

2018

QWAQWA CAMPUS  
UNIVERSITY OF THE  
**FREE STATE**  
PROSPECTUS



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UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA  
QWAQWA CAMPUS/KAMPUS







# INDEX

Message from the Campus Principal: Prof Prakash Naidoo	2
Qwaqwa Student Life	2
How do I apply for admission in 2018?	4
Admission to undergraduate/diploma study	6
Admission requirements for international students	7
Compulsory National Benchmark Tests	8
Faculty-specific programmes and admission requirements	10
· Economic and Management Sciences	11
· Education	12
· The Humanities	13
· Natural and Agricultural Sciences	14
Alternative access to the university	17
Financial aid (bursaries and loans)	20
Fees 2018	23
Housing and Residence Affairs	27
Sport and Health	29
Social Work Services	29
Student Counselling and Development (SCD)	30
Career Development	31
HIV/Aids Unit	31
Campus Clinic	32
Library Services	33
Kovsie Student Life Centres	34
Liabilities	34
Glossary	34



# MESSAGE FROM THE CAMPUS PRINCIPAL

It is my pleasure to welcome you to the UFS Qwaqwa Campus. For us at the Qwaqwa Campus, it is an honour and privilege to provide a high-quality post-school experience and an all-round student experience. You will find that, besides the picturesque landscape, the environment of our campus is totally adapted for an exciting learning experience. Your decision to entrust the shaping of your career choice to us, has been a wise one and we strive to ensure that we meet your expectations to the best of our ability. I know that by now, you are bursting with excitement and are ready to experience what you have been waiting for all these years – a field of study that will change your life forever!

You will find that our intention is not just to provide you with an academic qualification – we aim to produce well-rounded graduates who can easily articulate into the work environment. Moreover, we believe that our graduates adapt into a new fast-changing world very easily.

I invite you to take advantage of all the opportunities afforded to you. Our lecturers and support staff are eager to meet you, so take advantage of this and get the most out of them. I know that they want you to succeed, just as you are impatiently waiting to commence and finish your studies.

A great deal of student life takes place beyond the lecture rooms and laboratories. I trust that you will also get involved in the various sports, culture, environmental organisations, and community clubs on our campus. Our Student Services Division will introduce you to our college model and I am positive that you will enjoy this experience.

I am looking forward to meeting every one of you. Be assured that you have come to the right university – and welcome again!

**Prof Prakash Naidoo**  
**Campus Principal**



## QWAQWA STUDENT LIFE

Our Qwaqwa Campus offers a student life experience which includes many of the student life highlights at our other campuses, but also provides unique experiences possible only in this student community. Being a smaller campus, students experience a greater sense of community and you will find it easier to establish and build meaningful friendships.

Student life here grows daily, with new initiatives such as the recent establishment of the Debating and United Nations student associations on campus. Apart from the local rollout of the GATEWAY First-years' College and Step Up, you can also look forward to leadership development events offered at some of the best adventure locations available in the country.

Many opportunities are available to participate as a volunteer in community service programmes and as a leader in campus student associations and residences. Strong religious, arts, and culture student associations allow you amongst others to participate in a number of specialist choirs that perform on campus and elsewhere. New sports and other recreational facilities allow active participation in student sports.

You will be able to participate and compete in a number of sporting codes at the newly established annual intravarsity games between our campuses. Students who perform well in general student life and their studies, also compete for a number of prizes at the annual Student Excellence Awards hosted at the campus.



# ADMISSION TO STUDY IN 2018

## BECOME A UFS STUDENT IN 9 STEPS

STEP

1

APPLY ONLINE OR IN HARD COPY (WRITTEN).

STEP

2

YOUR APPLICATION FORM IS PROCESSED. YOU WILL RECEIVE A STUDENT NUMBER. IF YOU HAVE NOT SUBMITTED THE REQUIRED DOCUMENTS, YOU WILL BE REQUESTED TO DO SO IN ORDER TO FINALISE YOUR APPLICATION.

STEP

3

YOU ARE CONDITIONALLY ADMITTED ONCE YOU MEET ALL THE ADMISSION REQUIREMENTS.

STEP

4

IF YOU HAVE APPLIED FOR CAMPUS RESIDENCE, YOU WILL NOW RECEIVE CORRESPONDENCE FROM HOUSING AND RESIDENCE AFFAIRS.

STEP

5

IF YOU ARE ACCEPTED WHEN THE FINAL GRADE 12 RESULTS BECOME AVAILABLE, IN JANUARY 2018, YOU WILL RECEIVE A LETTER OF ACCEPTANCE.

STEP

6

YOU HAVE TO MAKE PREPAYMENTS FIVE (5) DAYS PRIOR TO REGISTRATION IN JANUARY 2018. USE YOUR STUDENT NUMBER AS A REFERENCE NUMBER.

STEP

7

REGISTER DURING JANUARY 2018.

STEP

8

GET YOUR STUDY MATERIAL AND TIMETABLE AFTER REGISTRATION.

STEP

9

ENJOY YOUR CLASSES, WHICH START EARLY IN FEBRUARY 2018.





# APPLICATION TO STUDY AT THE UFS IS FREE FOR SA, SADC AND NON-SADC STUDENTS

- **ONLINE application:** Go to [www.ufs.ac.za](http://www.ufs.ac.za). Follow the link 'how to apply' – online application. For assistance, contact +27 51 401 9666.

**Remember to upload copies of:**

- Your ID
- Academic records

- **WRITTEN application:** Go to [www.ufs.ac.za](http://www.ufs.ac.za). Follow the link 'how to apply' and download the application.

**Remember to include copies of:**

- Your ID
- Academic records

Complete and sign the application, and post or deliver it with all the relevant documentation to:

Student Academic Services	Student Academic Services
University of the Free State	University of the Free State
Qwaqwa Campus	Qwaqwa Campus
Private Bag X13	Kestell Road
Phuthaditjhaba   9866	Phuthaditjhaba   9866

**Complete the application form in full and attach all the required documents:**

- Certified ID or passport document.
- Academic record.
- Applicants who are in possession of a National Senior Certificate must include it with their application form.
- Students transferring from other universities must include a certificate of conduct and a study record from their previous university with their application, as well as copies during the registration process.
- International students must attach certified documents (school certificates, diplomas, etc.) and proof of a conditional exemption certificate to their application.

**For enquiries regarding applications:**

Mrs NJ Mokoena: Tel: +27 58 718 5022 | F: +27 58 718 5446 | Email: [info@ufs.ac.za](mailto:info@ufs.ac.za) or [mokoenanj1@ufs.ac.za](mailto:mokoenanj1@ufs.ac.za)

## IMPORTANT INFORMATION FOR ALL STUDENTS:

- **Closing dates:** Your admission application MUST be processed before you register in 2018. When we process your application for admission, we capture your details onto the UFS databases – if your details are not there, you cannot register. For this reason, it is very important to stick to the closing dates.
- **National Senior Certificate:** If you already have a National Senior Certificate (NSC), you must include a certified copy with your application form.
- **Application:** Make sure that you complete the application properly, and attach and certify all the required documents. Gaps in the application, and missing or uncertified documents will delay your application process.
- **Transferring students:** If you transfer from another tertiary institution, you must include a certificate of conduct and an official study record from the previous tertiary institution with your application, AND submit copies when you register. The closing date for students transferring from other tertiary institutions is 30 September 2017.
- **International students:** If you are from another country, you must attach your certified school leaving certificate, diplomas, and proof of a conditional exemption certificate issued by the Matriculation Board (Higher Education of South Africa) to your application. The closing date for international students is 30 September 2017.

If we receive your application after 30 September 2017, it will be a late application and will be processed separately. Therefore, you may have difficulty with financial assistance, residence placement, access to the University Access Programme (UAP), and others.



## ADMISSION

Higher Education South Africa (HESA) sets specific admission requirements that you must meet if you want to study at any South African university. In most cases, an admission point (AP) of 30 is accepted, but there are exceptions where a higher point is required, or where a lower point is acceptable. If you finished school in or after 2008, and have a National Senior Certificate (NSC), you need the following to apply for admission to a Bachelor's Degree at any South African university:



**Four (4) of the seven (7) subjects included in your NSC subject package must be from the designated subjects listed below, with a minimum mark of 4 (50%) in each of these four (4) subjects:**

### Designated list of school subjects:

Accounting	Information Technology
Agricultural Sciences	Life Sciences (Biology/Physiology)
Business Studies	Mathematics or Mathematical Literacy
Consumer Studies	Music
Dramatic Arts	Three languages (one of these must be the language of teaching and learning at a higher education institution and two other recognised language subjects)
Economics	
Engineering Graphics and Design	
Geography	Physical Sciences/Natural Sciences
History	Religion Studies
	Visual Arts



## WHAT DO YOU NEED TO STUDY AT THE UFS?

In addition, for degree studies, the UFS expects that:

- You have an overall AP of 30 and a minimum achievement level of 4 (50%) in the chosen UFS language of instruction (note that certain programmes require a higher AP or achievement level); and
- You must pass certain school subjects with a minimum level of achievement in order to take a specific university module. For example, you must get a mark of 70% for Mathematics in Grade 12 if you are planning to take Mathematics as one of the modules in a Bachelor of Science (BSc) study path; and
- You must have an overall AP of 30 to register.



## HOW DO YOU CALCULATE YOUR AP SCORE?

- An AP score consisting of seven levels is used. Points will be awarded for six academic subjects (note: no points will be awarded for achievement points lower than 30%).
- Language of instruction (English) on a minimum achievement level 4 (50%).
- UPP requires a minimum achievement level 3: English (40–49%). (Please refer to specific faculty requirements.)

NSC Level	UFS AP
7 (90% – 100%)	8
7 (80% – 89%)	7
6 (70% – 79%)	6
5 (60% – 69%)	5
4 (50% – 59%)	4
3 (40% – 49%)	3
2 (30% – 39%)	2
1 (0% – 29%)	-



One point is awarded for Life Orientation from achievement level 5 (60%) or higher.

Example:	Two academic subjects at achievement level 6 (70%) and higher	= 12
	Two academic subjects at achievement level 5 (60%)	= 10
	One academic subject at achievement level 4 (50%)	= 4
	One academic subject at achievement level 3 (40%)	= 3
	Life Orientation at achievement level 5 (60%)	= 1
	<b>UFS Overall AP score</b>	<b>= 30</b>



## ADMISSION REQUIREMENTS

Admission requirements are subject to change.

Mainstream courses	AP of 30+
Four-year curriculum (Extended Curriculum Programme)	AP of 25-29
University Access Programme	AP of 20-24

For more information please contact: Assistant Director: Student Academic Services:  
Ms GE Lebona: Tel: +27 58 718 5011 | Email: lebonage@qwa.ufs.ac.za

### For information on specific faculties, please contact:

Economic and Management Sciences: Sibongile Mlotya: +27 58 718 5289 | mlotyas@ufs.ac.za  
Natural and Agricultural Sciences: Moipone Motaung: +27 58 718 5012 | motaungme@ufs.ac.za  
The Humanities and Education: Lindiwe Mphatsoe: +27 58 718 5011 | mofokenglm@ufs.ac.za



## ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

The UFS uses the conversion table to help us consider all applications equally. If you are an international and/or home-schooled prospective student, use the conversion table below to calculate your AP. The table applies to all examination authorities/bodies in South Africa, and internationally.

UFS Formula	HG		SG		NSC/NSS AND IEB		NSSC / HIGCSE		IGCSE		"A"		"AS"		"O" / GCE		ACE SoT (until 11/2013)		ACE SoT (until 01/2014)		IB Dipl (SL)	
	Symb	%	Symb	%	Level	%	Level	%	Symb	%	Symb	%	Symb	%	Symb	%	Symb	%	Symb	%	Level	%
8	A	80			7	90	1	80			A	80	A	80			A	80	A+/A	96-100	7	80
7	B	70			7	80	2	70			B	70	B	70			B	70	B	92-95	6	70
6	C	60	A	80	6	70	3	60	A	80	C	60	C	60	A	80	C	60	C	88-91	5	60
5	D	50	B	70	5	60			B	70	D	50	D	50	B	70	D	50	D	84-87	4**	50
4	E	40	C	60	4	50	*4	50	C	60	E	40							E	80-83		40
3	F	33	D	50	3	40																
2	FF	20	E	40	2	30																
1			F	33																		

\*\* Maths: IB HL4 = AP7

UFS Formula	Zambia School Certificate		Zeugnis der allgemeinen Hochschulreife		Malawi MSCE		Angola		Uganda				China		West Africa (WAEC/NECO/WA A-levels)			USA		
	Symb	%	Symb	%	Rating	%	Marks	Symb	Symb	Marks	Marks	Symb	Marks / 100	Marks / 150	Symb	Rating	West Africa o-Level	Symb	%	
8			12-15	80					A	80			90	135	A	1,2				
7			10-11	70					B	70			80	120	B	3,4		A	90-100%	
6	1,2	Dist	8-9	60	1,2	80	18-20	A	C	60	1,2	A	70	105	C	5,6	1,2	B+/A-	85-89%	
5	3,4	Merrit	6-7	50	3,4	70	14-17	B	D	50	3,4	B	60	90			3,4	B	80-84%	
4	5,6	Credit	4-5	40	5,6	60	10-13	C	E	40	5,6	C					5,6	C	70-79%	
3					7,8	50													D	60-69%
2																				
1																				

\*Already confirmed by the Matriculation Board and approved by the Access Committee:  
HIGCSE "4" = IGCSE "C" = 60%

**International students: If you are from another country, you must attach the following documents to your application:**

- Certified school leaving certificate, diplomas, and
- Proof of a conditional exemption certificate issued by the Matriculation Board (Universities South Africa (USAF) previously known as Higher Education of South Africa (HESA).

**For more information visit [www.usaf.ac.za](http://www.usaf.ac.za)**

### **Important information:**

- **Administration fee:** A non-refundable annual administrative fee is charged on all international student accounts.
- **Closing date: Closing date for applications by international students is 30 September 2017.**
- **Visa:** You must have a VALID study visa before you can enter South Africa. Make sure your study visa is issued for study at the UFS, and not any other institution in South Africa. You must have a valid and appropriate/correct visa to be registered at the UFS.
- **Medical aid:** You must be a member of a medical aid registered in terms of the Medical Aid Schemes Act 1998 of South Africa as required by the South African Immigration Act. It is important that your medical aid cover MUST be valid for the duration of your studies at the UFS. No travel insurance or hospital plans will be accepted.
- **Prepayment:** A prepayment must be made before you can register as a UFS student. The Tuition Fees Department will communicate the amount and payment deadline to you. For more information, visit <http://www.ufs.ac.za/kovsielife/unlisted-pages/tuition-fees/tuition-fees-30>.
- **Scholarship:** If you have a scholarship, inform your sponsor of the UFS regulations on payments before you register and pay tuition fees.



## **COMPULSORY NATIONAL BENCHMARK TESTS (NBTs)**

### **What are the NBTs?**

Higher Education South Africa (HESA) initiated the NBTs that several South African universities use as part of their student placement processes. The first test is the Academic and Quantitative Literacy Test (AQL), and the second is the Mathematics Test (MAT). Each test takes three hours to complete.

### **Is it compulsory to take the NBT tests?**

Yes, all first-time entry undergraduate applicants to the University of the Free State must write the NBTs before registering.

### **Must I write both tests?**

It depends. ALL prospective students must write the AQL test. If you apply to the Faculty of Economic and Management Sciences, the Faculty of Natural and Agricultural Sciences, or the Faculty of Health Sciences, you must write both the AQL and MAT tests.

### **Why write the NBTs?**

The level of academic reading and writing that you must be able to master at university, is very different from what you are used to at school. If you lack this level of skills, you may have a hard time at university. But if we know what the level of your skills are, we can make sure that you enrol for the most appropriate modules and programmes in your first year. And that is what we use the NBTs for – to help us understand what skills you have, and what skills need to be developed.

### **How, when, and where to write?**

You should write the NBTs while you are in Grade 12, before you register at the university. Visit [www.nbt.ac.za](http://www.nbt.ac.za) for all the information you need. Once you have written the tests, you can use the results to apply to any university. The UFS only accepts NBT results, NO other admission tests will be considered.

### **How does the UFS make use of the NBT results?**

**In two ways:**

- We use it as part of the selection process for the Faculty of Health Sciences (School of Medicine and School of Allied Health Professions).
- If you apply to any of our other faculties (including Nursing), we use NBT results during the registration process, but not for admission decisions.

Generally, we use NBT performance levels to place first-year students into appropriate programmes or modules. If you did not pass the NBT Academic Literacy Test and want to study in English, you must register for one of the following academic literacy development modules in English: EALH/EALE/EALN/EALL 1508. The same applies if you want to study in Afrikaans (if offered in the relevant faculty), but did not pass the Academic Literacy Tests – in which case you must register for one of the academic literacy development courses in Afrikaans: AGAH/AGAM/AGAL/AGAN/AGAE 1508.

These academic literacy development courses are not language courses. It teaches you to read academic text efficiently and critically, while extracting the main ideas and key details. This skill will help you to adequately demonstrate your knowledge in tests and exams. It will also teach you to write academic essays and assignments. Overall, it will give you the confidence to perform at your best, academically.

**! NB: If you have not written the NBTs yet, please register to write as soon as possible.**

**What is the proficiency / pass score?**

Academic Literacy (AL) = 64%  
 Quantitative Literacy (QL) = 70%  
 Mathematics Test (MAT) = 68%

**What does it cost to write?**

The fees for the 2018 Admission cycle are:  
 AQL only – R80  
 AQL and MAT – R160

**When can I write the NBTs?**

Registration for NBTs opens on 1 April. The table below will enable you to plan when to write the 2017 tests:

NBT TEST DATES	LAST DAY TO REGISTER ONLINE	LAST DAY TO PAY THE FEES	RESULTS AVAILABLE TO INSTITUTIONS	RESULTS AVAILABLE TO WRITERS
20 May	2 May	8 May	12 June	19 June
3 June	14 May	21 May	26 June	3 July
4 June	14 May	21 May	26 June	3 July
17 June	28 May	4 June	10 July	17 July
18 June	28 May	4 June	10 July	17 July
24 June	4 June	11 June	17 July	24 July
30 June	11 June	18 June	24 July	31 July
1 July	11 June	18 June	24 July	31 July
15 July	25 June	2 July	7 August	14 August
16 July	25 June	2 July	7 August	14 August
29 July	9 July	16 July	21 August	28 August
12 August	23 July	30 July	4 September	11 September
13 August	23 July	30 July	4 September	11 September
26 August	6 August	13 August	18 September	26 September
9 September	20 August	27 August	2 October	9 October
16 September	27 September	3 September	9 October	16 October
30 September	10 September	17 September	23 October	30 October
7 October	17 September	24 September	30 October	6 November
8 October	17 September	24 September	30 October	6 November
14 October	30 September	1 October	6 November	13 November
25 November	5 November	12 November	19 November	13 December
2 December	12 November	19 November	18 December	18 December
3 December	12 November	19 November	18 December	18 December
5 January 2018	17 December	17 December	29 January 2018	5 February 2018
6 January 2018	17 December	17 December	29 January 2018	5 February 2018

**For more information:**

Online: [www.ufs.ac.za/nbt](http://www.ufs.ac.za/nbt) | [www.nbt.ac.za](http://www.nbt.ac.za)

Bloemfontein Campus: Lerato Masisi: +27 51 401 2448 | [nbt@ufs.ac.za](mailto:nbt@ufs.ac.za) | [masisilc@ufs.ac.za](mailto:masisilc@ufs.ac.za) | Benito Khotseng Building, Room LG5.

Qwaqwa Campus: Khetiwe Biyo: +27 58 718 5484 | [biyokc@ufs.ac.za](mailto:biyokc@ufs.ac.za)



# FACULTY-SPECIFIC ADMISSION REQUIREMENTS

We have four different faculties at our Qwaqwa Campus, each with their own specific admission requirements. Within these faculties, different programmes may also have additional and/or different admission requirements. Make sure that you are aware of the requirements for the programme you want to study.

## The faculties are:

- Economic and Management Sciences
- Education
- The Humanities
- Natural and Agricultural Sciences

## Abbreviations:

From this point forward, we will use these abbreviations instead of the full terms:

- NSC: National Senior Certificate
- AP: Admission Point
- QC: Qwaqwa Campus
- AL: Academic Literacy Test (NBT)
- QL: Quantitative Literacy Test (NBT)
- MT: Mathematics Test (NBT)

## Notes:

Pay attention to the following important information:

- All admission requirements apply to first-year students in 2018. If you are a senior student, consult the following for admission requirements: head of department | lecturer | faculty rulebooks
- All admission requirements are subject to change.
- Unless stated otherwise, the admission requirement for the language of instruction must be on a minimum level 4 (50%)
- Applications for all non-selection programmes close on 30 September 2017.





# FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

Enquiries: Assistant Dean: Mr JJ Nel: +27 58 718 5054 | Neljj@ufs.ac.za  
Faculty Officer: SF Mlotya: +27 58 718 5289 | mlotyas@ufs.ac.za

Programme Description		Minimum Admission Requirements				
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Compulsory National Benchmark Test	Campus
BCom	QC630001	30	4 (50%)	4 (50%)	AL, QL, MT	QC
BCom Extended Curriculum Programme	QC6300E2	25-29	4 (50%)	3 (40%)	AL, QL, MT	QC
BAdmin	QC634040	30	4 (50%)		AL, QL, MT	QC
BAdmin Extended Curriculum Programme	QC6340E1	25-29	4 (50%)		AL, QL, MT	QC



## BACHELOR OF COMMERCE (BCom) AND BACHELOR OF ADMINISTRATION (BAdmin) DEGREES

The faculty offers a Bachelor of Commerce (BCom) degree in General Management and Bachelor of Administration (BAdmin). Both degrees are available on mainstream programme (3 years), or Extended Curriculum Programme (4 years). Both specialised degrees prepare our students for job opportunities in the private sector, government, municipalities, unions, and universities.

The Bachelor of Commerce (BCom) is directed at economic and management positions, and offers a broader option to students who would like a solid general management background, and who prefer not to specialise too soon.

The Bachelor of Administration (BAdmin) degree is a specialised programme aimed at a career in the public and private sector, parastatal institutions, trade unions, non-governmental organisations, and also academic careers at tertiary institutions.

### Study field: Bachelor of Commerce with specialisation in General Management

Accounting	Business Management	Economics	Industrial Psychology	Public Management
Financial Accounting	Marketing	Micro-economics	Human Resources Management	Public Resource
Cost and Management Accounting	Entrepreneurship	Macro-economics	Employee and Labour Relations	Financial Management
	Financial Management	International Economics	Career Psychology	Public Policy
	Strategic Management	South African Macro-economic Policy Issues	Performance Management	Supply Chain Management
		Personal Finance		Organisational Analysis

### Study field: Bachelor of Administration (BAdmin)

Public Administration and Management	Human Resources Management	Public Financial Management	Organisational Analysis
Public Policy	Supply Chain Management	Monitoring and Evaluation in Public Sector	Political Science



# FACULTY OF EDUCATION

Enquiries: Assistant Dean: Dr DJ Hlalele: +27 58 718 5003 | hlaleledj@ufs.ac.za  
Coordinator: Mr ME Dlamini: +27 58 718 5483 | dlaminime@ufs.ac.za

BEd Foundation Phase / BEd Intermediate Phase / BEd Senior and FET Phase and Postgraduate Certificate in Education:  
Mrs DM Mohono or TJ Madonsela | +27 58 718 5004/5 | mohonodm@ufs.ac.za or madonselatj@ufs.ac.za

The Faculty of Education consists of the following four schools:

- School for Social Sciences and Language Education
- School of Education Studies
- School of Higher Education Studies
- School of Mathematics, Natural Sciences, and Technology Education

The reconfigured schools give an opportunity for learning area/subject-specific generation and deepening of knowledge. The faculty attempts to bring the university to the student and the lifelong learner in its aim to serve the community. Close cooperation exists between the university and the Free State Department of Education. Research focuses mainly on the practical world of education-related activities in order to contribute towards the improvement of the quality of teaching and learning.



## BACHELOR IN EDUCATION (BEd): 4 YEARS

Programme Description		Minimum Admission Requirements			
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test	Campus
BEd (Foundation Phase Teaching)	QC735152	30	4 (50%)	AL, QL	QC
BEd (Intermediate Phase Teaching) with specialisation in Life Skills and Social Science Teaching	QC735758	30	4 (50%)	AL, QL	QC
BEd (Intermediate Phase Teaching) with specialisation in Mathematics, Natural Sciences, and Technology Teaching	QC735759	30	4 (50%)	AL, QL	QC
BEd (Senior Phase and Further Education and Training Phase Teaching) (FET subject combination)	QC736364	30	4 (50%)	AL, QL	QC
BEd (Senior Phase and Further Education and Training Phase Teaching) (SP and FET subject combination)	QC736365	30	4 (50%)	AL, QL	QC

Notes:

**Closing date for applications is 30 September 2017.**

Additional admission requirements apply for the following disciplines: Biology, Chemistry, Physics, Computer Information Systems, Economics, Geography, Mathematics, Music, and Sesotho. Contact the relevant faculty.



## BACHELOR OF EDUCATION (BEd): 5 YEARS' EXTENDED CURRICULUM PROGRAMME

Programme Description		Minimum Admission Requirements			
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test	Campus
BEd (Foundation Phase Teaching) Extended Curriculum Programme	QC7351E1	25-29	4 (50%)	AL, QL	QC
BEd (Intermediate Phase Teaching) Extended Curriculum Programme	QC7357E2	25-29	4 (50%)	AL, QL	QC
BEd (Senior Phase and Further Education and Training Teaching) Extended Curriculum Programme	QC7363E3	25-29	4 (50%)	AL, QL	QC

Notes:

**Closing date for applications is 30 September 2017.**

Additional admission requirements apply for the following disciplines: Biology, Chemistry, Physics, Computer Information Systems, Economics, Geography, Mathematics, Music, and Sesotho. Contact the relevant faculty.

If you register for the BEd five-year programme, you will not be allowed to change to the BEd four-year curriculum.



# FACULTY OF THE HUMANITIES

Enquiries: Acting Assistant Dean: Mr PA Schoeman: +27 58 718 5436 | schoemanpa@ufs.ac.za



## BACHELOR'S DEGREES: BACHELOR OF ARTS (BA)

Programme Description		Minimum Admission Requirements			
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test	Campus
BA majoring in History and English	QC137204	29	4 (50%)	AL	QC
BA majoring in History and isiZulu	QC137222	29	4 (50%)	AL	QC
BA majoring in History and Sesotho	QC137223	29	4 (50%)	AL	QC
BA majoring in Geography/Tourism and History*	QC137902	29	4 (50%)	AL	QC
BA majoring in Geography/Tourism and IsiZulu*	QC137922	29	4 (50%)	AL	QC
BA majoring in Geography/Tourism and English*	QC137905	29	4 (50%)	AL	QC
BA majoring in Geography/Tourism and Sesotho*	QC137923	29	4 (50%)	AL	QC
BA majoring in Psychology and English	QC137804	29	4 (50%)	AL	QC
BA majoring in Psychology and IsiZulu	QC137822	29	4 (50%)	AL	QC
BA majoring in Psychology and Sesotho	QC137823	29	4 (50%)	AL	QC
BA Extended Curriculum Programme	QC1300E1	25	4 (50%)	AL	QC
Bachelor of Community Development** BCommDev	QC140400	30	5 (60%)	AL, QL	QC

### Notes:

\*If you major in Geography, Mathematics on level 4 (50%) is required.

\*\*An AP of 30 OR a Diploma in Vocational Skills with a minimum pass rate of 65% in all subjects is required. Admission is subject to selection.



## BACHELOR OF SOCIAL SCIENCES: BSocSci

Enquiries: Grey Magaiza | +27 58 718 5419 | magaizag@ufs.ac.za

Programme Description		Minimum Admission Requirements			
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test	Campus
BSocSci majoring in History and Sociology	QC138609	29	4 (50%)	AL	QC
BSocSci majoring in History and Political Science	QC138611	29	4 (50%)	AL	QC
BSocSci majoring in Political Science and Sociology	QC138402	29	4 (50%)	AL	QC
BSocSci majoring in Sociology and Psychology	QC138301	29	4 (50%)	AL	QC
BSocSci majoring in Sociology and Tourism/Geography *	QC138610	29	4 (50%)	AL	QC
BSocSci Extended Curriculum Programme	QC1301E2	25	4 (50%)	AL	QC

Note: \*If you major in Geography, Mathematics on level 4 (50%) is required.



# FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

Enquiries: Assistant Dean: Dr AOT Ashafa: +27 58 718 5314 | ashafaot@ufs.ac.za  
Secretary: Ms TS Makoko: +27 58 718 5314 | makokots@ufs.ac.za



## BACHELOR OF SCIENCE (BSc) DEGREES

Undergraduate three-year degree (Mainstream Programme)  
Undergraduate four-year degree (Extended Curriculum Programme)

Bachelor of Science (BSc) degrees in the following programmes (three years):



## CHEMISTRY AND PHYSICS

Enquiries: Programme Director: Mr Richard Ocaya +27 58 718 5301 | ocayaro@ufs.ac.za

Programme Description		Minimum Admission Requirements						
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Life Sciences	Physical Sciences	Compulsory National Benchmark Test	Campus
BSc majoring in Chemistry and Physics	QC432140	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Chemistry and Botany	QC432120	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Chemistry and Entomology	QC432127	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Chemistry and Zoology	QC432149	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC



## GEOGRAPHY

Enquiries: Programme Director: Mr Richard Ocaya: +27 58 718 5301 | ocayaro@ufs.ac.za

Programme Description		Minimum Admission Requirements						
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Life Sciences	Physical Sciences	Compulsory National Benchmark Test	Campus
BSc majoring in Geography and Environmental Geography	QC433359	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Geography and Life Sciences	QC433365	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Geography and Tourism	QC433392	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC





## BIOLOGICAL SCIENCES

Enquiries: Programme Director: Dr Emile Bredenhand: +27 58 718 5322

Programme Description		Minimum Admission Requirements						
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Life Sciences	Physical Sciences	Compulsory National Benchmark Test	Campus
BSc majoring in Botany and Zoology	QC432049	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Botany and Life Sciences	QC432065	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Life Sciences	QC436500	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc majoring in Zoology and Life Sciences	QC434965	30	4 (50%)	5 (60%)	5 (60%)	4 (50%)	AL, QL, MT	QC



## BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY [BSc (INFORMATION TECHNOLOGY)]

Enquiries: Programme Director: Mr Teboho Lesesa: +27 58 718 5121 | lesesat@ufs.ac.za

Programme Description		Minimum Admission Requirements						
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Life Sciences	Physical Sciences	Compulsory National Benchmark Test	Campus
BSc (Information Technology) majoring in Computer Science and Chemistry	QC432221	30	4 (50%)	4 (50%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc (Information Technology) majoring in Computer Science and Physics	QC432240	30	4 (50%)	4 (50%)	5 (60%)	4 (50%)	AL, QL, MT	QC
BSc (Information Technology) majoring in Computer Science and Management	QC432202	30	4 (50%)	4 (50%)	5 (60%)	4 (50%)	AL, QL, MT	QC

Note: Either Life Sciences or Physical Sciences is required.



## EXTENDED CURRICULUM PROGRAMMES:

Programme Description		Minimum Admission Requirements						
Programme	Academic Plan Code	AP	Language of instruction	Mathematics	Life Sciences	Physical Sciences	Compulsory National Benchmark Test	Campus
BSc Extended Curriculum Programme majoring in Mathematics and Chemistry	QC4300E1	25	3 (40%)	3 (40%)	3 (40%)	3 (40%)	AL, QL, MT	QC
BSc Extended Curriculum Programme majoring in Biology and Geography	QC4300E2	25	3 (40%)	3 (40%)	3 (40%)	3 (40%)	AL, QL, MT	QC
BSc Extended Curriculum Programme majoring in Computer Sciences	QC4301E1	25	4 (50%)	3 (40%)		3 (40%)	AL, QL, MT	QC

Note: If you do not meet the admission requirement for the BSc three-year programme, you can be allowed into the BSc Extended Curriculum Programme if you meet the minimum admission requirements.





## ALTERNATIVE ACCESS TO HIGHER EDUCATION STUDIES

Couldn't get university admission? It does not have to be the end of the road for you. Do you have an AP of at least 18? In that case, you can get access to mainstream studies if you meet the minimum requirements of: the University Access Programme (UAP), OR higher certificates in Economic and Management Sciences, OR higher certificate in Humanities.

The programme provides prospective students an opportunity to enjoy studies at higher-education institutions after successful completion of an access year.

### What is the UAP?

We introduced this programme to assist many deserving students who do not meet our admission requirements. There are four study options:

- Economic and Management Sciences
- Human and Social Sciences
- Natural Sciences and Agricultural Sciences
- Education

If you complete any of these options successfully, you can get access to almost any mainstream course – if you meet the specific admission requirements of that course. During your access year, you will get more than just academic information. We address a wider scope of needs to help you prepare for higher-education studies. In the Skills and Competencies in Lifelong Learning course, you will learn skills to help you with problem solving, self-assertiveness, and other generic competencies. An academic literacy course will also improve your academic reading and writing skills.

### Who may participate in the programme?

It is an open facility that welcomes all applicants who could not obtain access to a higher-education institution, including the University of the Free State.

**Closing date for applications for SA students: 30 November 2017**

**Closing date for applications for International students: 30 October 2017**

### The programmes are presented at the following sites (Option availability varies from site to site):

- Bloemfontein South Campus
- Goldfields TVET College in Welkom
- Motheo TVET College in Bloemfontein
- South Cape TVET College in Oudtshoorn (only UPP options available)
- Flavius Mareka TVET College in Sasolburg
- Bethlehem Campus of the Maluti TVET College
- Kwetlisoong Campus of the Maluti TVET College (Phuthaditjhaba)

### General minimum admission requirements:

- A National Senior Certificate (NSC), or National Certificate: Vocational (NCV) Level 4, and an AP of either 18 (for Higher Certificates), or 20 (for UPP study options).
- Four subjects on level 3 (40%–49%)
- Language of instruction on level 3 (40%) for all options.



### FACULTY-SPECIFIC ADMISSION REQUIREMENTS:

#### Economic and Management Sciences:

- BCom study option: Mathematics on achievement level 3 (40%) or higher.
- BAdmin study option: Mathematics is not a requirement to study this option. The duration of the course is four years. NB: You will not be allowed to change from a BAdmin to a BCom programme.

#### Natural Sciences:

- Mathematics on achievement level 3 (40%) or higher; and
- Life Sciences on achievement level 3 (40%) or higher; or
- Physical Sciences on achievement level 3 (40%) or higher

## BAgric (Agricultural Sciences):

- Mathematics on achievement level 2 (30%) or higher; or
- Mathematical Literacy on achievement level 5 (60%) or higher



## PROGRAMME OPTIONS:

### Section A:

Higher Certificates (option availability varies from site to site; No Higher Certificates available in Oudtshoorn):

Programme Description		Minimum Admission Requirements		
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test
Higher Certificate in Economic and Management Sciences (BCom study option)	LC610000	18	3 (40%)	AL, QL, MT
Higher Certificate in Economic and Management Sciences (BAdmin Study Option)	LC614000	18	3 (40%)	AL, QL, MT
Higher Certificate in the Humanities	LC111000	18	3 (40%)	AL, QL

### Modules for each of the Higher Certificates:

Option 1: Higher Certificate in Economic and Management Sciences	Option 2: Higher Certificate in the Humanities
<b>Mainstream University Modules:</b>	
For the BCom study option: Introduction to Human Resource Management Introduction to Individual Differences General Management Skills Business Functions  For the BAdmin study option: Introduction to Human Resource Management Introduction to Individual Differences General Management Skills Public Administration and Management Theories	Communication Studies + Psychology + Mathematical Literacy for the Humanities; or Communication Studies + Sociology + Mathematical Literacy for the Humanities; or Communication Studies + Political Science + Mathematical Literacy for the Humanities; or Communication Studies + Anthropology + Mathematical Literacy for the Humanities; or Political Science + Psychology + Mathematical Literacy for the Humanities; or Political Science + Sociology + Mathematical Literacy for the Humanities Note: Mainstream University Module combination availability varies from site to site
<b>Development Modules:</b>	
For the BCom study option: Course in Skills and Competencies for Lifelong Learning General Language Course in English Introduction to University Mathematics  For the BAdmin study option: Course in Skills and Competencies for Lifelong Learning General Language Course in English Mathematical Literacy	Course in Skills and Competencies for Lifelong Learning General Language Course in English Academic Literacy Course in English Basic Computer Literacy

### Section B:

University Preparation Programme (UPP) (OPTION AVAILABILITY VARIES FROM SITE TO SITE):

Programme Description		Minimum Admission Requirements		
Programme	Academic Plan Code	AP	Language of instruction	Compulsory National Benchmark Test
BCom (Oudtshoorn)	6002	20	3 (40%)	AL, QL, MT
BAdmin (Oudtshoorn)	6009	20	3 (40%)	AL, QL, MT
Human and Social Sciences (Oudtshoorn)	1002	20	3 (40%)	AL, QL
Natural Sciences (South Campus, Sasolburg, and Welkom)	40001	20	3 (40%)	AL, QL, MT
Agricultural Sciences (South Campus)	50001	20	3 (40%)	AL, QL, MT
Education (South Campus and Oudtshoorn)	7099	20	3 (40%)	AL, QL

**Modules for each option of the UPP:**

Option 1: UPP for Economic and Management Sciences (Oudtshoorn)	Option 2: UPP for Human and Social Sciences (Oudtshoorn)	Option 3: UPP for Natural and Agricultural Sciences (South Campus, Sasolburg, and Welkom)	Option 4: UPP for Education (South Campus and Oudtshoorn)
<b>Mainstream University Modules:</b>			
<p><u>For the BCom study option:</u></p> <ul style="list-style-type: none"> <li>• Introduction to Human Resource Management</li> <li>• Introduction to Individual Differences</li> <li>• General Management Skills</li> <li>• Business Functions</li> </ul> <p><u>For the BAdmin study option:</u></p> <ul style="list-style-type: none"> <li>• Introduction to Human Resource Management</li> <li>• Introduction to Individual Differences</li> <li>• General Management Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Communication Studies and Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Chemistry, Mathematics, and Biology; or</li> <li>• BAgri Programme (Agriculture) (South Campus in Bloemfontein only)</li> </ul>	<ul style="list-style-type: none"> <li>• Education Studies and General Pedagogy 1</li> </ul>
<b>Development Modules:</b>			
<p><u>For the BCom study option:</u></p> <ul style="list-style-type: none"> <li>• Course in Skills and Competencies for Lifelong Learning</li> <li>• Academic Literacy Course in English</li> <li>• Introduction to University Mathematics</li> </ul> <p><u>For the BAdmin study option:</u></p> <ul style="list-style-type: none"> <li>• Course in Skills and Competencies for Lifelong Learning</li> <li>• Academic Literacy Course in English</li> <li>• Mathematical Literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Course in Skills and Competencies for Lifelong Learning</li> <li>• Academic Literacy Course in English</li> </ul>	<ul style="list-style-type: none"> <li>• Course in Skills and Competencies for Lifelong Learning</li> <li>• Academic Literacy Course in English</li> <li>• Basic Computer Literacy (South Campus in Bloemfontein only)</li> </ul>	<ul style="list-style-type: none"> <li>• Course in Skills and Competencies for Lifelong Learning</li> <li>• Academic Literacy Course in English</li> <li>• Basic Computer Literacy (South Campus in Bloemfontein only)</li> </ul>
<b>Compulsory N4 Modules at TVET Colleges in sub-regions:</b>			
<ul style="list-style-type: none"> <li>• N4 course in Computer Practice</li> <li>• N4 course in Communication</li> </ul>	<ul style="list-style-type: none"> <li>• N4 course in Computer Practice</li> <li>• N4 course in Communication</li> </ul>	<ul style="list-style-type: none"> <li>• N4 course in Computer Practice</li> <li>• N4 course in Communication</li> </ul>	<ul style="list-style-type: none"> <li>• N4 course in Computer Practice</li> <li>• N4 course in Communication</li> </ul>

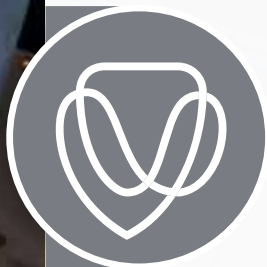
Note: Students who stay in the sub-regions, i.e. Bethlehem, Welkom, Sasolburg, and Oudtshoorn, (not Bloemfontein) and meet the admission requirements of the university (AP of 30 and higher), may study locally and register for the Mainstream University Modules as mentioned in the above three options.

For more information, or to apply for the programme, please contact:

The Programme Manager: Ms Tshego Setilo | University Access Programme | South Campus | PO Box 339 | Bloemfontein | 9300.

Enquiries: Lydia Moilwa | +27 51 505 1201/1362 | Fax: 051 505 1205





# FINANCIAL AID (BURSARIES AND LOANS)

Financial Aid | University of the Free State  
PO Box 339 | Bloemfontein | 9300  
Private Bag X13 | Phuthaditjhaba | 9866

Enquiries:

MA Letsela: +27 58 718 5061 | letselama@ufs.ac.za | (Qwaqwa Campus)

LMP Mohale: +27 58 718 5038 | mohalemp@ufs.ac.za

NSFAS call centre: 0860 067 327

## Academic merit bursaries for new first-year students

**The university reserves the right to amend the regulations and bursary values and/or conditions applicable to the awarding of bursaries without prior notice.**

If you qualify for an academic merit bursary, we will credit your class fee account with the amount of the bursary after you register as a student at the University of the Free State.

**The following scale is used to award bursaries:**

Admission point	Amount
38-41	R5 050
42	R7 850
43+	R13 500

The subject Life Orientation on level 5 (60%) and higher receives only 1 point. These bursaries are awarded to new students automatically, based on their performance in the final matriculation examination.

NSC level of achievement	Achievement level required by UFS	UFS Admission Point (AP)
7 (90% - 100%)	8 (90% - 100%)	8
7 (80% - 89%)	7 (80% - 89%)	7
6 (70% - 79%)	6 (70% - 79%)	6
5 (60% - 69%)	5 (60% - 69%)	5
4 (50% - 59%)	4 (50% - 59%)	4
3 (40% - 49%)	3 (40% - 49%)	3
2 (30% - 39%)	2 (30% - 39%)	2
1 (0% - 29%)	-	

### • Students from the University Access Programmes

Academic merit bursaries will be awarded to students from the University Access Programmes. The calculation for the merit bursaries only applies to the courses offered by the University of the Free State.

**What does this mean?** *You cannot use the bursary at any other institution.*

### • First-year students who first registered at other higher-education institutions

First-time entering first-year students who first registered at other higher-education institutions, discontinued their studies and then register at the University of the Free State, will not qualify for academic merit bursaries during their first year of study.

**What does this mean?** *If you transfer to the UFS from another university during your first year, you cannot get an academic merit bursary during that year.*

### • Interruption of studies

To qualify for an academic merit bursary, a student must register at the University of the Free State as a student again. If there is an interruption of more than five (5) years between the last examination (matric or university) and the year in which the bursary must be awarded, the student does not qualify for a bursary.

**What does this mean?** *If you interrupt your studies for more than five (5) years, you will lose the academic merit bursary.*

### • Discontinuation of study

If a student discontinues his course during the year, the bursary will be recovered pro rata.

**What does this mean?** *If you have a bursary and stop studying, you must pay back the portion of the bursary that you used.*

### • Final-year students

Students qualifying for the academic merit bursary at the end of their final year of study need to register for a degree at the UFS within five (5) years. If a student does not register within five (5) years from their final year of study, the academic bursary will be forfeited. **What does this mean?** *An academic bursary is only valid for five (5) years. If you re-register after five (5) years, you must pay class fees.*

### • Payment of academic merit bursaries

Students who qualify for an academic merit bursary will have the bursary amount credited to their class fee account after registration at the UFS.

**What does this mean?** *You will not get cash; the money will be paid into your student account at the UFS.*

- **Undertaking**

The student undertakes to complete his/her degree studies at this university. If he/she does not complete the course, Council reserves the right to claim back the entire bursary amount or the part thereof that may already have been paid out. However, each case will be treated on merit. A bursary may be withdrawn at any time if the behaviour, diligence, or progress of the student is found to be unsatisfactory. If the examination results of a bursar are such that he/she will have to repeat the studies of a full year/semester, the bursary will be regarded as a study loan and it will have to be paid back. **What does this mean?** *If you get an academic merit bursary from the UFS, you can only complete your studies at the UFS. If you don't complete the qualification, you may have to pay back all the money, or some of it. It depends on your specific situation. If you do not perform well academically, or behave badly, you may lose the bursary.*

- **Occasional studies**

Students who register for occasional studies do not qualify for merit bursaries based on their academic achievement of the previous year or academic achievements during their occasional studies.

- **BML (Bachelor in Management Leadership)**

Students who register for BML studies do not qualify for merit bursaries based on academic achievements during their BML studies.

Terms and conditions apply.



## BURSARIES FOR CULTURE, ART, AND LEADERSHIP

New first-year students: prospective students must apply before 15 February of the year of study concerned. The application form is available at [www.ufs.ac.za](http://www.ufs.ac.za) – follow the links: Student – Kovsielife – Academic Life – Financial Aid.

The following persons qualify:	
Head boys/girls	R1 750
Deputy head boys/girls	R1 100
Olympiad winners [national level]	R7 300
Olympiad runners-up [2nd place] [national level]	R2 440
Olympiad runners-up [places 3-5] [national level]	R2 190
Olympiad runners-up [places 6-10] [national level]	R1 835
President's scouts	R1 835
Expo winners [Gold]	R1 835
Achievements at international level [individual achievements]	
Achievements at national level [individual achievements]	

In addition to the above-mentioned accomplishments, bursaries can also be awarded based on other cultural, art and leadership achievements.

**NB: An admission point of 30 is required for the above-mentioned awards.**

### Special merit bursaries for sport

Bursaries are awarded every year to sportsmen/sportswomen who can contribute towards expanding Kovsieland's proud record in the field of sport. Applications for these bursaries close on 30 September (1st round) and 30 November (2nd round) each year. The application form is available at [www.ufs.ac.za](http://www.ufs.ac.za) – follow the links: Student – Kovsielife – Academic Life – Financial Aid. For further information, please contact KovieSport on +27 51 401 2475.

### Sundry bursaries

The university has various bursaries available for general or specific fields of study or in specific departments and faculties. Applications for these bursaries close on 30 October (prospective first-year students).

## Funza Lushaka Education bursaries

Funza Lushaka Education bursaries are available for deserving Education students who specialise in scarce education subjects. Applications usually open on 1 October of the preceding year. The application form is available on [www.funzalushaka.doe.gov.za](http://www.funzalushaka.doe.gov.za). Please note that the completed application form, certified copy of ID, and certified results must be submitted to the Bursary Officer as proof of application. Contact the Bursary Officer at the Faculty of Education, Nicolene Butler, on +27 51 4012025/3041 or [butlerNM@ufs.ac.za](mailto:butlerNM@ufs.ac.za) for more information.

Alternatively, you can visit the following websites to apply for bursaries per category, such as Nursing, Psychology, Law, etc.

- <http://www.gal.co.za>
- <http://bursariesin4.com>
- <http://bursary.co.za>
- <http://www.sabursaries.com>
- <http://puffandpass.co.za>
- <http://www.saapplicationforms.com>
- <http://www.gostudy.mobi>
- <http://sastudy.co.za>
- <http://www.tshwaneline.co.za>
- <http://youthconomy.co.za/category/students/bursaries/>
- <http://www.careerhelp.org.za/page/financing-studies/bursary/626576-Bursaries>

## Loans: National Student Financial Aid Scheme (NSFAS)

Prospective first-year students must apply for admission to the UFS first, before applying for financial assistance. Financially needy students may apply for financial aid (NSFAS) online at [www.NSFAS.org.za](http://www.NSFAS.org.za). If you experience problems with your online application, contact the NSFAS call centre at 0860 067 327. Applications open at the beginning of August and close end of November.

**NB: Only South African citizens qualify for NSFAS funding.**





## FEES 2018

### Take note of the following important information:

The payments before registration is the same for all campuses.  
The registration of a student only becomes official after the required fees have been paid and the student has received an official proof of registration and receipt.

All correspondence regarding financial matters must be addressed to:  
Assistant Director: Finance | University of the Free State | Qwaqwa Campus | Private Bag X13 | Phuthaditjhaba | 9866

**NB: Your student number/ID number must always be mentioned in all correspondence with the university.**



## FEES PAYABLE 2018

All university fees are determined by the Council, which may amend them at any time. The amended amount will be payable on request.

Fees are payable in full, irrespective of whether any services rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest or any other disruption on campus.

### Errors and omissions

Although the information contained in the prospectus has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions. Only the most important fees payable are mentioned in the prospectus.  
For the complete Fees Yearbook, visit the website [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students – Tuition Fees – Fees Yearbook.



## PAYMENTS IN ADVANCE BEFORE YOU CAN REGISTER AS A STUDENT

### Payments prior to registration:

Registration for first-semester and year modules takes place during January – February 2018.

### Conditions and amounts payable before registration can take place:

**First semester:** Registration for first-semester and year modules takes place during January–February.

- Prepayments must be paid five (5) working days before you register. You will not be able to register until these amounts reflect as credits on your tuition fee accounts. If your tuition fees are less than the amounts required, you must only pay the full tuition amount. (Including the registration fee and foreign admin fee if applicable).
- For the amounts that must be paid before you register, visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students -Tuition Fees - Payments prior to registration.

**Second semester:** Registration for second-semester modules takes place in July.

- South African students: Payments prior to registration for the second semester are the same as for the first semester.
- International students: International students must pay all fees for the second semester in advance before registration can take place.

### Students receiving Financial Aid (SA students only)

If you receive financial aid (bursary/loans), and the bursary or loan covers all fees for the year, the amount payable before registration will be reduced by the amount of the financial aid. If your bursary or loan does not cover all fees for the year, you must still pay the prepayment before you register. The amount payable must reflect as a credit balance on your tuition fee account before you will be allowed to continue with registration.

Please fax proof of your bursaries/loans to +27 58 718 5353 five (5) working days before you register. You must bring the original proof of your bursary/loan with you when you register.

**NB: We would like to bring to your attention that no money will be accepted at the Rolihlahla Mandela Hall during the registration process due to security reasons.**



## PAYMENTS AFTER REGISTRATION

### Payment dates:

Tuition and residence fees are calculated per semester. All fees must be paid as follows, regardless of whether or not an account was received. (It is your responsibility to supply the university with your correct contact details and to make enquiries should you not receive an account.)

### Payment dates for South African students:

First semester: all fees for the first semester are payable on/before 31 March.

Second semester: all fees for the second semester are payable on/before 31 August.

### Payment dates for international students:

First semester: all fees for the first semester are payable on/before 31 March.

Second semester: all fees for the second semester are payable on/before 30 June, regardless of any other date which may appear on account statements.

All other fees are payable no later than the end of the month, following the month in which the transaction took place, as indicated on the account statement, unless specifically stipulated otherwise in the regulations.

If payments are not made by due dates:

Interest at the prime bank rate as charged by ABSA Bank + 2% will be levied on all accounts in arrears;

All academic records will be withheld; and

International students with outstanding fees on 1 July will not be allowed to continue with their second-semester studies.



## WHERE TO PAY

### ABSA BANK

Name of account: TUITION FEES

Branch code: 630734

Account number: 1570 151 688

Reference number: One of the following:

100 directly followed by student number for payment of tuition and accommodation fees

101 directly followed by student number for meals

102 directly followed by student number for books

Reference numbers for DEPOSITS

103 directly followed by student number for accommodation reservation deposit

### ELECTRONIC FUND TRANSFERS

Register the university as beneficiary (if not listed as a beneficiary).

Use the ABSA banking details in above-mentioned paragraph.

### FACILITY FOR ONLINE CREDIT CARD PAYMENTS

See [www.ufs.ac.za](http://www.ufs.ac.za), and follow the links: Students – Tuition Fees – Online Credit Card Payments.

### POST OFFICE: ANY BRANCH

Reference number: Student number only

**Proof of payment: Fax to +27 51 401 3579 or e-mail to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)**

### Discount on early payments (SA students only)

Discount is given on early payment of tuition fee accounts. Standard discount is given annually and is as follows:

- 5% when all fees for the whole year is paid before 28 February
- 2½% when all first-semester fees are paid before 28 February

Discounts are not given automatically. You must apply for discounts in writing. Discounts are only given on module and accommodation fees charged. If you receive any form of financial aid from the UFS on tuition and/or accommodation fees, you do not qualify to claim this discount.

## Bursaries and loans:

**IMPORTANT:** If you have a bursary or loan, it is your responsibility to ensure that the bursary donors make payments on time, and in accordance with university regulations. You must make sure that you provide your sponsors with the correct details of your account. If your sponsor does not pay your account in time, interest will be charged and debited to the account, and you or your parents or guardian will be responsible for the payment of such interest.



## PROGRAMME FEES

**NB: Kindly note that programme fees are subject to change without notification. For online quotations visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students-Tuition Fees-Quotation.**

The cost per programme is the average cost per year.

Tuition fees are charged per module.

Programme prices vary according to the modules registered for.

International non-SADC students pay the actual module price + 50%.

## Notes and study material

Study material/notes are automatically prepared when you register, and charged accordingly. It is your responsibility to collect the study material. If you cancel/discontinue any of the modules, you will not be refunded for the notes and study material.

## Books

Money for books can be paid into a separate account in advance. The amount paid will be transferred to your student card.

At the end of each academic year, the credit available on your book money account will automatically be transferred to your tuition fees account.

## Student card

Your student card is your key to all kinds of services and events at the UFS. It is your official university identification and, as a student or employee, you must carry it with you whenever you are on campus. Your electronic student card is for your use only, nobody else may use it. Your personal details are associated with your card and are unique to your card.

## Parking disc

To park in designated parking spaces allocated to students, you must buy a parking permit/disc at Traffic Services by the end of February. It must be displayed on the windshield of your vehicle.



## RESIDENCE ACCOMMODATION FEES

You or your parent/guardian or both are responsible for the full accommodation fee for the accommodation period.

Tariffs for accommodation in the different residences and living units are available on request. For accommodation fees, visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links Students-Tuition Fees-Quotation. Fees are also published in the fees yearbook.

**NB: Residential students must familiarise themselves with all policies regarding accommodation.**

## Reservation deposit (first placement in residence)

When you accept the accommodation offer, you must pay the reservation deposit.

### Rules regarding deposits

You will forfeit the deposit you paid if accommodation has been allocated to you and a place has thus been reserved for you, when:

- you do not show up, or
- you cancel your place after 31 December.

The reservation deposit may be used at the sole discretion of the university to recover any contingencies resulting in costs, losses, damages, penalties, etc.

The reservation deposit will **ONLY** be refunded if you:

- do not comply with admission requirements;
- are not selected for a specific course;
- pass away;
- submit a satisfactory medical certificate as motivation for cancellation;
- leave at the end of the term of accommodation.

The deposit will be transferred to your tuition fees account, and if this results in a credit on the account, the credit may be paid out on request.

## Accommodation costs in case of cancellation of studies

If you stay in a residence and cancel your courses, the actual accommodation cost up to the date of vacating the residence is payable.

## Family discount on tuition and/or accommodation fees (SA students only)

If three or more students – who are dependents from the same family (children, stepchildren, adopted children, but excluding children-in-law or married children) – study at the university and/or stay in university residences at the same time, the following discount will be granted on the amount payable for residing in a UFS residence, and on modules the students are registered for:

Three students: 10%

Four or more students: 15%

Discounts will be granted on the following conditions:

- A discount may only be claimed for full-time undergraduate SA students.
- All dependents must be under the age of 26.
- Students receiving any form of financial aid for tuition and/or accommodation fees do not qualify for this discount.
- The discount will be recalculated if one or more of the students discontinue their studies, or leave the residence.
- Family discounts are not given automatically. You must apply for family discount in writing, and must present evidence of relationships. The full particulars of the students concerned must be submitted.
- A discount may only be claimed for the current academic year.
- Family discount will only be given on module and accommodation fees.

## Discount on early payments (SA students only)

Discount is given on early payment of tuition fee accounts. Standard discount is given annually and is as follows:

- 5% when all fees for the whole year are paid before 28 February.
- 2½% when all first-semester fees are paid before 28 February.

The following condition for granting this discount will be applicable:

Students who receive any form of financial aid from the UFS on tuition and/or accommodation fees, do not qualify to claim this discount.

Discounts are not given automatically. Students have to apply for discounts in writing. Discounts will be given only on the following fees:

- Module fees
- Accommodation fees

## Additional late registration fee

If you attend lectures in a course for which you are not registered, you will have to pay an additional amount per module if approval is granted for registration after the final registration date. The fee is payable in addition to the tuition fees for the course.

## Matriculation exemption

All prospective students applying for conditional matriculation exemption on the strength of tertiary qualifications with a view to admission to the university, have to pay the amount required by the Joint Matriculation Board.

## Student card

Your student card is your key to all kinds of services and events at the UFS. It is your official university identification and, as a student or employee, you are required to carry it with you whenever you are on campus. An electronic student card is for the student's personal use only and must not be used by other persons. Your personal details are associated with your card and are unique to your card.



# HOUSING AND RESIDENCE AFFAIRS

## ON-CAMPUS RESIDENCES (HOUSING AND RESIDENCE AFFAIRS)

### Residence Accommodation: Junior/Senior Residences

The accommodation agreement that you entered into with the UFS will, subject to other stipulations or regulations as approved by the Council from time to time, be binding for the full accommodation period. You, or your parent/guardian, or both are responsible for the full accommodation fee for the accommodation period.

Accommodation at the UFS will become your second home, and life in a student residence can be a very exciting and rewarding experience. If you are accepted into one of our residences, you will benefit from a completely new world of friendships that can last for a lifetime. There are many people from different language, racial, and cultural backgrounds on campus. Living and learning in this diverse environment could give you a definite advantage over many other jobseekers once you graduate and will help you later in life. Our residences are very popular, with a waiting list of applicants. Therefore, you should apply as soon as possible if you want to secure a place.

The leadership of residence communities consists of a Residence Head, Prime, Residence Committee, and Peer Mentors. This leadership team creates a residence environment where every student feels welcome and inspired. All residence communities are driven by a set of shared values, which mediates a culture of mutual accountability.

First-year students are supported in their transition to higher education by means of a Peer Mentor system in residences. Each first-year student is allocated to a Peer Mentor who facilitates individual conversation as well as conversations in small group format with students.

### Application for residences

- To be one of the residents, you need to:
- Complete the application form for admission, as well as the application form for residences as soon as possible.
- Ensure that the forms are completed correctly in order to avoid delays.
- Keep your reservation deposit ready in case you are selected for placement in a residence (refer to the placement procedure on the application form).
- Take note of the Academic Admission criteria for residences. Make sure that your AP meets the criteria.
- Indicate your involvement/achievement in leadership, culture, and sport.

### Placement policy

It is very important to take note of the following academic requirements for junior residences on the main campus:

- A minimum Grade 12 admission point of 30 is required for admission to a residence.
- Your academic merit is determined based on the most recent admission point as calculated by the university (whether Grade 11 or Grade 12 point).
- If you were admitted to a residence based on the Grade 11 point and the Grade 12 point is less than 30, your admission to a residence will be cancelled.
- If your current admission point is less than 30, you can still apply for residence accommodation. You will qualify for admission to a residence (subject to availability) if your final Grade 12 admission point is 30 or more.
- If you are currently in the University Access Programme (UAP), you will qualify for admission to a residence if you pass all your modules.
- If you were registered at the UFS or another tertiary institution for the second or subsequent years, you must have passed at least 120 credits to qualify for admission to a residence. Current first-year students will qualify for admission to a residence based on their Grade 12 admission point.

### General admission requirements:

To place balanced students in residences, the highest level of achievement in respect of leadership, culture, and sport is taken into account and calculated as follows:

- School level = 4 points
- Provincial = 8 points
- National = 12 points
- International = 16 points

The application point is calculated by obtaining the total of the admission point (weighted at 2/3) and general admission point (weighted at 1/3).



# UNIVERSITY RESIDENCES

## CAMPUS CLUSTER

### Female residences:

Chris Hani and Oliver Tambo: Residence head: Sibongile Xaba: +27 58 718 5454

Tshimolohong: Residence head: +27 58 718 5030

Peter Mokaba: Residence Head: Sibongile Xaba: +27 58 718 5454

### Male Residences

Bokamoso: Residence Head: +27 58 718 5030

Hector Peterson: Residence Head: Zakhele Mdluli: +27 58 718 5031

Steve Biko: Residence Head: Zakhele Mdluli: +27 58 718 5031

### New Male and Female Residences

Residence Head: Veronica Ndlebe September: +27 58 718 5014

NB: As a prospective student, you must keep in mind that placement in a residence does not mean that you have been selected to a particular field of study. Occupation of the residence is allowed on academic registration. First preference will be given to students with an AP score of 24 and above.

For more information, please contact: +27 58 718 5030 | +27 58 718 5110 (fax) | [seekanesc@ufs.ac.za](mailto:seekanesc@ufs.ac.za)

Housing and Residence Affairs: Placement Administration offices | Administration Building | Rooms 0011 and 0012

### Day student residences

Day student residences are meant for students who stay in private accommodation and are part of the broader college system. These three residences each have a residence head and a residence committee that manages their affairs.

All day students, and in particular first-year students, are required to join one of the three day residences in order to be active college members.

Day residences	Residence manager	Colleges	Coordinator
Kilimanjaro	M Mosoabisane	Willows	T September
Eagle's Nest	G Magaiza	Maluti Heights	S Xaba
Ukhahlamba		Protea	





# THE ALL-IN-ONE KOVSIÉ CAMPUS



## LEARNING COMMUNITIES AND STUDENT ASSOCIATIONS

Lively and dynamic student associations comprise a major part of Kovsie student life. Different societies address different interests of students and coordinates outdoor, adventure, spiritual, cultural, political, and social activities.

Different associations often collaborate to debate specific themes, or arrange joint programmes and then find a learning community to investigate the topic. Students participate in the activities in order to get to know more about the learning community. Kovsie students boast learning communities that address leadership, social justice, and street theatre.

Students are encouraged to become members of societies and participate in a learning community.



## SPORTS AND HEALTH

At the Qwaqwa Campus, sport is one of the cornerstones in the process of shaping the student. The achievements of our sportsmen and women feature prominently locally, provincially, and nationally.

The university sports department and its sports clubs invite all first-year students to become part of the proud tradition of sport on our campus. We offer:

- The best coaching.
- The best facilities.
- Opportunities for competition at the highest level.
- Recreational opportunities.

Enquiries: Qwaqwa Sports Division: +27 58 718 5045 | [zokodt@ufs.ac.za](mailto:zokodt@ufs.ac.za)



## SOCIAL WORK SERVICES

A variety of factors, including medical, academic, financial, emotional, family, and social issues, can affect a student's performance and adjustment. The social worker's role is to help students identify those factors that are obstacles to their success. Together, the social worker and student develop a plan to access resources needed to overcome these obstacles. This is accomplished through the development of a plan with clearly defined goals that address the student's needs.

The social worker provides the following services:

### Individual counselling

- Relationships
- Family therapy
- Bereavement
- Abortion – pre- and post-counselling
- Victim empowerment
- Rape
- Crisis intervention
- Trauma debriefing

### Group Work

- Gay/lesbian support groups
- Life skills development
- Alcohol and drug dependency
- Anxiety/depression support groups
- Support group for survivors of all forms of abuse

### **Training and development**

- Stress management
- Conflict management
- Assertiveness training

### **Community work**

- Development and implementation of community-based programmes and interventions
- Management of community development projects and programmes

### **Awareness and prevention**

- Substance abuse
- Women's issues and empowerment
- Sex education

### **Eligibility**

UFS students are eligible for services at no cost.

### **Confidentiality**

The social worker cannot discuss with others the details of a student's situation or even indicate whether the student is receiving services. To release information about a student, written permission must first be obtained from the student.

### **Appointments and consultations**

Social Work Services are located at the Health and Wellness Centre, behind the library. Faculty staff, or students who are concerned about a student or desire consultation or assistance in making a referral, are encouraged to contact the campus social worker, ST Phoofolo, on +27 58 718 5091.

You may also call MT Zuma at +27 58 718 5090 to schedule an appointment or if you have a concern that needs immediate attention. Monday to Friday from 08:00 to 16:30.

**Enquiries:** Senior Social Worker: ST Phoofolo: +27 58 718 5090 / 5091 | [phoofolost@ufs.ac.za](mailto:phoofolost@ufs.ac.za)  
Senior Assistant Officer: MT Zuma: +27 58 718 5090 / 5091 | [zumamt@ufs.ac.za](mailto:zumamt@ufs.ac.za)



## **STUDENT COUNSELLING AND DEVELOPMENT (SCD)**

The Student Counselling and Development (SCD) office aims to equip students with the necessary skills, knowledge, and tools to effectively overcome their personal life challenges and to become well-rounded, optimally developed students and members of society. We achieve this via a variety of initiatives and services, including:

### **Individual and confidential counselling with regard to:**

- Depression- and stress-related difficulties
- Anxiety (excessive worry), trauma, panic attacks
- Relationship difficulties (e.g. romantic, friendships, family)
- Difficulty with adjustment and grief
- Anger and emotional management
- Study skills
- Low self-esteem
- And other psychological/emotional challenges

### **Weekly group/developmental workshops:**

- Self-esteem building
- Assertiveness
- Emotional and social intelligence
- Stress management and coping skills
- Communication skills
- Creating healthy and managing difficult relationships, etc.



### **Psychometric and academic support:**

- Career counselling
- Career planning
- Learning support through life and academic skills workshops

### **Mental Health programmes and projects:**

- The office implements scientifically-supported programmes and projects designed to improve students' career prospects, academic performance, and life satisfaction.

### **Research and Community Projects:**

- The office conducts research on relevant higher-educational and community-related phenomena and is actively involved in community projects on the Qwaqwa Campus and within the broader Phuthaditjaba community.

For more information, bookings, and appointments or to sign up for our workshops, projects or programmes, visit us at the Administration Building, office numbers 0032, 0033, and 0036 or visit our Facebook page for more information and helpful and motivational material at Facebook@SCDQwaqwa.

### **Enquiries:**

Head of Department and Counselling Psychologist: Tobias J van den Bergh: +27 58 718 5033 | [vandenberghtj@ufs.ac.za](mailto:vandenberghtj@ufs.ac.za) | Office 0032 |

Councillor: Keneilwe Chologi: +27 58 718 5029 | [chologika@ufs.ac.za](mailto:chologika@ufs.ac.za)

Councillor: Nonhlanhla Sithole: +27 58 718 5032 | [sitholenh@ufs.ac.za](mailto:sitholenh@ufs.ac.za) | Office 00336



## **CAREER DEVELOPMENT OFFICE**

The office offers a range of services and resources designed to assist students in developing the necessary skills they need in today's world of work. It offers career readiness workshops and services such as:

- Career advice
- CV-writing skills
- Interview skills

The office also offers a graduate recruitment programme to expose students to various industries through company presentations and career fairs.

### **For more information or an appointment, contact:**

Motlogelwa Moema: +27 58 718 5191 | [Moemamp@ufs.ac.za](mailto:Moemamp@ufs.ac.za) | Room 0043, Administration Building



## **HIV/AIDS UNIT**

The unit was established to coordinate and oversee all HIV/Aids programmes for the campus community, as well as the nearby local community.

### **HIV/Aids Unit services/activities**

Voluntary counselling and testing (VCT)

This service is offered by the unit's professional nurse by appointment.

### **Awareness campaigns**

The unit organises the following awareness events:

- Evening information sessions for students. Students sit together and discuss issues that involve them, real challenges that predispose them to HIV and other STIs, including unplanned pregnancy.
- Condom bash targets students in the beginning of the year and highlights the significance of using protection during sex, as condoms serve a dual purpose.
- VCT awareness campaigns are conducted on a quarterly basis as an endeavour to reach out to a larger community.

### **Counselling services**

- The HIV/Aids Unit coordinator conducts one-to-one counselling for individual clients per request.

### **Establishment of support groups**

- Ongoing support is provided for all people who are either infected or affected by the pandemic and these sessions are facilitated by the unit's coordinator.

### **Lunch-hour debates/dialogues**

- These sessions are mainly targeted at staff members, and stimulating and empowering topics are discussed.

### **Workshops/training**

- Short courses on subjects such as ARVs, PMTCT, STIs, and basic HIV/Aids are conducted by the programme coordinator for students and staff members.

### **Other means of disseminating information include:**

- Talk shows, posters, pamphlets, dramas, and poetry.

The unit oversees the student peer educators/Transformers programme. A team of eight student peer educators/transformers disseminates information to their peers, which is very convenient, because they speak the same language and share similar challenges.

Commemoration of specific HIV/Aids and other STI events according to the calendar of the Department of Health. The unit takes the lead in organising events such as World Aids Day, Candlelight, as well as Condom Week.

### **Community project involvement**

The HIV/Aids Unit, in collaboration with student peer educators, visit identified schools around Qwaqwa, equipping both Grade 11 and 12 learners with life skills.

Presentations on relevant topics for young people include:

- Youth and HIV/Aids
- Transition from high school to university life
- Life choices and decision-making
- The ABC approach

### **Partnerships**

The unit collaborates with the following organisations/stakeholders that are dealing with HIV/Aids-related issues locally, nationally, and internationally:

- Department of Health
- Department of Education
- Local government
- Department of Home Affairs
- SASSA
- SANAC
- Boitelo Youth Network
- USAID
- AED
- Hope Africa
- SANCA
- Dram Aide
- Right to Care

For more information, please contact the HIV/Aids Unit Coordinator, Lintle Malimabe: +27 58 718 5056.



## **HEALTH CLINIC**

### **A variety of medical services are available to students and staff:**

- Medical practice on campus for students and staff members.
- Medication is dispensed during consultations.

### **Consultation fee at the doctor or professional nurse:**

Minor ailments: Students – R75; Staff – R100

Pregnancy test: R15; Contraceptive services (family planning) are free of charge

**Services rendered:**

- Awareness campaigns
- Workshops and training
- Emergency services and referrals
- Treatment of minor ailments
- Contraceptives
- Pregnancy test
- Treatment and information regarding sexually transmitted infections
- HIV counselling and testing
- Blood pressure monitoring
- Doctor's sessions
- Immunisation (flu)
- Termination of pregnancy referrals and counselling
- Referrals to clinic and medical care facilities (hospitals)

For more information, please contact the clinic staff or visit the clinic at new Health and Wellness Centre Building near residences.  
 Sister MA Moloi (Chief Professional Nurse) | Sister N Molise (Senior Professional Nurse)  
 TF Mokhethi (Assistant Officer)  
 Dr AM Mohlala (Doctor): +27 58 718 5210/5228/5255 | MoloIM@ufs.ac.za



## LIBRARY AND INFORMATION SERVICES

The TK Mopeli Campus Library contains substantial resources for the learning and research needs of the Qwaqwa academic staff and students. There is relevant study material in all programmes. The library staff members are always eager to render efficient services to registered students and staff of the UFS. The library also provides spacious reading facilities for all library clients.

The TK Mopeli Library supports its clients, i.e. students, academic and administrative staff members, as well as registered external clients through the:

- Provision of essential study and reference material to supplement instruction.
- Provision of up-to-date specialised study material on the various disciplines.
- Provision of access to several databases to support studies and research programmes, as well as Interlibrary Loan Services.
- Library membership.

When registering at the university, you will be given a student identity card. Students must produce this card for every library transaction.

### Library Hours

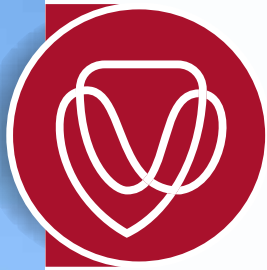
Monday:	08:00–21:00
Tuesday:	08:00–21:00
Wednesday:	09:00–21:00
Thursday:	08:00–21:00
Friday:	08:00–18:30
Saturday:	09:00 – 13:00
University holidays:	08:00–16:30
Public holidays and Sundays:	Closed

### Guidelines for clients

- Cell phones must be in silence mode at all times while in the library.
- The library is not responsible for the loss of your personal belongings.
- The person responsible for damage or loss of library materials will be held liable for compensation.
- When you return books to the library you will receive a receipt, which serves as proof that you have returned the books.
- NOTE: You have to keep the receipt for the current year of study.

For more information please contact:

Ms Z Ketiwe: Tel: +27 58 718 5212 | Email: ketiwez@ufs.ac.za



## KOVSIE STUDENT LIFE CENTRES

Kovsie campuses each have a Student Life Centre where students can socialise informally, enjoy meals, and attend events and meetings. The Student Councils also have their council chambers and offices in the centres, and make conference facilities and smaller committee rooms exclusively available to students. Visit the centre in order to find out what happens in the students' lives and to relax in a cheerful environment.



### LIABILITIES

#### Accidents

As the university only insures its own risks, it cannot be held liable for accidents that happen to students. It is therefore recommended that students take out personal accident insurance.

#### Damage to students' personal possessions

The university cannot be held liable for loss or damage to students' personal possessions. Residence students also leave their possessions in the residences during the holidays at their own risk. It is therefore recommended that students insure their possessions. Protect yourself and the property of the university. Any damage and/or theft must be reported to the Protection Services Division. Distinguish between fun and crime, and respect other people's property.

#### Vehicles on campus

It is recommended that students who keep vehicles on campus take out SASRIA (riot insurance). All students and members of the public who wish to use the roads on campus, should purchase an access disk issued by the Protection Services Division of the university. The disc must be displayed on the windscreen.

If you do not have an access permit, you could receive a traffic fine. People using the roads on the university campus or park on the campus, do so at their own risk and the university does not accept any responsibility for any accident, loss or damage. Any damage or theft must be reported to the Security Services Division.



### GLOSSARY

#### University:

An institution of advanced study and research in the arts and sciences where the highest possible academic qualification can be obtained.

#### Rector:

The Rector is the Chief Executive Officer of the university, with Vice-Rectors supporting him.

#### University Council:

The University Council is the highest decision-making body of the university. The Council consists of representatives of the university, the Students' Representative Council (SRC), church and community representatives, prominent business people, and individuals appointed by the government.

#### Chancellor:

The Chancellor is the ceremonial head of the university and is generally a prominent figure in society. Our Chancellor is Dr Khotso Mokhele.

**Faculty:**

The students, lecturers, research and management of a group of departments who (in a broad sense) work in the same field of study, form a faculty. The Qwaqwa Campus has four faculties of academic excellence. They are:

- Economic and Management Sciences
- Education
- The Humanities
- Natural and Agricultural Sciences

The head of a faculty is called a dean and resides at the Bloemfontein Campus. At the Qwaqwa Campus, faculty heads are called programme heads and the subject head is responsible for the management of departments.

**Department:**

The students, lecturers, research and management activities in a specific field of study form a department. At the head of a department, we find the departmental head or departmental chairperson. For undergraduate courses, you will be required to attend classes in various departments, while postgraduate studies are generally undertaken in a single department.

**Professor:**

A person who has distinguished himself/herself as an expert in a specific field of study.

**Lecturer:**

The name assigned to a person who presents classes to students. Each department has a number of lecturers who are experts in specific fields of study and who are attached full time to the university. Lecturing staff are addressed in terms of their titles.

**Kovsie:**

The historical word 'Kovsie' is the nickname given to students at the UFS. This is also the general name used for referring to the UFS.

**Degree:**

An academic achievement that provides evidence that you are academically competent in a specific field of study so that you may embark upon a career or careers related to this field. Undergraduate refers to students who are studying for the first degree, while the term postgraduate refers to students engaged in a study field where they have already obtained a degree. For example, the term degree could denote a BA degree (Baccalaureus Artium), a BCom degree (Baccalaureus Commercii), or a BSc degree (Baccalaureus Scientiae/ Bachelor of Science). The minimum period of study for an undergraduate bachelor's degree is generally three or four years. This is followed by an honours degree (generally one or two years) or a master's degree (one or more years) and finally a doctorate (generally two years or longer). Some degrees lead directly into certain professions, while other degrees provide general preparation for a variety of careers. A general BCom degree will equip you with the necessary economic and management knowledge so that, for example, you may apply for a position as a manager in a company.

**Module:**

A module refers to specific fields of study within a discipline. For example, Financial Management is one of several modules in the field of study known as Business Management.

**The Academic Calendar:**

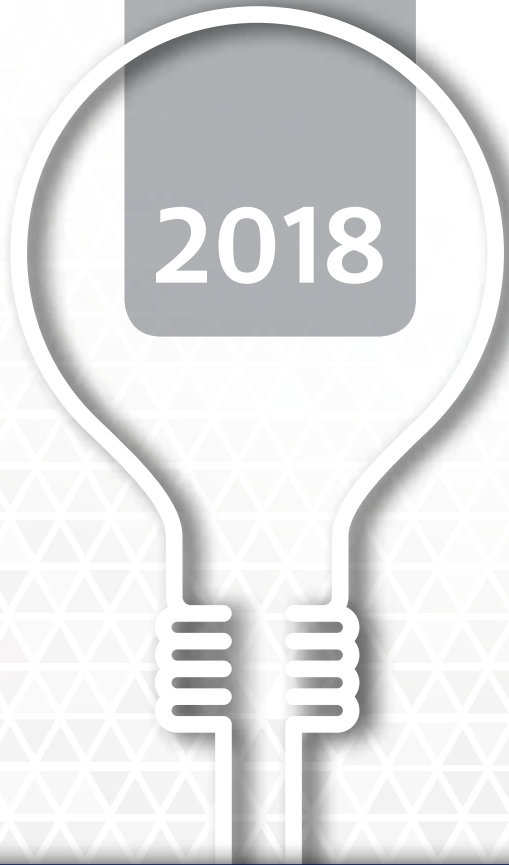
An academic year consists of two semesters. The first semester usually commences early in February, and the second semester by the end of July. In between, there is generally a holiday of approximately three weeks. The second semester is concluded at the end of November. Undergraduate students write an examination at the end of each semester. For postgraduate studies, much more self-study and research is expected from students.

All information in this publication is subject to change. Information in this publication has been compiled with the utmost care. However, the Council and Senate accept no responsibility for errors. For more information, please visit [www.ufs.ac.za](http://www.ufs.ac.za).

This publication was compiled and produced by the Department of Marketing and Recruitment at the University of the Free State.  
Wekkie Saayman Building  
Corner of Rector and Graduandi Avenues  
University of the Free State  
Bloemfontein  
9301







**Bloemfontein  
Campus  
13 May 2017**

**Qwaqwa  
Campus  
20 May 2017**

UNIVERSITY OF THE FREE STATE  
**OPEN DAY**



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Inspireer uitnemendheid. Verander lewens.*

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