



## Memorandum

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**To:** VUT Staff and Students  
**CC:** Members of the Secunda Sub-Committee  
**From:** Director: Marketing & Public Relations  
**Date:** 26 May 2021  
**Subject:** **Update on the Secunda campus**

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Below is the second update on the planned closure of the Secunda Campus. The Sub-Committee has put the following plans in place to ensure that the process of phasing out the campus and the relocation of staff and University assets to the Vanderbijlpark Campus runs smoothly:

### **1 Programme Qualification Mix**

Data analysis will be conducted to confirm the following for the continuing students:

- the status of the aligned and non-aligned programmes offered at Secunda;
- number of students registered for B-Tech and their date of completion;
- continuing diploma and WIL registered students;
- how many students registered for 2021 and the actual number attending classes;
- trace students who registered but do not attend classes to assess their situation and determine whether they will be continuing their studies at the Vanderbijlpark Campus.

### **2 Planned relocation process**

The relocation process will cover the following areas:

#### **2.1 Quality Assurance – Teach-out /transfer guideline**

- A review framework used by QPU as part of the phase-out process of all sites of deliveries.
- A detailed process that allows VUT to fulfil its educational and contractual obligations to currently enrolled students and staff during the closure of a campus.
- Monitor the progress and examine the needs of progressing students to determine their anticipated timeframes to complete their studies.

## 2.2 Communication plan

- To implement, monitor and control communication with all the VUT stakeholders at an appropriate time.

## 2.3 Staff audit, communication and consultations

- Human Resources Department to conduct staff audits.
- Consultation with the affected staff members and the labour unions as soon as the audit has been completed.

## 2.4 Asset register verification

- Stock-take of all the assets that belongs to the University and assess what is required to prepare for the move to Vanderbijlpark.

## 2.5 Budget

- Adequate preparation for the financial support that will be required to move some of the assets during the 2021 academic year and the final relocation in 2022.

## 2.6 Risk register

- To implement a smooth and seamless closure of the Secunda campus.
- To identify early warning signs associated with the relocation process and mitigating factors to address and minimise risks.

## 2.7 Legal Matters

- The Legal Services Department will scrutinize all contracts between VUT and service providers to ensure that cancellation, where necessary, are done timeously.

Kind regards



**Ms Kedimetse Mokotsi**