

CROSSING THE AND ENDING STRONG!

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





Crossing the finish line and ending strong!

As the year draws to an end, don't lose sight of the remaining days. Below are dates to note leading to the 2021 finish line. If at any point you need support, remember to reach out to the UFS student support services.

Activity	Dates		
Quarter 4	13 September 2021 – 5 November 2021		
Predicate Day	5 November 2021		
Examinations	8 November 2021 – 27 November 2021		
Additional Examinations	29 November 2021 – 11 December 2021		
UFS Break	21 December 2021 – 3 January 2022		

All the best crossing that finish line! The UFS community is cheering you on from the side-lines and ready to offer you any support along the way."

For any support queries, please email <u>advising@ufs.ac.za</u> (BFN Campus) <u>advisingqq@ufs.ac.za</u> (QQ) or <u>advisingsc@ufs.ac.za</u> (SC)

WANT TO SECURE THE GRAD?

This is how

GPS@UFS CONTACT CENTRE

Student Support Services we offer:

GPS@UFS

CONTACT

CENTRE

has trained agents on call waiting to assist you



Dial 051 401 2444 for assistance or send a WhatsApp to 087 240 6370

Having airtime issues? Leave a missed call and one of our AGENTS will call you back. Working hours: 08:00-17:00 (Weekdays)

T: +27 51 401 2444 | E: GPS@ufs.ac.za | www.ufs.ac.za

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ACADEMIC

ADVISING

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TUTORIAL SUPPORT

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Looking Forward to **What Comes Next**

We have reached the final stretch towards the end of the academic year. Remember to acknowledge how far you have come. You made it to the last quarter of 2021!

To successfully navigate the final quarter of the year, you need to know what to look out for. Proper planning prevents poor performance, and what is a plan without dates?



For all the official dates, please see the UFS 2021 Academic Calendar on page 3 to help you better understand and plan for what lies ahead for the remainder of the year.



Around this time of the year, formative assessments (tests and exams) are fast approaching. Ensure that you structure and plan for the end and ace your assessments.

In this edition of #UFSMyAdvice, we strive to prepare and gear you to make the most out of the final stretch. You will find more information and practical tips on stress management, having a positive mindset, planning for the end of the academic year, and acing your assessments.".

#BeGeared



Career Services Office

If you have been wondering how you can develop skills and competencies to be ready to enter the workspace once you have secured your qualification, do not fear – the Career Services office has the solution for you.

Whether you are a first-year or a senior student, the work-readiness programmes for self-paced studies created by the Career Services Office are available to you on Blackboard > My organisations > Career Services = The programmes are open to all registered UFS students.



In order to inform you about future career possibilities and opportunities, some faculties have already had their virtual career fairs which are still available to view until December 2021:

Faculty of Law	https://www.ufs.ac.za/supportservices/ LawCareerFair21
Faculty of Natural and Agricultural Sciences	https://www.ufs.ac.za/supportservices/ NasCareerFair21
Faculty of Economic and Management Sciences	https://www.ufs.ac.za/supportservices/ EMSCareerFair21

T: +27 51 401 7393 | E: career@ufs.ac.za | www.ufs.ac.za

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POSITIVE **MINDSET**

As a Survival Tool

We have made it to the final stretch of the year. You are probably wondering if you are going to be able to manage your academics, if you are going to meet all your deadlines, and whether you have the ability to make it through this semester. Although approaching the final stretch of the year can be overwhelming, the right mindset can pull you through just about the most difficult circumstances. This article takes a look at what a positive mindset really is, how it influences your life, and provides practical tips that you can incorporate into your daily life to build a stronger, more positive outlook on life.

What is a Positive Mindset?

What you think directly influences how you feel, and how you feel directly influences how your body reacts, how you behave, and ultimately how you experience life. People who engage in with positive thinking are generally more empowered to act and achieve their goals. On the contrary, negative thinking can paralyse us, bringing fears and doubts and preventing us from taking the actions that can get us closer to our goals. This is why developing a positive mindset is crucial during this time.

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Everything can be taken away from a person, except for one thing: the freedom to choose your attitude in any given situation.

- Viktor Frankl

You have likely heard of the idea before, but what exactly is a positive mindset? Positive Psychologist Kendra Cherry provides a good general description.

Positive vs. Negative Mindsets

Positive thinking vs. negative thinking is an interesting comparison as it forces us to evaluate our own mindset, find meaningful reasons to move forward and re-focus our daily intentions. Below is an illustration to help you distinguish between the two and determine where you are. *Ask yourself, "What is my current state of mind?"*

A positive mindset means approaching life's challenges with a solution focused attitude and outlook. It does not necessarily mean ignoring the bad things, but rather making the most out of potentially bad situations.

Positive Mindset	Negative Mindset	
Hopeful despite obstacles.	Pessimistic and negative. Focuses on the problems and pains.	A POSITIVE MINDSET ALLOWS YOU TO:
Being happy with what you have.	Focused on what you don't have.	 Adopt a more can-do approach and willingness
Having a positive future vision desp current difficulties.	bite All you are thinking about is how wrong and bad things are.	to learn and grow where you are planted.
Looking difficulty in the eye.	Avoids challenges / gives up quickly.	
Accepts responsibility for own situation and actions.	Blames others, denial.	 Broaden your sense of possibility and open your mind, thus allowing
Welcomes opportunities to learn.	Resents change and fear or failure.	better decision-making.
Getting back up no matter how matter times you fall.	ny Narrow mind and focus.	 Motivates you to keep going when the going gets tough.
Complaining less and doing more.	Spends more time on complaining. and the problem leading to missed opportunities and solutions.	Empowers you to bounce back and learn from setbacks.

Tips on Creating a Positive Mindset.

The good news is you can change your mindset. A positive mindset is something that can be developed and practiced over time. However, it involves a deliberate decision and actively working towards strengthening your mindset It is like a muscle you need to exercise regularly. It may take time and effort, but it is something definitely worth doing. There are many ways in which you can develop a positive mindset. Here are a few tips for getting started and staying positive when the going gets tough.



1. Awareness – Listen to and befriend your inner voice

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The first step to changing negative thinking is to become aware of it. Recognise when you are having negative thoughts. Listen to your inner voice and when you catch yourself being negative, acknowledge it (be kind to yourself). The more you make time to listen to your internal dialogue, the easier it becomes.

Do A Brain Dump: If stress and worry are blocking you from connecting to clam thoughts, write down the negative ideas on a worry pad to divert your brain from obsessive rumination. Grab a piece of paper or make a list in your mind of everything that is currently worrying you. Get it all out.

2. Turn Negative self-talk into Positive self-talk

The moment you become aware of your inner voice and recognise when you are having negative thoughts, you can start seeking alternative ways of looking at the situation. Challenge that critical inner voice to make room for calmness.

Reframe Negative Thoughts

Every time you catch yourself being negative, try to identify one positive aspect as well. Use positive words and avoid phrases like "I can't" and "I won't." Use positive words to describe your life. See the table to the right for some examples and inspiration.

Turn Failures into Lessons

Remind yourself that you are here to learn and grow as an individual. You are probably facing challenges that you haven't had to face before. Everyone fails, and it doesn't mean you're not good enough. Remind yourself "Never a failure, always a lesson". It is important to reframe your mistakes as opportunities to learn. Acknowledge that a mistake was made and then look at what went wrong and how you can prevent it from happening again in future.

(Instead of Thinking)	(Try Thinking)	
I keep making mistakes.	Mistakes help me learn.	
l can't do this.	l can try my best.	
I don't know how to do this.	How do I learn to do this?	
This is too hard.	This is a challenge I can learn from.	
It's already too late.	It's never too late	
l am not good enough.	l am good enough.	
	Thinking) I keep making mistakes. I can't do this. I don't know how to do this. This is too hard. It's already too late. I am not good	Thinking)Mistakes help me learn.I keep making mistakes.Mistakes help me learn.I can't do this.I can try my best.I don't know how to do this.How do I learn to do this?This is too hard.This is a challenge I can learn from.It's already too late.It's never too lateI am not goodI am good

3. Exercise your Positivity Muscle

The more you do it, the easier and better you will get at it. Here are some tips to exercise your positivity muscle:

Positive Affirmations

- Try the "I am"-exercise where you create a list of positive things about yourself, like "I am kind. I am enough. I am doing my best. I am loving."
- Identify some personally significant positive affirmations that you can repeat to yourself when you are feeling overwhelmed. Use these positive phrases to chase off negative thoughts.

Gratitude Journal

Schedule a few minutes daily to write down 3 things that you are thankful for. You can use your daily planner, any notebook, or even create a gratitude notebook on your phone. Start small and practice seeing the good things in your life every day. Challenge yourself to see how long you can grow your list!

4. Seek Support

- It's okay to ask for help It's impossible to know everything.
- Talk it out tell a friend how you're feeling or seek out the counselling service on campus. Find positive friends, mentors, and co-workers to support and encourage you.
- Contact Academic Advising If you find yourself struggling with motivation despite trying the tips outlined, get in contact with an academic advisor via advising@ufs.ac.za

In conclusion, when it comes down to it, the power of positive thinking is one of the best gifts you can give yourself. So, take a deep breath and remember: positive thoughts reap positive results. You've got this!

Repeat after me:

- · I am worthy of my dreams
- · I choose joy and positivity
- I am right where I am supposed to be
- I am strong and resilient
- I have all that I need within me now
- I choose to believe in myself
- I trust the process





Dear fellow Kovsie,

Do you know how to budget for food, where and what to buy, how to store it, and how to prepare it to save money and ensure that your overall diet supports your health and well-being?

To find all the answers you are looking for to live and eat healthier, visit the Eat & Succeed portal. There you will find videos, podcasts, recipes and much more.

Follow the instructions below to easily access the portal

Do you know that you really are what you eat - especially

Do you know how your diet today affects your long-term



Scan the QR code to log into Blackboard



For students, by students.

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to be successful at university?

health, even decades from now?

From the menu on the left, select Eat & Succeed to access the useful resources and information

Or follow these easy steps: Step 1: Log into Blackboard Step 2: Choose 'Student Success Portal' Step 3: Choose 'Menu' on the left-hand side Step 4: Choose 'Eat & Succeed'



Structure and **planning** for end of the year

Structure and planning are crucial academic elements to have in your academic journey (both undergrad and postgrad). Simply put, one can think of planning as the process of thinking about the activities required to achieve a desired goal. It is then important after registration to think of what you want to achieve at the end of your degree and in each semester, and what the plan is for the following semester or year and what efforts you need to put in to ensure that goals are reached. Planning ensures that you are not overwhelmed during the semester and during your exams.

How do you plan so that you are on top of your game during the semester and still look forward to the following year?

- It is important that you set goals for yourself and make sure that you write down your desired goals for each semester, e.g. you want to pass all modules with a certain percentage. Goal-setting provides you with direction and ensures that you make informed decisions in everything you do. It also provides long-term and short-term motivation during the semester and ultimately for the duration of your degree.
- Once you have written down all your desired goals, be sure to reflect on them. In that way you are able to see if you are still of track and where you are lacking, you have a chance to improve.

You have now written down your goals, how do you achieve them?

- Write out your attendance timetable so you know exactly when you are attending your lectures and tutorials. You also need to write down all your assessments to keep track of when they are due and when to start planning for them, This process is called "Time Management". Proceed to calculate your notional hours as this will determine how much time you need to spend on each module per week. Make use of a weekly planner, where you write down all the activities you do in each day for the entire week (include leisure activities as well). Paste it in a visible place where you will see it all the time. Get into a structured routine every day and make it a habit.
- > Make sure you understand what is required from your degree and each module. Consult with your

academic advisors and faculty officers if there is something you are unsure of or just to check if you are still on track with everything.

Ensure that you are using the correct study strategies for your modules. Theory-based modules and science-based don't use the same method (These methods can be found on Student Success Portal on Blackboard and Articulate Rise platforms).

Make use of all the available resources the university and your faculty has to offer for the best results in your goals and planning. Below are some of the resources at your disposal that you can utilise:

- Academic Advisors
- Faculty Officers
- > Student Success Portal on Blackboard
- Articulate Rise
- A-Step Programme
- Student Counselling and Development (SCD)
- Social Worker
- > Centre for Universal Access and Disability (CUADS)
- Health and Wellness





Write**Site**

The Centre for Teaching and Learning offers online Write Site support to assist students with their academic writing needs. Our one-on-one consultation services are available online (via Blackboard Collaborate), assisting students with the academic writing requirements of written assignments and tasks.

The consultants at Write Site are trained to identify students' individual writing needs and work with them to become better writers, as well as to produce improved academic writing assignments.

The services at the Write Site are free of charge, and students are encouraged to visit us as often as possible for assistance with their writing tasks throughout their studies at the UFS.

Students on the Bloemfontein Campus are encouraged to make a booking via <u>writesite@ufs.ac.za</u> or visit the BFN Blackboard organisation for more information. For the Qwaqwa Campus, students can email <u>writesiteQQ@ufs.ac.za</u> or visit the Qwaqwa Blackboard organisation for more information.

T: +27 51 401 2324/7355 | writesite@ufs.ac.za | www.ufs.ac.za\ctl

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Interview **Preparation**

Many might soon be moving to the world of \equiv work after being invited for an interview. To help you prepare for any interview, here is a checklist. The aspects you need to have prepared include having selfawareness, knowledge of the role of the job, company and sector, and following principles for the interview. Once you have all these boxes ticked, you are ready for that interview.



I know why I applied for the job.

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I have thought about why they should employ me (i.e. prepared my "selling" points).

I know I have the skills required for the job and anticipated the interviewer's reservations.

I have examples of where I have displayed these skills that I can answer using the STAR method (i.e. with a clear Situation, Task, Action and Result).



I have prepared answers for common interview questions.



I have a clear understanding of what will be expected of me in that role.



I meet the requirements for the job.







I understand the organisation's culture and values.

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I have read up on the sector, influences and trends.

- I have done a mock interview with someone to ensure that I use professional conduct, communication skills, and interview skills effectively.
- I have prepared smart questions to ask the interviewer.



I have a quiet space and acceptable background for virtual interviews.



For a physical interview, I have the address and/or directions and know who to report to.

- I have everything they asked me to bring along/ submit.
- I have a professional outfit (important for virtual & physical interviews) with modest jewelry.

I have made sure to arrive or sign-on early.

I know when to expect an answer.

I know who to contact with queries.

HELP Starts Here

Call the UFS Student Mental Health Careline at 0800 00 6363 or text 4330224/7 | FREE | CONFIDENTIAL for all registered UFS students.

Your mental health matters and taking care of your mental health is like brushing teeth – you need to do it daily.

The UFS Student Mental Health Careline is exclusively available to all UFS students. A mental health professional is awaiting your call and the Careline is available 24/7, at no cost, and all calls are confidential.

Don't wait - invest in your mental health today!

T: +27 51 401 2853 | +27 58 718 5032 | +27 51 505 1298 | scd@ufs.ac.za | scdqq@ufs.ac.za | scdsouth@ufs.ac.za | www.ufs.ac.za \kovsiecounselling

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UFS Stud... 080 000 6363

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Phone

Ace your **assessments**

The fourth quarter of the academic year is always overwhelming, especially with loads of assessments and the preparation for final examinations. However, overwhelming as this period may be, there is always support readily available for you at the Central Academic Advising office to ensure that you do well in your assessments, and prepare well on time for your examinations so you can succeed and end the academic year strong!

Some of you are completing your assessments online, while some of you are writing assessments on paper, in a space where you are being invigilated. Whichever format you are completing your assessments in, you are required to plan for all of them, whether formative or summative. Additionally, you need to know whether your assessments will be online or face-to-face.





Here are a few tips to consider while preparing for your assessments:

- 1. Read the question and make sure you understand what is being asked.
- 2. Answer the question: If you are asked to assess, or to analyse, or to discuss do it! Do not provide information that is not relevant to the question.
- **3. Provide evidence:** Support your argumentative answers with evidence and valid reasoning.
- 4. Do not plagiarise!! cite all your sources.
- 5. Grammar and language conventions: Use appropriate terminology, if your assessments are online do not rely solely on your computer's default spellcheck.
- 6. Consider the length of your assessment: For each assessment, you are being asked to demonstrate your understanding and competency in the question. A short answer, even if correct, may not sufficiently demonstrate competency in that task.

Most importantly,

- Know when you will be assessed (have a weekly/daily schedule).
- Know the rules and regulations for your assessments, especially your main final exams.

Access the draft of the current 2021 main end-of-year examinations here: <u>https://www.ufs.ac.za/docs/librariesprovider31/default-document-library/2021-main-end-of-year---draft---23-sept-2021.pdf?sfvrsn=d9757920_0</u>

Follow the "**UFS Academic Advising**" Facebook page to find out about upcoming initiatives and webinars that will provide you with tips on how to deal with the load on your table as well as prepare you for your final examinations, whether face-to-face or online.

ICT Services Student Webinar Sessions

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Webinar Topic	Date	Time	Registration Link	Outcome(s)
Password Management	25 October 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/a6c347fcf3b34c3e 9cb469475ee5357b	 To change password To reset forgotten password
Password Management	8 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/a6c347fcf3b34c3e 9cb469475ee5357b	 To change password To reset forgotten password
Password Management	22 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/a6c347fcf3b34c3e 9cb469475ee5357b	 To change password To reset forgotten password
GlobalProtect	12 October 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/11147ef8e0fa4b8 28687e265dfde344c	• How to open and connect to the GlobalProtect client
GlobalProtect	26 October 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/11147ef8e0fa4b8 28687e265dfde344c	• How to open and connect to the GlobalProtect client
GlobalProtect	9 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/11147ef8e0fa4b8 28687e265dfde344c	• How to open and connect to the GlobalProtect client
GlobalProtect	23 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/11147ef8e0fa4b8 28687e265dfde344c	• How to open and connect to the GlobalProtect client

Webinar Topic	Date	Time	Registration Link	Outcome(s)
UFS Wi-fi connectivity	13 October 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/174228369de043 deb2694c9a1913605c	How to connect to the UFS Wi-Fi using your own device
UFS Wi-fi connectivity	27 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/174228369de043 deb2694c9a1913605c	 How to connect to the UFS Wi-Fi using your own device
UFS Wi-fi connectivity	10 November 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/174228369de043 deb2694c9a1913605c	How to connect to the UFS Wi-Fi using your own device
UFS Wi-fi connectivity	24 October 2021	13H00 – 13H30	https://eu.bbcollab.com/ guest/174228369de043 deb2694c9a1913605c	 How to open and connect to the GlobalProtect client

Faculty Support:

Faculty of		Email (BFN)	Email (QQ)	
	Economic and Management Sciences	EMSAdvice@ufs.ac.za	emsqqc@ufs.ac.za	
	Education	eduinfo@ufs.ac.za	EDUQQ@ufs.ac.za	
	The Humanities	humanities@ufs.ac.za	AdviceHumQQ@ufs.ac.za	
	Natural and Agricultural Sciences	nasadvising@ufs.ac.za	nasadvising@ufs.ac.za	
	Law	LAWadvising@ufs.ac.za		
	Theology and Religion	theology@ufs.ac.za		
	Health Sciences	StudentAdminFHS@ufs.ac.za		

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