



14 January 2022

Prof Nana Poku
Vice-Chancellor & Principal
University of KwaZulu-Natal
Private Bag X54001
Durban
4001

Email: poku@ukzn.ac.za

Dear Prof Poku

(Revised) Institutional Audit Commitment between the University of KwaZulu-Natal and the Council on Higher Education

Following the first meeting on 15 June 2021 between the University of KwaZulu-Natal (the University) and the Council on Higher Education (CHE) to discuss the institutional audit process, the following agreements were reached:

1. The University has, in writing, provided the name of and contact details of Prof Sandile Songca as the person who shall act as the liaison on behalf of the University.
2. The CHE shall provide capacity development and training to the institution to enable all members of the university community to participate optimally in the process.
3. The CHE shall provide the names and CVs of the proposed panel to the University before the site visits.
4. The University shall provide a written acceptance of or objection to the panel or member(s) of the panel in terms of Section 4.4 of the *Manual for Institutional Audits 2021* within two weeks of receiving the panel.
5. At the request for extension from the University, as stated in the letter of 9 November 2021, the University shall submit its Self-Evaluation Report and Portfolio of Evidence to the CHE on or before **15 July 2022** (which constitutes a revision from the initial agreement of 31 May 2022 submission date).
6. The site visit of the audit panel shall take place on **12 – 16 September 2022** (which is the same as the date in the initial agreement).
7. Given that the self-evaluation report will be submitted to the CHE only 2 months before the site visit will take place, the University acknowledges that all other aspects of the process (such as responses for further documents or information based on the initial SER submission), up to and including the approval of the final audit report by the HEQC will need to be closely managed and monitored to be completed within the timeframes approved by the HEQC and Council.
8. The programme and schedule for the site visit shall be finalised a month in advance of the agreed-on site visit.
9. The CHE shall provide the draft audit report to the institution no later than three months after the site visit.

10. The CHE shall provide the final audit report to the institution no later than three months after the draft audit report was returned to the CHE.
11. The CHE shall be responsible for the travel, accommodation, subsistence and any other associated costs for panel members, within its budgetary constraints.
12. In an event of a physical site visit, the University shall provide modest refreshments for audit panel members, taking any special dietary requirements into consideration.
13. The University shall be responsible for its own expenses associated with the institutional audit.
14. The CHE shall provide secretarial and administrative support to the audit panel during the site visit, including a scribe who will provide the formal written record of the site visit engagements. No electronic recordings of any other kind should be made of the site visit engagements.
15. The University shall provide reasonable electronic and communications support to the CHE delegation during the site visit, in terms of Section 11 of the *Manual for Institutional Audits 2021*.
16. Each Party agrees to undertake the process with rigour and commitment within the bounds of the integrity, confidentiality, collegiality and ethical considerations, including but not limited to the description in the *Manual for Institutional Audits*, Chapter 12.
17. The Vice-Chancellor (VC), on behalf of the University, commits to the audit processes of institution-wide self-reflection and peer review, as well as the required improvement processes after the conclusion of the audit process.
18. The CHE commits to facilitate and support the institutional audit process, acknowledging that the evaluation part of the process is done by a peer audit panel with a final decision by the Higher Education Quality Committee (HEQC).
19. The VC, on behalf of the University, commits to the outcomes of the final audit report, the executive summary of which will be published on the CHE website.

We thank you for the engagements so far and look forward to a productive and positive audit process.

Yours sincerely



Dr Whitfield Green
Chief Executive Officer

By signing and returning this letter to the CHE within 2 weeks of receipt, the VC commits the University of KwaZulu-Natal to the agreements as reached above.



The Council on Higher Education is the Quality Council for Higher Education South Africa

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