UFS Business School
Brochure & Application form

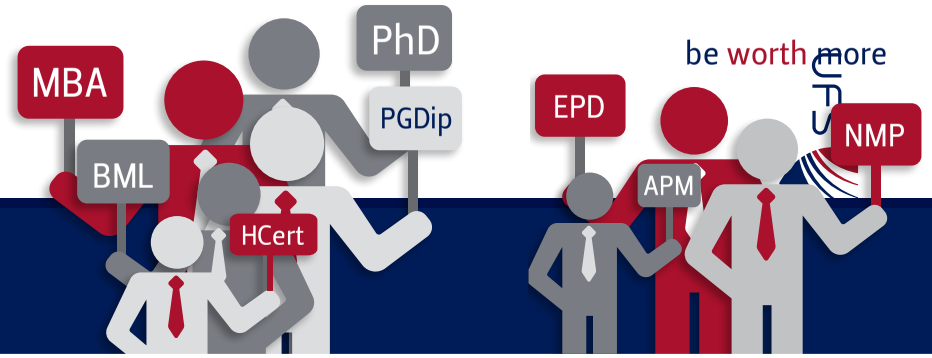
be worth more

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

UFS

UFS BUSINESS SCHOOL
BE WORTH MORE

LEARNING PATH



FORMAL PROGRAMMES

SLP's
Short Learning Programmes
Modes: Face-to-Face/ Online

Recognition through RPL

Several Leadership, Management and Functional SLP's are accredited with the UFS and aligns with formal programmes. Refer to the SLP Infographic.

HCert
Higher Certificate in Management Development
Mode: Face-to-Face

NQF level 5
1 Year

The Higher Certificate in Management Development is a formal higher certificate, accredited by SAQA. Recognition to the Bachelor of Management Leadership is available through RPL.

BML
Bachelor of Management Leadership
Modes: Face-to-Face/Modular/ Online

NQF level 7
4 Years

Upon completion of the Bachelor of Management Leadership, or any other first degree, students may apply for the Post Graduate Diploma in Business Administration.

PGDip
Postgraduate Diploma in Business Administration
Mode: Face-to-Face

NQF level 8
1 Year

Upon completion of the Postgraduate Diploma in Business Administration, or any relevant Honors Degree, students may apply for the Master of Business Administration.

MBA
Master of Business Administration
Mode: Face-to-Face

NQF level 9
2 Years

Upon completion of the Master of Business Administration, students may apply for the PhD.

PhD
Philisophae Doctor

NQF level 10
2-6 Years

Upon completion of the PhD the students contributes to the field via authoritative research articles and presentations.

*All programmes are subject to specific admission requirements.

The city of Bloemfontein, situated in the South African province of the Free State, is home to the University of the Free State.

Founded in 1904, the UFS currently serves more than 35 000 residential and non-residential students. Thanks to a tradition of excellence and progressive learning programmes, the University of the Free State is regarded as one of the top academic institutions in the country.

The UFS Business School, located in the Faculty of Economic and Management Sciences, has firmly established itself as a leader in the provision of management and leadership programmes within South Africa, specifically central South-Africa.

The UFS Business School provides an exceptional opportunity to **Be Worth More.**

Message from the Director

Prof Helena van Zyl | Director

The changing world of work and the challenging business environment increased the need for skilled and proper educated business leaders. In addition, participants in the economic process and business environment should be relevant for the future. The world-wide skills shortages in several fields of expertise increase the pressure on the demand for managerial leaders. Higher education institutions and more

specifically, business schools, have an important responsibility not only to deliver sufficient numbers of well-trained managerial leaders, but also with the needed and required skills and competencies. Managerial leaders with vision, commitment, courage and flair, amongst others, are in demand to make significant contributions to the performance of business and industry.

The UFS Business School offers a suite of qualifications that will equip candidates to be relevant and successful being business leaders and entrepreneurs.

For more information kindly contact

P/A Mrs Alta Myburgh
Tel: 051 401 3175
Email: myburgha@ufs.ac.za

Content

Higher Certificate in Management Development 4

Bachelor of Management Leadership 5

Postgraduate Diploma in Business Administration 7

Master of Business Administration 8

Philosophiae Doctoral in Business Administration 10

Alumni 12

Application procedure & Application form 13

Application procedure 14

Application form 16

Recommendation form 21

Directions to the UFS Business School 23

Accreditation

The UFS Business School is fully accredited by

- The Council for Higher Education (CHE)
- Central and East European Management Development Association International Accreditation (CEEMAN IQA)

It was a strategic imperative of the UFS Business School to become internationally accredited to highlight the quality education, research and value-adding engagement offered by the School. The CEEMAN IQA accreditation is an endorsement of the important role fulfilled by the UFS Business School in South Africa in empowering business leaders, as well as an endorsement of a quality academic offering. The accreditation is an investment in the alumni and students of the School.

Memberships

- AABS (Association of African Business Schools)
- AACSB (Association to Advance Collegiate Schools of Business)
- AMBA (Association of MBA's)
- CEEMAN (Central and East European Management Development Association)
- EQUAA (Education Quality Accreditation Agency)
- SABSA (South African Association for Business Schools)

The Business School has been awarded 3 Palmes by EDUNIVERSAL and belongs to the 3rd League of the 1000 Best Business Schools worldwide.

UFS BUSINESS SCHOOL BE WORTH MORE

Higher Certificate in Management Development

The Higher Certificate in Management Development emphasises leadership development, the broadening of insight by exposure to the most important management disciplines and its integration into a total management approach. This tailor-made qualification has been designed to assist at developing employees, especially focused on middle management level, to enterprising and professional managers. The programme can be customised.

Application and registration dates

- During November for commencement in January
- During May for commencement in July

Admission requirements

- 22 Years of age
- National Senior Certificate or National Certificate Vocational (Level 4)
- Three years management experience or five years work experience and a manager's/supervisor's recommendation

Fees

The fee structure is available on our website: www.ufs.ac.za/cbd

Duration

The duration of the programme is approximately 12 months. The programme is offered on campus or online.

Curriculum (135 Credits – NQF Level 5)

Each of the modules within the Higher Certificate in Management Development programme can independently be attended as a short learning programme. If candidates are assessed, the short learning programme successfully completed could be used as part of a recognition of prior learning process, should they wish to register for the complete higher certificate in future. Recognition through RLP is limited to 25% of a formal programme's credit value.

The content is covered in 16 academic modules.

Foundation Skills	General Management & Communication
Business & Information Technology	Economics & Banking for Managers
Enterprise Risk Management	Entrepreneurship & Innovation
Ethics & Governance	Financial Management & Cost Accounting or *Financial Management in the Public Sector
Institutional Memory & Knowledge Management	Labour Relations or *Business Challenge
Leadership Development	Marketing & Digital Marketing
Operations & Logistics Management	People Management
Project & Programme Management	Strategic & Change Management
* Electives only available to customised inhouse HCert groups	

For the full syllabus, kindly visit our website: www.ufs.ac.za/cbd

Learning outcomes and articulation

After the successful completion of the programme, the student will receive a certificate (NQF level 5) issued and endorsed by the UFS. Recognition to the Bachelor of Management Leadership is available through RPL.

For more information please contact

Mrs Jo'Anni Deacon
Tel: 051 401 7301
Email: deaconmj@ufs.ac.za

A dynamic addition to the spectrum of management programmes on offer is the Bachelor of Management Leadership (BML) aimed at working adult learners. This qualification is based on experiential learning and the assessment and recognition of prior learning. The objective of the BML is to deliver a new generation of formally qualified and innovative managerial leaders equipped to excel in and add value to today's corporate and business environment.

The BML programme was developed in collaboration with the School for New Learning at De Paul University in Chicago.

Unique characteristics

- Modules offered at a time and place available to working people
- Presenters who understand and communicate with adults
- A dynamic and flexible curriculum that engages adults in diverse learning experiences in management leadership
- A competence framework that recognises valid prior learning, provides for diverse goals and believes in differing learning styles
- A commitment to dialogue and negotiation that enables the adult learner to own his/her learning

Our approach to management training is characterised by the emphasis on the need for students to become critical and creative thinkers and eventually leaders who utilise innovative approaches in start-up ventures or within established organisations. Graduates of this programme will be able to compete successfully in the domestic economy.

Application and registration dates

The closing date for applications is:

- During October for commencement in January
- During May for commencement in July

Admission requirements

Over and above the rules regarding admission to this university, the following specific entrance requirements must be met:

- 23 Years of age
- A permanent work appointment
- An endorsed senior certificate with at least 2 years working experience, or
- A senior certificate with at least 2 years working experience, or
- A certificate with conditional exemption issued by the Matriculation Board, with at least 2 years working experience
- An equivalent qualification, and
- Proficiency in English
- Proficiency in Mathematics
- Adequate computer literacy

Admission to the BML programme is subject to a psychometric selection process.

Fees

The fee structure is available on our website: www.ufs.ac.za/bus

Duration

The programme is aimed at part-time students. The expected and recommended duration of study is 4 years. However, the period may be shorter if a student obtains credits for sufficient prior learning.

Assessment

The BML programme has a system of continuous assessment. Assessment procedures may include field exercises and reports, teamwork exercises, class participation and presentation, independent projects, simulated applications, consultant reports and integrated assessment.

Mode of delivery

- Online (One intake per year in July): Except for the introductory Portfolio Development Course, students attend a full week contact session once per year on campus. During the course of the year students have online contact with lecturers on a weekly basis. Online classes are scheduled after hours.
- Modular: Students attend classes on campus once a term for a full week. Classes are scheduled from Monday – Friday.

Curriculum (373 Credits – NQF Level 7)

The BML programme consists of the following three learning areas. Some of the modules comprising the learning area are:

- Environment
- Labour economics
- Africa in the new global order
- Cultural diversity
- International finance
- Labour law
- Political dynamics
- Understanding basic macro-economics
- The financial system and interest rate predictions
- The impact of environmental factors on management decisions

Management

- Entrepreneurship
- Financial accounting
- General management
- Business finance
- Small business management
- Strategic management
- Marketing management

Leadership

- Leadership models and theories
- Becoming an effective leader
- Confronting change
- Diversity within the African context
- Becoming a creative thinker and decision maker
- Understanding the power game
- Conflict
- Motivation
- Human resource management
- Ethical leadership.

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcomes and articulation

On completion of the programme students should be able to:

- Apply and interpret environmental factors that will have an impact on the management of the business and community context
- Analyse and interpret management theories in the business context
- Apply knowledge regarding leadership and people processes to transform themselves, their communities and organisations
- Apply and integrate the knowledge, skills and attitudes regarding environmental factors, management and leadership to their personal, community and business contexts

After the successful completion of the programme, the participant will receive a degree (NQF level 7) issued and endorsed by the UFS.

On completion of the BML, learners may continue with postgraduate studies in several directions, including the Postgraduate Diploma in Business Administration.

For more information kindly contact

Mrs Penrose Vumendleni
Tel: 051 401 3164
Email: vumendlenisvp@ufs.ac.za

Postgraduate Diploma in Business Administration

UFS BUSINESS SCHOOL BE WORTH MORE

The Postgraduate Diploma in Business Administration introduces a new phase to the academic offering of the UFS Business School. The PGDip in Business Administration provides a valuable articulation route to students with a first degree planning to register for an MBA in future.

Closing dates for applications:

- 30 September for first semester
- 31 May for second semester

Admission requirements

- At least 24 years of age
- Any undergraduate bachelor's degree at NQF level 7 or an advanced diploma of an NQF level 7 comprising of at least 360 credits
- Two years relevant work experience

Fees

The fee structure is available on our website: www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 1 year and the maximum time is 2 years. The programme is attended on a part-time basis. Students attend classes on campus once a month for a full week, as far as possible, on consecutive days to accommodate students from outside Bloemfontein. Three block contact sessions are sheduled per semester.

Curriculum (120 Credits - NQF Level 8)

The PGDip in Business Administration consists of 10 compulsory semester modules:

1st Semester Modules	2nd Semester Modules
Business Calculations	Financial and Managerial Accounting
Business Computer Applications	Human Capital Optimisation
Economics for Managers	Managing Information Technology
Integrated Management and Leadership	Operational Management and Logistics
Relationship Marketing	Systems Thinking

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcomes and articulation

After completion of the PGDip the graduate will be equipped to:

- To cultivate an understanding of the integrated nature of management and leadership· Identifying the principles of leadership
- Explain how the competitive environment of the firm influences its output, price and other strategic decisions

On completion of the Postgraduate Diploma in Business Administration, learners may continue to apply for the Master of Business

Administration.

For more information kindly contact

Mrs Penrose Vumendleni
Tel: 051 401 3164
Email: vumendlenisvp@ufs.ac.za

Master of Business Administration

The course content of the UFS Business School MBA enhances and develops managers and leaders, broadly covering all aspects and challenges that managers and leaders might face in today's ever changing business environment. Graduates of our MBA programme will be able to compete in both the domestic and global economic and business environment.

Application dates

A new group of students commence their studies in January or July of each year. Applications for the January intake close 30 September and for the July intake 30 April.

Admission requirements

- At least 25 years of age
- At least 3 years of relevant managerial experience / work experience
- A four year applicable Bachelor's degree (NQF level 7 and comprising of at least 360 credits)
- A Postgraduate Diploma in Business Administration (NQF level 8); or
- An applicable Honours degree (NQF level 8)

Admission to the MBA programme is subject to a psychometric selection process.

Fees

The fee structure is available on our website: www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 2 years and the maximum time is 3 years. Five full-day contact sessions are scheduled for each semester module. The contact sessions for the different modules are scheduled, as far as possible, on consecutive days to accommodate students from outside Bloemfontein. Classes are scheduled from Monday – Friday, 08:00 – 17:00.

Curriculum (221 Credits – NQF Level 9)

The Master of Business Administration consists of 15 core semester modules, a research project and 2 elective modules.

Core Modules

Analytical Methods	Business Conditions Analysis
Business Research Methods	Business Law and Corporate Governance
Corporate Strategy	Financial Management I & II
Leadership I & II	Leading Innovation and Change
Managing Society and the Future	Organisational Behaviour
Personal Development	Research Project (Year module)
Scenario Planning	Strategic Marketing

Electives to choose from up to 20 credits

Digital Marketing	International Business
Investment and Portfolio Analysis	New Venture Creation
Project Management	Risk Management
Services Marketing	Social Entrepreneurship
South African Income Tax	

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcomes and articulation

After completion of the MBA programme the graduate will be equipped to:

- Demonstrate a broad, specialised understanding of general management and the business/management environment
- Demonstrate a specialised understanding of the interaction between operational and strategic management
- Identify and solve problems on an executive level, demonstrating critical and creative thinking
- Apply the general (compulsory) management skills in various contexts
- Appraise and integrate management issues from the various knowledge fields
- Integrate and apply knowledge and work experience by means of an applied research output in the form of a mini-dissertation.

After the successful completion of the programme, the participant will receives a degree (NQF level 9) issued and endorsed by the UFS. On completion of the MBA, learners may continue to apply for the PhD in Business Administration if all minimum requirements for the PhD have been met.

For more information kindly contact

Mrs Elvira Oberholzer
Tel: 051 401 3163
Email: oberholzereh@ufs.ac.za

Philosophiae Doctoral in Business Administration

With the PhD programme the School completes its menu of academic options.

The PhD is a part-time research-based programme.

Application and registration dates

The closing date for application is 15 September each year for commencement in the following year.

Admission requirements

- A Bachelors degree or equivalent with an average of 65% for all the modules (credits must be at least 360 and the qualification should be at NQF level 7)
- An MBA or equivalent masters degree with an average of 65% for all modules
- At least 65% for Business Research Methods done on a masters level
- At least 65% for an expanded MBA or equivalent dissertation (minimum 60 credits) with a duration of at least one academic year

Adherence to the above requirements will not necessarily guarantee admission to the programme. Admission to the PhD is subject to final approval by the Director of the Business School as well as the availability of promoters.

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 2 years and the maximum time is 4 years.

Curriculum (360 Credits - NQF Level 10)

Learning outcome and articulation

After the successful completion of the programme, the student will receive a degree (NQF level 10) issued and endorsed by the UFS. The PhD will be awarded with an endorsement "Business Administration".

For more information kindly contact

Mrs Evodia Tau
Tel: 051 401 3558
Email: taume1@ufs.ac.za

"The single biggest value that I derived in my four year investment in the UFS Business School PhD is the high end competency that I acquired, not to accept anything at face value in all the facets of my life, be it professional or otherwise. After obtaining my PhD, I am now a better Chief Financial Officer (CFO) and board member, who gets excited in competing and contradicting perspectives when we collectively endeavour to find solutions to our many problems. My philosophy now is that nothing is insurmountable. Like anything of great value in life, I found my PhD journey to be demanding dedication, hard work, and discipline as well as having some storms along the way. When those massive storms came along my journey, I found the Business School organisational culture to be very supportive, with timeous interventions, right from the director of the Business School (Prof Van Zyl) and at all levels. Because of that support, I was able to overcome the storms of my journey. When looking back, I realise this journey was a rare opportunity for me, that I will forever cherish."

- Dr MM Gasela, 2018

"The Doctor of Philosophy (PhD) in Business Administration journey at the University of the Free State (UFS) was very challenging and daunting, but a very fulfilling journey. The Business School offered me super support and unmatched initial supervision by Prof Helena Van Zyl. Dr Liezel Alsemgeest and Dr Cornelie Crous provided excellent supervision and mentorship which helped me to persevere the challenging journey. Indeed, the supervisors imparted critical and relevant transferable skills to me. For the current students, please know that the Business School will continue supporting you. For the prospective student out there, hesitate not, PhD at UFS is awaiting you."

- Dr Z Banda, 2019

PhD Graduandi

Year	Student	Promotor	Co-Promotor
2020	ZS Bisschoff	Dr L Massyn	
2020	N Wetsi	Dr DB Strydom	Dr JW Swanepoel
2019	Z Banda	Dr L Alsemgeest	Dr C Crous
2018	MJ Letele	Dr L Massyn	
2018	MM Gasela	Dr W Vermeulen	
2017	T Reddy	Dr CJ Hendriks	
2016	GK Masina	Dr W Vermeulen	
2015	A du Preez	Dr W Vermeulen	
2015	PJ Olivier	Prof BJ Willemse	
2014	KA Ranyane	Dr JH van Zyl	
2013	E Bock	Prof SM Niemann	
2013	DB Strydom	Prof BJ Willemse	Prof H van Zyl
2009	M Botha	Dr G van Vuuren	Prof H van Zyl
2004	MG Pawley	Prof H van Zyl	Dr P Greeff

A gallery of PhD alumni is available on our website: www.ufs.ac.za/bus

Banda, Z. 2019.
Corporate governance structures: The performance of Zambian listed companies.
Promotor: Dr C Crous
Promotor: Dr L Alsemgeest

Letele, MJ. 2018.
An employee satisfaction management framework fot the textile and garment industry in Lesotho.
Promotor: Dr L Massyn

Reddy, T. 2017.
Leadership styles and strategy implementation in the Department of Trade and Industry (dti).
Promotor: Dr CJ Hendriks

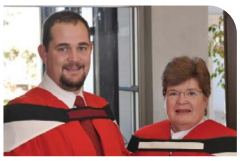
Masina, GK. 2016.
A comparative study of indigenous versus foreign SMEs in Malawi.
Promotor: Dr W Vermeulen

Du Preez, A. 2015.
Business success factors of selected companies on the Johannesburg Stock Exchange. Promotor: Dr W Vermeulen

Olivier, PJ. 2015.
A financial model to evaluate solar power in Free State dairy farms.
Promotor: Prof BJ Willemse

Ranyane, KA. 2014.
A support framework for the survivalist entrepreneurs – Free State Province case study.
Promotor: Dr JH van Zyl

Bock, E. 2014.
Optimising tacit knowledge sharing among sales force members in the South African pharmaceutical industry.
Promotor: Prof SM Niemann



Strydom, DB. 2013.
A procurement marketing framework for the potato processing market in the Eastern Free State.
Promotor: Prof BJ Willemse
Co-Promotor: Prof H van Zyl

Botha, M. 2010.
A portfolio approach to improving market and credit risk management.
Promotor: Dr G van Vuuren
Co-Promotor: Prof H van Zyl

Pawley, MG. 2004.
Mean variance optimisation, stochastic simulation modelling and passive formula strategies for equity investments.
Promotor: Prof H van Zyl
Co-Promotor: Dr P Greeff

Alumni

The UFS Business School has a unique platform to engage with alumni as well as current students, namely Graduway. Graduway is an interactive and dynamic electronic platform for alumni.

UFS Business School's Graduway page enables alumni and current students to:

- Re-connect – Find and reminisce with classmates, see what they have been up to and stay in touch.
- Give back – Introduce, employ and be a mentor to our graduating students.
- Expand – Leverage your professional network to get introduced to people you should know.
- Get ahead – Advance your career through inside connections working in top companies and access to exclusive opportunities.

Contact Adéle Kotzé (kotzea2@ufs.ac.za) to become part of the Graduway platform.

UFS Business School

Application procedure & Application form

be worth more

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

UFS

UFS BUSINESS SCHOOL
BE WORTH MORE

Application procedure

For all programmes, the following documents must be submitted

Certified copies of:

- Identity / Passport document
- SAQA verification – foreign qualifications

All foreign qualifications must be verified by SAQA and it is the responsibility of the applicant to take care of this process.

Visit SAQA at www://www.saqa.org.za. Kindly note that this may take several weeks. Therefore, do apply for verification as soon as possible. Students will not be allowed to register without the verification certificate

Additional documents to submit for specific programmes

Higher Certificate in Management Development (HCert)

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Certified copies of:
   - A National Senior Certificate / Grade 12 results
   - Identity / Passport document

Bachelor of Management Leadership (BML)

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Proof of payment of selection fees, and
3. Certified copies of:
   - A National Senior Certificate / Grade 12 results, or
   - Certificate of Highest School qualification obtained, with the particular school's stamp
   - All other qualification certificates obtained at any other institution.
   - Identity / Passport document

Postgraduate Diploma in Business Administration (PGDip)

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Proof of payment of selection fees, and
3. Certified copies of:
   - Bachelor's degree, and
   - Bachelor's degree study record
   - Identity / Passport document

Master of Business Administration (MBA)

1. Completed recommendation form signed by your employer (The form is available on page 21 in this brochure), and
2. Proof of payment of selection fees, and
3. Certified copies of:
   - A four-year, applicable Bachelor's degree
   - An applicable Honours degree
   - A Postgraduate Diploma in Business Administration
   - Study records for both the Bachelor's degree and the Postgraduate Diploma in Business Administration
   - Identity / Passport document

Philosophiae Doctoral in Business Administration (PhD)

1. Proof of payment of selection fees, and
2. Certified copies of:
   - A Bachelor's degree or equivalent certificate NQF Level 7 qualification
   - An MBA or equivalent Master's degree
   - Study records for both the Bachelor's and Master's degrees
   - Identity / Passport document

Selections / Fees / Banking details

Please note that the following programmes presented by the UFS Business School are subject to a selection process:

- Bachelor of Management Leadership (BML)
- Postgraduate Diploma in Business Administration (PGDip)
- Master of Business Administration (MBA)

The UFS Business School's banking details as well as the applicable selection fees payable per programme are available at www.ufs.ac.za/bus or contact the relevant programme coordinator.

Kindly note that once your application has been processed, further information regarding selection test dates will be communicated to you directly from the UFS Business School.

Admission to the UFS Business School is subject to the condition that the applicant comply with the admission requirements of the University of the Free State as well as the admission requirements of the UFS Business School.

Should you have any enquiries, kindly direct them to the relevant staff member, as stipulated in the UFS Business School brochure.

Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/or information requested in terms of this form, be found to be erroneous or fraudulent.

For all programmes, the following documents must be submitted with your application

Certified copies

One certified copy of each of the following documents must be attached (such copies become the property of the University of the Free State and will not be returned)

- Identity document / passport
- School-leaving certificate (undergraduate only)
- Postgraduate applications must be accompanied by all certificates for qualifications already obtained
- Academic record (including the Certificate of Conduct) with proof of the request from the previous University / University of Technology if you were previously registered at another institution
- Original proof of payment of selection fee
- Recommendation form (if applicable)
- SAQA verification (if applicable)

Verification of certificates

SAQA

Applicants with international qualifications need to provide a SAQA Verification Certificate along with certified copies of their qualifications. For more information on the verification of qualifications, please visit www.saqa.org.za

Simultaneous registration at this and / or another higher education institution

The permission of the Director of the UFS Business School is required for simultaneous registration for more than one qualification at the University of the Free State, or simultaneous registration at this University and another higher education institution.

Delivery address for applications:

Physical address	Postal address
UFS Business School	UFS Business School
UFS Business School Building	PO Box 339
Block B	Internal box 17
University of the Free State	University of the Free State
Nelson Mandela Drive	Bloemfontein
Bloemfontein	9300
9301	

Contact details

Higher Certificate in Management Development	Mrs Jo'Anni Deacon	deaconmj@ufs.ac.za	Tel: 051 401 7301
Bachelor of Management Leadership	Mrs Penrose Vumendleni	vumendlenisvp@ufs.ac.za	Tel: 051 401 3164
Postgraduate Diploma in Business Administration	Mrs Penrose Vumendleni	svumendlenisvp@ufs.ac.za	Tel: 051 401 3164
Master of Business Administration	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
Philosophiae Doctoral in Business Administration	Mrs Evodia Tau	taume1@ufs.ac.za	Tel: 051 401 3558

1 Personal information — 2 Contact information — 3 Academic career — 4 Tertiary information

Application

Indicate choice of application with an X

Higher Certificate in Management Development	Bachelor of Management Leadership	PGDip in Business Administration	Master of Business Administration	PhD in Business Administration
Work experience	Years		Months	
Where did you hear about the programme?				

Type on form or complete in block letters and black ink

STUDENT NUMBER — If you are already in possession of a UFS student number

1.1 Biographical information

Title: ____ ID number if South African: ____

First name: ____

Middle name: ____

Prefered name: ____

Surname ____

Gender: ◯ Male ◯ Female

Marital status: ◯ Married ◯ Single

Date of birth: D D M M Y Y Y Y

Ethnicity ◯ African ◯ Asian ◯ Coloured ◯ White ◯ Other

1.2 Home language

☐ Afrikaans ☐ Sesotho ☐ Xitsonga

☐ English ☐ Sepedi ☐ isiXhosa

☐ isiNdebele ☐ Setswana ☐ siSwati

☐ isiZulu ☐ Tshivenda ☐ Other

1.3 Contact details in case of emergency

Title: ____ Contact number: 2 7 7 2 1 2 3 4 5 6 7 Example: 27 72 123 4567

Name/s: ____

Surname: ____

Relationship: ____

Email: ____

1.4 Disability support

Would you like the support of the Center for Universal Access and Disability Support? ◯ Yes ◯ No

If yes, please specify type of disability

☐ Visual impairment ☐ Deaf/hearing impairment ☐ Physical impairment ☐ Learning impairment

Other:

Please specify any assistance that would be needed:

1.5 Details of citizenship (international applicants only)

Citizenship:

Identity number:

Passport number:

Passport issue date: D D M M Y Y Y Y Passport expiry date: D D M M Y Y Y Y

Place of issue:

2.1 Physical address

Unit Number: Street Number:

Complex Name:

Street Name:

Suburb/District: Postal code:

City/Town:

Province:

2.2 Postal address

Postal Service: ◯ PO Box ◯ Private Bag ☐ Same as above

Number:

Suburb/District: Postal code:

City/Town:

Province:

2.3 Applicant contact information

Cellphone number: 2 7 7 2 1 2 3 4 5 6 7 NB: SMS messages will be sent to this number

Telephone number: Home: ☐ or Work: ☐

Primary Email address:

3.1 Starting semester

◯ First Semester ◯ Second Semester

3.2 Financial assistance

Do you need financial aid? ◯ Yes ◯ No If yes, see details below

To apply for a NSFAS loan, complete the NSFAS application on the NSFAS website: www.nsfas.org.za
Other funding opportunities for undergraduate applications can be found on the UFS website: www.ufs.ac.za

3.3 Campus residence placement

Do you require housing on the campus? ◯ Yes ◯ No

4.1 What did you do in the previous year?

☐ Post-school college ☐ Employed ☐ University

☐ University of Technology (Technikon) ☐ Gap year ☐ Unemployed

☐ Other/Specify: _____

4.2 Secondary school information

Name of School:

City/Town:

Year in which you matriculated:

4.3 Tertiary information

Have you ever been prohibited from continuing with your studies at any University / University of Technology (Technikon) / College?

◯ Yes ◯ No

If yes, where?

Academic backround (to be completed by all applicants with previous tertiary qualifications)
Name of University / University of Technology (Technikon) / College / Other Institution:

1.

2.

3.

Degree / Diploma	Year obtained	Student number
1.	Y Y Y Y	
2.	Y Y Y Y	
3.	Y Y Y Y	

4.4 Employment information

Employer	Contact number	Position	From	To
			D D M M Y Y Y Y	D D M M Y Y Y Y

General information

ADMISSION is subject to the condition that you comply with the admission requirements of the University of the Free State.

Incomplete application forms will not be processed.

Note that closing dates and admission requirements can vary and should be confirmed with relevant departments.

Disclaimer: The University of the Free State reserves the right, in its sole and absolute discretion, to withdraw your application to the University, should the attached results, documentation and/or information requested in terms of this form, be found to be erroneous or fraudulent.

Declaration

Please read this carefully before signing.

I, the applicant, hereby:

(a) declare that all information in this document is true and correct.

(b) grant permission to the University of the Free State to enquire about and verify my qualifications already obtained, or any other information entered on this application form.

(c) declare that all information in this document is true and correct, and that I voluntarily provide the University of the Free State with the information contained in this document, and consent to the University of the Free State -

- collecting this information, and
- processing this information to enable the University of the Free State to consider and process my application.

(d) acknowledge that in the event that my uploaded documents and/or information, as contemplated in clause (c) above, are found to be fraudelent, the University of the Free State reserves its right, in its absolute and sole discretion, to withdraw my admission to the University of the Free State.

(e) acknowledge that the University is not under any obligation to accept me as a student, and that admission to the University is the prerogative of the applicable University selection office under which my studies will fall.

(f) acknowledge that I am submitting this application freely and voluntarily. If I am a legal minor, I confirm that my legal guardian/parent is fully aware and supportive of my application to this institution.

(g) understand that acceptance of my application does not obligate me to study at this institution, nor does it imply that I am automatically regarded as a student, until I have formally registered as such and have paid the required fees, as stipulated in the University guidelines.

Signature of applicant:

Date: D D M M Y Y Y Y

UFS BUSINESS SCHOOL BE WORTH MORE

HCert, BML, PGDip and MBA students

Please arrange for your supervisor / manager to complete the recommendation form

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

Applicant's name		Signature		Date	

RECOMMENDER

Surname, Name		Title	
Organisation			
Email address			

How long and in what capacity have you known the applicant?_____

Are you familiar with the applicant's academic record?_____

Do you feel that the applicant is prepared academically for the challenges of this programme?_____

Do you feel that the applicant is prepared emotionally for the challenges of this programme? _____

How do you rate the applicant's skills in the following areas?

	Excellent	Good	Average	Poor	Cannot
Written communication skills					
Oral communication skills					
Quantitative skills					
Problem-solving skills					
Decision-making skills					
Ability to work with others					

If English is not the applicant's home language, please comment on his/her oral and written English proficiency

	Excellent	Good	Average	Poor	Cannot
Written communication skills					
Oral communication skills					

EMPLOYER'S UNDERTAKING

We hereby undertake to give the candidate absence of leave for class activities

Yes		No	

We recommend the candidate for the following programme

Higher Certificate in Management Development (HCert)		Bachelor of Management Leadership (BML)		Postgraduate Diploma in Business Administration (PGDip)		Master of Business Administration (MBA)	

_____ _____

Recommender's signature Date

To the recommender: Please return this recommendation form to the applicant in a sealed envelope.

Notes

Directions to the
UFS Business School

T: +27 (0) 51 401 28 74
W: http://bus.ufs.ac.za | www.ufs.ac.za/cbd
F: facebook.com/UFSBusinessSchool

UFS BUSINESS SCHOOL
BE WORTH MORE

be worth more

UFS Business School Building, Block B
W: http://www.ufs.as.za/bus | http://www.ufs.ac.za/cbd
F: www.facebook.com/UFSBusinessSchool
E: bus@ufs.ac.za

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

UFS

UFS **BUSINESS SCHOOL**
BE WORTH MORE