



30 March 2021

Prof Chris Nhlapo

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Dear Prof Nhlapo

Initiation of the Institutional Audit of the Cape Peninsula University of Technology

In terms of the approved *Framework for Institutional Audits 2021* and *Manual for Institutional Audits 2021* (hereby attached), the Council on Higher Education (CHE) will be conducting institutional audits of all public universities, as well as private higher education institutions, with the first set of audits scheduled to start immediately and in accordance with a Council endorsed schedule. This letter serves to initiate the institutional audit of the Cape Peninsula University of Technology (CPUT), in terms of section 4.1 (i) of the *Manual for Institutional Audits (2021)*.

In terms of the process described in section 4.5 of the *Manual (2021)*, and after receipt of this initiation letter, a first interaction should take place between CPUT and the CHE to determine the nature, scope and date of the CPUT audit. The CHE team would thus like to have a meeting with yourself and your senior executive management team and senior staff engaged in the quality management of the institution's core academic functions, at your discretion, but with the humble request that this be within the next month.

The purpose of this first meeting is to:

- a. explain the rationale for and context of the audit;
- b. discuss the scope of the audit and the audit process, taking into consideration institutional differentiation based on the HEI's history, identity, nature, size and mode of provision;
- c. create a mutual understanding of the expectations of both the HEQC and the institution in respect of the audit;
- d. explain the relationship between the CHE's institutional audit process and the resultant outcomes in the transition to the QAF;
- e. share with the institution the approach to the focus area(s) which the audit will concentrate on;
- f. propose the dates of submission of the institutional profile, the SER and the PoE as well as the date(s) for the panel site visit;
- g. determine the national and local conditions prevailing at the institution which will influence the actual format of face-to-face workshops and site visits, and
- h. agree on protocols for the workshops and site visits based on (f).

The outcomes of the audit in terms of

1. a developmental improvement process, if required, as well as
2. the public accountability in terms of publishing the outcomes of the audit will also be discussed.

The outcomes of this meeting will form the basis of the agreement between the institution and the CHE on the institutional audit and how it is to be conducted. This agreement will be signed by yourself and the CHE as a formal commitment of the institution to the audit, to the self-evaluation it entails, to the results of the audit, and that this commitment will also be communicated clearly to staff within the institution. The agreement will also detail the commitments and responsibilities of the CHE, particularly in relation to issues of confidentiality and the integrity of the process.

We therefore request you to indicate a contact person that we can engage with to arrange the first meeting, as soon as is convenient. Once you have indicated this contact person, the Institutional Audits Directorate will communicate with them on the date, time, modality and programme for the meeting.

The assessment of the first round of institutional audits conducted from 2004-2011 (see Annexure B3 of the *Framework* (2021)) concluded that institutional audits were successful mechanisms that added much value to institutional quality assurance. We trust that this institutional audit will also be successful and add value to your institution. As the CHE we are committed to support your institution in the successful completion of the institutional audit.

Yours sincerely



Dr Whitfield Green
Chief Executive Officer