

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS·UV
LAW
REGSGELEERDHEID

Faculty of Law: School of Financial Planning Law
**General Information: Postgraduate Diploma in
Specialized Fields of Financial Planning
2019**

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The School of Financial Planning Law (SFPL) takes every measure to ensure that the information provided in this document is correct and up to date. The SFPL however reserves the right to change information contained herein as prescribed by the University of the Free State or due to unforeseen circumstances.

Welcome

Welcome to the School of Financial Planning Law. Approximately a 1 000 students are registered annually for the programmes that are offered by the School ranging from Undergraduate Degrees, Advanced Diplomas, to Postgraduate Diplomas and Masters Degrees all in the area of Financial Planning and Financial Planning Law.

The two elements that the School values above any other are high academic standards and student satisfaction. The balance between these two factors is the essence of the mission (as stated hereunder) of the School and we strive to achieve this in every endeavour.

The School values each student and understands that you are the core reason for the School's existence.

Please ensure that you remain in contact with us throughout your studies. We can only help if we know that you need help and we can only improve if you give us the feedback on which to base our improvements.

It is of the utmost importance that both students and employers feel that they are enriched through the education that the School offers. The knowledge, skills and abilities that students gain from any programme completed through the School must be carried forward into the evolving Financial Services Industry, to ensure that the professionalism and reputation of the industry can grow from strength to strength. Choosing to enrol for one of our specialized Postgraduate Diplomas shows your commitment to your further education and your dedication to expand your knowledge and expertise in a specific field of Financial Planning.

The School is in the initial phase of growing an Alumnus form for all past students of the School. This Alumnus form will serve as a great networking platform for financial planners and offer access to lifelong learning. Please consider joining the Alumni upon the completion of your studies. (More information will be made available upon the completion of your studies.)

Contact Details

Please include the following information when you make an enquiry:

- your initials and surname;
- your cell phone or work number, or both of these;
- Module code, your question or your enquiry.

For enquiries on the Postgraduate Diploma in Specialized Fields of Financial Planning please contact:

If your surname starts with the letter A - H: Jaqueline Badenhorst

badenhorstje@ufs.ac.za / 051 401 2823

If your surname starts with the letter I – N Julia Molete

moletemj@ufs.ac.za / 051 401 2823

If your surname starts with the letter O – Z Joyce Leeuw

leeuwj@ufs.ac.za / 051 401 2823

Fax number: 051 401 3733

Postal address: School of Financial Planning Law (78)

University of the Free State

PO Box 339

Bloemfontein

9300

Website: www.ufs.ac.za/SFPL

The preferred mode of contact is via e-mail.

Please feel free to contact us; we are here to assist you.

INTERNATIONAL STUDENTS: All international students, from SADC and non-SADC regions, must please note that registration requirements, minimum payments and course fees will differ from the information contained in this document. International students must please contact the International Office.

Mrs Jeanne Niemann niemannaja@ufs.ac.za +27 (051) 401-3219

Postgraduate Diplomas in Specialized Fields of Financial Planning

Qualification to choose from:

A: POSTGRADUATE DIPLOMA IN INVESTMENT PLANNING:

LFPA5800: ASSET TYPES AND INVESTMENT PLANNING

and

LFPF5800: PRINCIPLES OF PORTFOLIO PLANNING

B: POSTGRADUATE DIPLOMA IN ESTATE PLANNING:

LFPB5800: ESTATE PLANNING

And one of the following two options:

LFPR5800: PERSONAL FINANCIAL RISK MANAGEMENT

Or

LFPA5800: ASSET TYPES AND INVESTMENT PLANNING

In each of the modules you will have to demonstrate the capability to:

LFPR5800: PERSONAL FINANCIAL RISK MANAGEMENT

By the end of this module learners must be able to:

- Provide and distinguish practical examples to prove understanding of the theory of risk management, insurance and investment principles
- Apply elementary financial mathematics to identify risks and to provide adequate solutions;
- Identify and evaluate personal risks and the methods for the creation and protection of wealth;
- Apply the fundamentals of all taxes affecting individuals and handling tax risks;
- Evaluate the private insurance options available;
- Compare the available savings and investment vehicles;
- Devise risk control, self-financing and insurance plans for personal risks;
- Apply the South African common law, legislation and self-regulatory requirements to risk management and planning.
- Identify all personal risks a client case faces and provide adequate solutions

LFPA5800: ASSET TYPES AND INVESTMENT PLANNING

By the end of this module learners must be able to:

- Differentiate between the nature and mechanics of the different financial market as well as the different instruments through which exposure to these markets can be obtained.
- Calculate and analyze basic financial calculations with relevance to investment instruments.
- Provide advice, as demonstration of an advanced understanding, to clients regarding various hard assets that could be held as investments.
- Analyze and interpret the nature and mechanics of the foreign exchange market, exchange rate risk, exchange control regulations as well as the different products through which rand hedging may be achieved.
- Analyze and apply calculations regarding the foreign exchange market and the different opportunities available as well as a good understanding of collective investments schemes.
- Apply knowledge of unit trust fund, unit price calculations, recent developments such as linked products, fund of funds, wrap funds, multi manager funds, structured funds and hedge funds.
- Analyze and interpret of Financial Statements of Companies.
- Apply the theory to a practical case study regarding assets and investment instruments.

LFPP5800: PRINCIPLES OF PORTFOLIO PLANNING

By the end of this module learners must be able to:

- Understand the synergy between investment management and the economy.
- Discuss the structure of Investment portfolios.
- Do a comparative study regarding different fund management approaches.
- Explain and discuss what a portfolio of investment is and risk and return principles of investments.
- Explain the different asset classes available to investors and the concept of international diversification.

- Determine and interpret the standard deviation of an investment and the expected return on a portfolio.
- Discuss the various sectors of the economy and their influence on the financial markets as well as the inflation and its' link with the financial markets.
- Define and explain the economic fundamentals and their influence on investment markets.
- Illustrate the reports that an investor should receive from a portfolio manager.
- Discuss the controls and procedures that should be instituted internally by a portfolio manager to mitigate investment risks.
- Apply the fundamentals of the investment strategies to a portfolio and certain techniques used in a fund management environment

LFPB5800: ESTATE PLANNING

By the end of this module learners must be able to:

- Critically analyse and interpret information by using all applicable calculations and applying relevant legislation to address estate-planning problems and to produce evidence-based solutions.
- Evaluate the needs of a client in terms of the accumulation, conservation, and ultimate distribution of assets forming part of the estate.
- Design the appropriate structure(s) to facilitate the needs that will be identified.
- Demonstrate a clear understanding of the application and the principles of The Matrimonial Property Act by performing all relevant calculations.
- Interpret all the elements of the Wills Act and apply this to the process of analyzing and drafting the different clauses of a will.
- Apply the different Business Entities and their relevance for Estate Planning.
- Discuss and apply different taxation and investment principles with regard to estate planning
- Discuss and apply elements of the law and the taxation of trusts and apply this by way of theory-driven arguments to the estate planning process.

Should students require more information on the modules, please consult the Curriculum document that is available in the website

Academic Overview

The Postgraduate Diplomas in Specialized Fields of Financial Planning comprises of 2 modules each. This Diploma is offered only in English.

Specialised Fields	Module combinations	Assignment	Examination
Investment Planning	LFPA5800: Asset types and Investment Planning AND LFPF5800: Principles of Portfolio Planning and Management	3 online electronic quizzes and 1 written assignment to be completed on given dates. Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.
Estate Planning	LFPB5800: Estate Planning and your choice between LFPR5800: Personal Financial Risk Management OR LFPA5800: Asset types and Investment Planning	3 online electronic quizzes and 1 written assignment to be completed on given dates. Student must receive an average of 40% for the combined assignments in order to be granted access to the examination.	Open Book.

Students should receive study guides by the latest the last week of February. Assignments are scheduled to commence during March and examinations commence the first week of September.

Admission Requirements

For admission to the **Postgraduate Diploma in Estate Planning or Investment Planning**, one (1) of the following is required:

- (a) An applicable Bachelor's Degree, or
Any B.Com degree, Law degree, Actuary, Accounting, Investments, Business Management.
- (b) An applicable Advanced Diploma, or
Advanced Diploma in Estate and Trust Administration.
- (c) An applicable Postgraduate Diploma.
Postgraduate Diploma in Financial Planning, Business Management, Accounting....

It is recommended, not required, that students should have the postgraduate diploma in financial planning and 3 years work experience.

Direct admission is not recommended.

Duration of studies

Students must complete both the modules in this Diploma. However, they do not need to register for both the modules simultaneously.

All modules must be completed within two CONSECUTIVE years from the date of first registration. No module may be registered for a third time (thus if a student fails a module for the second time, the student will not be allowed to register for the module for the third time).

Minimum duration of the course is 1 year.

This Diploma is on an NQF level 8.

The SAQA code is 48867.

Application and Registration Process

Step-by-Step Guide to apply for enrolment

Ensure that you are familiar with the **admission requirements** for the Diploma that you choose. If you are uncertain, contact us at +27 (051) 401-2823.

STEP 1: APPLY ON LINE

No application fee is payable.

The **closing date for applications is 15 January 2019**. Late applications will not be considered.

Click on this link: <https://apply.ufs.ac.za/>

Click on University of the Free State: Online Application - UFS and follow the steps.

As this is, a distance learning programme it is expected that all students apply and register online. Students thus need a valid email address. No hard copy applications and registration will be accepted.

You will be prompted throughout the application process. In the event that you do not receive any communication from the UFS within 10 days of submitting your documentation, please contact the School of Financial Planning Law immediately. (See contact details on page 1.)

Please ensure that you have the following documents available for application and registration purposes:

- **Certified copy of ID / Passport** document must be attached
- **Certified copies of your qualification(s) and academic transcripts** must be attached
- **International qualifications** must be accompanied by the SAQA verification for that specific qualification.

UFS4life@ufs.ac.za

Once the online **registration** process is completed, the student will be issued with a UFS4life email address. All communication from this point forward will be sent to your ufs4life email address.

STEP 2: MAKE PAYMENT (REGISTRATION PURPOSES)

Once the application process is complete, the student will be notified of the outcome. For students who have been accepted, the minimum amount is payable immediately. Registration cannot take place until the full minimum payment has been made.

Student making use of financial aid (such as bursaries and sponsorships), must submit proof of financial aid with the application documents. Students who register for the Diploma will not be entitled to UFS Financial Aid. Students who are in need of financial aid can contact the SFPL.

Quotations are available on the website www.ufs.ac.za/SFPL - Click on relevant diploma - **quotations** and create your own invoice.

STEP 3: REGISTRATION

Once the application process is complete and the payment has been effected, registration can take place. Students must register online and will be prompted regarding the process via email.

It is the responsibility of the student to notify the University of any changes to his/her contact details and registration information.

STEP 4: LEARNING MANAGEMENT SYSTEM

Students will get access to the Learning Management System (Blackboard) by the last week in February. Students must make sure that they can access Blackboard as soon as possible. In the event that Blackboard is not accessible, contact the School of Financial Planning Law immediately. See contact details on page 1.

Official Registration:

The registration of a student becomes official -

- (i) once the required fees have been paid, and
- (ii) the student has completed the online registration, and
- (iii) the student has drawn the official proof of registration from the system.

Registration must be completed by no later than **1 February 2019**. Please ensure that payment is made in due time as it may take 3 to 5 working days to process the payment before the registration can be completed.

Study Resources

The study material for the Diploma comprise of a number of sources. This ranges from the textbooks, the study guides, Acts and a number of practice documents.

Textbooks

The prescribed and recommended reading books will be set out in each study guide for each module. Recommended books and publications can be obtained either from an academic bookseller, from the relevant institutes or companies, or at a library. Your employer might even be able to help you obtain such publications. Please note that insurance companies do not merely give out their training material to anyone who asks for it! **We will make order forms available on blackboard.**

Study guide

We define a study guide as a collection of notes and reinforcement exercises which are additional to the textbook, the Acts and other reference material. The authors of the study guides have developed their discussion to ensure that students are able to work through the topics with the assistance of self-assessment questions, review questions and other learning strategies, such as the use of case studies for analysis. Each module in your course comprises of one study guide. The study guide also contains all the administrative information that is important to manage you studies.

Study notes (addenda)

Because of UFS syllabus revisions or changes to legislation, and as part of our undertaking to provide you with the most up-to-date study material, the course is revised and updated. It is therefore sometimes necessary for us to send you new or additional information in the form of addenda. These addenda will also be available on our learning management system, Blackboard. Once the student is officially registered he/she will have access to the Blackboard (Learning Management System). Blackboard contains the assignments, old exam papers and other reading material and students should make optimal use thereof.

Resources Needed

- Students who enrol for the Diploma must have access to email at all times (not just during working hours, but at all times as this is the mode of official communication).
- Students must also have access to internet, as this is a distance learning programme everything will be done via a learning management system and thus students need to have access to the system at all times.
- It is suggested that students have a laptop that has at least Microsoft Word, PDF (Acrobat) Reader and Internet Explorer. The SFPL will not take any responsibility for students who do not have the resources to complete this Diploma.
- Students should be comfortable in a distance learning environment, although the SFPL tries to offer support as and where needed, the SFPL cannot assist postgraduate student in study techniques, study guidance or study schedules.

Quizzes and Assignments

Quizzes and Assignments are compulsory. Students with a predicate mark (year mark) less than 40% will not be able to write the exams.

You are required to complete a written assignment (20 marks) and three sets of multiple choice quizzes (30 marks) in each of the modules. The assignment and are designed to encourage a lot of reading and research. Students will be given more detail in this regard in the study guides for each of the modules that they will receive upon registration.

The exam will count 70% and the assignment 30% of the final year mark. In order to gain admission to the examination a student must have an average of 40% across all assessment opportunities (written assignment and 3 quizzes) for each module.

Examinations

All examinations are **open-book**.

Examinations take place during August/September - this is a compulsory examination opportunity. Any student who is not able to write the examination in August/September will have to apply to be granted permission due to compelling reasons to write the additional examinations which take place in November. Compelling reasons do NOT include heavy workload.

More information regarding the calculation of the final results and the content of each paper will be found in the study guide that the students will receive after registration.

Learners, who wish to qualify for extra time during the exams, must apply in writing with supporting documents (original medical certificate) before 27 June. Please see Information in Study Guide. NO late applications will be considered.

Each examination paper is out of 100 marks.

Course Fees

Although the information in the yearbook has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omission. All University fees are determined by the Council, but may be amended at any time. The amended fees will be payable on request.

The fees hereunder are for the 2018 academic year. For planning purposes you may use these fees and add 10%. The UFS however reserves the right to increase fees as it deems fit and thus this is only a benchmark and in no way represents the true fees for 2019.

Registration fee (compulsory each year)	R 1 020-00
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Module Fees:

Asset Types and Investment Planning (LFPA5800)	R6 140-00
Personal Risk Management (LFPR5800)	R6 140-00
Principals of Portfolio Planning and Management (LFPF5800)	R6 140-00
Estate Planning (LFPB5800)	R6 140-00

Payment Procedures and Consequences

Bank Details

1. ABSA Bank

Name of account: UFS Bloemfontein (Tuition fees)

Branch code: 632005

Account number: 1570 151 688

Reference number: 100 and student number (13 characters)

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

2. Electronic Transfers

To ensure that the information appears in the correct format, registration of the University as a beneficiary at any bank is essential. **100 & student number** must be used in the reference box. **“Enter your account number with the institution”** as this information appears on the bank statement of the University.

Please use the same ABSA bank details as indicated above.

Fax deposit slip to (051) 401-3733 or e-mail to your contact person as per the details in page 1.

3. Credit Cards

Students can make online credit card payments www.ufs.ac.za - **students - tuition fees - online credit card payment**. Please note that no automatic second payments on credit cards can be made. Students are expected to resend all payment information

Dates for payment:

Tuition fees are calculated per semester. All fees must be paid as follows, whether an account has been received or not. (It is the responsibility of the student to supply the University with the correct postal address, and to make enquiries if he/she does not receive an account.)

- Minimum amount in order to register for **(2018 was R6 340.00), (2019 amount to be confirmed)**.
- **50%** of the module fees payable **before 31 March**.
- **Balance** must be settled **before 31 August**.
- International students have to settle the balance on/before 30 June.

If payments are not made by the due dates:

- Interest at prime rate as charged by ABSA + 2% will be levied on all accounts in arrears.
- All academic records will be withheld.
- International students with outstanding fees on the 1st of July will not be allowed to continue with their studies for their academic year.

Official registration

The registration of a student becomes official once the required fees have been paid and the registration has been completed online by the student.

Correction of module codes

If an incorrect module code was used, e.g. LFPA5800 instead of LFPF5800, an additional fee per module will be added to your student account for the correction thereof.

Fees in arrears

If a student is in arrears with the payment of any account of the University, the University has the right to, notwithstanding any arrangements that the student may have made for an extension of time or otherwise, refuse to mark any examination papers and to retain statements of results, study records, certified examination timetables and examination results until the amount in arrears has been paid to the University.

Certificates of conduct, certified statements and certificates for degrees/diplomas will only be issued after all outstanding fees have been paid to the University.

Re-registration

If a student did not settle his/her account with the University for the previous year (excluding a study loan account) in full, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse his/her re-registration. Such an account shall be paid by means of a bank guaranteed cheque, cash or postal order.

Prescribed debt: fees for the academic year are payable in advance

A student previously registered as a student of the UFS who failed to pay outstanding fees will not be allowed to register unless fees for the year are paid in advance. This includes students whose debt has prescribed. Should a student be of the opinion that sufficient reason exists for the granting of exemption from this requirement, such a student must appeal in writing to the Senior Director of Finance, University of the Free State, PO Box 339, Bloemfontein, 9300.

Erroneous Registration

Should the University admit a student to or register a student for any degree or course, and it appears later that the student does not qualify for it, the student shall remain responsible for all amounts (including but not limited to registration fees, tuition fees and residence fees) that are payable, as in the case of a student who cancelled his/her studies, and the rules and regulations that apply in that case shall apply *mutatis mutandis*.

Default of payment

If a student fails to settle his/her account with the University, the University shall, notwithstanding any other rights be entitled to hand the account to an attorney for collection.

Conferment of degree:

Unless a student's account with the University (with the exception of a study-loan account) has been settled in full at least 21 days before a graduation ceremony, the University may, irrespective of whether the student has arranged for extension of time or otherwise, refuse to confer the degree/diploma at such ceremony. Such student's degree/diploma certificate may be withheld until the account is settled in full.

Disciplinary measures:

A student will be responsible for the outstanding balance on their student account even if they are prohibited, in terms of the rules and regulations of the University, to continue their studies for that year or any other year.

Disruption of studies:

Students are liable for fees, even if any services that the University provides are disrupted by conditions outside the control of the University, e.g. student boycotts, strikes, public disturbances or any other disruptions on campus.

Refunding of credit:

The refund process takes at least **10 working days**.

Credit balances will only be paid out to the person confirming on the application for admission that he/she is responsible for the payment of the student's fees (the payer). Credit balances will not be paid out to any other person without the written permission of the payer.

Access to personal tuition fees account

Students can gain access to their personal tuition fees account via the UFS Self-help Service.

Please see www.ufs.ac.za, and follow the links: Students-Tuition Fees- My Account. The username is the student number of the student. The initial password is provided by the UFS

Information and Communication Technology Services. For security reasons, students are advised to change their passwords as soon as possible.

Bursaries and Loans

The attention of bursary holders is drawn to the fact that it is their responsibility to ensure that bursary donors make payments timeously and in accordance with university regulations. Bursars have to provide their sponsors with details of their accounts.

If a sponsor does not pay a student's account in time, interest will be charged and debited to the account, and the student or his parents or guardian will be responsible for the payment of such interest.

Cancellation of studies

- Cancellation of a module must be done by the student personally, in writing on the dates indicated in this document.
- The date on which the notice will be received by our office, will be considered the date of notification for the purposes of calculating the amount due.
- Cancellation of studies may NOT be done by email notification.

Please follow the following process:

Step 1: Log in on the PeopleSoft self-service site

<http://www.ufs.ac.za/kovsielife/student-self-service>

Step 2: a) Click on Student Self Service; or

b) Log in with your User ID and Password.

If you do not have a password, please contact the Help Desk on 051 401 2442.

Step 3: On the Student Service Centre.

Select Enrolment

Select Semester 1

Select Drop Modules

Select the modules that you would like to drop

Select Continue

Once you have completed steps 1 – 3 please send a written notice by **registered mail** to the SFPL to confirm request for cancellation.

If you do not receive an email from our office regarding the refund request then please follow up with your contact person to confirm that the request is received.

Students, who cancel their studies, must do so by registered mail. The date on which notice of cancellation of study is received will be used as the official cancellation date in calculating the owed amount. *It is the **student's responsibility** to ensure that the cancellation is received by our office.*