

University Access Programme Information Booklet: Motheo

2022



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transforming lives
through quality,
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UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA
SOUTH CAMPUS



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Welcome to the University Access Programme! This booklet will give you important information for the coming year.



REASON FOR THIS PROGRAMME

The University Access Programme (UAP) was introduced in 1992 to assist many deserving students who do not meet university admission requirements due to imbalances in the school system. Since the programme began in 1993, 6 927 degrees (including 472 postgraduate qualifications, 687 honours degrees, 132 master's degrees, 11

doctoral degrees) have been awarded to UAP students.

During your access year, you will get more than just academic information. We address a wider scope of needs to help you prepare for higher education studies. The programme is presented at the following TVET Colleges in partnership with the University of the Free State:

1. Motheo TVET College, Bloemfontein Campus;
2. Moruti House/ Goldfields TVET Skills Centre, Welkom Campus;
3. Maluti TVET College; Bethlehem and Kwetlisong Campuses and
4. Flavius Mareka TVET College, Sasolburg Campus

PLEASE NOTE:

You are a student of the TVET College you attend and not yet a University of the Free State Bloemfontein/Qwaqwa Campus student.



UNIVERSITY ACCESS PROGRAMME TRAITS (UAP_T)

The University Access Programme provides students with access to higher education studies. It also provides them with the required support to be successful, therefore, it becomes “Access with Success”. The students may not have mainstream qualifying AP scores, however, the Access Programme prepares them for mainstream studies and equips them with traits that matriculating scholars with high APs might not have. Below are the traits students attain during the UAP year:

- » **engaging** constructively in group work and in-class sessions;
- » **managing** the higher education curriculum;
- » critical thinking, communication skills and problem-solving;
- » **learning to** make independent decisions;
- » **planning** better towards successful degree completion;
- » **using** all available student support services to enhance academic performance; and
- » **navigating** the university platforms that are needed to succeed in their academic journey (Blackboard, ufs4life email account, PeopleSoft, UFS webpage).



ABOUT MOTHEO TVET COLLEGE: BLOEMFONTEINCAMPUS

- » Campus Principal: Prof M.D.M. Phutsisi
- » Campus Manager: Ms. S. Odendaal
- » Campus Coordinator: Ms. J. Leeuw
leeuwj@motheotvet.edu.za | +27 (0) 51 411 2052

For all your inquiries regarding the programme, your course, subjects, finances, accounts, etc., please go to the University Access Programme Office situated at your TVET College, where the Campus Coordinator, Ms. J. Leeuw, will assist you. The office hours for student consultations will be:

- » Monday – Thursday: 08:00 to 16:00.
- » Friday: 08:00 – 12:00

Protests at the TVET College do not affect UAP classes. A notification will be sent to students by **the** UAP office if classes are cancelled.

Please note that the following support services are available for UAP students at the Motheo TVET College: Bloemfontein Campus

- » 24H security services
- » Computer lab:
Monday – Friday, 08:00 and 16:00
- » Professional Nurse
Monday - Thursday, 09:00 - 16:00
- » Psychologist (on referrals)

IMPORTANT:

Please note that the University of the Free State does not have residences **in** Motheo. It remains the responsibility of the student to find his/her own accommodation.



HIGHER CERTIFICATE OPTION OFFERED AT MOTHEO TVET COLLEGE: BLOEMFONTEIN CAMPUS

IMPORTANT:

You **must** register for all the subjects indicated in each building block. It is **your** responsibility to ensure that you have registered for the correct course and subjects.

Higher Certificate in Economic and Management Sciences: **Administration Route**

The Higher Certificate in Economic and Management Sciences: Administration Route is composed of several building blocks as indicated below:

Major modules

Human Resource Management

Semester 1: EHHR1514, 16 credits
Semester 2: EHBM1524, 16 credits



Public Administration

Semester 1: EHPA1514, 16 credits
Semester 2: EHIO1524, 16 credits

Developmental modules

Mathematical Literacy

Year module: MTHE1508, 32 credits



English

Semester 1: GENL1414, 16 credits
Semester 2: GENL1524, 16 credits



Skills and Competencies for Life Long Learning

Semester 1: SCLL1414, 16 credits
Semester 2: SCLL1524, 16 credits

IMPORTANT:

The Higher Certificate is a **one year full time NQF level 5** qualification. You are therefore required to pass **ALL** registered modules in order to obtain the qualification and further your studies at the University of the Free State in 2023 and beyond.

BOOKS AND STUDY GUIDES

A list of prescribed textbooks will be provided by the UAP office during the registration period. It is your responsibility as the student to procure them.

Study guides will be provided by the UAP office at the beginning of each semester. The cost of the study guides will be billed directly to your tuition account.

EXAMINATION PROCEDURES

University-accredited subjects:

- » Most examinations will be written in October/November, but some subjects will be written in May/June.
- » Your final subject mark is a combination of your semester/year mark and examination mark. A semester/year mark is calculated by the average achieved in terms of tests, assignments, practicals, and so on. This is added to your exam mark, and divided by two for the final result. For example:

58%	+	60%	÷ 2 =	59%
(semester/ year Mark)		(Exam Mark)		(Final Result)

- » The pass mark for university-accredited subjects is 50%.
- » Please take note that if your examination starts at 08:30 or 14:00, you must be seated and ready to start writing at that time. No extra time will be allowed for latecomers!



- » All students must write the main examinations. The additional exam is subject to approval. You may only qualify to apply for the additional exams under specific conditions.
- » To be admitted to the final official examination, you must have a minimum module mark of at least 45% for Humanities and Economic and Management Sciences and at least 45% for Natural and Agricultural Sciences
- » Please take note that you cannot enter the examination hall without showing your ID book or student card to the examination officer.

Examination policy:

- » One examination opportunity for each subject per year.
- » One re-examination if applicable.
- » NO examination results will be displayed on the notice board anymore. It is the student's responsibility to check his/her marks on Gradebook to see if they have passed/failed or have to write the re-assessment. The marks will be available approximately 6 - 7 working days after the examination. It is your responsibility to see if you have a re-examination and to make the necessary arrangements. No excuses will be accepted. A re-examination is granted at the discretion of the department and no student may demand or claim such an examination.
- » Should you miss an examination due to illness, you must obtain a form **from** the University Access Programme Office at your TVET College. This form must be completed by a doctor and re-submitted to the same office within 48 hours from the time the exam was written.
- » No examination results will be given to you over the telephone by University Access Programme or academic staff.



PROGRESSION OF STUDIES

The progression of studies process for transitioning to the Bloemfontein/ Qwaqwa Campuses will begin in semester 2 of the 2022 academic year. All University Access Programme students must complete an “application form for change of qualification” (DV3 form) to be able to register at the University of the Free State in 2023. Admission to the Bloemfontein/ Qwaqwa Campus in the 2023 academic year will only be obtained upon successful completion of the Higher Certificate qualification.

The UAP Academic Advisor, Mr. Chwaro Shuping, will be assisting you with this process, as well as with all your queries relating to:

- | Academic pathway planning Learning/study
- | strategies
- | Time management
- | Goal setting
- | Revision planning
- | Exam preparation
- | University transition
- | Study guidance
- | Becoming a successful graduate



Requirements for the continuation of studies in the Economic and Management Sciences Faculty at the UFS In 2023

To be able to continue with studies in the Faculty of Economic and Management Sciences at the University in the 2023 academic year, you as a student in the Higher Certificate have to pass **all** the modules in Table 1 and Table 2 below.

Table 1: Major Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
Major Module	16	Major Module	16
Major Module	16	Major Module	16
Sub-total credits: 1 st Sem.	32	Sub-total credits: 2 nd Sem.	32
Total credits for major modules			64

Table 2: Developmental Modules in Higher Certificate

1 st Semester Modules	Credits	2 nd Semester Modules	Credits
SCLL 1414	16	SCLL 1524	16
GENL 1414	16	GENL 1524	16
MTHE 1508 (Year Module)			32
Sub-total credits: 1 st Sem.	32	Sub-total credits: 2 nd Sem.	64
Total credits to be obtained to continue studies at UFS in 2023:			160

Students enrolled for the Higher Certificate in Economic and Management Sciences (Administration route) will progress to the 2nd study year of the Extended BAdmin degree programme in 2023. During the first two study years (equal to the first academic year of the four-year degree) they will be based at the **South Campus (those admitted at the sub-regions will complete their first year at the respective sub-region and complete the second at the South Campus)**. If successful during their two years of studying at the South Campus, they will be transferred to the Bloemfontein Campus to complete the remaining years of study. ALL the modules of the first two study years must be passed in order to be transferred to the Bloemfontein Campus.

Repeat conditions at the Motheo sub-region for 2023:

In order to be considered to qualify to repeat the Higher Certificate in the Economic and Management Sciences faculty at the Motheo sub-region, you need to meet one of the following requirements:

- i. Fail a maximum of 32 credits in table 1 and pass all modules in table 2.
- ii. Pass 64 credits in table 1 and you can fail a maximum of 32 credits in table 2.
- iii. Fail a maximum of 16 credits in table 1 and a maximum of 16 credits in table 2. You must have passed all your other modules.

NO FURTHER RE-ADMISSION TO THE HIGHER CERTIFICATE will be granted if you fail any module during the **repeat year**.

Unsuccessful students

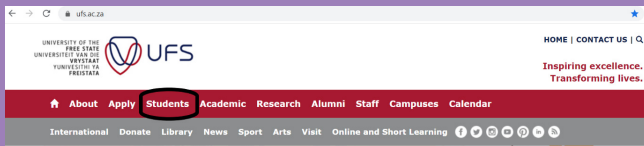
If you have NOT met these requirements based on your university-credited subject exam results, there will be a comment on your Academic Data Summary stating that you **DO NOT QUALIFY** to continue your studies at the UFS in 2023.



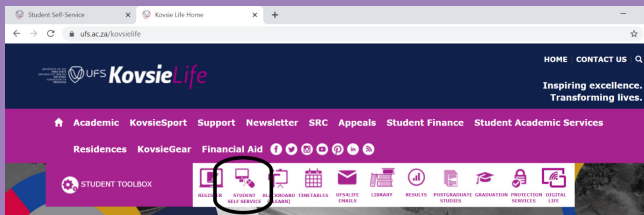
HOW TO CHANGE YOUR UFS PASSWORD

To change your password, follow the steps below:

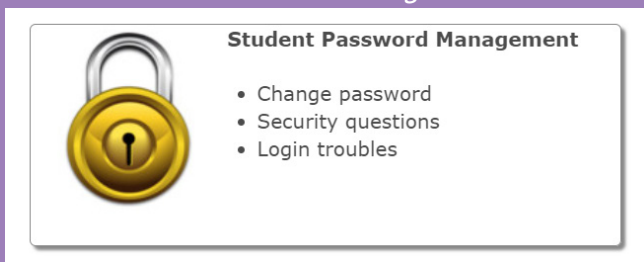
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



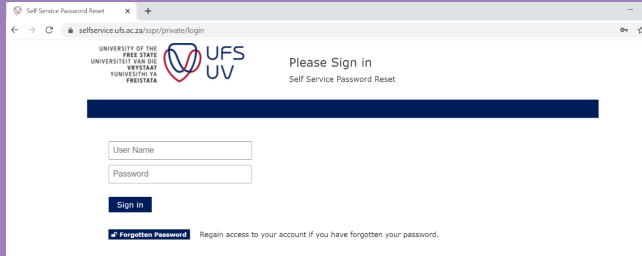
2. In the student toolbox tab, click on 'Student Self-Service'



3. Scroll down to 'Student Password Management'.



4. Sign in with your student number and password. Proceed to change your password by following the prompts, and then save.



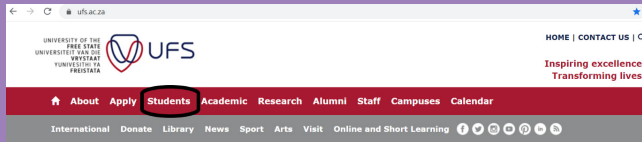
Should you continue to struggle to change your password, contact the UFS Information and Communication Technology (ICT) services for assistance:

- +27 (0)51 401 2000
- studentdesk@ufs.ac.za

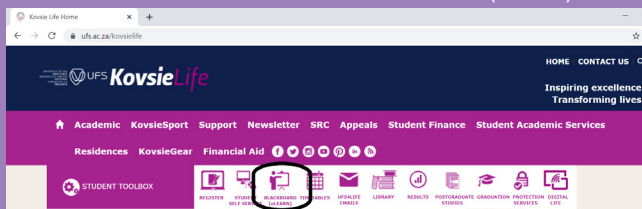
HOW TO ACCESS BLACKBOARD

To access Blackboard, follow the steps below:

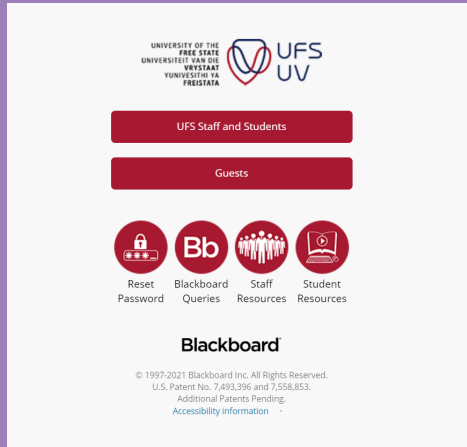
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



2. In the student toolbox tab, click on 'Blackboard (eLearn)'



3. Click on 'UFS Staff and Students'.

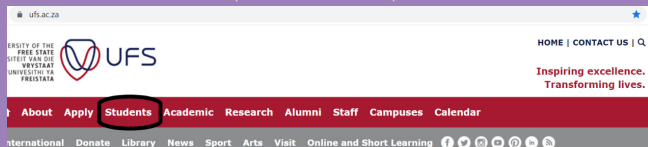


4. Enter your username (which is your student number) and password to sign in.

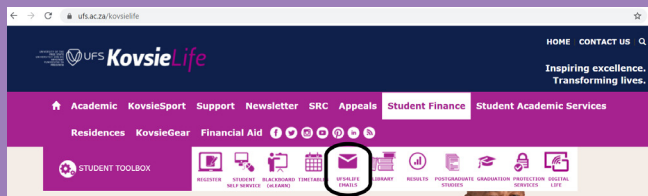
HOW TO ACCESS @ufs4life EMAILS

To access your @ufs4life emails, follow the steps below:

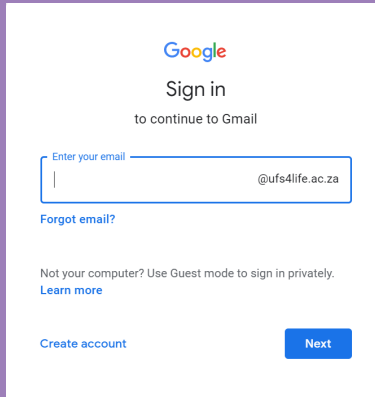
1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



2. In the student toolbox tab, click on 'ufs4life emails'



3. Enter your student number and press 'next'.



Google

Sign in
to continue to Gmail

Enter your email

[Forgot email?](#)

Not your computer? Use Guest mode to sign in privately.
[Learn more](#)

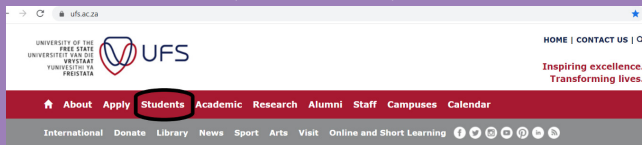
[Create account](#) [Next](#)

4. Enter your password and then press 'enter'.

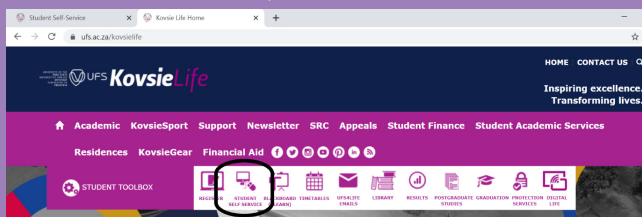
HOW TO CHANGE PERSONAL INFORMATION ON STUDENT SELF-SERVICE

To change your personal information on the student portal, follow the steps below:

1. Go to the UFS website (www.ufs.ac.za) and click on 'Students'



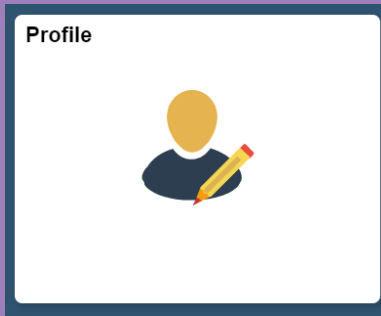
2. In the student toolbox tab, click on 'Student Self-Service'



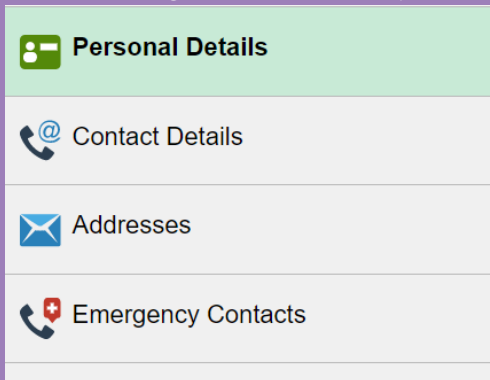
3. Scroll down to **'Student Self-Service'**. Log in with your student number and password.



4. After landing on the UFS Student Homepage, click on **'Profile'**



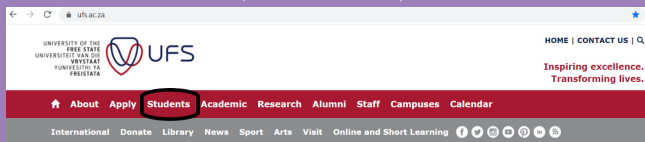
5. Proceed to change, add or delete as required, and save.



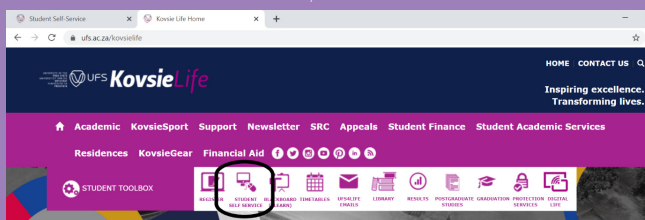
HOW TO ACCESS TUITION FEES ACCOUNT

To access your personal tuition fees account, follow the steps below:

1. Got to the UFS website (www.ufs.ac.za) and click on 'Students'



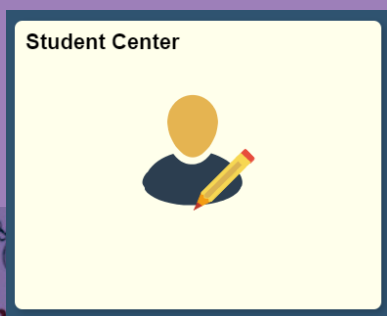
2. Under the student toolbox tab, click on 'Student Self-Service'



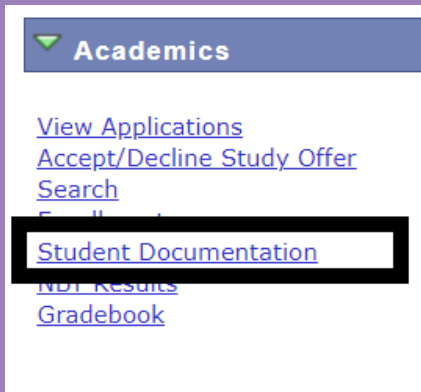
3. Scroll down to 'Student Self-Service'. Log in with your student number and password.



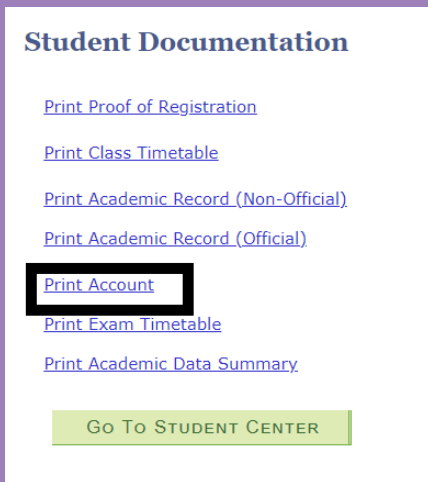
4. After landing on the UFS Student Homepage, click on 'Student Center'



5. Under 'Academics', click on '**Student Documentation**'



6. Under 'Student Documentation', click on '**Print Account**'



Once you have checked the amount payable, please make your payment at any Absa bank.

- » Bank: ABSA Bank
- » Credit: University of the Free State
- » Account No: 1570 151 688
- » Dep. Reference: Fill in 100, directly followed by your student number (e.g. 1002020123456)

IMPORTANT:

- » Examination results and admission to study further at the UFS in 2023 may be denied if you have not paid your tuition account in full.
- » Please take note that INTEREST may be charged on overdue accounts!
- » The final date for the last payment is 31 August 2022.
- » International students must pay the full amount for the year by 30 June 2022. If fees are not paid by 30 June 2022, they will automatically be deregistered during July 2022.

HINTS TO HELP YOU MAKE A SUCCESS OF YOUR STUDIES

- » If you are in doubt about anything, ask your facilitators for assistance. They are there to help you. You are also welcome to see the Campus Coordinator if you have questions.
- » Do not arrive late for your contact sessions. You will not be able to keep pace with the material if you continuously miss the contact sessions.
- » It is in your interest to obtain and safeguard the necessary study material, textbooks, calculators, etc. Past experience has proven that students who do not bother to obtain these items are often not successful in their studies. It is impossible to study at the university level without the correct study material.
- » Ensure that you have enough writing paper, pens, rulers, etc. when you attend contact sessions.
- » Attend all of the Skills and Competencies for Lifelong Learning sessions, as well as the Academic Literacy Course sessions. They will provide you with skills that will enable you to study successfully at university.



- » Take sufficient notes during contact sessions and if you DO NOT understand ASK.
- » Check Blackboard **regularly** to keep up-to-date on important information. If you are experiencing problems with Blackboard, please contact the Blackboard helpdesk:
 - ehelpdesk@ufs.ac.za or call 051 401 9452
 - Monday to Friday: 07:45 – 21:00
 - Saturday/Sunday/University and Public Holidays: 09:00 – 18:00
- » Check your @ufs4life email **regularly** to keep up-to-date on important information.
- » If you miss a contact session, you must have a valid excuse and submit supporting documentation (e.g. medical certificate) to your facilitator.
- » You must be prepared to spend at least one additional hour per day per subject studying and preparing for your contact sessions. If you need help with your study methods, please consult the Student Counselor at your campus.
- » FINALLY, make use of this opportunity to improve your life and to make the most of your potential. Remember, a journey of a thousand miles begins with the first step.

REMEMBER THESE DATES!

14 February 2022	Quarter one of the first semester begins
1 March 2022	Final date to cancel first semester modules
26 March 2022	Quarter one of the first semester ends
28 March – 1 April 2022	Student holiday
4 April 2022	Quarter two of the first semester begins
3 June 2022	Quarter two of the first semester ends (Semester 1 ends)
6 June – 18 June 2022	Mid-year examinations
20 June – 2 July 2022	Additional mid-year examinations
4 – 15 July 2022	Student holiday
18 July 2022	Quarter 3 of the second semester begins (semester 2 begins)
31 August 2022	Final date to cancel second-semester modules
2 September 2022	Quarter 3 of the second-semester ends
5 September 2022	Quarter 4 of the second semester begins
28 October 2022	Quarter 4 of the second-semester ends (Semester 2 ends)
31 October – 12 November 2022	Main end-year examinations
14 – 26 November 2022	Additional end-year examinations



CONTACT DETAILS FOR INQUIRIES

- Motheo Campus Coordinator: Ms. Jeanette Leeuw
leeuwj@motheotvet.edu.za
(051) 411 2052
- Ms. Lerato Mosiah:
mosiahlp@ufs.ac.za
(051) 505 1508
- Ms. Elsa van Staden
vanstadene@ufs.ac.za
(051) 505 1200
- UAP Academic Advisor: Mr. Chwaro Shuping:
shupingcn@ufs.ac.za
(051) 505 1430
- Blackboard helpdesk:
ehelpdesk@ufs.ac.za or call 051 401 9452
Monday to Friday: 07:45 – 21:00
Saturday/Sunday/University and Public Holidays: 09:00 – 18:00
- ICT to change UFS password:
(051) 401 2000
studentdesk@ufs.ac.za
- NSFAS inquiries:
FinAidenenquiriessouth@ufs.ac.za
- Tuition fees inquiries:
tuitionfees@ufs.ac.za
(051) 505 1478



