



POSTGRADUATE SELECTION FORM

Selection application for

Bachelor of Architecture Honours

BArchHons

Programme code | BC460114

Master of Architecture

MArch | Professional Qualification

Programme code | BC470314

Submission date | 31 July

INSTRUCTIONS

Keep the original hard copy of the selection form and portfolio for possible enquiries by the Selection Committee. Send a copy of the selection form and portfolio to the Department of Architecture at NoReplyArchiSelect@ufs.ac.za before the cut-off date of 31 July. This is an unmonitored email address, and no enquiries will be answered from this email address.





INTRODUCTION AND SELECTION ORIENTATION

Thank you for your interest in our selection programme for Architecture at the University of the Free State.

GENERAL | You will find all information about our programme and selection process on our website: www.ufs.ac.za/architecture, select the link 'Postgraduate Application'.

To participate in the selection process, you must have applied online for admission to the University of the Free State before 31 July of the year preceding intended study. The online application form also includes some of the questions and required documentation in this form.

SELECTION FORM | Completing and submitting the selection form is the first step in the selection process and does not guarantee admission to the BArchHons/MArch (Professional) programme. You cannot submit the selection form unless you have received a unique UFS student number from Student Academic Services. The selection form must be completed and submitted to NoReplyArchiSelect@ufs.ac.za. Selection forms must reach the Department of Architecture before or on 31 July of the year preceding intended study.

WHO MUST COMPLETE THE SELECTION FORM? | Students from other architectural learning sites, senior UFS students who have taken a year out, and senior UFS students who have not been selected and have taken a year out, must complete the selection form to be entered into the selection process.

Currently registered students must apply online for BArchHons or MArch(Prof) before 31 July to be entered into the selection process. Their selection is based on their academic results. Currently registered students therefore do not need to complete the selection form.





PART I | PERSONAL AND CONTACT DETAILS (Complete the selection form in clear block letters, using black ink.)

CANDIDATE:

Student number:	
Known as:	
First name:	
Surname:	
South African ID number:	
Non-SA passport number:	
Cellphone number:	
Email address:	
Residential address:	
Postal code:	
Postal address:	
Postal code:	

GUARDIAN:

Name and surname:	
Cellphone number:	
Email address:	





PART II | ACADEMIC AND EMPLOYMENT DETAILS

What did you do in the year preceding the year of application (mark x):

Working:		University:	
University of technology:			
Other:		Specify other:	

Pertaining to the tertiary institution from which you will graduate (or graduated):

Institution:		City:	
Province:		Year:	

Additional tertiary education:

Institution:		City:	
Province:		Year:	

List extra-curricular activities participated in during your tertiary studies up to the year preceding application:

Cultural and creative activities:	
Community activities:	
Leadership positions:	

If you worked during or after your tertiary studies, specify:

Employer:		from year		to	
Employer:		from year		to	
Employer:		from year		to	





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PART III | CERTIFIED COPIES

At the end of this document, please attach the following in the respective order:

- A.** a certified copy of your degree(s) and your most recent academic transcript
- B.** a certified letter of reference from the person who facilitated your studies as studio master in your last year of study, including a reference to your code of conduct
- C.** a certified letter(s) of reference from your employer(s)
- D.** a certified copy of any other academic programme, short course, workshop, etc., or your SACAP membership, or any other professional certificate of registration relevant to your application

Clearly mark **A**, **B**, **C** and **D** on the documentation.





PART IV | PORTFOLIO

Include your portfolio as a separate A4 PDF document with the selection form. The portfolio comprises different sections. All sections should be saved together in one document.

The following sections should be included in your portfolio:

1. Preceding years of study

A selection of the best design work from each of the preceding years of study: Each selected design project must illustrate the design concept, theoretical underpinnings, design development and solution, and key construction details (maximum four projects, limited to a maximum of four A4 pages for each project).

2. Professional work experience

A section of professional work must be accompanied by a written declaration from your employer, explaining your involvement in the projects (maximum three projects, limited to a maximum of four A4 pages for each project).

3. Other creative work

A selection of other creative work that does not form part of your studies or work experience (limited to a maximum of four A4 pages).

4. The summary of your mini-dissertation design proposal or master's research design proposal should include the following headings:

Introduction:	An introduction of 300 words.
Unique challenges:	In 300 words, specify and describe possible challenges.
Preliminary research:	In 500 words, specify and describe sources of knowledge that you have investigated for some of the challenges.
Conclusion	





PART V | TOWARDS THE NEXT STEP IN SELECTION

What happens after I have submitted my selection form?

The Department of Architecture may

- reject an application;
- offer an applicant a place on a waiting list;
- invite an applicant to a selection interview;
- offer an applicant conditional admission; and
- offer an applicant unconditional admission.

Both Administration (Student Academic Services) and the Department of Architecture will communicate with applicants at different stages. Please respond to both sets of communication.

Should an applicant receive new documentation (such as new results from a re-write or remarking of a paper), the applicant must ensure that both the Department of Architecture and Administration (Student Academic Services) are notified and receive proof of the documentation.

CHECK LIST AND DECLARATION

CHECK BOXES: I declare that:

I declare that I produced the creative work submitted in the selection form and portfolio, that the creative work is the result of my own original labour, and that the creative work was not reproduced from any artworks, designs, or other creative outputs. I understand that any misrepresentation will result in me not being selected for the Architecture programme in the UFS Department of Architecture.	
By submitting the selection form to the Department of Architecture, I accept that the decision of the selection panel is final and that no discussion or correspondence will be entered into regarding the selection outcome. I will not contact the department for career advice or feedback on the selection process.	
I understand that it is my responsibility to ensure that the selection form is complete. Selection forms will not be presented to the selection panel without a valid UFS student number. Incomplete forms and forms received after the closing date (31 July) will not be accepted or considered for selection.	

Candidate's signature: _____ Date: _____

