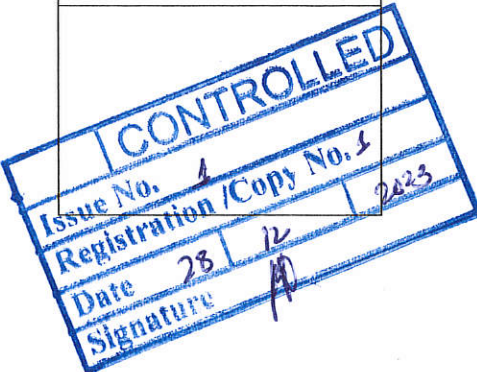


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	STANDARD OPERATING PROCEDURE FOR CONTINUING EDUCATION PROGRAM PAYMENTS	Issue No.: 1	Page No.: Page 1 of 6

ISSUE HISTORY				
Issue No:	Description of Change	Status	Originator	Effective Date
1	Initial release	Draft stage	Task force	March 1, 2022
2				

REFERENCE DOCUMENTS	
Document Number	Document Title
ES ISO 9000:2015	Quality Management Systems - Fundamentals & Vocabulary
ES ISO 9001:2015	Quality Management System – Requirements, Clause 7.5

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1. PURPOSE

The purpose of this procedure is to supervise, monitor and approve the processes in the continuing education program (CEP).

2. SCOPE

This procedure is applicable to all processes that pass through the CEP directorate office.

3. PROCESS OWNER

President, vice presidents, CEP office, Deans, Department heads or Vice heads, Finance, Registrar.

4. DEFINITIONS AND ABBREVIATIONS

AASTU	Addis Ababa Science and Technology University
CEP	Continuing Education Program
FLW	Flow Chart
IQA	Institutional Quality Assurance and Enhancement
ISO	International Organization for Standardization
OF	Operational Form
PO	President Office
QM/MR	Quality Manager/Management Representative
QMS	Quality Management System
SOP	Standard Operational Procedure
UPR	University President
WI	Working Instructions



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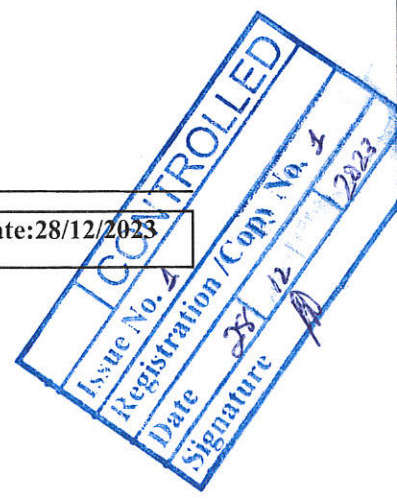
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5. OPERATING PROCEDURE

5.1 PROCESS FLOW CHART WITH I/O ,RESPNSIBLITY & TIME FRAME

Continuing Education Payments Standard Operating Procedure				
INPUT	PROCESS FLOW	OUTPUT	RESPONSIBILITY	TIME FRAME
1. List of CEP course, advisor ship, or examination duty assignment	Instructors assigned for CEP duty 1	1.Course assigned instructors	HoD/VHoD/ CEP coordinators	one week before student registration
2. VPAA/CEP/OF; 001, 002, 003, 004, 005, 006, 007, 008, 009	Instructor fill the contract agreement form 2	2.Filled payment agreement form	Course owner instructors	
3. Payment request by staff	Contract agreement approved by HoD 3 Yes 3b i No 2a	3a. form rejected by HoD 3b. form accepted by HoD	Departments	One day
4. Submitted grade report and Grade submission SIMS report	Instructors report CEP duty completion to respective Department 4	4.Completed duty	Instructors	1day after 16 weeks course offer
5. Payment Forms with official letter request to CEP office	Payment Request or initiation by HoD 5	5.requested payment by OF	Department	One day
6. Detail evaluation of the payment request in line to student number, department section and approved payment rate compliance to contract form.	Evaluate the payment request formalities by CEP office 6a 6b Yes 6b No	6a rejected payment request 6b accepted payment request	CEP Directorate office	3 to 5 days based on number course and instructors
7. Approved payment request by CEP director	CEP Directorate approve the payment request after evaluation 7	7. payment compliance report	CEP directorate	One days
8. Filled payment payroll form using VPAA/CEP/OF/009	CEP Directorate prepares payment payroll and send to AAVP 8	8. payment payroll and request letter	CEP directorate	Half days
9. CEP Payment request letter	Payment form and payroll approved by AAVP 9 Yes 9a No 9b	9a.rejected payroll 9b.Approved payment request	AAVP office	Half day
10. Approved payment request	Finance Directorate effects the payment 10 Process Ends	10. approved and compliant payment letter order from AAVP	Finance office	Half day

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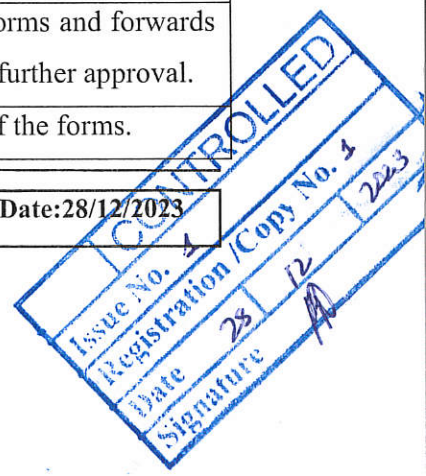


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6. DESCRIPTION OF PROCESS STEPS

FLW	Process Steps Description
1	The academic staff participating will apply or assigned for CEP course teaching, thesis advising or thesis examination
2	The instructors will fill the payment contract agreement form as per the payment guideline and the load they handled.
3	Department heads or vice department head/ CEP coordinators will approve the proper filling of the forms. a) If the forms are not filled as per the course load or as per the guideline, the instructors will fill the form again. b) If the forms are properly filled, they will be forwarded to the college dean for further approval.
4	Instructors report the completion of the agreed duty in line to the filled agreement forms.
5	The respective department who received the completed duty report will initiate the payment request by letter with attachment of the filled contract agreement.
6	The CEP directorate office will evaluate the requested payment compliance and approve the proper filling of the forms. a) If the forms are not compliant as per the course load or as per the guideline, the instructors will fill the form again. b) If the payment request compliant and all forms are properly filled, the CEP directorate office prepares payrolls.
7	CEP directorate office will evaluate all payment request and forms in line to approved payment system
8	The CEP directorate office prepares payrolls for properly filled forms and forwards it together with the payment request letter to the VPAA office for further approval.
8	The VPAA office will approve the payroll and the proper filling of the forms.

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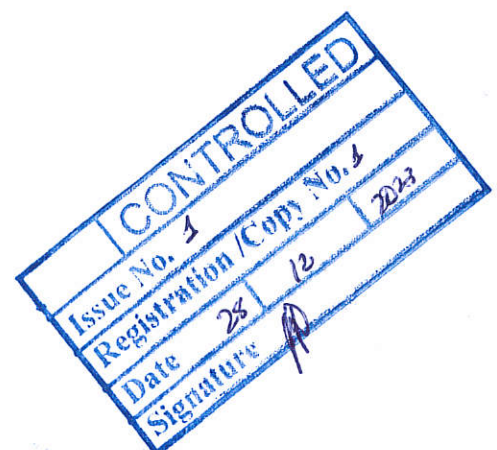
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	c) If the forms are not filled as per the course load or as per the guideline and/or the payrolls are not properly prepared, the instructors will fill the form again and/or the CEP office will prepare the payroll again. d) If the forms are properly filled and the payrolls are properly prepared, the VPAA office forwards the payroll and the forms to the finance directorate office to effect the payment.
9	Finance directorate effects the payment.
10	Completion of all the processes 1-9 indicates the completion of the payment process.

7. RECORDS

The CEP office has the responsibility to record and retain the following records.

- Contract agreement form: VPAA/CEP/OF/001
 VPAA/CEP/OF/002
 VPAA/CEP/OF/003
 VPAA/CEP/OF/004
 VPAA/CEP/OF/005
 VPAA/CEP/OF/006
 VPAA/CEP/OF/007
 VPAA/CEP/OF/008
- Payroll of payments (VPAA/CEP/OF/009)



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8. RELATED DOCUMENTS

The following Standard operating procedure, operation forms and guideline should be used for VPAA/CEP/SOP/003

Document No.	Document Title
VPAA/REG/SOP/006	Academic Calendar
VPAA/DPT/SOP/008	Program Curriculum
VPAA/CEP/OF/001	CEP UG Teaching Contract Agreement Form
VPAA/CEP/OF/002	CEP PG Teaching Contract Agreement Form
VPAA/CEP/OF/003	CEP UG Entrance Exam Related Duty Contract Agreement form
VPAA/CEP/OF/004	PG Entrance Exam Related Contract Agreement Form
VPAA/CEP/OF/005	PG Students Thesis Adviser Contract Agreement form
VPAA/CEP/OF/006	PG Student Thesis Examiners Related Contract Agreement Form
VPAA/CEP/OF/007	UG Graduate Thesis/Internship Adviser Contract Agreement Form
VPAA/CEP/OF/008	UG Thesis/Internship Examiners Contract Agreement Form
VPAA/CEP/GUD/001	Revised Cost and Fee Rates For Continuing Education Program



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