

# Hello FIRST-YEAR

2<sup>ND</sup> EDITION



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through quality, impact, and care.*




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UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA



UFS  
CENTRE FOR TEACHING  
AND LEARNING (CTL)



# Content

- 
- 3 Dumela First-year
  - 4 Navigating through your first year
  - 5 Understanding General Rules and Faculty Rules
  - 8 Changing your course on the path to success
  - 10 Academic support modules: Why should it matter to you
  - 12 Applications for Selection programmes and Campus transfer applications
  - 14 Terminology a First-year Student should know
  - 15 Qualities that contribute to the success of your studies
  - 16 Research: You are not just a number, your voice matters!



# Dumela **First-year**

**A**s preparations for the conclusion of first semester modules draw near, motivation may be low and panic at an all-time high, but our confidence in your ability to succeed remains unchanged. In this edition, we wanted to remind you of a few important points as to why it will all be worth it in the end.

Transitioning into university, you have had to learn a lot about rules and regulations and may have experienced a few misunderstandings along the way. Fear not first year, you are learning and growing through it all. You are developing grit and acquiring all the skills needed to be a competitive graduate and future employee.

At times you may have wanted to quit or change course but remember how hard you worked to acquire access to this key. So don't lose hope that it will open many doors that will eventually lead to the one where your aspirations lie. As things start to slow down, we would like you to take

a minute and pat yourself on the back for coming this far. Tell yourself "Well done...now, let's go ace those exams (or final assessments)!" and take an extra minute to visualize yourself walking across the stage at graduation proud to be a Kovsie.

Ours is to remind you that it is never too late to ask for help, that is why the Central Academic Advising office is here, to help you navigate university with as few hurdles as possible.

Predicate day (see definition in Terminology article) is just around the corner and your first batch of final assessment marks soon to be released, we hope that you will have achieved the goals you had set out for yourself in the beginning of this journey.

**#Sebenza (work) First Year**, you can do this!  
*Your Central Academic Advising Team*



# Navigating through your **first year**

**T**ransitioning from high school to university can be both an exciting and scary experience, as you are faced with the changes and challenges to do more and step out of your comfort zone. Students are torn between the safe space of their old environment while trying to find their feet within the new.

You may be thinking all I did was "SBWL" (yearn for) obtaining a degree, but I don't know how to survive my new reality. According to Strydom (2015), a majority of first year students find their university experience scary and confusing and they report feeling lost about the transition from high school to higher education and at times are unfamiliar with the university culture and lingo.

Along with having to adjust to the new jargon, first year students must find their way around the different academic platforms that are used within the university, such as the university website, Blackboard, Oracle PeopleSoft and Turnitin, used to submit academic work, communicate with lecturers as well as check grades as they progress to success.

The Central Academic Advising Office is here to support you as you embark on this journey, here to ensure the bumps are few and far between, and our **ADVICE** to you is that you participate in the following:

- Firstly, familiarize yourself with our user-friendly **university website**. All the information you will ever need is easily accessible, with documents and videos to help you navigate through what you need to know and who you need to know. Take some time out to explore all the exciting events taking place on campus that will contribute to a holistic and meaningful student academic journey.  
<http://www.ufs.ac.za>
- Secondly, make sure you acquaint yourself thoroughly with **ALL** your learning material. Knowing what is expected of you makes you want to always deliver your best. If you are unsure, **ASK** your lecturer/tutor/advisor. Blackboard provides you with easy how-to videos on navigating, managing, and balancing all your modules. <https://ufs.blackboard.com/>
- Lastly, get in contact with an **Academic Advisor from CTL** that will assist you in navigating through university and provide you with the necessary support and advice on how to be successful in your academics.

# Understanding General Rules and Faculty Rules

It is important to understand UFS general rules and faculty specific rules. Students are personally responsible for being well-informed with regard to general rules and faculty rules and complying with the said rules.

**T**here are two rules that I would like us to focus on which are from general academic rules and regulations as of 2022:

*A12.8 Progression rule in respect of undergraduate students (applicable to all programmes as from 2014, excluding access and distance learning programmes)*

With due allowance for the module requirements, students are required to attain the following minimum achievements in each study programme, for which the prescribed module combinations for each academic year have been stipulated in the curriculum. Unless a faculty determines a higher requirement for progression, which is published in the faculty's rule book, these progression rules will apply.



The progression requirements for three-year qualifications are as follows:

In the first year of registration for a qualification of all three-year undergraduate programmes, students are required to pass 48 credits (equivalent to three (3) 16-credit modules), to be allowed to start with the second year's study.

(ii) By the end of the second year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 112 credits (equivalent to seven (7) 16-credit modules) of their qualification, to be allowed to start with the third year's study.

By the end of the third year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 224 credits (equivalent to fourteen (14) 16-credit modules) of their qualification, to be allowed to start with the fourth year's study.



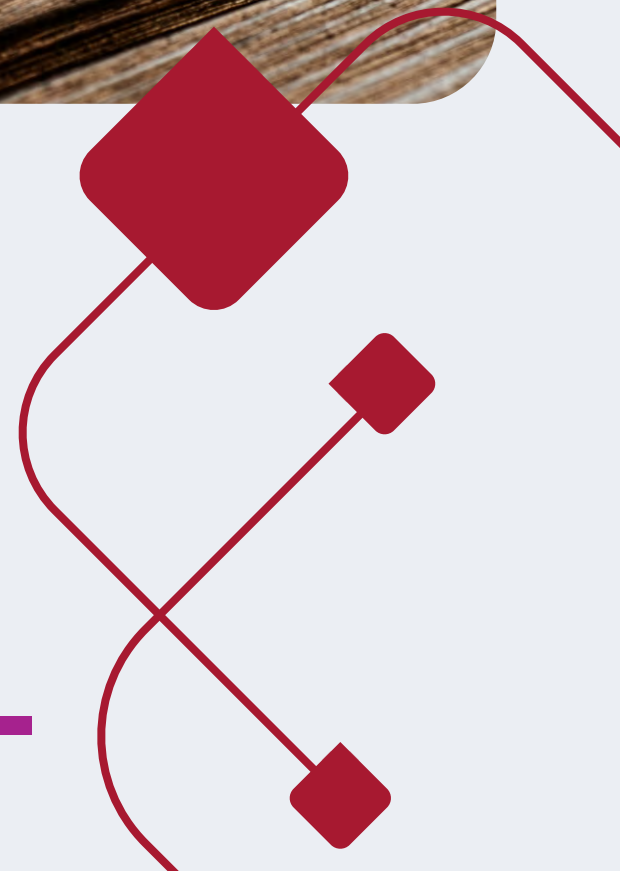


By the end of the fourth year of registration for a qualification of all three-year undergraduate programmes, students are required to have passed 288 credits (equivalent to eighteen (18) 16-credit modules) of their qualification, to be allowed to start with the fifth year's study.

By the end of the fifth year of registration for a qualification of all three-year undergraduate programmes, students are required to complete their qualification.

*A16 (a)(b) Switching qualifications and/or modules and/or instructional modes and/or migrating to another UFS campus/centre*

A student who, in her/his first year of enrolment in an undergraduate programme or degree, wishes to enrol for a different programme or degree in the following year, can apply to do before (i) the closing date for application for application for the relevant selection programme, or (ii) in the case of all other programmes, the last day of class in the second semester of the first year of registration.



## Faculty **Specific Rules**

Economic and  
Management  
Sciences

Theology and  
Religion

General  
academic rules  
and regulations can  
be accessed by  
clicking here:

Education

Natural and  
Agricultural  
Sciences

Health  
Sciences

Law

Humanities



# Changing your course on the **path to success**

By: Nonhlanhla Moleleki

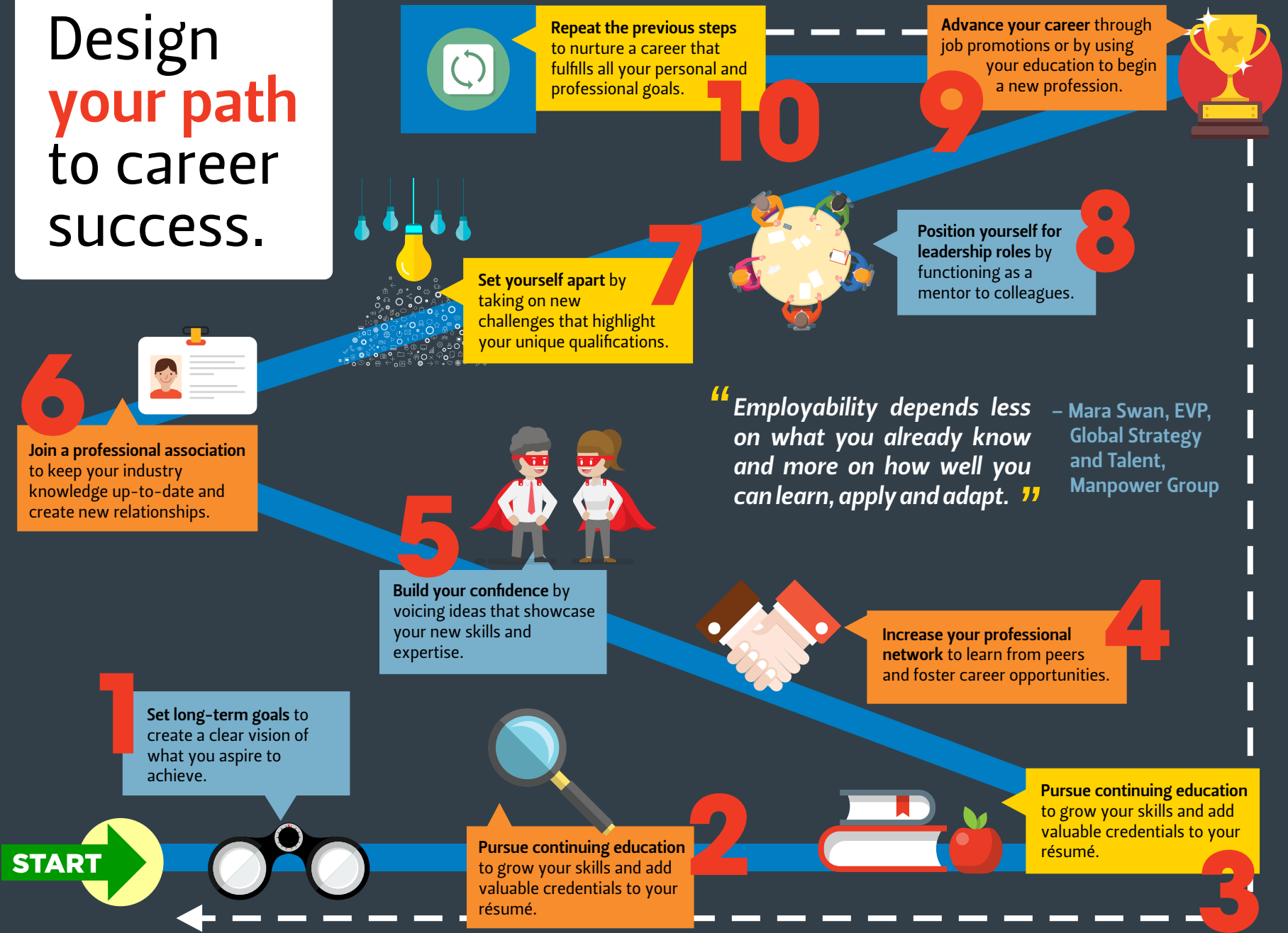
## **Change course on the path to success.**

If you are still in your first year and you realise that the course you are on is not the one for you, there are steps you can take to change that and study a degree that you are passionate about. Maybe you have been wondering how you can go about changing the course you are in; follow the below steps to reach a successful path:

1. **Know why you want to change**; perhaps you do not like the course, do not understand the course you are doing, do not perform well, or do not know which career suits you best. Whatever it may be, first start by answering the question; why do you want to change?
2. Start **searching for your interest courses and** ensure you meet the requirements.
3. Visit a **student counsellor for career counselling**. If it is challenging to find the courses you are interested in, you need career guidance involving psychometric testing.
4. Do a **comparative evaluation** of at least three courses to identify a few targets for in-depth research.
5. Visit **experts on that career** for more research, reach out to alumni or contact those in that career.
6. Search **which university provides** that course.
7. Visit an **academic advisor** if the course is provided at your current university to check if you can be credited.
8. Make **an application** if it is in another university. If you want to change institutions, you will have to apply the same way as commencing students.
9. Ensure you are **keeping a good score** on your current course; Whether you are changing institutions or looking at an internal transfer, you must ensure that you have maintained good academic results.
10. Now **start your new course** and enjoy!



# Design your path to career success.





# Academic support modules: why should it matter to you

By: Dr Brian Sibanda and Thandeka Maseko

**T**he University of the Free State provides for enhanced student learning in various ways. One of those ways is through the support/foundational courses that students do. For example, you might be familiar with the English Academic Literacy (EAL) for Humanities, Education, Law, and Natural Sciences and UFSS 1504/UFSS 1522 as support/foundational courses. Current research has shown us that support courses, such as mentioned here, are a huge determiner of a student's success.



## Why does it matter!

This is a critical question, and here are reasons why support courses matter, and why you need to attend and engage in those courses:

- The support courses provide a bridge between high school and your current academic demands in university.
- Higher Education can be a bit daunting sometimes (or all the time if you do not participate in your support courses) and student support plays an important role in enhancing your persistence.
- You have probably heard of students' low rate of completion and a low level of achievement in university - support courses provide you with adequate tools to help navigate higher education, your discipline of study, and your individual modules. This has proven to be effective in mitigating the low rate of completion and low level of achievement. Your road to success has been laid.
- The support courses are designed to take away the guessing game of writing, discipline socialisation and engaging academically. So why not take the opportunity to do the right thing the first time?
- Support courses also help you navigate the world of work by empowering you with some of the skills that are compulsory for the world of work - be it as an entrepreneur or employee.
- The courses directly contribute to graduate attributes and global citizenship.
- As budding young academics, the support courses develop confidence in your academic abilities, which is crucial in helping you succeed academically.
- Academia requires you to be a critical thinker; the support courses develop these skills to empower you to enrich your mind.
- Lastly, some of the support courses are compulsory and a graduation requirement. This means that, for such courses, you need to pass for you to graduate.







# Applications for Selection programmes and Campus transfer applications

*"I couldn't get into the programme I wanted, so I settled the next best thing that could get me in the varsity doors in hopes I could change along the way". How do I do that?*

Uni can be an exciting and challenging time in one's life, it is a time for immense growth, building not only of one's career but also relationships and life excitedly. It's a time of self-discovery and change and you may find that while you were set on a certain career path, it doesn't really fit in with who you become at different phases in your life. This article will discuss what selection programmes are, how they work, and how to change your programme and campus.

**Selection programmes** are specialized with limited space for applicants. The selection process is a holistic approach based on a points system including academic achievement,

cultural activities, sports, and leadership. UFS faculties have selection programmes that open along with all other UFS applications however they close earlier in the year than other programmes.

[https://www.ufs.ac.za/docs/librariesprovider44/prospectus/2023/ufs-undergraduate-prospectus-2023\\_edition-2.pdf?sfvrsn=e524e20\\_2](https://www.ufs.ac.za/docs/librariesprovider44/prospectus/2023/ufs-undergraduate-prospectus-2023_edition-2.pdf?sfvrsn=e524e20_2)

## Things to remember when thinking about transfers

- Seeking academic advice is an important first step
- Being in one faculty at the university does not grant you space in another faculty of programme
- A student who discontinued their studies for at least one academic year or was excluded must apply for readmission using an online application along with required documents
- An application must comply with UFS and faculty or programme specific admission or readmission requirements.

- All senior students not compliant with progression rules will be blocked from registrations
- If you got a conditional offer, you must do your part however the final decision is with the UFS and availability of space

The UFS has various rules and regulations that apply to all UFS students and are available on the universities website [https://www.ufs.ac.za/docs/default-source/policy-documents-documents/2022-general-academic-rules.pdf?sfvrsn=d2e37520\\_0](https://www.ufs.ac.za/docs/default-source/policy-documents-documents/2022-general-academic-rules.pdf?sfvrsn=d2e37520_0)

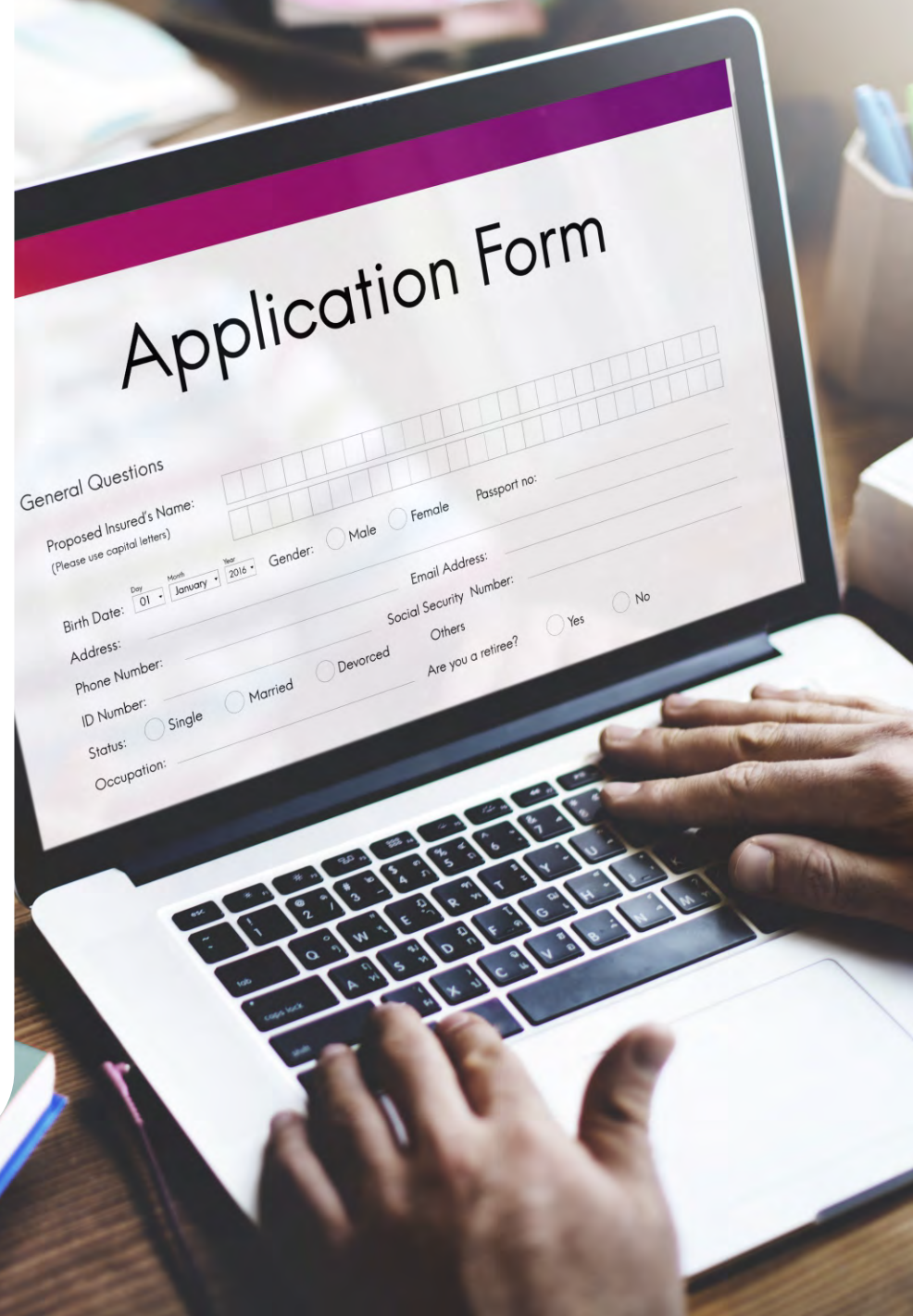
Let's go over this again, you want to change faculties Seek academic advice and ***you apply to that faculty.***

You want to change programmes within your own ***faculty you apply***

You got excluded, you appeal and if its unsuccessful, ***you apply for readmission to the UFS***

All applications must meet the requirements of both the UFS and the specific faculty

Applications at the UFS open in April each year and close on the 30th of September (dates may vary from faculty to faculty): <https://apply.ufs.ac.za/Application/Start>





# Terminology a First-year Student should know



## Assessment

**A**ssessment is the systematic evaluation of a student's ability to demonstrate the achievement of the learning goals intended in a curriculum. The purposes of this process of identifying, gathering, and interpreting information about a student's achievement are to (a) assist the student's development and improve the process of learning and teaching, and (b) evaluate and certify competence in order to ensure qualification credibility. Assessment can be done at various times throughout a learning programme and a comprehensive assessment plan will include either formative and summative assessment, or alternatively continuous assessment. The point at which the assessment takes place in a programme distinguishes these three types of assessment.

**Continuous assessment:** Continuous assessment is a component of assessment that is ongoing and is used to determine a student's achievement during the course of a particular level. It integrates assessment into the teaching and development of a student through ongoing feedback.

**Formative assessment:** Formative assessment is a type of assessment used to improve learning and to give feedback to students on progress made. It serves needs intrinsic to the educational process. It comprises a range of formal, non-

formal and informal ongoing assessment procedures that are used to focus teaching and learning activities to improve student attainment or are required for the purpose of a semester mark or predicate, i.e., admission to the summative assessment.

**Summative assessment:** Summative assessment is formalised assessment that is used to certify the attainment of a certain level of education. It is used to serve needs extrinsic to the educational process. Summative assessment takes place after the learning has been completed, i.e., at the end of a quarter, semester, or year, and provides information and feedback that sums up the teaching and learning process.

## Module mark/Predicate/Semester mark (Predicate Day 3 June 2022)

The calculated mark, rounded to an integer percentage, of a student's written, oral and/or practical work in a particular module, which is calculated in a way set out in the module guide and entitles the student to take an examination, provided that this mark is equal to or higher than the mark determined by the faculty. Only on attainment of the minimum laid-down mark will the student be granted admission to an examination.

# Qualities that contribute to the success of your studies



Certain qualities can make it easier for you to learn and grow within your own potential. If you invest time and effort in your studies this can help you realize these qualities and build your confidence, an important factor in determining your future career path. To ensure that you start well with your academics, you need to be organized, focused, and have an end goal in mind.

Additionally, being a successful university student will require you to attend all your lectures and tutorials, listen attentively while in class, and do everything that is required of you from the module.

To be a successful student, you should have goals. The most important place to start is to consider why you're here, what matters to you, and what you expect to get out of the experience. Lastly, consider the following tips

- Having long-term goals (university degree) lead to setting midterm goals (by semester) which can be broken down into short-term goals (completing an assignment)
- Writing out your goals helps you think more clearly about what you want to achieve.
- Having enthusiasm for daily life, accepting responsibility, being motivated and flexible, and making effective use of time are signs of a positive attitude.
- Planning is the single best way to stay focused and motivated to reach your goals
- When deciding what to do with your time, considering your priorities is a good way to decide what to do next.
- Goals help you set priorities and remain committed to your academic success

Research: You are not just a number,  
**your voice matters!**



## HELP US, HELP YOU!

Participate in the Beginning University  
Survey of Student Engagement (BUSSE)

The BUSSE helps us to understand first year students and their needs. Did you know that first year Kowsies spent:

**10**

hours per  
week

Average time  
spent on  
homework in  
secondary school.



**11**

hours per  
week

Average time  
expected to spend  
on homework in  
first year of  
university.



**5**

hours per  
week

Average time  
spent relaxing in  
secondary school.



**4**

hours per  
week

Average time  
expected to spend  
relaxing in first  
year of university.



**4**  
**10**

Students are  
worried that they  
will not be able to  
manage their time  
during their first  
year of study...

*We have  
developed support  
to assist.*



**2**  
**10**

Students do not  
think they  
will be able to  
study when there  
are other  
interesting things  
to do... We assist  
you to develop this  
level of focus.



Check your UFS4life email (from University of the Free State <[feedback@questback.net](mailto:feedback@questback.net)>) for the link to the BUSSE survey and add your voice so we can support you.





# CTL: The Write SITE



## What are the benefits of booking a consultation with the Write Site?

You will have a one-on-one session with a trained consultant who can help you with specific questions or errors regarding your assignment.

*There is always room  
for improvement - don't let your first draft  
be your final draft!*

## How do I book a consultation session?

### STEP 1

*Send on e-mail to the Write Site to request a booking and attach your assignment instructions, draft paper and Turnitin report summary and detailed similarity report*

Send an e-mail to [writesite@ufs.ac.za](mailto:writesite@ufs.ac.za) and include the following information:

CONTINUE

T: +27 51 401 7234 | E: [writesite@ufs.ac.za](mailto:writesite@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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AND LEARNING (CTL)

- Name and surname
- Student number
- Module Code
- Field of study
- Cell number
- Language of session
- Preferred date and time

## STEP 2

***Wait on a confirmation e-mail from the Write Site***

In response to Step 1, you will soon receive a booking confirmation e-mail from the Write Site ([writesite@ufs.ac.za](mailto:writesite@ufs.ac.za)). This e-mail will contain crucial session details that you will use at your consultation or the scheduled day and time.

### REMEMBER!

*Bookings can only be made two working-days in advance, and no booking can be made without the documents mentioned above. Please also remember that we do not operate on weekends, public holidays and university holidays.*

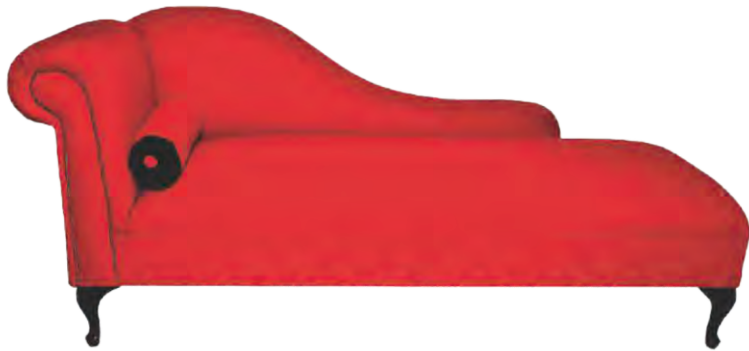
### REMEMBER!

*The consultant can only assist you with the draft paper you sent to us when making the booking. If you wish to be assisted with an updated version, please contact us to rebook your session. You are welcome to come as often as you like - it is a free service and we are happy to assist you.*



CTL:  
**The Write**  
SITE





# STUDENT COUNSELLING & DEVELOPMENT (SCD)

## WEBINARS 2022

### Anger Management

24/03; 04/08 (Thursdays) & 28/09 (Wednesday) @ 12:00 - 14:00

### Assertiveness

28/04; 18/08; 08/09 (Thursdays @ 12:00 - 14:00)

### Coping with Stress

10/03; 26/05 (Thursdays @ 12:00 - 14:00)  
21/07; 05/08 (Fridays @ 10:00 - 12:00)

### Emotional Intelligence

29/04 (Friday @ 10:00 - 12:00) & 09/06 (Thursday @ 12:00 - 14:00)

### Mental Health Survival Guide

11/04; 16/05; 13/06; 25/07;  
15/08 (Mondays @ 10:00 - 11:30);  
12/09 (Monday @ 11:00 - 12:30)

### Healthy Romantic Relationships

13/05 (Friday @ 10:00 - 12:00) & 28/07 (Thursday @ 12:00 - 14:00)

### Relaxation

23/06; 20/10 (Thursdays @ 12:00 - 14:00)

### Self-Care

30/06; 27/10 (Thursdays @ 12:00 - 14:00)

### Self-Discovery

(Thursdays @ 12:00 - 14:00) & 22/07 (Friday @ 10:00 - 12:00)

### Test & Exam Anxiety

12/05; 01/09 (Thursdays @ 12:00 - 14:00)



[Click here](#) to access the **SCD Webinars**.

T: +27 51 401 2853 | E: [scd@ufs.ac.za](mailto:scd@ufs.ac.za) | [www.ufs.ac.za/kovsiecounselling](http://www.ufs.ac.za/kovsiecounselling)

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through quality, impact, and care.*

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FREISTATA



UFS  
STUDENT AFFAIRS  
STUDENTESAKE  
DITABA TSA BAITHUTI  
CAREER SERVICES





# Student Support **Directory**

12:00


☰

**A\_STEP tutorial support  
(BFN and QQ campuses)**

T: +27 51 401 9111 (Option 2)



**WhatsApp:**  
T: +27 87 240 6370





12:00

☰


**UFSS Module Office:**

**Bloemfontein Campus:**  
+27 51 401 7407/7327  
E: UFS101@ufs.ac.za



**QwaQwa Campus:**  
T: +27 58 718 5157  
E: UFS101qq@ufs.ac.za





12:00

☰



**Advising, Access and Success (AAS) Office  
Bloemfontein Campus:**



**Bloemfontein Campus:**  
E: advising@ufs.ac.za


**QwaQwa Campus:**  
E: advisingqq@ufs.ac.za

**South Campus:**  
E: advisingqc@ufs.ac.za

T: +27 51 401 9111 (option 2)  
**Chat with an advisor on  
WhatsApp/Telegram:**  
T: +27 87 240 6370





12:00



☰

**National Benchmark Test (NBT) and  
English Academic Literacy (EAL):**



Call the UFS NBT office at


**Bloemfontein Campus:**  
T: +27 51 401 2448  
E: nbt@ufs.ac.za

**QwaQwa Campus:**  
T: +27 58 718 7137  
E: NBTQwa@ufs.ac.za



**Alternatively,  
contact the call centre at**  
T: +27 51 401 9111 (option 2)





12:00

☰


**WriteSite**

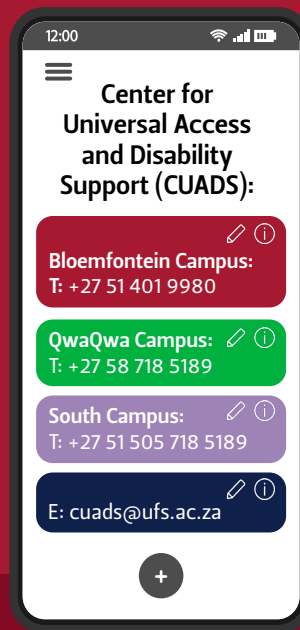
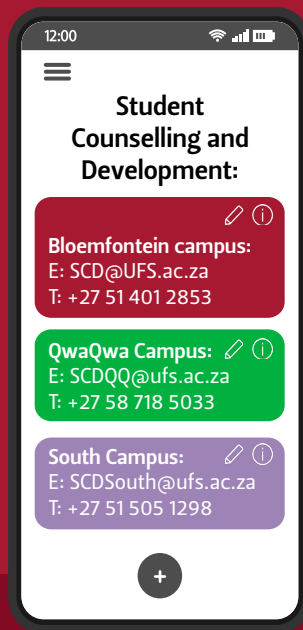
 

**Bloemfontein Campus:**  
T: 051 401 2324/7355  
E: writesite@ufs.ac.za

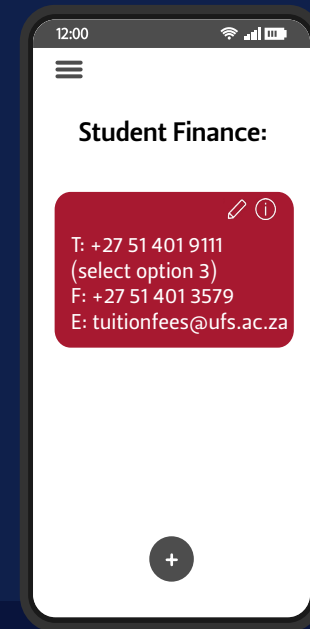
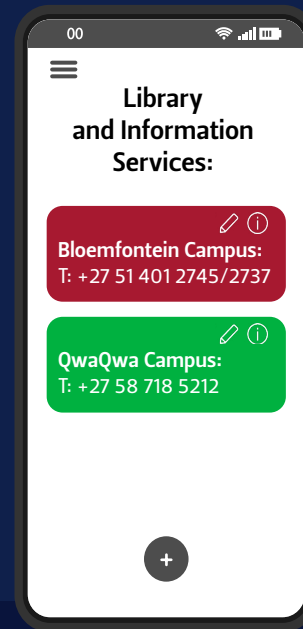
 

**QwaQwa Campus:**  
E: writesiteqq@ufs.ac.za









### Faculty Support: Bloemfontein, QwaQwa, and South Campus

Faculty of	Bloemfontein Campus	QwaQwa Campus
Economic and Management Sciences	EMSAdvice@ufs.ac.za	emsqqc@ufs.ac.za
The Humanities	Humanities@ufs.ac.za	AdviceHumQQ@ufs.ac.za
Education	eduinfo@ufs.ac.za	EDUQQ@ufs.ac.za
Law	lawadvising@ufs.ac.za	
Theology and Religion	theology@ufs.ac.za	
Natural and Agricultural Sciences	nasadvising@ufs.ac.za	nasadvising@ufs.ac.za
Health Sciences	StudentAdminFHS@ufs.ac.za	



# Hello

## FIRST-YEAR

2<sup>ND</sup> EDITION

