Dear Prof Kotie,

As we continue preparations for the **ACADEX Phase 2.1 go-live**, I would like to provide a brief update on the faculty's current readiness and progress.

1. Module Readiness Process (MRP)

During July 2026, the Project Management Committee (PMC) met with you and provided a list of all modules that, based on the information available at the time, were expected to be presented during the first semester of 2027. At that meeting, we requested that your office verify the list and provide any necessary updates. **Thank you very much for the updated list.** Since then, we have received yearbook data for 2027 and have used this list with the one provided to determine the outstanding forms as in the list attached.

According to our records, based on the current 2027 Yearbook module list, there are **93** modules (module campus combination) for which we have not yet received a completed Module Readiness Form. Sixteen (16) of these are new modules (presented for the first time next year) for which the lecturers could not yet complete a form as our form does not make provision for new modules – we are currently working on that and will inform you once the form is updated.

The module readiness form is available on the *ACADEX* website at: Module Readiness Interactive Process | services.nwu.ac.za

2. Change Champions

Thank you for nominating the Faculty Change Champions. Their involvement will be instrumental in supporting communication, change management, and the successful adoption of *ACADEX*.

Two sessions have been presented to change champions:

- **Onboarding Session (The What):** An overview of the Change Champion role, responsibilities, and expectations.
- **Upskilling Session (The How):** Practical guidance on supporting colleagues, communicating key messages, and assisting staff through the transition to *ACADEX*.

Recordings of the presentations will be made available to colleagues that were not able to attend the sessions. Bi-weekly catch-up sessions will also be scheduled during September.

3. Training

The first cycle of ACADEX training is currently underway, and we are pleased to report that participant feedback has been very positive. The insights and suggestions received from attendees are proving valuable in helping us refine and enhance the training experience, ensuring that it remains practical and relevant as we prepare for Phase 2.1.

Attached is a list of staff members who **registered** (Sheet – Registered) for the Foundational Training Opportunity, also indicating which participants have attended (Sheet - Attended) the training sessions to date. The attached list may also include other academic staff members, as well as administrative and support staff who elected to participate in the training.

Please note that attendance is determined based on participation for at least **75% of the scheduled session time**. Staff members attending less than 75% are recorded as **registered but not attended**.

4. Our Request

We kindly request your assistance with the following:

1. **Module Preparation for Phase 2.1**

   Please follow up with lecturers who will be presenting first-year modules in Semester 1 of 2027 (Phase 2.1) and whose modules appear on the attached list of outstanding MRP forms. We encourage them to begin preparing their modules as soon as possible and to complete the form by **11 September 2026**. Early engagement will help ensure that modules are ready on time and will enable CTL Educational Developers to provide the necessary support without unnecessary delays or bottlenecks.

2. **Training Participation**

   Please follow up with Phase 2.1 lecturers who have not yet attended ACADEX training. We encourage them to take advantage of upcoming training opportunities and to keep an eye out for future training dates and registration invitations.

3. **Faculty Communication**

   Please share this communication within your faculty as part of the project team's ongoing communication, awareness, and reporting process. Regular communication is essential to ensuring that all stakeholders remain informed and prepared for the transition to *ACADEX*.

Thank you for your continued support and collaboration in ensuring the successful implementation of *ACADEX*.

or more information on the *ACADEX* implementation project, please visit the *ACADEX* website.

Should you have any questions, please send an e-mail to acadex@nwu.ac.za.

Kind regards

Kobus le Roux (*ACADEX* Project Lead)