

# UFS Business School Brochure & Application form



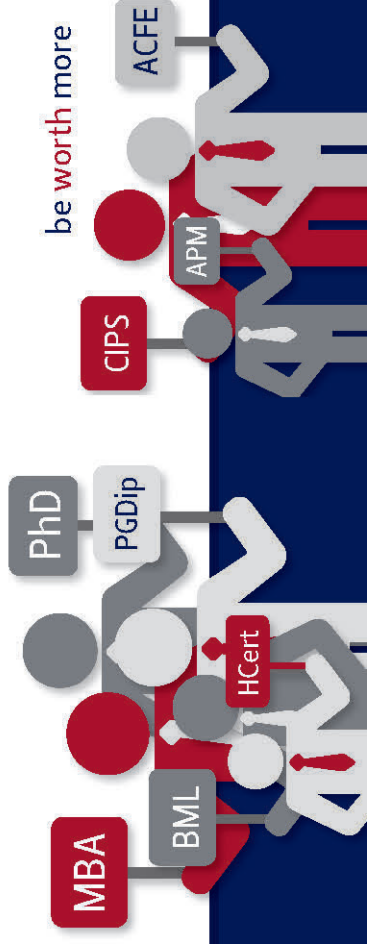
be **worth** more

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



BUSINESS SCHOOL  
SAKESKOOL  
BE WORTH MORE  
WEES MEER WERD

# LEARNING PATH



## FORMAL PROGRAMMES



### CIPS

Upon completion of the Diploma in Procurement and Supply, Advanced Diploma in Supply and the Executive Diploma in Procurement and Supply, students can obtain the international accredited designation MCIPS.

### ACFE

Upon completion of the Advanced Certificate in Fraud Examination, students can obtain the international accreditation of Certified Fraud Examiner.

### ADVANCED PROJECT MANAGEMENT

An Action Learning orientated programme (NQF level 7).

\*All programmes are subject to specific admission requirements.



Invest in your career and  
Be Worth More



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**.





**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 qualification 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  
[myburgha@ufs.ac.za](mailto:myburgha@ufs.ac.za)

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## Accreditation

### The UFS Business School is fully accredited by

- The Council for Higher Education (CHE)

### 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)
- 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.

CIPS exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management. It has been accredited by the Office of Qualifications and Examinations Regulator (Ofqual) in the UK and appears on the Register of Regulated Qualifications. Please refer to <http://register.ofqual.gov.uk>.

## Application and registration dates

- 30 November for commencement in January the following year
- 30 June for commencement in the 2nd semester
- Application forms are available on [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus)

## Admission requirements

Please refer to [www.cips.org](http://www.cips.org).

## Fees

The fee structure is available on our website: [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus)

## Duration

- 12 Months. Lecture days exclude the days on which the examination for each module will take place.
- 5 Contact Sessions structured as Review Workshops aimed at exam preparation

## Curriculum (32 Credits - NQF Level 5)

The Programme in procurement and supply consists of five compulsory units. All units are assessed individually by a written examination.

- Contexts of procurement and supply
- Business needs in procurement and supply
- Sourcing in procurement and supply
- Negotiating and contracting in procurement and supply
- Managing contracts and relationships in procurement and supply

For the full syllabus, kindly visit the CIPS website: [www.cips.org](http://www.cips.org)

## Learning outcome and articulation

An exit award is in essence a qualification. CIPS has five exit awards in total

- Certificate in procurement and supply operations
- Advanced certificate in procurement and supply operations
- Diploma in procurement and supply
- Advanced diploma in procurement and supply
- Professional diploma in procurement and supply
- For each qualification you successfully complete, you will receive a certificate of achievement confirming your exit award.

## For more information kindly contact

Mrs Ansie Barnard  
Cell: 082 900 1080  
[barnardam@ufs.ac.za](mailto:barnardam@ufs.ac.za)

# Certified Fraud Examination Qualification



The Certified Fraud Examiner (CFE) credential denotes proven expertise in fraud prevention, detection and deterrence. CFE's are trained to identify the warning signs and red flags that indicate evidence of fraud and fraud risk. CFE's around the world help protect the global economy by uncovering fraud and implementing processes to prevent fraud from occurring in the first place.

## Who should attend?

Applicants who intend writing the International CFE exam	Employees from financial institutions such as the banking and insurance industry
Forensic auditors	Forensic investigators
Internal auditors	Legal practitioners
Risk managers	

## Application and registration dates

- Application dates – throughout the year. The programme is presented as soon as we have enough candidates
- Application forms are available on [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus)
- Once application has been accepted and student paid his fees, he is registered

## Admission requirements

- Bachelor's degree (or equivalent) from an institution of higher learning
- 8 Years work experience in related field

## Fees

The fee structure is available on our website: [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus)

## Duration

The duration of the programme is 10 days, which is divided in 2 block sessions of 5 contact days each. Lecture days exclude the days on which the examination for each module will take place.

## Curriculum (120 Credits – NQF Level 7)

The Certified Fraud Examination Qualification consists of 4 modules

Module 1	Law
Module 2	Investigation
Module 3	Fraud prevention, Detection, Ethics
Module 4	Financial Transactions and Fraud Schemes

For the full syllabus, kindly visit our website: [www.ufs.ac.za/cbd](http://www.ufs.ac.za/cbd)

## Learning outcome and articulation

- Understand Criminology concepts and the ethics of the fraud examination profession
- Describe the types of fraudulent financial transactions
- Investigate fraud
- Understand illegal elements of fraud

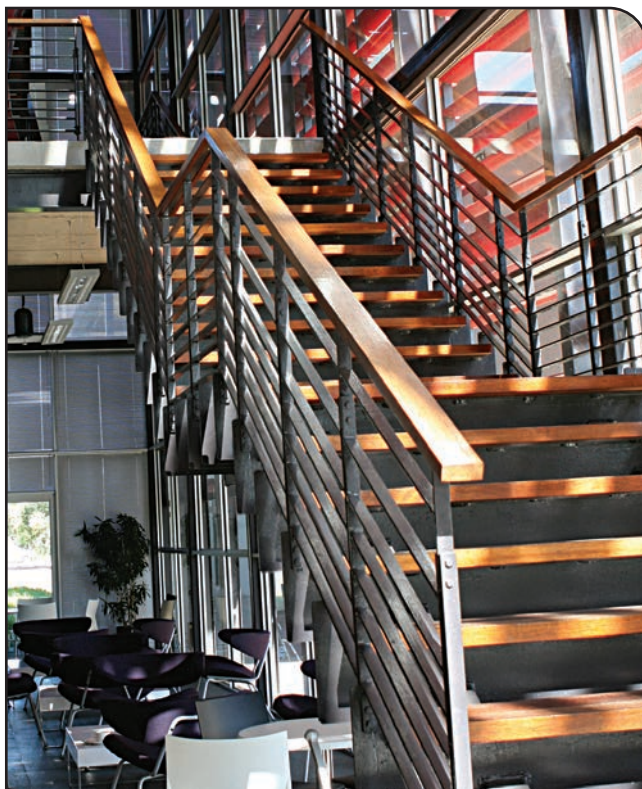
## For more information kindly contact

Mrs Ansie Barnard  
Cell: 082 900 1080  
[barnardam@ufs.ac.za](mailto:barnardam@ufs.ac.za)



The main objective of the New Managers Programme is to assist employees in making a successful transfer from their current work levels to that of management. This can be achieved by explaining and practicing the principles of management in order to help the student develop into a self-reliant and creative manager.

The programme can be customized and offered on an in-house basis for companies across South Africa.



## Application and registration dates

Available on request

## Admission requirements

- 22 Years of age
- National Senior Certificate or National Certificate Vocational (Level 4)
- A minimum of two years experience as supervisor or first-level manager and/or manager's recommendation

## Fees

The fee structure is available on our website: [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus)

## Duration

The duration of the programme is approximately 8 months and the lectures are presented over 16 contact sessions.

## Curriculum (65 Credits – NQF Level 5)

Various management topics are integrated in the programme, covering the following themes:

Leading People
Leading Change
Leadership Operations
Market Insights
Labour Relations

For the full syllabus, kindly visit our website: [www.ufs.ac.za/cbd](http://www.ufs.ac.za/cbd)

## Learning outcome 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 Higher Certificate in Management Development is available (13 credits) through RPL.

## For more information kindly contact

Mrs Ansie Barnard  
Cell: 082 900 1080  
[barnardam@ufs.ac.za](mailto:barnardam@ufs.ac.za)



# Higher Certificate in Management Development



The Higher Certificate in Management Development emphasizes 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 customized and offered on an in-house basis for companies across South Africa.

## Application and registration dates

- 30 November for commencement in January the following year
- 30 May for commencement in the 2nd semester
- In-house: Available on demand

## Admission requirements

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

## Fees

The fee structure is available on our website: [www.ufs.ac.za/cbd](http://www.ufs.ac.za/cbd)

## Duration

The duration of the programme is approximately 12 months. The programme is offered on campus. Lecture days exclude the days on which the examination for each module will take place.

## 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. Candidates enrolled for the short learning programme can further decide if they want to be assessed in order to obtain credits or simply attend for professional development purposes. If candidates are assessed the credits obtained could be used as a part of a recognition of prior learning process should they wish to register for the complete higher certificate in the future.

However, individual modules can only be credit-bearing towards the Higher Certificate in Management Development if the student complies with the entrance requirements.

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 MDP groups	

For the full syllabus, kindly visit our website: [www.ufs.ac.za/cbd](http://www.ufs.ac.za/cbd)

## Learning outcome 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 Ansie Barnard  
Cell: 082 900 1080  
[barnardam@ufs.ac.za](mailto:barnardam@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](http://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

- Face to face: The programme is offered on campus. Students attend classes on Fridays.
- 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](http://www.ufs.ac.za/bus)

## Learning outcome 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 Tshidi Ramabusa**  
Tel: 051 401 7939  
[ramabusaj@ufs.ac.za](mailto:ramabusaj@ufs.ac.za)

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.

## Application and registration dates:

Available on request at the Business School.

## Admission requirements

- At least 24 years of age
- Any three year Bachelor's degree at NQF level 7
- Two years relevant work experience

## Fees

The fee structure is available on our website: [www.ufs.ac.za/bus](http://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 scheduled 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 Resource Management
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](http://www.ufs.ac.za/bus)

## Learning outcome 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 Annareth Spamer**  
Tel: 051 401 3755  
[spamera@ufs.ac.za](mailto:spamera@ufs.ac.za)



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 and registration 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](http://www.ufs.ac.za/bus)

## Duration

The minimum time for completing the programme is 2 years and the maximum time is 4 years. Three 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	Corporate Governance and Business Law
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](http://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 receive 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  
[oberholzereh@ufs.ac.za](mailto:oberholzereh@ufs.ac.za)

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](http://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 Edna Cox  
Tel: 051 401 3172  
[coxel@ufs.ac.za](mailto:coxel@ufs.ac.za)

“Completing a PhD through the UFS Business School is a prestigious achievement. The UFS Business School strives on quality and professionalism as they develop their students to be “worth more” by producing material that is of a global standard. I recommend the UFS Business School to those who want to add value in the business world.”

– Dr. Kgantso Ranyane 2014

“The UFS Business School assisted me in a professional manner in order to complete my PhD in Business Administration. The PhD program is structured in such a way that you, as a student, obtain ample support and knowledge from various well known academics and business associates. The Business School also has a very good administration support system, which ensures that there are no time delays and that the student is always up to date with all relevant information. The golden platform of the Business School is that there is no compromise for quality and standard, this gave me the assurance that I will produce a PhD of global standard. I would recommend the UFS Business School to anyone who is serious about developing their business skills.”

– Dr. Dirk Strýdom, 2013

## PhD Graduandi

Year	Student	Promotor	Co-Promotor
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
2010	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](http://www.ufs.ac.za/bus)



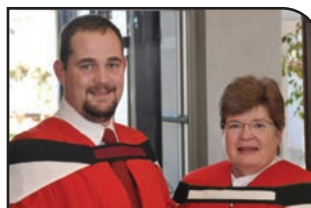
**Masina, GK. 2016.**  
A comparative study of indigenous versus foreign SMEs in Malawi.  
Promotor: Dr W Vermeulen



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



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



**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



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



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



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



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.

Feel free to contact Adèle 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



All students should preferably follow the online application procedure to enrol for the following programmes at the UFS Business School:

- Higher Certificate in Management Development (MDP)
- Bachelor of Management Leadership (BML)
- Postgraduate Diploma in Business Administration (PGDip)
- Master of Business Administration (MBA)
- Philosophiae Doctoral in Business Administration (PhD)

Apply for the following programmes by completing a hard copy application form.

(The application form is available on page 20 – 24 in this brochure):

- Diploma in Procurement and Supply
- Certified Fraud Examination Qualification
- New Managers Programme

## How to apply online:

1. Check the closing dates for the various programmes in the brochure.
2. Go to [www.ufs.ac.za](http://www.ufs.ac.za). Follow the link “How to apply” – online application
3. If you have not submitted the required documents, you will be requested to do so in order to finalise your application
4. You are conditionally admitted once you meet all the admission and/or selection requirements
5. You will receive acknowledgement of receipt of your application from the University of the Free State, with a reference number. Use this reference number to track the status of your application

## For all programmes, the following documents must be uploaded:

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](http://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 upload for specific programmes

### Higher Certificate in Management Development (MDP)

1. Completed recommendation form signed by your employer (The form is available on page 25 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 25 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 25 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 25 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 selection tests are required for the following programmes presented by the UFS Business School:

- 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](http://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

Admission 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](http://www.saqa.org.za)

## MIE (Personal credential verification – Qualification fraud listing)

Postgraduate students must kindly complete and return the MIE form with their application. Forms are available on our website [www.ufs.ac.za/bus](http://www.ufs.ac.za/bus) under each programme.

## 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.

## Completed applications must be delivered or sent to:

### Physical address

UFS Business School  
UFS Business School Building  
Block B  
University of the Free State  
Nelson Mandela Drive  
Bloemfontein  
9301

### Postal address

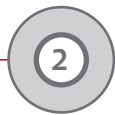
UFS Business School  
PO Box 339  
Internal box 17  
University of the Free State  
Bloemfontein  
9300

## Contact details

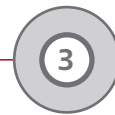
NMP & HCert. Management Development Short Certificates	Mrs Ansie Barnard	<a href="mailto:barnardam@ufs.ac.za">barnardam@ufs.ac.za</a>	Cell: 082 9001080
BML	Mrs Tshidi Ramabusa	<a href="mailto:ramabusaj@ufs.ac.za">ramabusaj@ufs.ac.za</a>	Tel: 051 401 7939
CIPS & CFE	Mrs Jo-Anni Deacon	<a href="mailto:deaconmj@ufs.ac.za">deaconmj@ufs.ac.za</a>	Tel: 051 401 7301
PGDip in Business Administration	Mrs Annareth Spamer	<a href="mailto:spamera@ufs.ac.za">spamera@ufs.ac.za</a>	Tel: 051 401 3755
MBA	Mrs Elvira Oberholzer	<a href="mailto:oberholzereh@ufs.ac.za">oberholzereh@ufs.ac.za</a>	Tel: 051 401 3163
PhD in Business Administration	Mrs Edna Cox	<a href="mailto:coxel@ufs.ac.za">coxel@ufs.ac.za</a>	Tel: 051 401 3172



**Personal  
information**



Contact  
information



Academic  
career



Tertiary  
information

## Application

Indicate choice of application with an X

Short Learning Programme (specify)	Higher Certificate in Management Development	BML	PGDip in Business Administration	MBA	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 Applicant details

Title:  ID number if South African:

First name:

Middle name:

Preferred name:

Surname:

Gender: ☐ Male ☐ Female

Marital status: ☐ Married ☐ Single

Date of birth:

Ethnicity: ☐ African ☐ Asian ☐ Coloured ☐ White ☐ Other

### 1.2 Home language

<input type="checkbox"/> Afrikaans	<input type="checkbox"/> isiZulu	<input type="checkbox"/> Setswana	<input type="checkbox"/> isiXhosa
<input type="checkbox"/> English	<input type="checkbox"/> Sesotho	<input type="checkbox"/> Tshivenda	<input type="checkbox"/> siSwati
<input type="checkbox"/> isiNdebele	<input type="checkbox"/> Sepedi	<input type="checkbox"/> Xitsonga	<input type="checkbox"/> Other

### 1.3 Contact details in case of emergency

Title:  Contact number:  Example: 27 72 123 4567

Names:

Surname:

Relationship:

Email:





Personal  
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Academic  
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Tertiary  
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## 2.3 Applicant contact information

Cellphone number:            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](http://www.nsfas.org.za)

Other funding opportunities for undergraduate applications can be found on the UFS website: [www.ufs.ac.za](http://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 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 background (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. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>





Personal  
information



Contact  
information



Academic  
career



Tertiary  
information

### 4.3 Employment information

Employer	Contact number	Position

## 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:

- declare that all information in this document is true and correct.
- 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.
- 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.
- acknowledge that in the event that my uploaded documents and/or information, as contemplated in clause (c) above, are found to be fraudulent, 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.
- 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.
- 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.
- 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:

# Recommendation form



## MDP, 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	
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### 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	
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### We recommend the candidate for the following programme

Higher Certificate in Management Development (MDP)		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.

### What is Kovsielife?

KovsieLife is a portal where you can find everything you need for a successful student life at the UFS. It also includes helpful information regarding learning experience on campus.

Information includes

1. Exam marks
2. Email
3. Tuition account
4. Study record
5. Proof of registration

To access KovsieLife, visit the following website: URL address: <https://kovsielife.ac.za>  
Click on Student log in, then log in using your UFS campus student number and password:

Username: Student number

Password: UFS campus password

### How do I access my emails?

All official communication from the UFS is sent to your UFS email account. To access your email navigate to the KovsieLife site:

Username: Studentnumber

Password: UFS campus password

Go to the Interaction tab in the drop down menu. Click on EMAIL.

Alternatively, visit the following website: URL address: <http://www.ufs4life.ac.za>

Username: Student number

Password: UFS campus password

You can also forward your ufs4life emails to your personal email account (Note: The UFS is not liable for any emails not successfully transferred to your personal email account).

### What is Blackboard?

Blackboard is an online learning management system where you will find study material and assessment related to the courses or modules which you are enrolled for at the UFS.

Note: Modules on Blackboard will only be available 24 hours after registration.

To access Blackboard, visit the following website:

URL address: <https://learn.ufs.ac.za>

Username: Student number

Password: UFS campus password

Just in case you need extra help, please contact:

Blackboard helpdesk at the central computer lab (Next to the SASOL library) 051 401 9452

For technical and password enquiries contact the ICT helpdesk: 051 401 2442

## Useful contact details

Academic attire	Maggie Tsholo	Fimt@ufs.ac.za	051 401 3012
Access control at gates	Nombule Dondolo	DonoloNP@ufs.ac.za accesscontrol@ufs.ac.za	051 401 7766
Accommodation Hotel on campus	Quintin Koetaan Ilze Nikolova	KoetaanQT@ufs.ac.za NikolovaT@ufs.ac.za	051 401 2121 051 401 9689
Business School lift	Schindler		086 010 2513
International office	Jeanne Niemann	Niemannaja@ufs.ac.za	051 401 9913
Library assistance	Mariechen Praekelt	marieche@ufs.ac.za	051 401 2512
Lost certificates	Venessa Sisita	Graduations@ufs.ac.za	051 401 3016
Official study record	Contact the programme co-ordinators of the different programmes		
Postgraduate School	<a href="http://postgraduate.ufs.ac.za">http://postgraduate.ufs.ac.za</a>		
Protection services			051 401 2911 051 401 2634
Special exam	Anneline Dyers	DyersAF@ufs.ac.za	051 401 7477
Statistic assistance	Dudu Ndlovu	DlodloD@ufs.ac.za	051 401 2764
Student card division	Gillian Hurford	HurfordGA@ufs.ac.za	051 401 2799
UFS Medical practice			051 401 2603
UFS Social work services			051 401 9117
UFS Sport	Janine de Kock Frans van der Watt	deKockJP@ufs.ac.za spvdw@ufs.ac.za	051 401 2643 051 401 2540
Bloemfontein Airport Parking Division			051 407 2200 051 407 2212
DHL Bloemfontein	Anne-Louise Willemse	Anne-Louise.willemse@dhl.com	051 444 2377
Protea Bookshop	Brandwag Bloemfontein		051 444 1212
Shuttle services		Winona1trans@gmail.com	073 178 1800 071 892 8999
Van Schaik Campus	JJ Gordon	JGordon@vanschaik.com	051 444 3048
Xerox Campus	Alida Smith	smitha@ufs.ac.za	051 401 2140 051 401 3378



# Directions to the UFS Business School



T: +27 (0) 51 401 28 74

W: <http://bus.ufs.ac.za> | [www.ufs.ac.za/cbd](http://www.ufs.ac.za/cbd)

F: [facebook.com/UFSBusinessSchool](https://facebook.com/UFSBusinessSchool)







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](http://www.facebook.com/UFSBusinessSchool)

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