



# Application Guide for Prospective Students

## Master of Environmental Management

(NQF Level 9)

### About the programme

The Master's in Environmental Management is multidisciplinary programme comprised of a coursework component as well as a research project over a minimum duration of two years. The programme is presented by a team of academics and environmental practitioners, carefully selected to equip students with both a theoretical and practical understanding of environmental management as a discipline.

### Admission requirements

The Centre for Environmental Management selects about 40 students for this programme annually. Due to the large number of applications, students are selected by a panel made up of staff of the Centre.

The following **minimum** requirements will be taken into account during the selection process:

- A recognised applicable qualification with 120 credits at NQF level 8.
- Experience in environmental science or management.
- Fixed employment in the field of environmental management.

Applicants who do not have an NQF level 8 qualification may apply for a recognition of prior learning (RPL) assessment process if they have at least an NQF level 7 qualification (three-year B degree or a B.Tech), and five years relevant work experience. RPL assessment is done to determine a standard of competency to give merited applicants an opportunity to get admission. The information about the RPL process can be obtained from the RPL Office at [RPLOffice@ufs.ac.za](mailto:RPLOffice@ufs.ac.za).

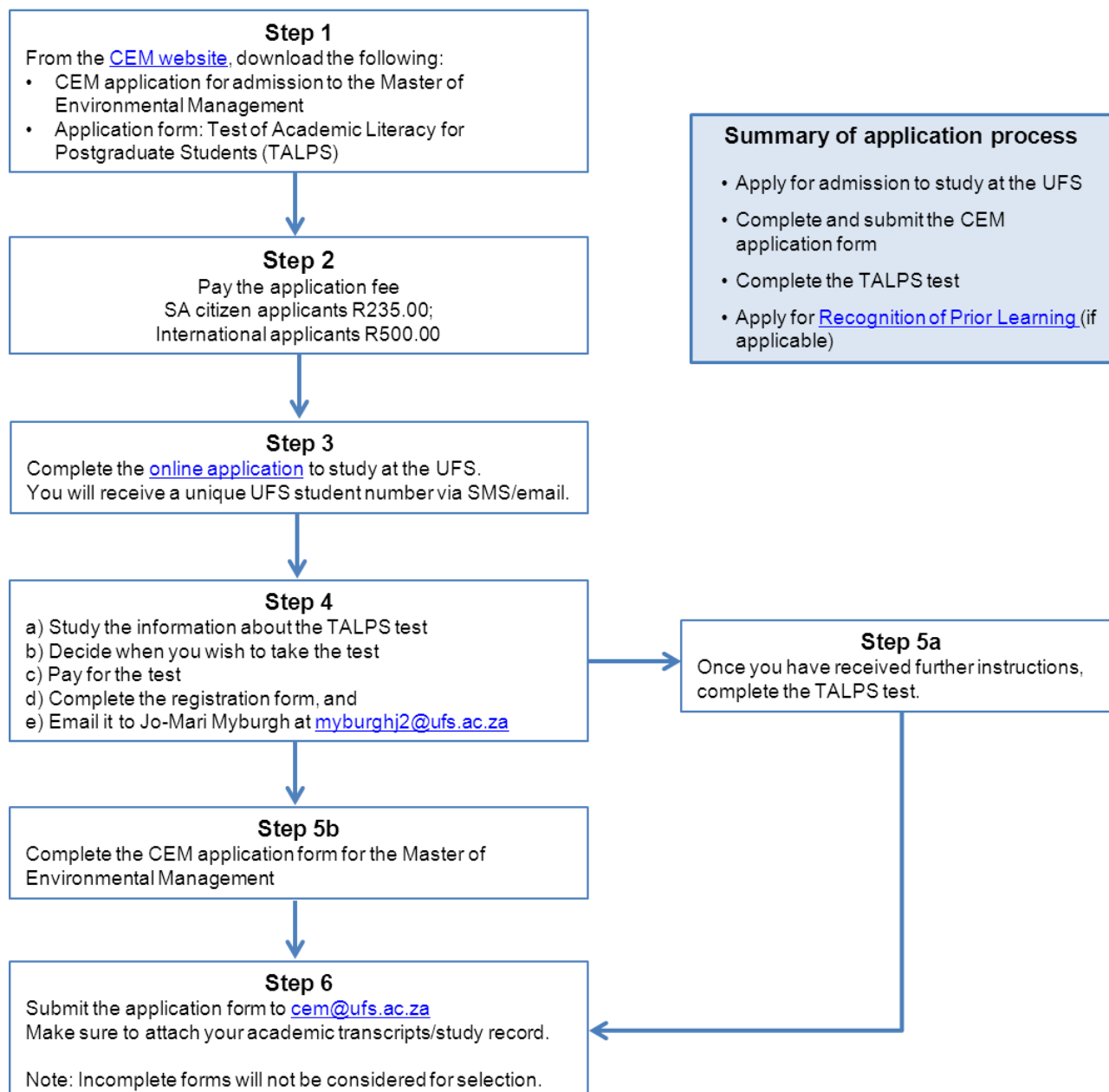
The application form is available at <http://supportservices.ufs.ac.za/content.aspx?id=172>

Other criteria considered by the panel are the two essays applicants are required to submit as part of the application process and the results of the Test of Academic Literacy for Postgraduate Students (TALPS).

Admission is based on a competitive process, so meeting the minimum requirements does not automatically ensure admission.

**Closing date for applications is 30 September 2015**

# Application Process



The Centre will acknowledge receipt of your application, so if you don't hear from us **via email**, please contact us to confirm that we have received your application.

## Instructions for Online Applications

### Student number:

- If you have studied at the UFS before, please use your UFS student number.
- If you cannot remember your UFS student number, please choose NEXT. **Do not click on YES or NO.**
- If it is the first time that you apply, choose **NEXT**.

**Preferred communication:** We advise that you choose **email**.

### Click options:



Down arrow to select options from the dropdown menu



Magnifying glass to select options from the dropdown menu



Calendar to select a date

### Choose qualification:

When you get the section where you need to choose the qualification that would like to enrol for, you need to use the following information:

Campus	<b>Bloemfontein</b>
Type of qualification	<b>BSc</b>
Tick	<b>Postgrad</b>
Field of study	<b>M4001</b>
Year	<b>2016</b>
Academic plan	<b>4796 Structured</b>
Tertiary institution attended	_____ or other (foreign)
Contact information:	Choose <b>ZAF</b> for the South African address structure
Choice of degree:	Use <input type="checkbox"/> or <input type="checkbox"/> to add a second option

### Submission:

When you submit a **hard copy** of your application, you will receive an SMS, letter or email as soon as it is processed. The reference number will be your student number.

When you apply **online**, you will be notified by email to print and sign pages 7, 8 and 9 and return a scanned copy to the email address provided.

### Please note:

The selection panel will review all applications and notify successful applicants by email by **30 November 2015**. If you have not heard from us by **1 December 2015**, your application was not successful.

The preliminary date of the first contact session is **12–23 January 2016**.

## Tuition Fees

Visit the UFS website for more information on tuition fees:

[www.ufs.ac.za](http://www.ufs.ac.za) > on the blue bar at the top, hover over **Students** until the dropdown menu appears > **Tuition fees** > **Quotation** > enter the following module codes to obtain a quotation for the fees payable.

Please note: The fees for 2016 are currently not yet available for the new modules codes. If you need a formal quotation, please use the old module codes to generate a quotation (also use 2015 for "Quote applicable to year").

The fees for the 2015 modules (old codes) are provided below to give you an estimate of what the cost of the course will be. Add about 10% for increase in 2016.

### Structure of Course and Tuition Fees

Old module code	New module code	Module name	Fees
<b>First year of study</b>			
MOB707	ENMT7910	Resources and processes	9 333.00
MOB708	ENMT7920	Corporate environmental management and sustainability	9 333.00
<b>Second year of study</b>			
MOB741 Or MOB743 Or MOB745	IWMT7910 Or ENMT7930 Or IWMT7950	Water, pollution and rehabilitation  Biodiversity and conservation  Wetland management	9 333.00
MOB791	ENMT7900	Mini-dissertation (This is a year module and you will be billed for each semester separately)	18 530.00
Registration fee			950.00
<b>Total for 2015</b>			<b>R47 479.00</b>
Additional administrative levy for all international students for 2015. This levy is payable before registration and is not refundable			R2 045.00
Prepayments* for 2015 – South African students: – Residential – Non-residential			R12 980.00 R6 870.00
Prepayments for 2015 – International students – Residential – Non-residential			R21 040.00 R11 870.00

\*Prepayments are due five (5) working days prior to registration. Students will not be able to register until these amounts reflect as credits on their tuition fee accounts. Should the tuition fees be less than the prepayment required, the full amount is payable.

The Centre is not involved in financial administration, so cannot answer questions about finances. From the Tuition Fees web page, download the [Fees Yearbook](#) to obtain answers to your questions, or contact Mrs Olga Odendaal (051 401 9537; [odedaalO@ufs.ac.za](mailto:odedaalO@ufs.ac.za)).

The Centre currently does not offer any student bursaries.

## Composition of student group

Students usually originate from South Africa and neighbouring countries.

Due to the international and multilingual nature of the class, all contact sessions and correspondence will be conducted in English. Assignments may be submitted and exams written in English or Afrikaans.

## Contact Sessions

The Master of Environmental Management is completed over four semesters spread over two years. During this period, students will complete four modules and attend compulsory contact sessions on the main campus of the University of the Free State in Bloemfontein.

Throughout the two years all contact sessions will take place on the main campus of the University of the Free State in Bloemfontein.

### The first year

The **first semester** starts with an intensive two-week contact period early in January 2016. This session introduces students to a range of environmental science subjects covering topics such as geology, soil science, the hydrological cycle, climatology, ecology, sustainability science, and environmental economics. Computer competence and academic writing will also receive attention during this contact session.

During the course of the first semester students complete three written assignments, which can be written once they return home. Assignments are submitted electronically through BlackBoard. To complete the module, students write an exam in May 2016.

The **second semester** starts with a two-week contact session in July 2016. Topics covered during this session relate to corporate environmental management, and include human demography, conflict management, an introduction to environmental law, planning and project management for environmental management systems.

A second one-week contact session during October 2016 deals with environmental assessment, including lectures on environmental impact assessment, public participation, social impact assessment and ecological impact assessment.

During the semester students will submit three assignments and write an exam towards the end of October 2016.

### The second year

Students attend a two-week contact session during mid-January 2017. This session is comprised of specialised lectures based on one of the following elective modules:

- Water, pollution and rehabilitation management.
- Biodiversity and conservation management.
- Wetland management (including paleoscience).

Students will submit three assignments during the semester, and write an exam in May 2017.

During the first semester of the second year, students register a mini-dissertation, which must be submitted by November 2017. The mini-dissertation is based on a research project developed by the student after approval by the CEM.

## **Assessment**

The master's programme is on NQF level 9.

The curriculum for this course consists of three coursework modules (assessed through written assignments and an examination) and a mini-dissertation.

For the coursework modules students must achieve a minimum mark of 50% for each of the assignments and the examination to pass a module. Failure in any assignment or examination will result in an incomplete module mark (even if the aggregate is above 50%) and students will be required to redo the entire module the following year.

Important: According to UFS regulations, students may not register for more than one qualification simultaneously at the UFS, or at both the UFS and another higher education institution.

## **Logistical Arrangements**

- All contact sessions take place on the main campus of the University of the Free State in Bloemfontein.
- Students must make their own arrangements for travelling and accommodation. We provide a list of guest houses and hotels, most of them close to the campus, on the Centre's website.
- During the contact sessions, students have to provide their own meals (including lunch). There are a variety of shops, restaurants and fast-food outlets at the Thakaneng Bridge on campus.
- International students are responsible for their own visa arrangements. For more information, visit the website of the [Office for International Affairs](#).
- Students don't have to travel to Bloemfontein to write exams, but can apply to write at an external venue close to home, except where otherwise organised by the Centre. Reassessment exams are, however, only written in Bloemfontein.

## **Communication and Course Administration**

Important information and notifications are mainly communicated by the student coordinator via email and Blackboard. Blackboard is an internet learning management system available to registered UFS students, and is used to submit assignments and download additional lecture material. Consequently, it is very important that students have continuous email and internet access.

## Course Material

Refer to the provisional list of prescribed and recommended books that you might need during the course of your studies. As this is not the final list, we recommend that you only buy books once the lectures have started in January 2016. Please budget for the books as it is not included in the tuition fees.

All books will be available from Van Schaik (Thakaneng Bridge, UFS campus) and Protea Bookshop (in Brandwag Centre, across the road from Mimosa Mall). Should you have a bursary that includes book fees, we recommend that you contact the bookstore of your choice for a quotation and make payment arrangements in advance.

Students will receive additional class notes for each module at the beginning of each contact session. This will include, amongst other, relevant articles, class presentations and additional reading material. Additional reading material and/or important material will also be available on Blackboard to students registered for the specific module.

### Prescribed books

Miller G.T. & Spoolman S. 2007. *Living in the environment*. 15<sup>th</sup> edition. Wadsworth, Belmont: Cengage Learning.

Goodstein E.S. 2010. *Economics and the environment*. 5<sup>th</sup> edition. USA: John Wiley & Sons.

Kidd M. 2011. *Environmental law: A South African guide*. 2<sup>nd</sup> edition. Cape Town: Juta.

### Recommended books

Burke R. 2007. *Project management techniques*. College edition. (Project Management Series). London: Burke Publishing.

Burns M. & Weaver A. 2008. *Exploring sustainability: A South African perspective*. Stellenbosch, SunMedia.

Wisner B., Blaikie P., Cannon T. & Davis I. 2003. *At risk: Natural hazards, people's vulnerability and disasters*. 2<sup>nd</sup> edition. London and New York: Routledge.

Strydom H.A. & King N.D. 2009. *Fuggle & Rabie's environmental management in South Africa*. 2<sup>nd</sup> edition. Cape Town: Juta.

Graduates are equipped with an interdisciplinary overview of the South African environment. They are in considerable demand by companies, consultants, government at various levels and nature conservation bodies. Today, environmental management systems are required by even the smallest of businesses, and environmental assessment has become a highly sophisticated requirement for a variety of development activities.