

**Kovsies**  
2017



# Qwaqwa

## PROSPECTUS

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*Inspiring excellence. Transforming lives.*  
*Inspireer uitnemendheid. Verander lewens.*

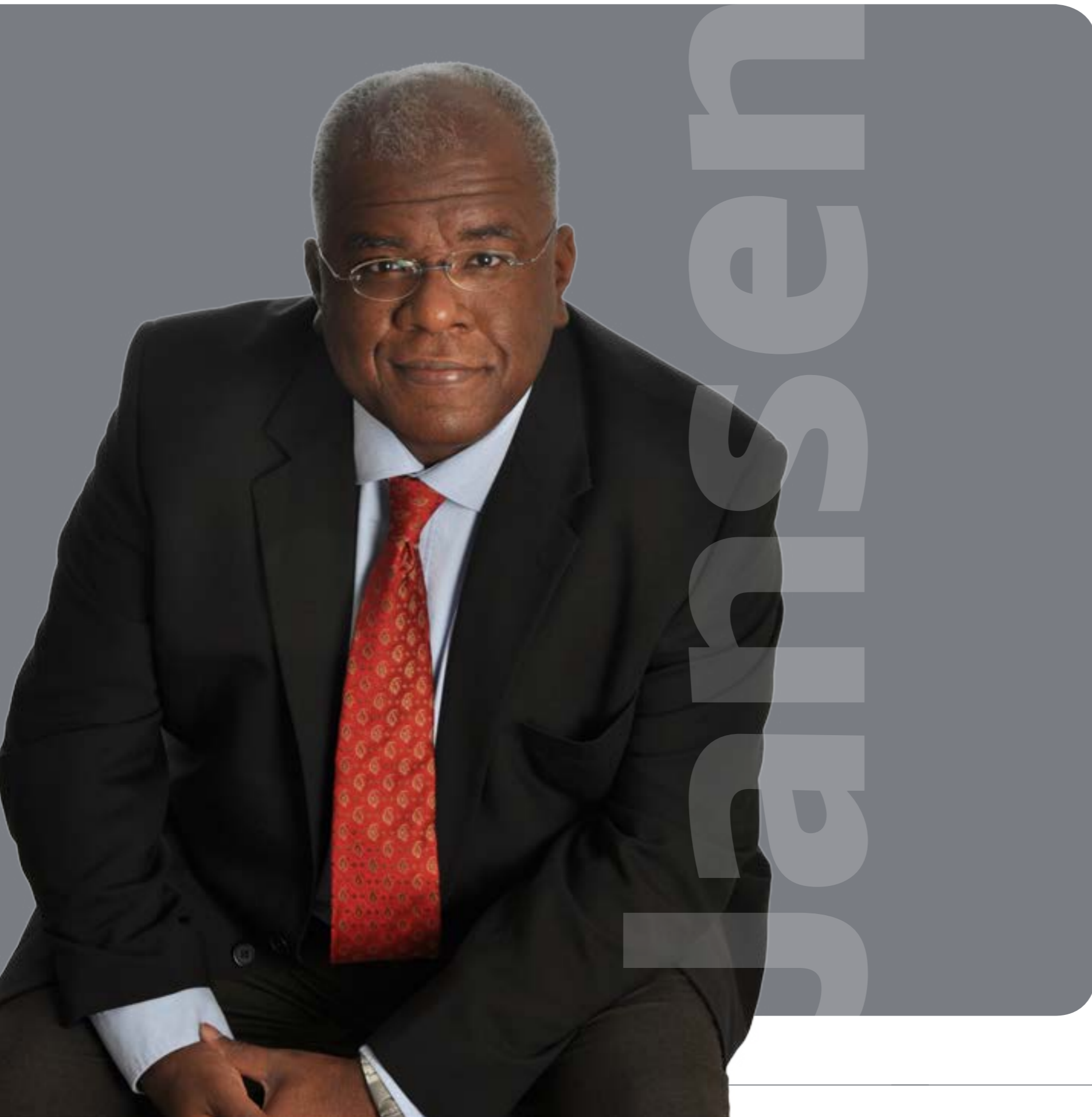
UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA  
QWAQWA CAMPUS/KAMPUS





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I cannot think of a more exciting time in the life of a student than the first years of a university experience. I can also not imagine a better place to pursue your dreams of higher education than at the University of the Free State (UFS). The best years of your life are about to begin.

The UFS offers you three things. Firstly, we offer you the best training in your field anywhere in the country. At the UFS you will be taught by the best professors, who are determined that you will be competent as a professional to do your work. Secondly, we offer you the leadership qualities that should distinguish any graduate of this university. It is not enough that you are skilled to do your work; you should also stand out among your peers as a leader who has the confidence, courage and compassion to lead followers in the community or in the workplace. Thirdly, we offer you the kind of training and support that enables you to compete for work anywhere in the world. It is not enough that you can find a job in South Africa; in a fast-moving and global world, you should be comfortable and competent to work anywhere on the planet.

How then would you recognise a graduate from the UFS among her or his peers from other institutions of higher learning? A UFS graduate will be technologically connected to knowledge through the best available computer networks.

A UFS graduate will thrive on the company of students from different countries, speak different languages, and embrace different cultures. A UFS graduate will know more than what she or he is taught in the classroom by being well-educated and well-rounded in preparation for life. A UFS graduate will be marked by openness to new ideas and being constantly on the lookout for novel ways of doing things. A UFS graduate will be compassionate towards those who have less, those with disabilities, and those who are frail. A UFS graduate will be well-balanced, with interests in sports, culture, arts and drama – not only academic interests.

A student of the UFS is called a Kovsie, and you study at Kovsies. This affectionate name reflects the long history of our institution when it started more than 100 years ago. We have created many proud traditions over these many years, and one of them is that we treat our students well.

***With these words, welcome to Kovsies!***

## 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 the best of our ability to ensure that we meet your expectations. I know that by now you are bursting with excitement and ready to experience what you have waited for all these years – a field of study that will forever change your life!

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 especially believe that our graduates adapt very easily into a fast-changing new world.

I invite you to take advantage of all the opportunities that will be afforded to you.

Our lecturers and support staff are eager to meet with 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 lecture rooms and laboratories. I trust that you will also get involved in the various sports, culture, environmental, community clubs and organisations 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 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 intra-varsity 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.

## HOW DO I APPLY FOR ADMISSION IN 2017?

### APPLICATION FOR UNDERGRADUATE STUDIES IN RESPECT OF ALL PROSPECTIVE SADC AND NON-SADC STUDENTS WISHING TO STUDY AT THE UFS IN 2017, IS FREE!

Obtain an application form from:

- Your career guidance teacher.
- The admission office on campus.
- The website [www.ufs.ac.za](http://www.ufs.ac.za) – follow the link 'how to apply' and download the application.

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 a certified copy 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.
- Send your application form and certified documents to:

#### Student Academic Services

University of the Free State  
Qwaqwa Campus  
Private Bag X13  
Phuthaditjhaba | 9866

#### Student Academic Services

University of the Free State  
Qwaqwa Campus  
Kestell Road  
Phuthaditjhaba | 9866

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)

### The following is very important to remember:

- Incomplete applications and documents that are not certified, are unacceptable and will have an influence on the processing date and thus on your selection, hostel placement, etc.
- Ensure that your application form is completed and signed correctly.
- You should receive feedback within five weeks.
- Please take note that an additional selection form must be completed for indicated selection courses. These are available from the relevant department or faculty or from the UFS website, [www.ufs.ac.za](http://www.ufs.ac.za).

Closing date for all applications is **30 September 2016**, including students transferring from other higher-education institutions and international students. All applications for admission received after 30 September 2016 will be regarded as late applications and will be processed separately, which might have implications for procedures following the submission of an application, such as applications for financial assistance, residence placement, access to the University Preparation Programme, and others.

**NB:** Ensure that all your supporting documents listed below are correctly certified and attached to your application form:

A certified copy of your ID or passport

Academic records

Copy of your parent's/guardian's ID

## ADMISSION TO UNDERGRADUATE/DIPLOMA STUDY FOR LEARNERS WHO MATRICULATED IN 2008 AND THEREAFTER

### Abbreviations:

NSC: National Senior Certificate

AP: Admission Point

There are specific admission requirements applicable to all South African universities that are stipulated by the National Department of Higher Education. In most cases, an AP of 30 is sufficient, but there are exceptions where a higher point is required or where a lower point is acceptable.

All learners who completed their school career in and after 2008 and acquired a National Senior Certificate, should calculate admission points as follows:

Four of the seven subjects included in your NSC subject package must form part of the 'designated' subjects listed below. You are required to obtain a minimum of 4 (50%) in each of these four (4) school subjects to qualify for admission to a Bachelor's Degree or to apply to study at any South African university.

**'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 Science
History	Religion Studies
	Visual Arts

In other words, if you have obtained your NSC with at least four of your seven school subjects selected from the designated list in Grade 12, and you have passed these four subjects with a minimum achievement level of 4 (50%), you may apply to study at any South African university.

**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: English or Afrikaans (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) minimum achievement level 4 (50%).
- UPP requires a minimum achievement level 3: English (40 – 49%). (Please refer to specific faculty requirements.)

NSC LEVEL OF ACHIEVEMENT	UFS AP
7 (90% – 100%)	8
7 (80% – 89%)	7
6 (70% – 79%)	6
5 (60% – 69%)	5

NSC LEVEL OF ACHIEVEMENT	UFS AP
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.  
Admission requirements are subject to change.

**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  
 UFS overall AP score = 30

**Admission requirements:**

Mainstream courses	AP of 30+
Four-year extended curriculum programme	AP of 25-29
University Preparation 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: Tel: +27 58 718 5289 | Email: mlotyas@ufs.ac.za

**Natural and Agricultural Sciences:**

Moipone Motaung: Tel: +27 58 718 5012 | Email: motaungme@qwa.ufs.ac.za

**Humanities and Education:**

Lindi Mphatsoe: Tel: +27 58 718 5011 | Email: mofokenglm@qwa.ufs.ac.za





## CONVERSION TABLE

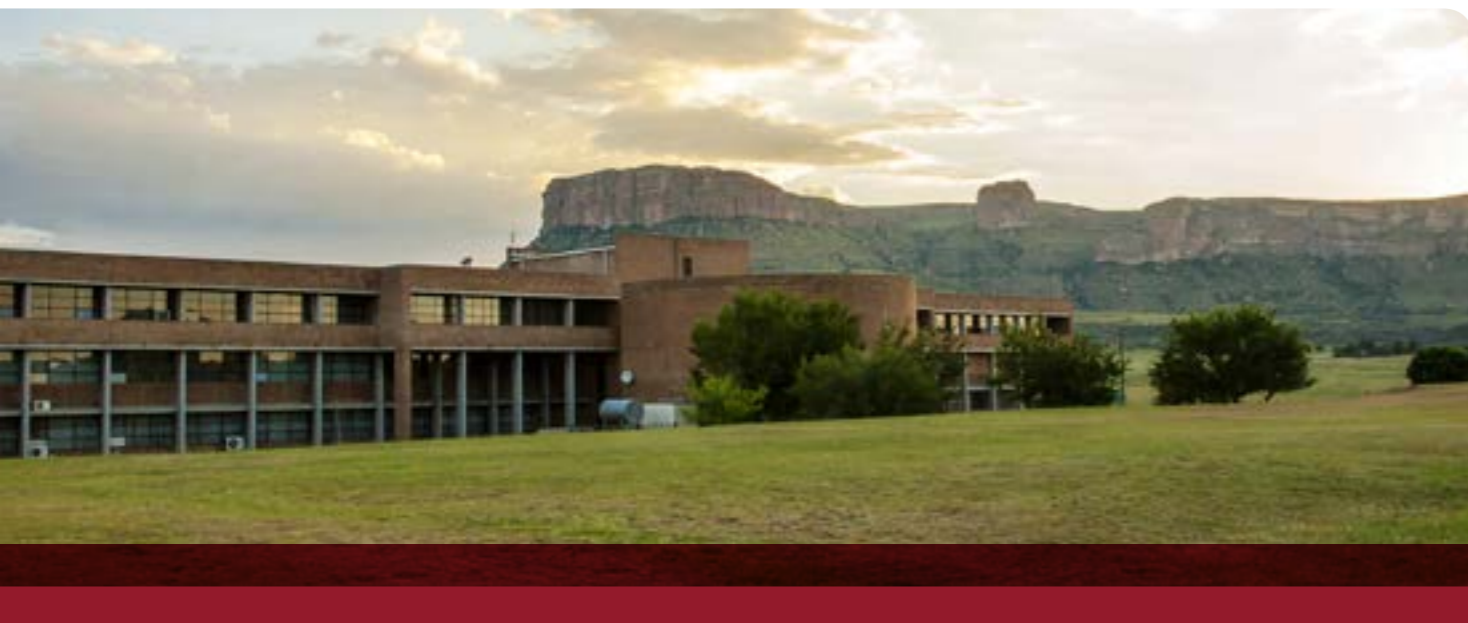
The UFS uses the conversion table to be able to consider all applications on an equal basis. International and home-schooled prospective students must use the conversion table below to calculate the AP. The table is applicable to all examination authorities/bodies in South Africa, as well as international.

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			C	60			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			USA	
	Symb	%	Symb	%	Rating	%	Marks	Symb	Advanced	Certificate of Education	Marks	Symb	Marks / 100	Marks / 150	Symb	Rating	West Africa o-Levels	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%



## COMPULSORY NATIONAL BENCHMARK TESTS (NBTs)

### What are the NBTs?

The National Benchmark Test is a national initiative of Higher Education South Africa (HESA). The NBTs are used by several South African universities as part of their student placement processes. There are two tests of three hours' duration each. The first test is the Academic and Quantitative Literacy Test (AQL), and the second is the Mathematics Test (MAT).

### Is it compulsory to take the test? Who must write the tests?

Yes, taking the NBTs is compulsory for all first time entry undergraduate applicants to the University of the Free State. Prospective students must write the NBTs prior to registering at the university. ALL prospective students must write the AQL test. Students applying to the Faculty of Economic and Management Sciences, the Faculty of Natural and Agricultural Sciences, or the Faculty of Health Sciences are required to write both the AQL and MAT tests.

### Why write the NBTs?

The academic reading and writing demands at university differ from those at school level, and the development of academic reading and writing competence is a critical part of a university education. The UFS regards the quality of teaching and learning as a top priority, and is dedicated to helping students to perform well academically. In order to manage this process, the UFS must have accurate information on a student's academic literacy, quantitative literacy and mathematics proficiency. The NBTs provide a measure of student competencies in these areas and assist the UFS in placing students into the most appropriate modules and programmes during the first year.

### How, when and where to write?

The NBTs should be written in your Grade 12 year before registering at the university. To register for the NBTs, visit [www.nbt.ac.za](http://www.nbt.ac.za). Venues are available countrywide. If you apply to more than one university, you need only to write the NBTs once. The UFS will not accept the results of other admission tests that have been written internally for other universities. Only the NBTs are accepted.

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

The NBTs are used as part of the selection process for the Faculty of Health Sciences (the School of Medicine and the School of Allied Health Professions). For students applying to all our other faculties (including Nursing), NBT results are used during the registration process, but not for admission decisions. NBT performance levels are used to place first-year students into appropriate programmes or modules. Students who did not perform at the required proficiency level in the NBT Academic Literacy Test and plan to study in English, must register for an academic literacy development module in English, namely one of the following module codes: EALH/EALE/EALN/EALL 1508. The aim of the academic literacy development course is to introduce students to the reading and writing skills required at university. These are not English language courses; they are academic literacy courses. This kind of reading and writing is not taught at school level, and the courses will teach students how to study, write and read in an academic environment. Therefore the EALH/EALE/EALN/EALL 1508 course aims to provide students with the skills and confidence to read an academic text efficiently and critically, and to extract the main ideas and key details so that students can adequately demonstrate this knowledge in tests and examinations. The course also develops the ability of students to write essays and assignments.

For more information, please visit the NBT website at [www.nbt.ac.za](http://www.nbt.ac.za), or visit the UFS student portal at [www.ufs.ac.za/nbt](http://www.ufs.ac.za/nbt) or call the NBT National Call Centre at +27 21 650 3523, or contact Lerato Masisi on +27 51 401 2448 or [nbt@ufs.ac.za](mailto:nbt@ufs.ac.za) or [masiilc@ufs.ac.za](mailto:masiilc@ufs.ac.za)

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

Enquiries: TV Bereng: Tel: +27 58 718 5111 | Email: [berengtv@qwa.ufs.ac.za](mailto:berengtv@qwa.ufs.ac.za)



## FACULTY-SPECIFIC ADMISSION REQUIREMENTS

### Abbreviations:

- NSC - National Senior Certificate
- AP - Admission point
- QQ Campus - Qwaqwa Campus

### Notes:

Admission Requirements are stated as required for registration in your first year of study, which will be in 2017. Admission requirements for second year of study must be obtained from your programme director/lecturer/faculty Rulebook. The closing date for all applications is **30 September 2016**, unless otherwise stated for selection programmes.







Assistant Dean: Mr JJ Nel: Tel: +27 58 718 5054 | Email: Neljj@ufs.ac.za

Faculty Officer: SF Mlotya: Tel: +27 58 718 5289 | Email: mlotyas@ufs.ac.za

**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, parastatals, trade unions and non-governmental organisations, as well as academic careers at tertiary institutions.

PROGRAMME DESCRIPTION	MINIMUM ADMISSION REQUIREMENTS
BCom	NSC and AP of 30 Language of Instruction on level 4 (50%) Mathematics on level 4 (50%)
BCom extended curriculum programme	NSC and AP of 25 – 29 Language of Instruction on level 4 (50%) Mathematics on level 3 (40%)
BAdmin	NSC and AP of 30 Language of Instruction on level 4 (50%)
BAdmin extended curriculum programme	NCS and AP of 25 - 29 Language of Instruction on level 4 (50%)

Admission requirements are subject to change.

**Study field: Bachelor of Commerce (BCom)**

- Accounting (Financial Accounting, and Cost and Management Accounting)
- Business Management (Marketing, Entrepreneurship, Financial Management, and Strategic Management)
- Economics (Micro-and Macro-economics, Labour and International Economics, Development Economics, and Public Finance)
- Industrial Psychology (Human Resources Management, Employee and Labour Relations, Career Psychology, Performance Management)
- Public Management (Public Resource, Financial Management, Public Policy, Supply Chain Management, 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



Assistant Dean: Dr DJ Hlalele: Tel: +27 58 718 5003 | Email: hlaleledj@ufs.ac.za

Faculty Officer: Mrs DM Mohono: Tel: +27 58 718 5004 | Email: mohonodm@ufs.ac.za

“In a world where education changes lives, we at the Faculty of Education change the social fabric of our community, culture, and ultimately the world through interaction between teaching and learning.”

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.

The Faculty of Education offers a variety of programmes ranging from undergraduate to postgraduate qualifications.

**Undergraduate degrees:**

Bachelor of Education (BEd)

- BEd (Pre-school and Foundation Phase Teaching) New Curriculum
- BEd (Senior and Further Education and Training Phase Teaching) New Curriculum

PROGRAMME DESCRIPTION	MINIMUM ADMISSION REQUIREMENTS
Bachelor of Education (BEd) in (Pre-school and Foundation Phase Teaching) (Four years)	<ul style="list-style-type: none"> <li>NSC and AP of 30</li> <li>Language of instruction on level 4 (50%)</li> <li>Admission is subject to selection</li> </ul>
Bachelor of Education (BEd) in (Pre-school and Foundation Phase Teaching) – Five years extended curriculum programme	<ul style="list-style-type: none"> <li>NSC and AP of 25-29</li> <li>Language of Instruction on level 4 (50%)</li> <li>Admission is subject to selection</li> <li>Applicants with an AP of less than 25 will be referred to the University Preparation Programme (see Alternative access to the university).</li> </ul>
Bachelor of Education (BEd) in (Further Education and Training Phase Teaching) (Four years)	<ul style="list-style-type: none"> <li>NSC and AP of 30</li> <li>Language of instruction on level 4 (50%)</li> <li>Admission is subject to selection</li> </ul>
Bachelor of Education (BEd) in (Senior and Further Education and Training Phase Teaching) – Five year extended curriculum programme	<ul style="list-style-type: none"> <li>NSC and AP of 25-29</li> <li>Language of instruction on level 4 (50%)</li> <li>Admission is subject to selection</li> <li>Important: These students will not be allowed to change to the BEd 4-year curriculum. Applicants with an AP of less than 25 will be referred to the University Preparation Programme (see Alternative access to the university).</li> </ul>

## Postgraduate certificates, diplomas and degrees

School of Open Learning (Teacher Continued Professional Development)

Contact: Director: Pierre Plekker: Tel: +27 51 505 1250 | Email: plekkerp@ufs.ac.za

Within the continuing education sector, we offer the Advanced Certificate in Education (ACE), National Professional Diploma in Education (NPDE), Advanced Certificate in Teaching (ACT), and numerous short courses. No new students are accepted for ACE and NPDE since August 2014. The ACT addresses the changing needs of the teaching profession and focuses on the upgrading of the knowledge and methodology of teachers for subjects in all the school phases.

### Advanced Certificate in Teaching

(18 learning areas/subjects) – 2 years

Admission into the Advanced Certificate in Teaching is subject to the General Rules for Undergraduate Qualifications. In addition, applicants must adhere to the requirements of the Faculty of Education and the specific requirements of the discipline.

The following specific requirements apply:

- The minimum qualification admission requirement is an approved and recognised professional teaching qualification evaluated as REQV13.
- Practising teacher in possession of a recognised professional teaching qualification at minimum NQF exit-level 5 or equivalent.
- A Teacher's Diploma, National Professional Diploma in Education or equivalent NQF level 5 qualification; or
- A former Advanced Certificate (level 6) in a different phase or specialisation; or
- A 480-credit Bachelor of Education at NQF level 7 (in a different phase or specialisation); or
- An Advanced Diploma or Postgraduate Certificate in Education (in a different phase or specialisation)
- Teachers who enrol for the qualification must provide proof that they either teach the specific subject and phase, or that they have access to a classroom to teach the specific subject and phase for the duration of the programme. This is applicable to all the ACT specialisations or RPL equivalents to the above.
- A laptop, as part of the equipment a student needs for the programme, is compulsory. ICT forms an integral part of the ACT programme. You will be provided the opportunity to buy a laptop through Eduloan at an exceptionally competitive price on the Student Technology Programme (STP). These laptops purchased through the STP initiative come pre-loaded with the necessary anti-virus and processing software. However, purchasing of a laptop through Eduloan is not compulsory. A student in the ACT programme is free to purchase a laptop from any service provider. The minimum requirements for a laptop to be used in the programme are as follows:
  - Intel Core i5 processor
  - 500GB/1TBHDD
  - 4GB RAM Windows8Pro
  - USB 3.0x2,Bluetooth, Ethernet
  - 15.6" HD Display (1366x768)
  - 8xCD/DVD MultiWriter

It is important for students to note that the UFS will take no responsibility to ensure that the laptop the student provides is suitable for use in the programme.

## Specialisations:

PROGRAMME DESCRIPTION	SPECIALISATIONS
Foundation Phase	Will be implemented soon
Intermediate Phase	English First Additional Language and ONE of: Life Orientation Mathematics Social Sciences Technology and Natural Sciences
Senior Phase	Social Sciences English First Additional Language Economic and Management Sciences Life Orientation Mathematics Natural Sciences Technology
Further Education and Training Phase (FET)	Accounting English First Additional Language Life Sciences Mathematics Mathematics Literacy Physical Sciences

### The following additional requirements apply to the undermentioned certificates:

PROGRAMME DESCRIPTION	SPECIALISATIONS
Advanced Certificate (FET Accounting Teaching)	<ul style="list-style-type: none"> <li>• Accounting on NSC level 4 (50%)</li> <li>• FET-level Accounting in a prior professional education qualification or</li> <li>• At least two years practical experience as an FET Accounting teacher</li> </ul>
Advanced Certificate (FET Life Sciences Teaching)	<ul style="list-style-type: none"> <li>• Life Sciences or equivalent on NSC level 4 (50%)</li> <li>• Life Sciences or equivalent in a prior professional education qualification or</li> <li>• At least two years practical experience as a Life Sciences teacher</li> </ul>
Advanced Certificate (FET Mathematics Teaching)	<ul style="list-style-type: none"> <li>• Mathematics on NSC level 4 (50%)</li> <li>• FET-level Mathematics in a prior professional education qualification or</li> <li>• At least two years practical experience as a Senior Phase or FET Mathematics teacher</li> </ul>
Advanced Certificate (FET Mathematics Literacy Teaching)	<ul style="list-style-type: none"> <li>• Mathematics on NSC level 4 (50%)</li> <li>• FET-level Mathematics in a prior professional education qualification or</li> <li>• At least two years practical experience as a Senior Phase, FET Mathematics or Mathematics Literacy teacher</li> </ul>
Advanced Certificate (FET Physical Sciences Teaching)	<ul style="list-style-type: none"> <li>• Physical Sciences or equivalent on NSC level 4 (50%)</li> <li>• Physical Sciences or Natural Sciences in a prior professional education qualification or</li> <li>• At least two years practical experience as a Physical Sciences or Natural Sciences teacher</li> <li>• Access to the internet</li> </ul>
Advanced Certificate (Senior Phase Mathematics Teaching)	<ul style="list-style-type: none"> <li>• Mathematics on NSC level 4 (50%)</li> <li>• SP level Mathematics in a prior professional education qualification or</li> <li>• At least two years practical experience as an SP Mathematics teacher</li> </ul>

Admission requirements are subject to change.

- **Postgraduate Certificate in Education (FET):** The PGCE is a generalist professional educator's qualification that 'caps' an undergraduate qualification. It is intended for learners seeking a career in either the Senior or Further Education and Training Phase.
- **Postgraduate Diploma in Education (PGDip):** This is a new qualification focusing on the continued development of practising professionals in order to play a leadership role in the various sectors of education in South Africa. The variety of specialisations within this qualification provide for opportunities to become specialists in one of the following fields:
  - Mathematics Education
  - School Leadership and Management
  - Curriculum Studies

The following areas of study exist for diploma and degree courses:

- Philosophy and Policy Studies in Education
- Curriculum Studies
- Educational Management
- Psychology of Education

### Postgraduate degrees:

Bachelor of Education Honours (BEdHons)

- BEdHons (Professional Curriculum Studies) [Phasing out]
- BEdHons (Management and Leadership) [Phasing out]

Students who are practising educators and wish to study towards a BEdHons degree will be required to have attained a BEd or AdvCert (Education) or an equivalent qualification.

The final intake for the current curriculum in the BEdHons programme was in January 2015. These candidates are expected to graduate in 2016. New BEdHons programmes will be implemented in 2017.

Master of Education (MEd)

- MEd (Curriculum Studies)
- MEd (Education Management)
- MEd (Psychology of Education)
- MEd (Inclusive Education)
- Master of Arts
- MA (Higher Education Studies)

Philosophiae Doctor (PhD)

- PhD (Curriculum Studies)
- PhD (Education Management)
- PhD (Psychology of Education)
- PhD (Higher Education Studies)



## FACULTY OF THE HUMANITIES

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

Faculty Officer: Ms KC Biyo: Tel: +27 58 718 5281 | Email: biyokc@ufs.ac.za

*"In the Faculty of the Humanities we speak many languages, but the real art lies in connecting to cultures, caring for one another and knowing who we are."*

Students who completed their NSC at the end of 2010 have to comply with the following admission requirements for the following undergraduate programmes:

### Bachelor of Arts (BA)

PROGRAMME DESCRIPTION	MINIMUM ADMISSION REQUIREMENTS
BA	<ul style="list-style-type: none"> <li>• NSC and AP of 30</li> <li>• Language of instruction (English) on level 4 (50%)</li> <li>• 4 subjects on level 4 (50%) from the 'designated list of school subjects'</li> </ul>
BA Four-year extended curriculum programme	<ul style="list-style-type: none"> <li>• NSC and AP of 25-29</li> <li>• Language of instruction (English) on level 4 (50%)</li> <li>• 4 subjects on level 4 (50%) from the 'designated list of school subjects'</li> </ul> <p>Note: Provision is made for students with an AP of 25-29 (Extended Curriculum Programme). These students will follow an extended curriculum programme of four years to complete the Bachelor of Arts (BA) degree. The additional year is made up of a number of development courses for students to attain access to the university. The development courses are:</p> <ul style="list-style-type: none"> <li>• Skills and Competencies in Lifelong Learning</li> <li>• Academic Language Course in English</li> <li>• Computer Literacy</li> <li>• Mathematical Literacy</li> <li>• UFS101</li> </ul>
Bachelor in Community Development	<ul style="list-style-type: none"> <li>• NSC and AP of 30 OR</li> <li>• Diploma in Vocational Skills with a minimum of 65% pass rate in all subjects</li> <li>• Subject to selection</li> <li>• Language of instruction (English) on level 5 (60%)</li> <li>• 4 subjects on level 4 (50%) from the 'designated list of school subjects'</li> </ul>
Bachelor of Social Sciences (BSocSci)	<ul style="list-style-type: none"> <li>• NSC and AP of 30</li> <li>• Language of instruction (English) on level 4 (50%)</li> <li>• 4 subjects on level 4 (50%) from the 'designated list of school subjects'</li> </ul>

Admission requirements are subject to change.

All students are expected to complete at least two major courses and obtain 404 credits in academic modules to qualify for a BA degree. Students in the Extended Curriculum Programme are also required to obtain additional credits in the development modules.



## FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

Assistant Dean: Dr AOT Ashafa: Tel: +27 58 718 5314 | Email: ashafaaot@ufs.ac.za

Faculty Officer: Mrs MP Leripa: Tel: +27 58 718 5132 | Email: leripamp@ufs.ac.za

*“Isn’t it amazing how working with the smallest elements in the universe, we at the Faculty of Natural and Agricultural Sciences can make you understand the bigger picture in the natural, agricultural and building sciences.”*

### Bachelor of Science (BSc) degrees

- Undergraduate three-year degree (mainstream programme)
- Undergraduate four-year degree (extended curriculum programme)

### Faculty admission requirements:

- National Senior Certificate (NSC)
- An equivalent qualification or a three-year qualification obtained from a tertiary institution.
- Minimum AP of 30 based on the Grade 12 subject symbols.

The faculty offers the following subject choices:

- Afrikaans
- Business Management
- Economics
- English
- Geography
- History
- Industrial Psychology
- IsiZulu
- Mathematics
- Political Studies and Governance
- Public Management
- Psychology
- Sesotho
- Sociology
- Tourism Studies

Prospective students must take note of various prerequisites required for admission to Business Management, Economics, Geography, Tourism, Mathematics, English and Afrikaans in the first year of study.

The aim of these courses is to prepare students for the following career fields:

- Social and Community Development
- Human Resource Management
- Socio-political Development
- Urban and Rural Development
- Environmental Development
- Government and Private Sector
- Language Training
- Tourism
- Journalism

**Postgraduate Degrees:** All Postgraduate degrees are subject to selection and subject-specific criteria.

Baccalaureus Artium Honores in English

Baccalaureus Artium Honores in Sociology

The following advanced Postgraduate degrees are available in all BA subjects with the necessary staff capacity.

Magister Artium (MA)

Philosophiae Doctor (PhD)

PROGRAMME	MINIMUM ADMISSION REQUIREMENTS
BSc	<ul style="list-style-type: none"> <li>· NSC and AP of 30</li> <li>· Language of instruction (English) on level 4 (50%)</li> <li>· Life Sciences on level 5 (60%) or</li> <li>· Physical Sciences on level 4 (50%)</li> <li>· Mathematics on level 5 (60%).</li> </ul>
BSc Four-year extended curriculum programme (Mathematics and Chemistry)  Note: If a student does not meet the entrance requirements for the BSc (three-year curriculum), the student can be allowed into the BSc (Extended Curriculum Programme) if the minimum requirements are met.	<ul style="list-style-type: none"> <li>· NSC and AP of 25 – 29</li> <li>· Language of instruction (English) on level 4 (50%)</li> <li>· Mathematics on level 3 (40%)</li> <li>· Life Sciences on level 3 (40%) or</li> <li>· Physical Sciences on level 3 (40%)</li> </ul> <p>Note: In the first year, these students take special courses in English, Mathematics, Lifelong Learning, Introduction to Computer Science and Chemistry.</p>
University Preparation Programme (UPP)  Note: If a student does not meet the entrance requirements for the BSc (four-year extended curriculum programme), the student can be allowed into the BSc (University Preparation Programme) if the minimum requirements are met.	<ul style="list-style-type: none"> <li>· NSC and AP of 20</li> <li>· Language of instruction (English) on level 3 (40%)</li> <li>· Mathematics on level 3 (40%)</li> <li>· Physical Sciences on level 3 (40%)</li> </ul> <p>See Alternative access to the university.</p>

Admission requirements are subject to change.

LEARNING PROGRAMMES:	
Botany	IT and Physics
Entomology	Chemistry and Physics
Zoology	Chemistry and Botany
Life Sciences	Chemistry and Entomology
IT Management	Chemistry and Zoology
IT and Chemistry	Environmental Geography

**Postgraduate Degrees:** All Postgraduate degrees are subject to selection and subject specific criteria. BSc Honours (Bachelor of Science Honours) in Chemistry or Physics or Geography or Zoology or Plant Sciences. The following advanced Postgraduate degrees are available in all Natural and Agricultural Sciences subjects with the necessary staff capacity.

- MSc
- PhD



## ALTERNATIVE ACCESS TO THE UNIVERSITY

### University Preparation Programme (UPP) Bloemfontein (South Campus) and sub-regions

If you are not successful in gaining admission to the university, but have an AP of 20 points and adhere to the minimum admission requirements, you may follow a University Preparation Programme (UPP) to obtain access. The programme provides prospective students an opportunity to enjoy studies at higher education institutions after successful completion of a bridging year. The UPP also addresses, through a course in Skills and Competencies in Lifelong Learning, the student's wider needs with regard to quality of personal life, study and reading skills, self-assertiveness, problem solving, and other generic competencies. You also attend an academic literacy course in English to improve your reading and writing skills for higher education purposes.

### 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 (also University of the Free State).

**Closing date for applications for SA students: 30 November 2016**

**Closing date for applications for International students: 30 October 2016**

The programme is presented in Bloemfontein, Bethlehem, Oudtshoorn, Sasolburg, Qwaqwa and Welkom TVET Colleges.

### Study options:

OPTION 1: ECONOMIC AND MANAGEMENT SCIENCES	OPTION 2: HUMAN AND SOCIAL SCIENCES	OPTION 3: NATURAL AND AGRICULTURAL SCIENCES	OPTION 4: EDUCATION
<b>UNIVERSITY MODULES:</b>			
Introduction to Human Resource Management and  Introduction to Individual Differences	Anthropology and Communication Studies <b>or</b> Political Science and Communication Studies <b>or</b> Psychology and Communication Studies <b>or</b> Sociology and Communication Studies <b>or</b> Psychology and Sociology <b>or</b> Anthropology and Political Science	Chemistry, Mathematics and Biology <b>or</b>  BAgric (Agriculture) Programme (only in Bloemfontein)	Education Studies and General Pedagogy 1  Note: Bridging option for Education is presented only in Bloemfontein and Oudtshoorn
<b>DEVELOPMENT MODULES:</b>			
Course in Skills and Competencies for Lifelong Learning Academic Literacy Course in English Mathematical Literacy	Course in Skills and Competencies for Lifelong Learning Academic Literacy Course in English Basic Computer Literacy (Bloemfontein)	Course in Skills and Competencies for Lifelong Learning Academic Literacy Course in English Basic Computer Literacy (Bloemfontein)	Course in Skills and Competencies for Lifelong Learning Academic Literacy Course in English Basic Computer Literacy (Bloemfontein)
<b>FURTHER EDUCATION AND TRAINING MODULES:</b>			
N4 course in Computer Practice and N4 course in Communication (Presented in the sub-regions)	N4 course in Computer Practice and N4 course in Communication (Presented in the sub-regions)	N4 course in Computer Practice and N4 course in Communication (Presented in the sub-regions)	

NB: Students resident in the sub-regions, Bethlehem, Welkom, Sasolburg and Oudtshoorn, excluding Bloemfontein, who meet the admission requirements of the university (AP of 30 and higher), may study locally and register for the university courses as mentioned in the three options.

### To enter the UPP, you have to meet the following minimum admission requirements:

- A National Senior Certificate (NSC) and an AP of 20–24.
- Four subjects on level 3 (40% – 49%)
- Language of instruction on level 3 (40%) (English or Afrikaans).

### Faculty Specific Admission Requirements:

Economic and Management Sciences:

- BCom: Mathematics on level 3 (40%) or higher.
- BAdmin: 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 level of 3 (40%) or higher
- Life Sciences on level of 3 (40%) or higher or
- Physical Sciences on level of 3 (40%) or higher.

### BAgric Agricultural Sciences:

- Mathematics on level of 2 (30%) or higher or
- Mathematical Literacy on level of 5 (60%) or higher.

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

The Programme Manager: Ms Tshego Setilo | University Preparation Programme | South Campus | P O Box 339 | Bloemfontein | 9300.

Enquiries: Lydia Moilwa | +27(0) 51 505 1201/1362 | Fax: 051 505 1205



## STUDENTS TRANSFERRING FROM OTHER INSTITUTIONS OF HIGHER EDUCATION

- Students transferring from other institutions of higher education must provide this university with a full academic record and certificate of conduct, before or on 3 January 2017.
- To register, a student must provide a copy of the same statement of results and certificate of conduct already submitted. This document will be attached to the registration form that you will receive.
- Applications for exemption from modules must be accompanied by syllabi of the modules that you have already passed.
- Evaluation of the content of syllabi is a time-consuming process that may delay the registration process significantly.

## INTERNATIONAL STUDENTS

Enquiries may be directed to the below contact persons as indicated in their respective portfolios:

Jeanne Niemann	Immigration, Accreditation, Medical Aid, Finances	Contact number: +27 51 401 3219	E-mail: niemannaja@ufs.ac.za
Chevon Jacobs	Partnerships, Outgoing Mobility, Erasmus Mundus	Contact number: +27 51 401 3397	E-mail: jacobscs@ufs.ac.za
Bulelwa Malo	Sponsored Students, Student Engagement, Orientation, Marketing and Communication	Contact number: +27 51 401 2501	E-mail: malob@ufs.ac.za
Marlon Olckers	Incoming Mobility, Prospective students enquiries, Short-term Programmes, Accommodation and Shuttle Services	Contact number: +27 51 401 9436	E-mail: olckersm@ufs.ac.za
Student Intern Office	General enquiries	Contact number: +27 51 401 7339	

All international students are advised to take note of the following:

- An annual administrative fee is charged on all international student accounts and is non-refundable.
- Closing date for all international students' applications is **30 September 2016**.
- You must have a VALID study visa before you can enter South Africa. For further details, please visit the Visa Facilitation Service (VFS) centre website: [www.vfsglobal.com/dha/southafrica](http://www.vfsglobal.com/dha/southafrica).
- Make sure your study visa is issued for study purposes at the UFS and not at any other institution in South Africa. All students must have a valid and appropriate/correct visa to be registered at the UFS.
- 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. Please note 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. For further details, please visit the Department of Home Affairs website: [www.dha.gov.za](http://www.dha.gov.za). For information on medical aids please visit: <http://www.medicalschemes.com/MedicalSchemes.aspx> for more information on registered medical aids.
- You will be required to pay a pre-registration fee before you can register as a UFS student. Communication on the amount expected to be paid and the deadline will be sent to all new students by the Tuition Fees Department. For further details, please visit the following website: [www.ufs.ac.za/tuition](http://www.ufs.ac.za/tuition).
- Students with scholarships must make sure that their sponsors are aware of the UFS regulation pertaining to registration fees and the payment of tuition fees.



## FINANCIAL AID (BURSARIES AND LOANS)

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

### Academic merit bursaries for new first-year students

The University reserves the right to amend without prior notice, the regulations and bursary values and/or conditions applicable to the awarding of bursaries. The class fee accounts of students who qualify for academic merit bursaries will be credited with the amount of the bursary after they register as students at this university.

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

ADMISSION POINT	M-SCORE	AMOUNT
38 – 41	43 – 46	R5 050
42	47	R7 850
43+	48+	R13 500

NSC-LEVEL OF ACHIEVEMENT	ACHIEVEMENT LEVEL REQUIRED BY UFS	UFS ADMISSION POINT (AP)
-	8 (90% - 100%)	8
7 (90% - 100%)	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%)	-	-

The subject Life Orientation receives only 1 point if a student achieved a level of 5 (60%) or more. These bursaries are automatically awarded to new students on the basis of performance in the final matriculation examination.

### Students from the Career Preparation Programmes

Academic merit bursaries will be awarded to students from the Career Preparation Programmes. The calculation for the merit bursaries only applies to the courses offered by this university.

### 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 this university, will not qualify for academic merit bursaries during their first year of study.

### Interruption of studies

In order to qualify for an academic merit bursary, a student must again register at the university as a student. If there is an interruption of more than 5 years between the last examination, matriculation or university and the year in which the bursary must be awarded, the student does not qualify for a bursary.

### Discontinuation of study

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

### 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.

### Undertaking

The student undertakes to complete his degree studies at this university. If he/she does not complete the course, Council reserves the right to claim back the bursary as a whole or a part thereof which may already have been paid out to him/her. However, each case will be treated on merit.

A bursary may at any time be withdrawn 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 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.

### Occasional studies

Students who register for occasional studies do not qualify for merit bursaries based on their academic achievement of the previous year, nor academic achievements during their occasional 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: Students – Current students (Kovsielife) – Academic Life – Financial Aid – Bursaries for culture, art and leadership.

THE FOLLOWING PERSONS WILL 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 AP 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 Kopsieland'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: Students – Current students (Kopsielife) – Academic Life – Financial Aid – Special merit bursaries for sport. For further information, please contact Danile Zoko at +27 58 718 5045 or [zokodt@qwa.ufs.ac.za](mailto:zokodt@qwa.ufs.ac.za)

### 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 31 October (prospective 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 the Funza Lushaka website at [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.

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

Prospective students: It is the policy of the UFS to provide students who want to study full time with financial assistance, wherever possible. In order to qualify for loans, students must have obtained an AP of at least 25. Prospective first-year students must first apply for admission to the university and indicate on the admission form if they are interested in financial aid. A financial aid form will be mailed as soon as the student is provisionally accepted. The closing date for applications for financial assistance is 31 October. Late application forms will not be considered. Financial aid is subject to change. Terms and conditions apply. NSFAS funding is also available for undergraduate and postgraduate studies for both semesters.

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

Enquiries on bursaries and loans:

Mrs: AJP van Jaarsveld at Tel: +27 58 718 5062 or Email: [vanjaarsveldajp@qwa.ufs.ac.za](mailto:vanjaarsveldajp@qwa.ufs.ac.za) or send a fax to +27 58 718 5063

Alternatively, you can visit the following websites to apply for bursaries per category, such as Nursing, Psychology and 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>

All correspondence regarding financial matters must be addressed to **Assistant Director:**

Finance | University of the Free State | Qwaqwa Campus | Private Bag X13 | Phuthaditjhaba | 9866

Prices quoted are for South African (SA) and Southern African Development Community (SADC) students registered on the Qwaqwa Campus.

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

### Fees payable

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.

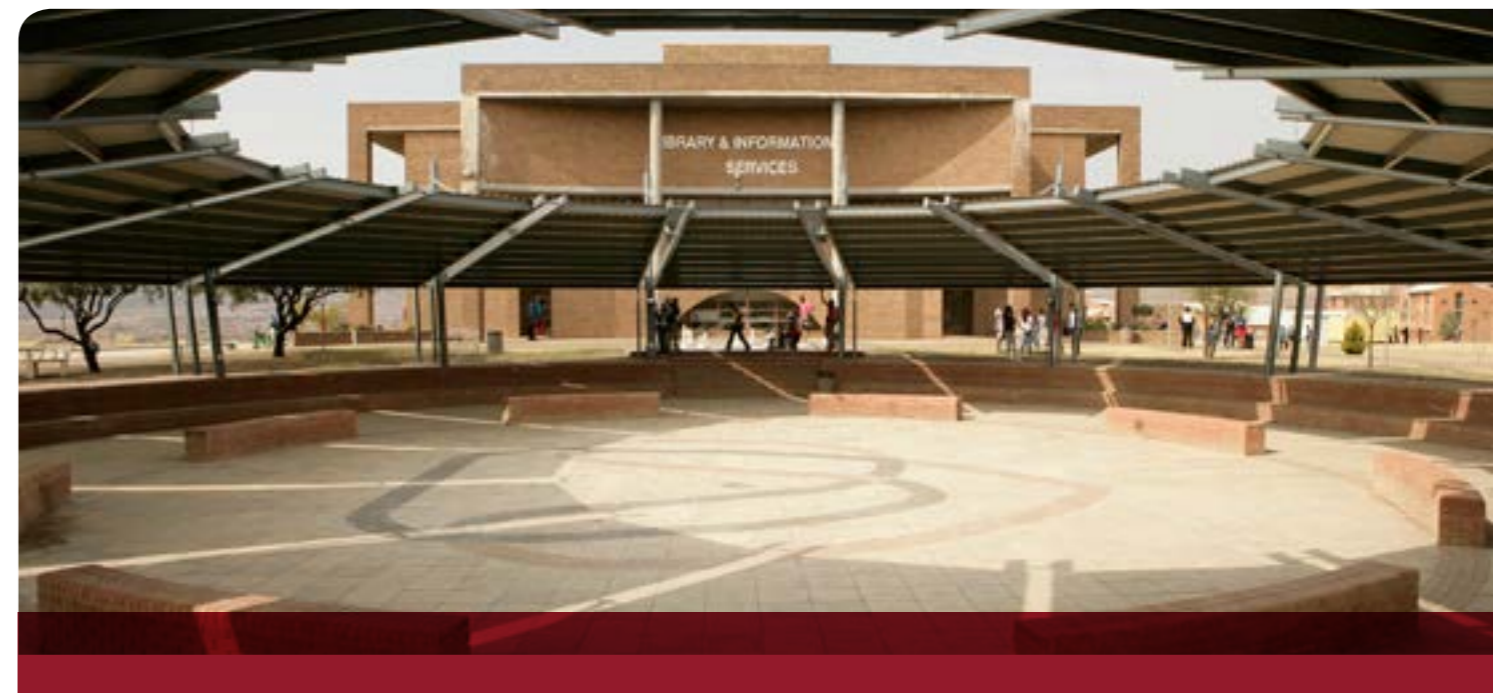
### Errors and omissions

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.

### Bursaries and loans

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

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







## PAYMENTS IN ADVANCE

### Payments prior to registration:

Registration for first-semester and year modules takes place during January – February 2017.

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

- Account balances for 2016 must be zero.
- Prepayments are due five working days prior to registration. Students will not be able to register until these amounts reflect as credits on their tuition fee accounts. Should the tuition fees be less than the amounts required, the full amount is payable.
- For the amounts payable prior to registration, visit [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links Students-Tuition Fees-Payments Prior to registration.

Registration for second-semester modules takes place in July 2017.

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

- Tuition fee account balances for 2016 must be zero.
- Prepayments are due five working days prior to registration. Students will not be able to register until these amounts reflect as credits on their tuition fee accounts. Should the tuition fees be less than the amounts required, the full amount is payable.
- 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)

In cases where financial aid (bursary/loans) is received and covers all fees for the academic year, the amount payable in advance will be reduced by the amount of the financial aid.

Proof of bursaries/loans must be faxed to +27 58 718 5353 five working days prior to registration. The original proof of the bursary/loan must be presented upon registration.

In cases where the financial aid (bursary/loan) awarded to a student does not cover all the fees for the year, the prepayment as indicated in paragraph 2, remains payable five (5) working days prior to registration. The amount payable in advance must be reflected as a credit balance on the student's tuition fee account before the student will be allowed to continue with registration.

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



## 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%.

## RESIDENCE ACCOMMODATION FEES

The student or his/her parent/guardian or both are responsible for the full accommodation fee for the accommodation period. 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.

### Reservation deposit (first placement in residence)

An amount is payable as a reservation deposit. The reservation deposit will be forfeited when a student or prospective student to whom accommodation has been allocated and reserved, does not show up.

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

### Refunding of reservation deposit

The reservation deposit will be refunded if the student:

- Does not comply with the admission requirements.
- Is not accepted for a specific course.
- Dies.
- Submits a satisfactory medical certificate as motivation for cancellation.
- Leaves the residence at the end of his/her term of accommodation.

The deposit will be transferred to the student's tuition fee account and if this results in a credit on the account, the credit may be paid out on request.

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

If three or more students are dependents from the same family (children, stepchildren, adopted children, but excluding children-in-law or married children) and study and/or reside in university residences simultaneously, the following discount will be allowed (only on the amount payable for residing in residence and on modules the students are registered for):

Three students: 10% per student.

Four or more students: 15% per student.

The following conditions for granting this discount will be applied:

- Discounts may only be claimed for full-time undergraduate students.
- All dependents/students must be under 26 years of age.
- Students who receive any other form of financial aid with regard to tuition and/or accommodation do not qualify to claim this discount.
- The discount will be recalculated should one or more of the mentioned students discontinue their studies or leave the residence.
- Written application must be made for the discount and full particulars of the students concerned must be stated.
- The discount may only be claimed for the current academic year.
- Family discounts will only be granted on the following fees levied:
  - Module fees
  - Accommodation fees

### Dates for payment

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 the responsibility of the student to supply the university with his/her correct contact details and to make enquiries should he/she 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 not 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 the 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.

### 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 applied:

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 charged:

- Module fees
- Accommodation fees

### Books

Prices will vary according to the modules registered for. Money for books can be paid into a separate account in advance. The amount paid is transferred to the student's student card. The student card can be used to purchase books from Van Schaik Bookshop. At the end of each academic year, the credit available on a student's book money account will automatically be transferred to his/her tuition fees account.

### Notes and study material

The prices of supplementary notes cannot be quoted, as these prices are not fixed.

Study material/notes are automatically prepared when students register and accordingly charged to the tuition fee account. It is the student's responsibility to collect the study material.

### Additional late registration fee

If a student attends lectures in a course not registered for, the student will have to pay an additional amount per module should approval be 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.

### Where and how to make payments

ABSA Bank

Any branch

Name of Account: UFS STUDENT ACCOUNTS

Branch code: 630734

Account number: 1570 151 688

Reference number: ONE of the following:

100 directly followed by student number if the payment is for accommodation and tuition fees.

101 directly followed by student number if the payment is for meals.

102 directly followed by student number if the payment is for books.

103 directly followed by student number for accommodation reservation deposit.

### Electronic fund transfers

Register the university as beneficiary.

Use the ABSA banking details above

### 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.

### Cashiers in Admin Building

Monday to Friday: 08:30 – 15:00

### Post Office

Any branch

Reference number: student number only.

### Proof of payment

Fax to +27 51 401 3579 or email to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)



## HOUSING AND RESIDENCE AFFAIRS

The agreement for accommodation entered into with a student will, subject to other stipulations or regulations as approved by the Council from time to time, be binding for the full accommodation period. The student or his/her parent/guardian or both are responsible for the full accommodation fee for the accommodation period as set out here.

Your stay in one of the campus residences will always be one of the most enjoyable periods of your life. At the Qwaqwa Campus, we have various residences on campus, each with its own traditions and character. Each residence strives for a healthy balance between study and the fun of student life.

You can grow as a person in the residences of the UFS. At a university, there are many people from different language, racial and cultural backgrounds. Living and learning in this diverse environment gives you a definite advantage over many other jobseekers once you graduate and will definitely help you later in life.

A residence head manages a residence. A prime and a house committee, who are responsible for the orderly and efficient management of the residence, assist the residence head. They see to it that university, as well as residence rules, are obeyed and accept responsibility for everything that happens in the residence.

Due to the popularity of our residences, there is a waiting list of applicants; you should therefore apply as early as possible to secure a place.

All residences have Wi-Fi.

Rooms are furnished with the basics. You are required to bring your own linen. We recommend extra blankets for winter. The following items are also recommended:

- Two padlocks for cupboards.
- Toiletries.
- Reading or desk lamp.
- Radio.
- Students may bring frying pans or two-plate stoves for preparing food, but may not use it in their rooms. These appliances may only be used in the communal kitchens. If they are to prepare their own meals, students should also bring crockery and cutlery.
- For a minimal fee, students may install refrigerators with a maximum capacity of 170 litres in their rooms.
- You may also use a microwave oven and personal computer in your room.
- You may not bring your own furniture or heater.
- Every residence is equipped with industrial washing machines and tumble-driers. Students are requested to use this equipment with care. You need to bring your own iron, washing powder, laundry bag, clothes pegs, etc.
- In addition to clothes for everyday wear, bring outfits for social occasions, church and any sports you are planning to participate in. Men should bring a sports jacket and tie. A tracksuit and running shoes are also recommended. No equipment or furniture may be removed from the residence or rooms. TV rooms, recreational areas as well as washing and ironing facilities are available.

### Period of residence for the academic year (according to the UFS calendar)

First quarter: Commences on the official date stipulated for first-year students and seniors to report for the academic year and lasts until 10:00 on the day following the day on which lectures terminate for the first quarter.

Second quarter: Commences at 10:00 on the day prior to the commencement of lectures for the second quarter and lasts until 10:00 on the day that follows on the last day of the first semester.

Third quarter: Commences at 10:00 on the day prior to the commencement of lectures for the third quarter and lasts until 10:00 on the day that follows on the day that lectures terminate for the third quarter.

Fourth quarter: Commences at 10:00 on the day prior to the commencement of lectures for the fourth quarter and lasts until 10:00 on the day that follows the last day after the final day of exams.

### Application for residences

To be one of the privileged 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.

### Procedure for placement

Prospective residential students are advised to submit their applications as early as possible in the year preceding the year of study. The sooner you submit your application, the better your chances are that you will be awarded a place in the residence of your choice.





## UNIVERSITY RESIDENCES

### Campus cluster

#### Female residences:

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

Tshimolohong: Residence head: Dipuo Mofokeng;Tel: +27 58 718 5030

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

#### Male Residences

Bokamoso: Residence Head: Dipuo Mofokeng;Tel: +27 58 718 5030

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

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

#### New Male Residence

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

#### New Female Residence

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

NB: Prospective students must keep in mind that placement in a residence does not mean that they 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: Housing and Residence Affairs: Placement Administration offices

Administration Building, rooms 0011 and 0012

Tel: +27 58 718 5030

Fax: +27 58 718 5110

Email: molaudziod@qwa.ufs.ac.za or seekanesc@qwa.ufs.ac.za

#### 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 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	D Ndlangamandla	Protea	O Mofokeng



## THE ALL-IN-ONE KOVSIE CAMPUS

### LEARNING COMMUNITIES AND STUDENT ASSOCIATIONS

Lively and dynamic student associations comprise a major part of Kopsie 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. Kopsie students boast learning communities addressing leadership, social justice and street theatre.

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

### SPORTS

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.

For any enquiry or advice, contact Qwaqwa Sports Division: Tel: +27 58 718 5045 | Email: zokodt@qwa.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



## STUDENT COUNSELLING AND DEVELOPMENT (SCD)

### 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 Office 0038, Administration Building. 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.

### Contact details:

Senior Social Worker: ST Phoofolo: Tel: +27 58 718 5090/ 5091| Email: phoofolost@qwa.ufs.ac.za

Senior Assistant Officer: MT Zuma: Tel: +27 58 718 5090/5091| Email: zumamt@qwa.ufs.ac.za

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

### 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, 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 UFS Student Counselling and Development Qwaqwa.

Counselling Psychologist: Tobias van den Bergh: Tel: +27 58 718 5033, Office 0032

Psychometrist: BoitumeloThapane: Tel: +27 58 718 5029, Office 0036

Counsellor: Nonhlanhla Sithole: Tel: +27 58 718 5032, Office 0036



## 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:

Olebogeng Eister: Tel: +27 58 718 5191 | Email: eistero@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 STIs 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: Tel: +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 NA Mvandaba (Senior Professional Nurse)

TF Mokhethi (Assistant Officer)

Dr AM Mohlala (Doctor): Tel: +27 58 718 5210/5228/5255 | Email: MoloiM@qwa.ufs.ac.za



## LIBRARY AND INFORMATION SERVICES

The Qwaqwa 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 Qwaqwa Campus 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.

### Guidelines for clients

- Cellphones 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 a proof that you have returned the books.
- NOTE: You have to keep the receipt for the current year of study.

### Library Hours:

#### During term:

Mondays, Tuesdays and Thursdays: 08:00 – 21:00

Wednesdays: 09:00 – 21:00

Fridays: 08:00 – 18:30

Saturdays: 09:00 – 13:00

#### During vacations:

Mondays, Tuesdays, Thursdays and Fridays: 08:00 – 16:30

Wednesdays: 09:00 – 16:30

Saturdays: no service

The library is closed on public holidays and official university holidays.

### Borrowing procedures

Library materials:

- Undergraduates: 10 books for 14 days.
- Postgraduates: 15 books for 30 days.
- External clients: 10 books for 14 days.

25c fine per day for each book overdue.

### Short loan material:

You can use a book for up to two hours inside the library. R2 fine per hour for each book overdue.

### For more information please contact:

Ms Z Ketiwe: Tel: +27 58 718 5212 | Email: ketiwez@qwa.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, supported by Vice-Rectors.

### 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
- 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 Assistant Deans 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). 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.



# Kovsies Open Day

## BLOEMFONTEIN CAMPUS: 14 MAY 2016

- 08h30 – 9h30** Formal welcoming of the Class of 2017 AND their parents  
Venue: Callie Human Centre
- 08h30 – 12h00** Prospective students and their parents visit faculties and exhibitions  
**10h30 – 11h30** Informal welcoming of the Class of 2017 (PROSPECTIVE STUDENTS ONLY)  
Venue: Callie Human Centre
- 11h30 – 15h00** Prospective students visit faculties and exhibitions  
**8h30 – 15h00** Student Life Programme in front of Main Building

*Bring your application form and documents to the onsite application centre. Follow the directions.*

## QWAQWA CAMPUS: 21 MAY 2016

- 10h00 – 11h00** Formal welcoming of the Class of 2017 AND their parents  
Venue: Rolihlahla Mandela Hall
- 10h00 – 15h00** Prospective students and their parents visit faculties and exhibitions

*Bring your application form and documents to the onsite application centre. Follow the directions.*

For more information visit [Facebook/Kovsie2b](https://www.facebook.com/Kovsie2b)



T: +27(0)51 401 3384/3000 | E: [info@ufs.ac.za](mailto:info@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

UFSUV | UFSweb | UFSweb

*Inspiring excellence. Transforming lives.  
Inspireer uitnemendheid. Verander lewens.*

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

