



# POSTGRADUATE SELECTION FORM

Selection Application for  
**Bachelors of Architecture  
Honours**

BArchHons

Programme Code | BC460114

**Master of Architecture**

MArch | Professional Qualification

Programme Code | BC470314

**Submission date | 31 July**

The **Selection Form** must be delivered in person, or door to door by a private courier company to the physical address of the Department of Architecture:

Attention: Selection Committee  
Department of Architecture  
Architecture Building  
Dean Street  
205 Nelson Mandela Avenue  
Park West  
BLOEMFONTEIN

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## Department of Architecture

Architecture Building, Dean Street, University of the Free State, 205 Nelson Mandela Drive, Park West, Bloemfontein, 9301, South Africa

✉ PretoriusY@ufs.ac.za, [www.ufs.ac.za](http://www.ufs.ac.za)





## INTRODUCTION + SELECTION ORIENTATION

Thank you for your interest in our selection program 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](http://www.ufs.ac.za/architecture), select the link **Postgraduate Application**, please ensure that you download the **Departmental Brochure**. Familiarise yourself with each of the application and selection steps as well as submission dates. Be sure to follow the process prudently.

In order to participate in the selection process you must have applied for admission to the University of the Free State before 31 July of the year preceding intended study. The online application to admission form include some of the questions and required documentation required in this form – but not the portfolio submission process. Ensure that you do submit a portfolio as well as the mini-dissertation or dissertation proposal. If you completed this information and uploaded the documentation as part of the online application, you should not repeat the work in this hard copy selection form. If you apply in hard copy please follow the process demarcated below.

Download the **Application for Admissions Form (DV1A)** from the UFS website: search [www.ufs.ac.za](http://www.ufs.ac.za), select the link **Students**, then select the link **UFS Application Forms**. After receiving the complete Application for Admissions Form, the information is captured on the UFS system by Student Academic Services after which you will receive a unique UFS Student number (Reference number). For enquiries regarding receipt of the application for admission form, capturing of candidates' data, or student numbers, please contact Student Academic Services: [studentadmin@ufs.ac.za](mailto:studentadmin@ufs.ac.za) | 051 401 9666

The Department of Architecture is only responsible for departmental selection processes related to the **Selection Form** and **Selection Interviews**. The Department cannot advise on processes related to application for admission to the UFS.

**SELECTION FORM** | Completing and submitting the **Selection Form** is the **first step** in the selection process and **does not guarantee admission** to the BArch 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 in person or door to door by courier to the physical address of the Department of Architecture - found at the end of this document. **Selection Forms** must reach the Department of Architecture before or on 31 July of the year preceding intended study. If you make use of a courier company, please track



delivery with them. Do not contact the Department in this regard. **Selection Forms** should not be submitted to any other UFS address.

A Creative Portfolio is submitted as part of the **Selection Form** and inferred in the term **Selection Form**. The **Selection Form** comprises six parts (Parts I – VI): The first part constitutes contact information. Part II enquires into your academic and work experience: Part III, list the certified documents you need to attach at the end of this document. Part IV, attempts to discover more about your personality traits: Part V stipulates what is required from the separate A4 **Creative Portfolio** which forms part of the **Selection Form**: The last part explains the next step in the selection process. Please sign the declaration of authorship form at the end of this document and check the check list provided.

The selection committee critically reviews all the **Selection Forms** submitted, concentrating especially on the Creative Portfolio as stipulated in Part V. The most resourceful candidates are preliminary selected and will be invited by mid-September to attend an interview at the Department of Architecture.

It is your 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. All candidates that submitted a **Selection Form** will be contacted by the department to inform you of the outcome of the selection process – please do not contact the department. **Selection Forms** are the property of the Department of Architecture and will not be sent back to candidates.

**SELECTION INTERVIEW** | Please read through the information pertaining to the **Selection Interview** in Part VI. If your **Selection Form** was selected by the selection panel, you will be invited to a **Selection Interview**, at which time you will have to present the Creative Portfolio you submitted as part of the Selection Form. The **Selection Interview** is the second step in the selection process.

## PART II | PERSONAL + CONTACT DETAILS

Complete the **Selection Form** in clear block letters, using black ink.

### CANDIDATE

Student Number:

\_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | .....

Known as

\_\_\_\_\_

First Names

\_\_\_\_\_

Surname

\_\_\_\_\_

S.A. ID Number

\_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_ | \_\_

Non S.A. Passport Number

\_\_\_\_\_

### CANDIDATE



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_ @ \_\_\_\_\_

### CANDIDATE

Residential Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postal Code \_\_\_\_\_

Postal Address

\_\_\_\_\_

Postal Code \_\_\_\_\_

### GUARDIAN

Name \_\_\_\_\_ Surname \_\_\_\_\_

### GUARDIAN



\_\_\_\_\_



\_\_\_\_\_



\_\_\_\_\_ @ \_\_\_\_\_

## PART II | ACADEMIC + EMPLOYMENT DETAILS

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

Working

☐

University of Technology

☐

University

☐

Other

☐

Specify Other

\_\_\_\_\_

Pertaining to the tertiary institution from which you will graduate graduated

Institution

\_\_\_\_\_ City \_\_\_\_\_

Province

\_\_\_\_\_ Year \_\_\_\_\_

Additional Tertiary Education

Institution

\_\_\_\_\_ City \_\_\_\_\_

Province

\_\_\_\_\_ Year \_\_\_\_\_

List extra-curricular activities participated in during your tertiary studies 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 \_\_ \_\_ \_\_ \_\_

Employer

\_\_\_\_\_

from year

\_\_ \_\_ \_\_ \_\_ to \_\_ \_\_ \_\_ \_\_



### PART III | CERTIFIED COPIES

**In the following order please attach, at the end of this document, the following documentation:**

- (A) a certified copy of your Degree(s) or your most recent Academic Transcript
- (B) a certified letter of reference from the person that facilitated your studies as studio master in your last year of study, included must be a reference to your code of conduct
- (C) a certified letter of reference from another academic member of staff at your tertiary institution, included must be a reference to your code of conduct
- (D) a certified letter(s) of reference from your Employer(s)
- (E) a certified copy of any other academic programme, short course, workshop, etc. or your SACAP membership, or any other professional certificate of registration that is relevant to your application

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

## PART IV | MORE ABOUT YOU

**Complete by hand, do not type answers.**

What is your personal understanding of creativity?

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What do you think is the role of an architect and architecture in South Africa?

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What and where is your favourite place, why?

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What is your favorite artwork, or architectural building or structure; explain why?

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## PART V | CREATIVE PORTFOLIO

INCLUDE your **Creative Portfolio** as a separate A4 document to the **Selection Form**. The **Creative Portfolio** comprises TWO sections. Both sections should be bonded together in one document.

The following sections should be included in your **Creative Portfolio**:

### SECTION A | DESIGN, TECHNICAL and THEORETICAL WORK

creative work you did as part of your:

- i preceding years of study | COMPULSORY
- ii practise based experience | COMPUSORY
- iii own creative exploration not forming part of either your studies or practice | OPTIONAL

### SECTION B | MINI-DISSERTATION DESIGN PROPOSAL for BArchHons SELECTION, or MASTERS RESEARCH DESIGN PROPOSAL for MArch SELECTION





## PART V | CREATIVE PORTFOLIO | SECTION A

### SECTION A | DESIGN, TECHNICAL and THEORETICAL WORK

As part of the selection process, the UFS Department of Architecture requires all candidates to include a separate **Creative Portfolio**. The creative portfolio offers the selection panel the opportunity to get to know you better. We are interested in your thinking process, your critical reflection and how you present your thoughts in a creative manner.

The extensive **Creative Portfolio** should demonstrate design, technical and theoretical work, including but not limited to:

- i the best design work of each of the preceding years of study:  
Each selected design project must illustrate the design concept, theoretical underpinning, design development and solution, and key construction details (maximum four projects, limited to a maximum of four A4 pages for each project)
- ii original work in practise:  
each selected example of practice based work must be **accompanied by an Employer Declaration of Involvement Letter** (see next page) explaining your involvement on the project. Projects will not be accepted as evidence without an employer letter attached to it.  
(maximum three projects, limited to a maximum of four A4 pages for each project)
- iii original work not forming part of either your studies or practice:  
An example of creative architectural work that you conceptualised and executed by yourself and that you regards as applicable to your selection.  
(limited to a maximum of four A4 pages)

#### NOTE THE FOLLOWING:

Clearly indicate SECTION A (Part i, Part ii OR Part iii) in your portfolio.

**Parts i and ii are compulsory, but Part iii is optional.**

Candidates compete for selection based on creativity, design dexterity, inventiveness and academic performance; these aspects should be represented in the portfolio and interview.



The portfolio is the property of the department and will not be kept for auditing purposes.

PART V | CREATIVE PORTFOLIO | SECTION A | DECLARATION OF INVOLVEMENT LETTER

Each selected example of practice based work must be accompanied by this **Employer Declaration of Involvement Letter** explaining your involvement on the project. Print this page for each example of practice based work you wish to include in your portfolio. The architect is kindly requested to complete the following information as proof of your involvement.

**ARCHITECT'S DETAILS**

Name \_\_\_\_\_

Practice \_\_\_\_\_

City \_\_\_\_\_



\_\_\_\_\_ @ \_\_\_\_\_

Project Title: \_\_\_\_\_

Involvement of candidate on the project:

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Architect's Signature \_\_\_\_\_



## PART V | CREATIVE PORTFOLIO | SECTION B

### SECTION B | MINI-DISSERTATION DESIGN PROPOSAL for BArchHons SELECTION, or | MASTERS RESEARCH DESIGN PROPOSAL for MArch SELECTION

**The summary of your Mini-Dissertation Design Proposal or Masters Research Design Proposal should include the following Headings:**

+ INTRODUCTION

An introduction of 300 words, explaining:  
the project rational, the client and type of project (typology), the site (topology), and  
aspects that might influence your approach to form giving (morphology).

+ PART ONE: UNIQUE CHALLENGES

In 300 words specify and describe possible challenges relating to the following  
subheadings:

Typology | Topology | Morphology (see table below for more information)

+ PART TWO: PRELIMINARY RESEARCH

In 500 words specify and describe sources of knowledge that you have  
investigated relevant to some of the challenges you identified in PART ONE.

Order your research into subheadings relating to:

Typology | Topology | Morphology (see table below for more information)

+ CONCLUSION



## PART V | CREATIVE PORTFOLIO | SECTION B

Structure the summary of your intended research according to the **typological, topological, and morphological CHALLENGES** inherent to your proposed research project and the **SOURCES OF KNOWLEDGE** you have preliminarily investigated.

The following table may serve as a diagrammatical explication of the Typological, Topological, Morphological and Structural information your written summary should include. You are welcome to structure your proposal according to the information provided in the table, but do not place your information in the table format. The table only serve to orientate your summary and is not the only format your research proposal may take. Do not contact the department regarding the table.

Diagrammatical Representation	PART ONE: Challenges	PART TWO: Sources of Knowledge
	Specify and describe possible challenges relating to:	Specify and describe sources of knowledge that you have investigated relevant to some of the challenges you identified in PART ONE .
	<b>Typology</b> Who is the Client? Who is the unique user of the building? What is the type of Building?	<b>Illustrate</b> <ul style="list-style-type: none"> <li>+ Client/user brief</li> <li>+ Mapping of client/user phenomenon</li> <li>+ Precedent/Case studies of type of building, accommodation lists and flow diagrams.</li> </ul>
	<b>Topology</b> Where is the project sited?	<b>Illustrate</b> <ul style="list-style-type: none"> <li>+ Cognitive/quantitative context analysis;</li> <li>+ Site mapping;</li> <li>+ Precedent/Case studies</li> </ul>
	<b>Morphology</b> How is the building's form-giving determined?	<b>Illustrate</b> <ul style="list-style-type: none"> <li>+ Theoretical &amp; Historical reading relating to the form-giving elements</li> <li>+ Precedent/Case Studies of form-giving elements</li> </ul>



## PART VI | TOWARDS THE NEXT STEP IN SELECTION

### What happens after I've submitted my Selection Form?

The **Selection Interview** is the **second step** in the selection process. If your **Selection Form** was successful you will be invited for a **Selection Interview**. At the **Selection Interview** you will be asked to expand on the **Creative Portfolio** of work you submitted as part of your **Selection Form**. **Being invited to an interview does not guarantee admission.**

Interviews take place at the end of September or early October [date to be confirmed by email from the department – do not contact the department], at which time you will present your submitted portfolio to the selection committee.

All candidates attending the **Selection Interview** will be informed of the selection outcome within two weeks of the **Selection Interviews** being completed – do not contact the department with enquiries. The final selection of a candidate that is at the time of the interview still enrolled in an architectural programme is subject to the candidate achieving the minimum entrance requirements: 60% for the Design module and a 55% combined average for the Construction, History and Theory of Architecture modules.



## CHECK LIST + DECLARATION

**CHECK BOXES:** I declare that:

- ☐ Part I | **PERSONAL + CONTACT DETAILS** was completed
- ☐ Part II | **ACADEMIC + EMPLOYMENT DETAILS** was completed
- ☐ Part III | I attached a certified copy of the required documents at the end of this document
- ☐ Part IV | **MORE ABOUT YOU**, this section was answered
- ☐ Part V | **CREATIVE PORTFOLIO** were completed as a separate A4 document and include Section A and Section B as requested.
- ☐ I declare that I produced the creative work submitted in the **Selection Form**, 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 at 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 also accept that the outcome of the **Selection Interview** is final and not open for comment or feedback. 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.
- ☐ Part VI | **TOWARDS THE NEXT STEP IN SELECTION** (I carefully read and understand PartVI)

Candidates Signature \_\_\_\_\_ Date \_\_\_\_ \_ | \_\_\_\_ \_ | \_\_\_\_ \_

## PHYSICAL ADDRESS OF THE DEPARTMENT OF ARCHITECTURE

The **Selection Form** must be delivered in person or door to door by private courier to the physical address of the Department of Architecture:

Attention: Selection Committee  
Department of Architecture  
Architecture Building  
Dean Street  
205 Nelson Mandela Avenue  
Park West  
BLOEMFONTEIN

CLOSING DATE FOR THE SUBMISSION OF THIS **SELECTION FORM**: 31 July.  
No late submission will be considered for selection