

**MINUTES****Meeting of the Business School Executive Committee (EXCO) held on 23 March 2021**

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*Confidential*

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**Present**

|               |                            |             |                       |                   |
|---------------|----------------------------|-------------|-----------------------|-------------------|
| <b>Chair:</b> | <b>Prof J van Romburgh</b> | <i>JVR</i>  | <b>Apologies:</b>     | Prof C Botha      |
|               | <b>Prof J Meyer</b>        | <i>JM</i>   | <b>In attendance:</b> | Prof Y du Plessis |
|               | <b>Prof A Smit</b>         | <i>AS</i>   |                       |                   |
|               | <b>Dr J Jordaan</b>        | <i>JJ</i>   |                       |                   |
|               | <b>Dr J Lekunze</b>        | <i>JL</i>   |                       |                   |
|               | <b>Ms L Ntsizwane</b>      | <i>LN</i>   |                       |                   |
|               | <b>Mr M van den Bergh</b>  | <i>MvdB</i> |                       |                   |
|               | <b>Prof R Lotriet</b>      | <i>RL</i>   |                       |                   |

**Secretariat: Ms M Moolman****Scribe: Ms W Smith**

Total page numbers inclusive of cover, action and decision register: 14

Annex: [Action Register](#)  
[Decision Register](#)

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Minutes of this meeting accepted by Prof J van Romburgh on \_\_\_\_\_ 2021.

**Assigned signatories: (electronic)**

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**Prof J van Romburgh**  
**Chair**

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Seconded by:

| REF #        | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPON<br>SIBLE | Action |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|
| <b>1.</b>    | <b>OPENING AND WELCOME</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |        |
|              | Dr Lekhunze opened the meeting with prayer.<br>Prof van Romburgh welcomed all to the meeting and welcomed Prof Y du Plessis who was in attendance.                                                                                                                                                                                                                                                                                                      |                 |        |
| <b>1.1</b>   | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |        |
|              | Prof C Botha                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |
| <b>1.2</b>   | <b>Personalia</b><br>Prof du Plessis congratulated Prof van Romburgh on obtaining his PhD.<br>Prof Lotriet was convener of the best contribution in the field of journalism.<br>Prof Meyer informed the meeting of the achievement of Prof P A Botha on qualifying for the national trials in cycling. He is registered to participate internationally.<br>Prof van Romburgh inquired about Dr Lekhunze's health and wished him well with his recovery. |                 |        |
| <b>1.2.1</b> | Dr Lekhunze was hospitalised.                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |        |
| <b>2.</b>    | <b>DETERMINATION OF THE AGENDA</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |        |
|              | Agenda accepted as proposed.                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |
| <b>3.</b>    | <b>CONFIRMATION OF PREVIOUS MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |        |
|              | Minutes accepted by Prof Meyer and seconded by Dr Jordaan.                                                                                                                                                                                                                                                                                                                                                                                              |                 |        |
| <b>3.1</b>   | <b>MATTERS ARISING FROM PREVIOUS MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |
| <b>3.1.1</b> | <b>Student draft appeal procedure and form</b><br>Closed matter. The previous meeting approved, and item can be removed.                                                                                                                                                                                                                                                                                                                                |                 |        |
| <b>4.</b>    | <b>STANDING ITEMS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |        |
| <b>4.1</b>   | Prof Meyer provided feedback from previous Teaching and Learning meeting. Nothing urgent with regard to the committee as such.                                                                                                                                                                                                                                                                                                                          |                 |        |
| <b>4.2</b>   | <b>TEACHING AND LEARNING</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |
| <b>4.2.1</b> | <b>Noting: DARLO/First semester submissions due 31 May 2021</b><br>Committee agreed that a responsible person will be appointed to negate the process to ensure that it is pursued. Ms Boneschans was proposed as she assisted with similar on a previous occasion.                                                                                                                                                                                     |                 |        |

| REF # | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPON<br>SIBLE | Action        |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|
| 4.3   | <b>MBA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |               |
| 4.3.1 | <b>Graduation</b><br>Graduation has been moved to early June 2021. There is a huge need for a graduation ceremony. Dr Jordaan inquired whether it will be possible. He advised that the matter can be investigated according to Covid-19 regulations and remain within the safety protocols. Prof van Romburgh indicated that a PhD application was not successful and it was suggested to arrange a virtual event. The possibility of hosting any event may only be possible at the end of the year. The graduation may be a virtual event as well as a graduation event during the latter part of the year, which can be to prepare for the possibility of a contact event. <b>The committee agreed.</b> |                 |               |
| 4.3.3 | <b>Perlego</b><br>Prof van Romburgh requested a proposal from the committee to provide suggestions on how the additional fees can be utilised, including the suggestion of utilising Prelego.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ALL             | <b>ACTION</b> |
| 4.3.4 | <b>Waving of 2021 registration fee</b><br>A request was made whether the Business School can assist with waving the registrations fee of Ms A Gaanagomo. The committee agreed that the Business School will provide assistance to the administrative staff with the MBA registration fees and will wave all fees for the administrative staff currently enrolled. Cognisance also to be taken of staff discount provided to staff members. <b>Committee decision.</b>                                                                                                                                                                                                                                      |                 |               |
| 4.3.5 | <b>MBA Phase II gifts</b><br>A quote was received and currently amounts to R2 500 per student. The total amount is R205 000 for phase I students. Final approval requested from the committee as the amount is large. The gift is the same as the previous year. <b>The committee approved.</b>                                                                                                                                                                                                                                                                                                                                                                                                            |                 |               |
| 4.3.6 | <b>Noting: Minutes MBA Admin meeting 9 March 2021</b><br>Minutes noted. No further information proposed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |               |
| 4.4   | <b>PGDIP</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |               |
| 4.4.1 | <b>PGDIP Registrations</b><br>Previous year, 440 students registered and the figure increased to 520 registered students for 2021. The current first-year enrolments are 387. The meeting was reminded that the figure may change due to student circumstance with regard to monies, situations <i>et cetera</i> .                                                                                                                                                                                                                                                                                                                                                                                         |                 |               |
| 4.4.2 | <b>Application date 2021</b><br>2 <sup>nd</sup> Sem applications open 1 May to 30 June 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |               |

| REF # | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPONSIBLE | Action        |
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|       | Registrations 1 June to 15 July 2021.<br>Applications for 2022 open 1 May 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |             |               |
| 4.4.3 | <b>PGDIP 2021 Fees</b><br><p>Experienced some challenges with the fees pertaining to the administration fees. Prof van Romburgh advised that the matter has been discussed and that the committee agreed that discount will not be provided; however, a means will be established to return the value through a corporate gift as example. Prof Mouton advised that distance and Mafikeng students do not pay the administration fees, which poses a concern. Prof van Romburgh advised that, irrespective of contribution, students still receive the benefit. Monies for the expenditure will be allocated through the financial platforms of the Business School.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |               |
| 4.4.4 | <b>PG Financial Management</b><br><p>An opportunity to present the diploma in public financial management has been identified and a suggestion was made to open this qualification for bursary groups, as there seems to be a need for this qualification as such. Prof van Romburgh cautioned on staff availability and Prof Mouton agreed that it will require more lecturers and that the financial implications must be considered. Should the Business School proceed, a budget must be proposed and teaching and learning ramifications must be comprehended. It is a good suggestion to pursue, and Prof Mouton will investigate and provide feedback.</p> <p>A financial management post graduate diploma is on the table as proposed by Prof Mouton. The process is in progress and approval/support is required from the committee. Prof Lotriet inquired on who drafted the syllabus and Prof Meyer advised that it was created for the national treasury and the person driving it has unfortunately resigned. The driver of the programme is absent and the supporting person seems not interested to continue with the project. This may prove to be a concern. Prof Lotriet informed the meeting that it must be customised and receive some application of specialisation. The project can be placed as pending until certainty has been received from National Treasury. Prof Meyer does, however, support a Project Management PGDIP as the need for this programme is high. Prof van Romburgh inquired about what the programme of the Business School provides that is relevant to current needs and what the programme offers. Propose a benchmark in line with the current scenario of the country and consider amendment. A structured and strategic approach is required to determine profitability and regroup product offering. This may prove to only be applicable at a later stage of 2021. A proposal was made to hold a meeting during the second semester to review the product offering and adapt or change should it be feasible.</p> | NM          | <b>ACTION</b> |

| REF #      | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | RESPON<br>SIBLE | Action        |
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| 4.4.5      | <p><b>Admin Staff Training Feedback</b></p> <p>Movements of administrative staff are effective from 1 April 2021. Administrative staff will remain at K14. Concern was raised with regard to Mafikeng staff, and Prof van Romburgh advised that they will be working from home until the situation has improved at the Mafikeng Campus. Prof van Romburgh inquired about the importance for AMBA on the placement of staff in one or more than one building. Prof Smit advised that AMBA indicated that it is not preferable to have staff in separate buildings; however, AMBA is currently only evaluating the MBA. Prof Mouton advised that K14 should be a representation of the Business School as such, and not the qualification only. Prof Lotriet indicated that walk-in clients are not always aware of the allocation of staff and where they can be found, and therefore it will be a more dynamic approach to ensure that reception is informative and provides effective assistance.</p> <p>Prof van Romburgh inquired that administrative staff be allocated at a reception area for both MBA and PGDIP and that the Business School image be upgraded accordingly. Prof Mouton suggested that administrative staff should rotate. Prof van Romburgh requested that the matter be furthered by Prof Mouton. The meeting agreed that K14 will remain as a Business School environment and the long-term plan is to include all at the building.</p> | NM              | <b>ACTION</b> |
| 4.4.6      | <p><b>AMBA Feedback</b></p> <p>Working document will be available by 31 March 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |               |
| 4.4.7      | <p><b>Draft report for Admission requirements – Distance Learning</b></p> <p>Committee was cautioned on the admission requirements as it is subject to scrutiny through auditing. Ensure that admissions can be supported in all aspects.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |               |
| <b>4.5</b> | <b>RESEARCH AND INNOVATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |               |
| 4.5.1      | <p><i>Student Request Mafereka:</i> Requesting to continue with dissertation. Last year of registration was 2018, however, he did not register for second year and requested to re-register. The personal circumstance should be noted and, should further considerations be taken into account, it should be formally captured and pursued through applicable channels.</p> <p>Ms Ntsizwane will meet with the student to discuss all the relevant matters pertaining to the application and to take note of any special circumstance.</p> <p><b>Recommendation: support subject with a warning on the completion of modules</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |               |

| REF # | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RESPON<br>SIBLE | Action        |
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| 4.5.2 | <p><i>Student Request Malepanyana:</i> Requesting to finish studies during 2022 due to financial reasons. Commenced first enrolment during 2019. The student did not register during 2020. Stipulation is that studies should be three continuous years and should any issues result, students should not register for the following year; however, it should be made with a formal application and receipt of approval.</p> <p><b>Recommendation:</b> Not recommended due to two-year laps and the validity of the programme as such with the timeframe.</p>                                                       |                 |               |
| 4.5.3 | <p><i>Student Request Motaung PA:</i></p> <p>A financial waiver was awarded to student subject to submission of mini-dissertation by November 2020. The process was prolonged by the ethics committee as it was referred due to sensitivity of research. The student could not finalise ethics approval and furthered his research without. Dr Lekhunze cautioned on approving a request for a second time.</p> <p><b>Recommendation:</b> Not approved due to conditions not met.</p>                                                                                                                               |                 |               |
| 4.5.4 | <p><i>Student Request Mbungwana AT:</i></p> <p>First registration was 2018 and student registered again in 2019. No registration during 2020 and student requested consideration for 2021 as a result of financial constraints. Account has been handed over and student cannot register. Application must be merited by academic criteria. Student only has research outstanding; however, there is no certainty whether student commenced with the module.</p> <p><b>Recommendation:</b> If there is no research progress at about 70%, the committee cannot approve. Study leader to report back.</p>            |                 |               |
| 4.5.5 | <p><b>PhD requirements</b></p> <p>The PhD brochure was completed and approved in 2020 and requirement was upgraded to 65% in all research components as minimum entry requirement. The brochure was not updated on the Business site. Dr Lekunze requested for another approval whether it can be updated. The approval was granted and the decision must go through the entire process (FEMS EXCO, Teaching and Learning Committee and Admission Requirement Committee). Dr Lekunze was requested to discuss the matter with Ms Grimbeek pertaining to the processes. Dr Lekunze will follow up on the matter.</p> | JL              | <b>ACTION</b> |
| 4.5.6 | <p><i>Student Request: Scholtz J</i></p> <p>Dr Lekhunze advised that it is a PhD student in her sixth year. Student requested extension to submit final thesis for examination.</p> <p><b>Recommendation:</b> Student is ready to submit and request has been approved.</p>                                                                                                                                                                                                                                                                                                                                         |                 |               |
| 4.6   | <b>ETHICS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |               |
|       | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |               |

| REF # | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | RESPON<br>SIBLE | Action |
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| 5.    | <b>AUTONOMY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |        |
| 5.1   | <b>BS succession plan</b><br>No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |
| 6.    | <b>AFRICANISATION AND INTERNATIONALISATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |        |
| 6.1   | <b>Noting: MoA with IIBN Russia approved and in operation</b><br>Approved and Mr van den Bergh is busy with the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |        |
| 6.2   | <b>Noting: MoU with National University of Lesotho under discussion</b><br>Acknowledge receipt and awaiting feedback from MoU.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |        |
| 6.3   | <b>BS Strategic plan on Africanisation – Alignment with AU Agenda 2063 and UN 2030 Agenda</b><br>Concern is to start looking at elements of 17 sustainability goals. An executive point of view is required to determine how it can be upheld in the African footprint. There are numerous talented scholars and Prof du Plessis made contact with two scholars who are willing to present as a guest lecturer. Another professor from Nigeria is also available to be included as a candidate for special lectures. Prof Smit informed the committee that this is a very good initiative that may prove to be positive towards AMBA. It was suggested to commence with similar in the PGDip programme.                |                 |        |
| 6.4   | <b>Noting: Bon-Bons picking up, 5 completed more than 10 in pipeline</b><br>Prof Meyer indicated that applications were received and processed. The only concern remains with the number of expected Bon-Bons of 90 and that it may not reach the expected value. The current register has a total of 11 applications. Prof van Romburgh advised that the structure and review committee prove to be constructive; however, there may be a concern with extortion. The committee remains positive that the Bon-Bons will prove to be a success in various faculties of the Business School outputs. Should the Bon-Bons reach a critical value that is too low, the suggestion will also be opened to other faculties. |                 |        |
| 6.5   | <b>Noting: International Woman's Day recognition / BS Alumni Prof Babalola</b><br>Noted. Suggested to include this in the Bon-Bons during August as it is Women's month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |        |
| 7.    | <b>EXECUTIVE EDUCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |        |
| 7.1   | <b>SBAB weekly update &amp; outstanding debtors</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |        |

| REF #  | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                             | RESPON<br>SIBLE | Action |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------|
|        | Outstanding debtors – letter was received, however, Botswana informed that an account has been registered and payment will be made in April 2021.                                                                                                                                                                                                                                                                                                      |                 |        |
| 7.2    | <b>Finances SOF3 2020 vs 2021</b><br>Discussion<br>Business School is exposed to deficits and is reliant on the University for assistance. A concern has been raised on how the Business School is treated and it will be pursued through the respective executive meeting.                                                                                                                                                                            |                 |        |
| 7.3    | <b>RPL Executive Education Flagship / Advanced Diploma in Management</b><br>Prof Meyer indicated a concern on how the Advanced Management Programme will be put forward and how the credits will be applied. The RPL process will be discussed through further means with collaborations between Mr van den Bergh and Prof Mouton. The imperative is to ensure that the process is applicable, effective and maintains the integrity of the programme. |                 |        |
| 7.4    | <b>Noting: tFA presentations</b><br>Noted.                                                                                                                                                                                                                                                                                                                                                                                                             |                 |        |
| 8.     | <b>QUALITY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                 |        |
| 8.1    | <b>Record Management</b><br>Ms Ntsizwane advised that training is ongoing, which administrative staff are attending.                                                                                                                                                                                                                                                                                                                                   |                 |        |
| 8.2    | <b>AMBA update</b><br>Prof Smit advised that there is still some information outstanding; however, the process is continuing. She alerted the committee on the concern about the current finances of this project.                                                                                                                                                                                                                                     |                 |        |
| 9.     | <b>PEOPLE AND CULTURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |        |
| 9.1    | The faculty has a form where permission is required to work outside the Business School and a template has been replicated. The committee approved the template.                                                                                                                                                                                                                                                                                       |                 |        |
| 10.    | <b>BS FINANCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |        |
| 10.1   | <b>Bursaries</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |        |
| 10.1.1 | <b>BS Bursaries process</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |        |



| REF #       | DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | RESPON<br>SIBLE | Action |
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|             | <p>A process has been drafted and it was mentioned that it will be transparent and subject to the respective stipulations. In terms of bursaries, there are many restrictions and challenges from the university as such. The option is either to approach the committee and explain circumstances or apply university rules and further apply third income on other ventures based on Business School rules and policy. The proposed document referenced MBA and PhD Bursary (annexed to agenda) was not accepted by the committee and will be revisited. The committee concurred with the suggested amounts of;</p> <p>R10k – PhD<br/>R45k – MBA<br/>R20k – PGDIP</p> |                 |        |
| <b>11.</b>  | <b>CORPORATE MARKETING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |        |
|             | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |        |
| <b>12.</b>  | <b>HIRA Covid19</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |        |
|             | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |        |
| <b>13.</b>  | <b>ALUMNI</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |        |
|             | No discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |        |
| <b>14.</b>  | <b>ADVISORY BOARD</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |        |
| <b>14.1</b> | Noting: New members of AB appointed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |        |
| <b>16.</b>  | <b>NEW MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |        |
| 16.1        | No new matters                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |        |
| <b>17.</b>  | <b>CLOSING</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |        |
|             | Prof van Romburgh concluded the meeting and thanked all for their participation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |        |

## ACTION REGISTER

### Meeting; 3 February 2021

| REF # | ACTION                                                                                                                                                                                          | RESPONSIBLE PERSON |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1.2   | <b>Announcement</b> to be made in school communication.                                                                                                                                         |                    |
| 3.1.1 | <b>Business School language plan</b> – discuss at the Teaching and Learning Committee                                                                                                           | Prof Meyer         |
| 3.1.6 | The appeal process should provide a fair approach and it has to provide a fair process that is communicated clearly. Ms Ntsizwane will finalise and present to Exco.                            | Ms Ntsizwane       |
| 4.3.4 | <b>POP/APOP feedback:</b> Prof Smit suggested that guidelines are prepared in this regard. FEMS are busy at R&I with guidelines – Prof Botha and Dr Lekhunze provide inputs at the FEMS meeting |                    |
| 7.3   | <b>Remote learning:</b> Prof van Romburgh requested that the School be equipped with the correct tools to ensure efficiency.                                                                    | Mr van den Bergh   |

### Meeting: 18 February 2021

| REF # | ACTION                                                                                                                                                                 | RESPONSIBLE PERSON                  |
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| 7.7   | <b>Modules vs Credits:</b> Include with Teaching and Learning committee for discussion.                                                                                | Prof. J Meyer                       |
| 8.2   | <b>BS Archivist:</b> Committee to provide input as to what the respective managerial staff requirements are pertaining to primary information required for a database. | All<br>(due date: 28 February 2021) |
| 8.4   | <b>AMBA:</b> Committee requested to revisit the AMBA document and provide input to Prof. Smit.                                                                         | All                                 |
| 9.1   | <b>Mitigation and temporary risks:</b> Discussion to be furthered between Proff van Romburgh and Meyer.                                                                | Proff van Romburgh / Meyer          |
| 15.1  | <b>Suggestions for advisor board:</b> Prof van Romburgh to forward proposal made by committee to the board.                                                            | Prof van Romburgh                   |

**Meeting: 3 March 2021**

| REF # | ACTION                                                                                                                                                                                                                                                                | RESPONSIBLE PERSON              |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 4.1   | <b>Examination committee:</b> Meeting arrangement and mapping of process                                                                                                                                                                                              | Drs Jordaan / Lekhunze          |
| 4.2.2 | Request to be made to Dr Philip Steenkamp to assist with terms of reference and receive a statutory viewpoint prior to submission.                                                                                                                                    | Prof van Romburgh               |
| 4.2.3 | Members to respond and comment on draft appeal process on or before 12 March 2021.                                                                                                                                                                                    | All                             |
| 7.3   | IIBN Way forward: Arrange a discussion with all parties to raise concerns and receive a convincing suggestion to continue as such. Meeting to be arranged between Proff van Romburgh, Meyer, Lotriet, Mr van den Bergh and the administrative representative of IIBN. | Prof van Romburgh / Mr vd Bergh |
| 7.6   | <b>Agriseta:</b> Prof van Romburgh will further a discussion after considering legal comments made and received.                                                                                                                                                      | Prof van Romburgh               |
| 8.2   | <b>AMBA update:</b> Members were reminded to respond to the documentation in order for it to be compared and to ensure that it maintains the same information                                                                                                         | All                             |
| 16.1  | <b>New Matters:</b> Prof van Romburgh will initiate a contact session with students who finished their MBA.                                                                                                                                                           | Prof van Romburgh               |
| 16.2  | <b>New Matters:</b> Development of risk register.                                                                                                                                                                                                                     | Prof van Romburgh               |

**Meeting: 23 March 2021**

| REF # | ACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | RESPONSIBLE PERSON |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 4.3.3 | Prof van Romburgh requested a proposal from the committee to provide suggestions on how the additional fees can be utilised, including the suggestion of utilising Prelego.                                                                                                                                                                                                                                                                                                                                                                                                                                            | All                |
| 4.4.4 | An opportunity to present the diploma in public financial management has been identified and a suggestion was made to open this qualification for bursary groups as there seems to be a need for this qualification as such. Prof van Romburgh cautioned on staff availability and Prof Mouton agreed that it will require more lecturers and that the financial implications must be considered. Should the Business School proceed, a budget must be proposed and teaching and learning ramifications must be comprehended. It is a good suggestion to pursue and Prof Mouton will investigate and provide feedback. | Prof. N Mouton     |

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| 4.4.5 | <p>Prof van Romburgh requested that administrative staff be allocated at a reception area for both MBA and PGDIP and that the Business School image be upgraded accordingly. Prof Mouton suggested that administrative staff should rotate. Prof van Romburgh requested that the matter be furthered by Prof Mouton</p>                                           | Prof. N Mouton |
| 4.5.5 | <p><b>PhD requirements</b></p> <p>The PhD brochure was completed in 2020 and the requirement was upgraded to 65% in all research components. The brochure was not updated and Dr Lekhunze requested whether it can be updated. The decision must go through the entire process. Suggested to discuss the matter with Ms Grimbeek pertaining to the processes.</p> | Dr J Lekhunze  |

## DECISION REGISTER

Controlled document

| REF #                                    | DECISION                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exco minutes – 3 February 2021 – 4.2.4   | <b>Assessment plan</b> – Subminimum of 45% will be applied                                                                                                                                                                                                                                                                                                  |
| Exco minutes – 3 February 2021 – 4.2.3.3 | <b>Study school fees: Seek alternatives to apply extra monies in study fees</b>                                                                                                                                                                                                                                                                             |
| Exco minutes – 3 February 2021 – 4.2.4.6 | <p><b>Admission requirements:</b> Agreement was to change it to “NQF7 Degree with 2-year experience or NQF7 Degree with 60% average of last year of study.”</p> <p>A selection process will be introduced should there not be enough students. It will not provide for AMP students who will still need to follow the RPL process. Applicable for 2022.</p> |
| Exco minutes – 3 February 2021 – 4.4.2.9 | <b>Dean’s warnings:</b> Decision made to support recommendation made by the Teaching and Learning committee                                                                                                                                                                                                                                                 |
| Exco minutes – 3 February 2021 – 4.3.7   | <b>POP/Dr Johan Leibbrandt:</b> Committee approved                                                                                                                                                                                                                                                                                                          |
| Exco minutes – 3 February 2021 – 17.     | <b>Service-level agreement:</b> Growth Point – Approved                                                                                                                                                                                                                                                                                                     |
| Exco minutes – 18 February 2021 – 4.3.3  | <b>MBA Meeting minutes for noting:</b> Meeting agreed that Ms S Abdullah will remain as administrative assistant for MBA.                                                                                                                                                                                                                                   |
| Exco minutes – 18 February 2021 – 4.4.1  | <b>PGDIP Bursaries:</b> Committee will be established to ascertain transparency and applicable criteria when considering bursaries.                                                                                                                                                                                                                         |
| Exco minutes – 18 February 2021 – 4.5.1  | <b>POP / Gawlik R:</b> Committee approved application as extraordinary professor.                                                                                                                                                                                                                                                                           |
| Exco minutes – 18 February 2021 – 6.1    | <b>Bon Bon’s Guideline:</b> Committee approved                                                                                                                                                                                                                                                                                                              |
| Exco minutes – 18 February 2021 – 8.1    | <b>Record Management:</b> Lecturers will be the file owners and administrative staff will ensure adherence to policy.                                                                                                                                                                                                                                       |
| Exco minutes – 23 March 2021 – 4.3.1     | <p><b>Graduation</b></p> <p>The possibility of hosting any event may only be possible at the end of the year. The graduation may be a virtual event as well as a graduation event during the latter part of the year, which can be to prepare for the possibility of a contact event</p>                                                                    |
| Exco minutes – 23 March 2021 – 4.3.4     | <b>Registration fees:</b> The committee agreed that the Business School will provide assistance to the administrative staff with the MBA registration fees and wave all fees for the administrative staff currently enrolled. Cognisance also to be taken of staff discount provided to staff members.                                                      |

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|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Exco minutes – 23 March 2021 – 4.3.5 | <b>MBA Phase II gifts</b><br>A quote was received and currently amounts to R2 500 per student. The total amount is R205 000 for phase I students. Final approval requested from the committee as the amount is large. The gift is the same as the previous year. |
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**SIGNED:**

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Prof Jan van Romburgh  
**DIRECTOR**  
**NWU BUSINESS SCHOOL**

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Prof Jan Meyer  
**DEPUTY DIRECTOR**  
**NWU BUSINESS SCHOOL**