall: a) send official communication on the approved topics/concepts to the students b) forward a list of approved topics/concepts to the Director of Graduate Studies and Research	Evidence of communication List of approved topics/concepts	Department Chair/Graduate Program Coordinator

2.2.2 Supervision of thesis/dissertation

Step	Activity	Record	Responsibility
2.2.2.1	Upon the approval of the thesis/dissertation topics, the Department Graduate Studies Committee shall select at least two thesis/dissertation supervisors. In allocating the Supervisors, the team shall consider the provisions of the current Guidelines for Thesis/Dissertation Writing.	Minutes of the committee meeting	Graduate Programme Coordinator
2.2.2.2	The Graduate Programme Coordinator shall forward the names of the thesis/dissertation supervisors to the Director of Graduate Studies and Research for official appointment.	Evidence of communication	Graduate Programme Coordinator
2.2.2.3	On receipt, the Director of Graduate Studies and Research shall: a) review the Supervisors' List and approve guided by the Thesis and Dissertation Guidelines b) communicate to the students and the thesis/dissertation supervisors' informing them of the appointment and the responsibilities of both the	Evidence of appointment of the Supervisors' Evidence of communication	Director of Graduate Studies and Research

Step	Activity	Record	Responsibility
	supervisors and the supervisee. c) send a copy of the letter of appointment to the Department Chair/Graduate Program Coordinator.		
2.2.2.4	In the event the students want to change the approved topic, the appointed Supervisors shall allow them as guided by the current Guidelines for Thesis/Dissertation Writing.	Student's petition /Application Supervisor's response/ feedback	Supervisor
2.2.2.5	Each Supervisor shall communicate the following to the students: a) that they develop the thesis/dissertation proposals b) that on monthly basis update the tasks undertaken using Consultation/Advising Report Form.	Evidence of communication	Supervisor
2.2.2.6	The Supervisor shall meet with the students on monthly basis to review the progress of the thesis/dissertation proposals development and he/she shall ensure the Consultation/Advising Report Form is filled and signed.	Filled and signed Consultation/Advising Report Form	Supervisor

Step	Activity	Record	Responsibility
2.2.2.7	In the event the student(s) does not seem to be making good progress according to schedule, the Supervisor shall caution him/her and if this persists the Supervisor shall communicate to the Graduate Programme Coordinator.	Evidence of communication, if applicable	Graduate Programme Coordinator
2.2.2.8	The Supervisors shall, within the timelines stipulated in the course outline, inform the students to submit their final proposals.	Evidence of communication	Supervisor
2.2.2.9	On receipt of the student(s) proposals, the respective Supervisors shall subject them to an antiplagiarism test in line with the Current UEAB Antiplagiarism Policy.	Antiplagiarism report	Supervisor
2.2.2.10	In the event the proposal fails the antiplagiarism test, the respective Supervisor shall advise the Student accordingly.	Communication of antiplagiarism report with Supervisor recommendation	Supervisor
2.2.2.11	On the completion of the proposal preparation by the students, the Supervisor shall, on the tenth week of the semester, forward the proposals to the HoD/Graduate Program Coordinator.	Evidence of communication	Supervisor

Step	Activity	Record	Responsibility
2.2.2.12	On receipt of the proposals, the HoD/Graduate Program Coordinator shall convene a Departmental Graduate Studies Committee meeting to appoint members of the panel of proposal evaluators and decide on the date of the thesis/dissertation proposal defense. The thesis/dissertation proposal defense will be scheduled within three (3) weeks after the submission of the proposals to the department.	Minutes of the meeting	HoD/Graduate Program Coordinator
2.2.2.13	The HoD/Graduate Program Coordinator shall forward the names of the panel of proposal evaluators to the Director of Graduate Studies and Research, who shall write the official letter of request	Evidence of communication Names of Proposal Evaluators	HoD/Graduate Program Coordinator
2.2.2.14	On receipt, the Director of Graduate Studies and Research shall appoint the proposal evaluators and forward the appointment letters to the HoD/Graduate Program Coordinator.	1. Evidence of communication	HoD/Graduate Program Coordinator

Step	Activity	Record	Responsibility
2.2.2.15	On receipt, the HoD/Graduate Program Coordinator shall distribute the thesis/dissertation proposals with the appointment letters to the proposal evaluators together with the Proposal Evaluation Criteria.	Evidence of communication Appointment letters for the proposal evaluators	HoD/Graduate Program Coordinator
2.2.2.16	During the thesis/dissertation proposal presentation, the Chairperson of the Panel shall ensure the students present their proposals and the Panel shall award marks as per the Graduate Bulletin and Thesis and Dissertation Guidelines. **Note 1**: Master's students must defend the thesis within one year, while doctoral students must defend the dissertation within two years.	Students Marks	Chairperson of the Panel
2.2.2.17	In the event that the student fails to defend their thesis/dissertation within the allotted period, the provisions of the Thesis and Dissertation Guidelines shall apply.	Evidence of communication	HoD/Graduate Program Coordinator
2.2.2.18	The Chairperson of the Panel shall forward the marks to the	Evidence of forwarding the results	Chairperson of the Panel

Step	Activity	Record	Responsibility
	Course Lecturer who shall use them to process the final grades.		
2.2.2.19	The HoD/Graduate Program Coordinator shall communicate to the students to commence with the research and the data gathering procedures shall be undertaken in compliance to the Thesis and Dissertation Guidelines.	Evidence of communication	HoD/Graduate Program Coordinator
2.2.2.20	The Supervisor shall at least on a monthly basis meet with the students or when necessary to review the thesis/dissertation requirements and he/she shall ensure the Consultation/Advising Report Form is updated.	Updated Consultation/Advising Report Form	Supervisor
2.2.2.21	The Supervisor shall caution a student in case he/she does not seem to be making good progress according to schedule and he/she shall update the Consultation/Advising Report Form.	Consultation/Advising Report Form	Supervisor
2.2.2.22	The Supervisor shall forward a report to the Graduate Programme Coordinator in case the student is unable to improve after guidance and in case of	Communications between the Supervisor and the student	Supervisor

Step	Activity	Record	Responsibility
	non-completion of the Unit within the required timelines. The provisions of the Academic Policy shall apply.		
2.2.2.23	On receipt of the student's thesis/dissertations, the respective Supervisors shall subject the thesis/dissertations to an antiplagiarism test in line with the Antiplagiarism Policy.	Report of Antiplagiarism test	Supervisor
2.2.2.24	In the event the projects fail the Antiplagiarism test, the respective Supervisors shall advise the Students accordingly.	Report of Antiplagiarism test	Supervisor
2.2.2.25	If the thesis/dissertation passes the Antiplagiarism test, the respective Supervisors shall inform the Students to submit spiral bound thesis/dissertation reports, within one week, and he/she shall record the Thesis/Dissertation Submission Register	Project Submission Register	Supervisor
2.2.2.26	The Supervisors shall receive from the successful students their final thesis/dissertation two months to the end of the second semester examination and he/she shall record the Thesis/Dissertation Submission	Thesis/Dissertation Submission Register	Supervisor

Step	Activity	Record	Responsibility
	Register as evidence of receipt of the thesis/dissertations.		
2.2.2.27	On receipt, the Supervisor shall: a) ensure the student signs the Spiral bound thesis/dissertation report b) sign the Thesis/Dissertation Submission Form and issue to the students as evidence of submission of thesis/dissertation and retain a copy c) forward to the Graduate Programme Coordinator duly filled and signed Thesis/Dissertation Submission Forms.	Duly filled and signed Thesis/Dissertation Submission Form	Supervisor

2.2.3 Final thesis/dissertation examination

Step	Activity	Record	Responsibility
2.2.3.1	Upon receipt of the signed spiral bounded thesis/dissertation report, the Graduate Program Coordinator shall within a week and in consultation with the Dean of School ,identify panelists comprising of two internal examiners and one external.	Evidence of communication	Graduate Program Coordinator

Step	Activity	Record	Responsibility
	Note 1: The criteria for selection of the examiners shall be as per the Thesis and Dissertation Guidelines.		
2.2.3.2	The Graduate Program Coordinator shall forward the names of the examiners and the thesis/dissertations to the Director, Graduate Studies and Research for appointment and review respectively.	Evidence of communication	Graduate Program Coordinator
2.2.3.3	On receipt, the Director, Graduate Studies and Research shall: a) appoint the examiners guided by the provisions of the Thesis and Dissertation Guidelines b) forward the appointment letters, the thesis/dissertation evaluation criteria and the thesis/dissertations to the Examiners for examination.	Evidence of communication Appointment Letters	Director, Graduate Studies and Research
2.2.3.4	On receipt of the Examiners Report, the	Evidence of communication	Director, Graduate

Step	Activity	Record	Responsibility
	Director, Graduate Studies and Research shall communicate to the Graduate Program Coordinator to plan for the oral defense.		Studies and Research
2.2.3.5	The Graduate Program Coordinator shall, within 2 days after receiving communication from the Director, prepare a presentation schedule for the student's thesis/dissertation. In preparing the schedule, the Graduate Program Coordinator shall consider the following: a) that the oral defense is undertaken within twenty-one (21) days after reception of the examination reports from the examiners b) Not more than four defenses are scheduled in a day	Presentation Schedule	Graduate Program Coordinator
2.2.3.6	The Graduate Program Coordinator shall communicate the	Evidence of communication	Graduate Program Coordinator

Step	Activity	Record	Responsibility
	presentation schedule to the panelists and the students.		
2.2.3.7	The Graduate Program Coordinator shall ensure the students present their thesis/dissertations and the Panel shall award marks for the oral presentation as per the Current UEAB Thesis and Dissertation Guidelines.	Presentation Report	Graduate Program Coordinator
2.2.3.8	The Chairperson of the Panel shall forward the Presentation Report / results awarded to the respective Graduate Program Coordinator through the Course Lecturer for processing of final results as per clause 2.2.6.2 of the Students Evaluation, Assessment and Processing of Examination Results Procedure – PR-FACULTY-007.	Presentation Report / results awarded	The Panel Chairperson

2.2.3.9	After the successful defense of the thesis/dissertations, the Director, Graduate Studies and Research shall ensure: a) the post defense requirements outlined in the Current UEAB Thesis and Dissertation Guidelines are undertaken. b) the students sign the Thesis/Dissertation Submission Register as evidence of submission of all the requisite documents the students are issued with a letter of completion	Copies of Thesis/Dissertations Letter of completion Thesis/Dissertation Submission Register	Director, Graduate Studies and Research

2.3 Process Output

a) Approved and assessed thesis/dissertation proposals
b) Examined thesis/dissertations

2.4 Subsequent Processes

Graduation (PR-REG-006) where applicable.

3.0 PROCESS PERFORMANCE INDICATORS

Key Performance Indicator	Monitoring and Measurement
Timely approval of proposals	Percentage of proposals approved on time in a semester as per the Course Outline
Timeliness in examining projects	Percentage of projects examined on time per semester as per the Course Outline