

2022

REGISTRATION GUIDE MASTER'S AND PHD STUDENTS

T: +27 51 401 9111 | E: studentadmin@ufs.ac.za | www.ufs.ac.za

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*Inspiring excellence, transforming lives
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VRYSTAAT
YUNIVESITHI YA
FREISTATA



CONTENTS

STEP 1: UFS PASSWORD.....	4
STEP 2: FEES PAYABLE	4
STEP 3: ONLINE REGISTRATION (ENROLMENT) HOW TO ENROL.....	5
STEP 4: ACCESS YOUR STUDY MATERIAL	6
STEP 5: CONFIRM YOUR MODULES ON BLACKBOARD	6
RULES.....	7
CONTACT PERSONS	8

Comprehensive registration information is also available online at www.ufs.ac.za/register

Academic activities for the first semester will start on 14 February 2022

Last day to cancel modules with financial credit: 31 March 2022.

5

Confirm your modules on Blackboard - structured master's degree study

4

Access your study material on Blackboard - structured master's degree study

3

Log in on the **PeopleSoft** system for self-service enrolment or click www.ufs.ac.za/register
Refer to the step-by-step guide on using the online enrolment service

2

Make the required **first payment** or submit confirmation of an approved bursary/loan

1

Make sure that your **UFS password** is active

5 STOPS

The registration journey consists of 5 pit-stops



Dear prospective postgraduate student ...

We are excited to welcome you as a KOVSIE in 2022! We value your academic success and would like to help you enrol (register) correctly for the programme and modules (courses) that you must complete during 2022.

If you want to register for a master's or doctoral study, you can use this guide to assist you with the registration process.

Online self-service enrolment (registration) will be available from **24 January 2022**. Master's and doctoral students who need assistance with enrolment must contact the Student Service Centre for guidance with online self-service on +27 51 401- 9111 (**select option 1**).

The online registration process consists of five steps:

IMPORTANT NOTE

- If you are registering for a research master's or doctorate for the **first time**, you may register at any time during the year (**please note: you must first apply for access to the degree programme before you will be able to register**).
- When you **re-register** for a master's or doctoral degree, you must do so during the official registration period (**24 January–31 March 2022 for the first semester or a year programme, and 22 July 2022 for the second semester**), and not during the month you initially registered.
- Academic activities for master's degree modules will be communicated to you by the relevant faculty/academic department.

STEP 1: UFS PASSWORD

Please make sure that your UFS password has not expired; you will need the password to access electronic systems used by the UFS.

How to set your UFS password:

- Log on to: <http://selfservice.ufs.ac.za>
- To activate your password, log in with the following:
Username: student number | Password: your personal password.

If your password is reset, the UFS issues a temporary password that must be changed the first time you log into the system. You will need your cellphone for the one-time PIN to be sent to you.

If you are struggling with this process, please contact the Student Helpdesk for further assistance +27 51 401 9111.

STEP 2: Fees Payable

Although the information included in this guide has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions.

Important note:

- The agreement that results from the admission or registration of a student shall be deemed as concluded in Bloemfontein, notwithstanding the method of registration.
- The registration of a student only becomes official after the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted, the student has registered for the qualification and modules during the registration period and has received an official proof of registration.

[What does it mean? First payments are not the same for all students. If you are not from South Africa, you will pay a different amount. Whether you register in person or online from a different location – all registrations legally happen in Bloemfontein. You are only registered once you have paid all the required fees, completed the online registration process or the required registration form, and we have sent you an official document stating that you are registered – without proof, you are not registered.]

FIRST PAYMENTS BEFORE REGISTRATION 2022

- 2021 account balances must be zero.
- First payments 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.
- The full amount is payable if the total fees are less than the first payment required.
- IMPORTANT: If you have a bursary, it is your responsibility to ensure that your bursary donor makes payments on time, and in accordance with university regulations. You must also make sure that your bursary provider has your student account details.
- If your bursary provider does not pay your account on time, interest will be charged and debited to your account. You or your parents/guardian will be responsible to pay such interest.

Amounts payable as first payments prior to registration

Please take note of the amounts that are payable **five (5) working days** prior to registration:

			SA Students	SADC	Non-SADC
1	Bloemfontein and Qwaqwa Campuses: All degrees, certificates, diplomas	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
2	South Campus: ACT	Residence students	R13 150	R22 010	R34 150
		Non-residence students	R6 150	R 11 510	R15 700
		Online ACT session course	R3 040	R 3 485	R6 520
3	South Campus: All other programmes	Residence students	R14 790	R26 430	R51 820
		Non-residence students	R7 790	R15 930	R33 370
4	Business School		R8 985	R17 125	R34 565
5	School for Financial Planning Law:		R7 400	R12 120	R16 490
6	UFS study benefits: No historic debt	Employees: Residence	R 7 000	R10 500	R18 450
		Employees: Non-residence	R 0	R0	R0
		Employee dependents: Residence	R 8 280	R11 780	R19 730
		Employee dependents: Non-residence	R 1 280	R1 280	R1 280
7	NSFAS, bursaries and loans: No historic debt	Students with 100% bursaries / loans	R0	As in categories 1-5	As in categories 1-5
		Students with partial bursaries / loans	As in categories 1-5	As in categories 1-5	As in categories 1-5

Funding for master's and doctoral studies

The university has allocated funds for master's and doctoral bursaries towards

- first-year research master's and doctoral students;
- second-year research master's and doctoral students who have submitted progress reports and made satisfactory progress;
- second-year structured master's students registered for mini-dissertation funding; and
- third-year doctoral students who have submitted progress reports with satisfactory progress.

Closing date for application for funding: 28 February 2022

Who can apply?

- All South African and international students from any higher-education institution are eligible.
- You must meet all academic requirements of the university and must already be admitted to an academic programme at the University of the Free State.

What is covered?

- Eligible candidates who are South African citizens or are from SADC countries will receive funding to cover their academic tuition fees on an annual basis.
- Eligible international students and students from non-SADC countries will receive funding of up to 67% of their annual academic tuition fees.

What is not covered?

- All master's and PhD students pay registration fees, residence prepayments, and accommodation (for students who stay in university residences) and living costs.
- International levies.
- International students and non-SADC students will still be required to pay 33% of their tuition fees.



Enquiries:
 Prince Khoza
 T: +27 51 401 2045
 E: KhozaPN@ufs.ac.za

Ndivhuho Ramudzuli
 T: +27 51 401 9635
 E: RamudzuliN@ufs.ac.za

Terms and conditions

- Renewal of funding is subject to the previous year's academic performance.
- Funding is only allocated for the allowed study period of two years for master's students and three years for doctoral students.

Programme prices

Tuition fees are charged per module. Programme prices will vary according to the modules registered for and are estimated average costs per year. International non-SADC students pay the actual module price plus 50%.

NB

We cannot publish all programme prices here. You can get an official quote for UFS programmes online. Please visit <https://kovsielife.ufs.ac.za/quote/quote.aspx>

You will need the module codes to get a quote. Module codes are available online [www.ufs.ac.za] in the relevant faculty rulebook. Follow the links: Academic | Academic Programmes and select the relevant faculty.

WHERE TO PAY

ABSA Bank
 Any branch
Name of account: University of the Free State
Branch code: 630734
Account number: 1570 151 688
SWIFT Code for international transfers: ABSAZAJJ
Reference number 100 followed directly by student number for the **first payment**, tuition, and accommodation fees.
E-mail proof of payments to: tuitionfees@ufs.ac.za

Internet (EFT)

You must register the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

Reference number 100 followed directly by your student number.

E-mail proof of transaction to: tuitionfees@ufs.ac.za

Online credit card payment facility

At <https://www.ufs.ac.za/kovsielife/student-finance>

NB: An official UFS student number is required when this facility is used for payment.

On Campus cashiers' office

Bloemfontein Campus: Mondays to Fridays: 08:30–14:30.

QwaQwa Campus: Mondays to Fridays: 08:30 – 15:00

SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus..

E-mail proof of payments to: tuitionfees@ufs.ac.za

RULES WITH REGARD TO FEES

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.

Payment dates

Tuition fees are calculated per course or semester. Accommodation fees are also calculated per semester. All fees must be paid, whether an account has been received or not. (It is the responsibility of the student to supply the university with his/her proper postal address, email address, and contact numbers, and to make enquiries should he/she not receive an account.)

SA students	International students
First payment: January 2022 – five (5) days prior to registration.	First payment: January–March 2022 – five (5) days prior to registration.
First semester: All fees for the first semester are payable on or before 31 March 2022 .	First semester: All fees for the first semester are payable on or before 31 March 2022 .
Second semester: All fees for the second semester are payable on or before 31 August 2022 .	Second semester: All fees for the second semester are payable on or before 30 June 2022 .
All other fees, including the amenities levy, are payable no later than the end of the month following that in which the transaction took place, as indicated on the account, unless specifically stipulated otherwise in the regulations.	

WHERE SHOULD YOU REPORT FOR ACADEMIC ADVICE?

The academic advisers of the various faculties will only be available for certain periods during the registration process. You may contact your academic department directly for academic advice.



STEP 3: ONLINE REGISTRATION (ENROLMENT) HOW TO ENROL

An enrolment guide will be sent to you for step-by-step guidance on using the online system. For comprehensive information, you can also go to the UFS webpage at: www.ufs.ac.za/register

PROOF OF REGISTRATION

NB: It is your responsibility to ensure that your registration has been completed correctly [correct study code/module code(s)/centre of presentation].

After you have completed your online registration, we will email a copy of the proof of registration to your **UFS4Life** email address.

You must make sure that you are registered correctly on or before the last date allowed for changes (31 March for first semester, and 30 September 2022 for second semester) to avoid financial complications or problems with bursaries. **(If you are unsure, please contact your faculty adviser for final assistance.)**

After 31 March, you are not allowed to register for any first-semester and year modules. You can cancel first-semester and year modules until **31 March 2022** and second-semester modules until **15 August 2022**.

You cannot carry over any uncompleted/discontinued modules to the next year – you will have to register for that module again the following year.

INCORRECT MODULE REGISTRATIONS

In motivated cases, incorrect registrations can be rectified at a fee before the start of the examination, on condition that the module(s) is/are in the same subject field, e.g., if a student is registered for EBUS8714 instead of EBUS8715. An additional amount per module will be payable after the last date of registration (**30 March 2022 for the first semester**).



STEP 4: Access your study material



For structured master's degree: You can access your study material via Blackboard once you have enrolled for all your modules. The cost for the study guides and material will be added to your tuition-fee account.

For other postgraduate master's and doctoral studies: Your supervisor will provide information around study material and where to find it, where necessary.



STEP 5: CONFIRM YOUR MODULES ON BLACKBOARD

For structured master's degree: **Please note:** Newly enrolled modules will only be available on the platform after 24 hours. Confirm with your academic department whether any study material will be available for you on Blackboard.

Please contact the Blackboard Helpdesk at +27 51 401 9111 (select option 5) for assistance if the modules you registered for are not reflected on the portal.

To access Blackboard, visit the following website: <https://ufs.blackboard.com/>

To log into your Blackboard account, type:

Username: student number | **Password:** UFS campus password

For other master's and doctoral studies: You may be enrolled on a Blackboard page for your degree programme. Please contact your supervisor for more information.





SUBMISSION OF DISSERTATIONS AND THESES FOR ASSESSMENT

ASSESSMENT

The following information is relevant for master's degree students who are doing a research dissertation or interrelated publishable manuscript/published articles, or a doctoral thesis or interrelated publishable manuscript/published articles that they want to submit for assessment.

- Submission of dissertations and theses can take place throughout the year, but due to the assessment procedures, we cannot guarantee that the degree will be conferred at the following graduation ceremony.
- You must submit the research at least four months before a graduation ceremony to ensure that the degree can be conferred during that graduation ceremony. However, it may still be possible that you will only receive your qualification during the next graduation ceremony, due to issues regarding the assessment or changes required to the research.

The Notice of Submission form can be accessed on the UFS webpage at the following link:



Please find the list of **Contact Persons** regarding the submission of dissertations and theses for assessment on the next page.

RULES

The rules of the UFS are applicable to you in all respects during the course of your studies.

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the following link: General rules



The faculty rule books can also be found on the UFS website at <http://www.ufs.ac.za/templates/yearbooks>



Financial rules are available at <https://www.ufs.ac.za/kovsielife/student-finance>

CONTACT PERSONS



REGISTRATION CONTACTS

FINANCE

Student Finance

T: +27 51 401 9111 (press option 3)

E: tuitionfees@ufs.ac.za

STUDENT SERVICE CENTRE AND REGISTRATIONS:

T: +27 51 401 9111 (press option 1)

E: StudentAdmin@ufs.ac.za

BLACKBOARD

T: +27 51 401 9111 (press option)

E: ehelpdesk@ufs.ac.za

FACULTIES/ ACADEMIC ADVISING

Faculties can be contacted via the registration enquiry tab on the website or call 051 401 9111

ADMINISTRATIVE FACULTY OFFICERS:

UFS Business School (PhD)

Mrs EL Cox

E: CoxEL@ufs.ac.za

Office: Economic and Management Sciences Building, Block B, Third Floor

UFS Business School (MBA)

Mrs EH Oberholzer

E: OberholzerEH@ufs.ac.za

Office: Economic and Management Sciences Building, Block B, Room A405

Faculty of Health Sciences (master's and doctoral degrees):

E: PostgradFoHS@ufs.ac.za

T: +27 51 401 3835/7500