

# Hello Senior

#UFSMyAdvice

**Kovsies**<sup>®</sup>  
Advice



This work is licensed under the Creative Commons Attribution-Non-commercial-ShareAlike 4.0 International License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/4.0/>.

T: +27 51 401 7421 | E: [advising@ufs.ac.za](mailto:advising@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

UFSUV | UFSweb | UFSweb | ufsuv

*Inspiring excellence. Transforming lives.*

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



**UFS**  
CENTRE FOR TEACHING  
AND LEARNING (CTL)

04

From emergency to emergence, road to academic success

06

Success Checklist for the first semester

08

Bouncing Forward - Building Resilience

13

Getting acquainted with my Rulebook

16

Finding Work/life integration

19

Stay connected, Get support

25

UFS Careers Services

29

Maximising my library

31

Advice at your Fingertips! Online  
advising workshops

# CONTENT



From emergency to emergence,  
**road to academic success**





# From emergency to emergence, road to academic success

Welcome back UFS students, from all four corners of the globe!

The UFS community is excited to welcome you back! As the 2021 academic year and teaching and learning kicks off, we find ourselves in a new emergence. Having survived the 2020 emergency state, things have changed a bit for all of us but what matters is we have remained committed to academic excellence.

In many facets of our lives, we have had to re-imagine our way of being in 2021 and as we did it together last year, we will most certainly get through it again together this year.

The UFS in 2021 will continue providing you with the highest quality of education and support, whether you will be having face-to-face, online or multimodal/blended learning and teaching. You are encouraged to keep stay connected, keep learning and make use of all the available support!

Even though the UFS is offering limited access to campus, support services are still available. The same services you were used to on campus, will continue to be available remotely, including the **UFS Library, Academic Advising Tutorial Support, Student Affairs and the Student Counselling and Development** unit.

In 2020 we had the *#UFSLearnOn* campaign and this year you will be seeing the *#UFSMyAdvice* campaign. This campaign will be your main source of teaching and learning support for this academic year.

Remember to reach out when you need help, the UFS community is ready to assist!

Make the most of this academic year!

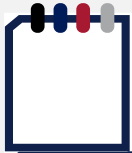




## Success Checklist for the first semester



# Success Checklist **for the first semester**



Review your proof of registration

Please ensure that you have been enrolled for the correct modules, refer to your Faculty Rulebook for clarity



Do you have access to your UFS emails?

Please keep a lookout on your emails, all-important information will be communicated through emails.



Do you have a time-table

[Click here](#) for timetabling at UFS 2021.  
Look below for different forms of learning offered at the UFS.



Do you have a working device

Computer or a smartphone-compatible for online learning



Do you have access to the internet

Please ensure you have a secure internet spot (try different spots in and around your house)



Do you have Global ProtectApp

See the "Maximising connectivity" article below



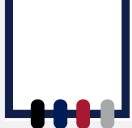
Have you signed up for tutorials

For some modules, you will be expected to attend a tutorial session, make sure you have signed up for a slot. This information will be communicated on your Blackboard by your lecturer,



Have you planned your week (Time-tabling and scheduling)

If you need help please email [advising@ufs.ac.za](mailto:advising@ufs.ac.za) (BFN) or [advisingqq@ufs.ac.za](mailto:advisingqq@ufs.ac.za) (QQ)



*Remember to visit the Senior Experience page on the Student Success Portal!*





## Bouncing forward - **Building Resilience**



# Bouncing forward – **Building Resilience**

*In times of adversities, only those that can show resilience have the ability to “bounce back”, get back on the wagon, and “recover from difficulties”, no matter what the challenges. A resilient person is someone who can recover from misfortune or change. Being resilient can help you reach your dreams and complete your academic year, despite challenges you might face. We would like to share a few ideas on resilience with you, as well as share a few tips on how you can build resilience in your own life as a student at the UFS.*





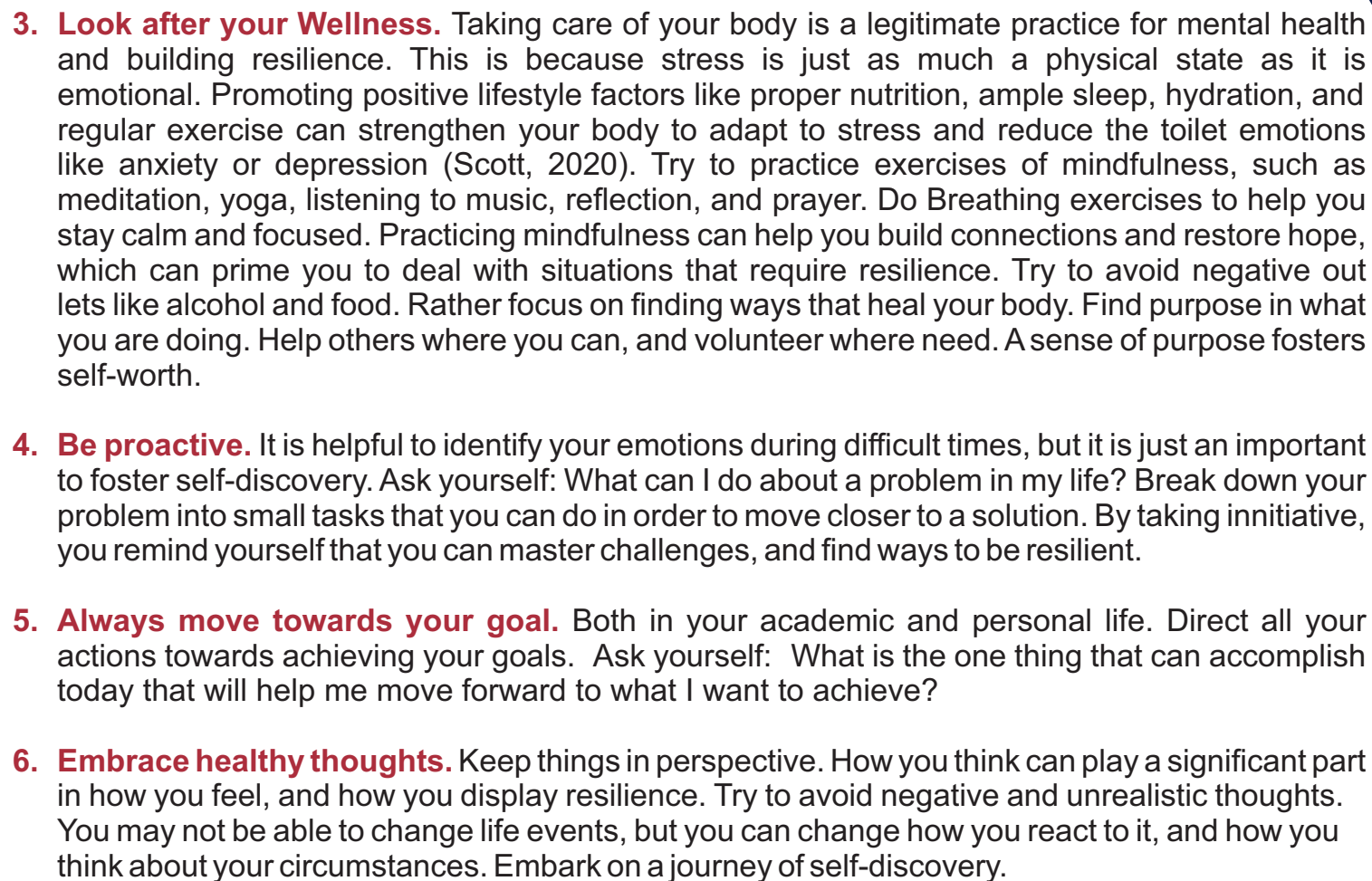
## Firstly, here are a few facts that you need to know about resilience:

1. Resilience can be built. You are not born with it, and you can develop resilience in your own life through practice and endurance.
2. Resilience is not about surviving, but about finding ways of thriving despite challenges you might face in your life.
3. Challenges affect people differently. What might be something trivial for some, might cause a lot of discomfort and adaptation for others.
4. Resilience can also involve profound personal growth.
5. Adversities do not have to determine the outcome of one's life. Although you might not be able to control what happens to you, you can control how you react, and overcome adversities.
6. Resilience involves ordinary people, rather than extraordinary people. It involves behaviours, thoughts, and actions that anyone can learn.
7. It is often through facing hardships and challenges that help one builds resilience.



## Here are some practical tips that can help build reliance (Scott, 2020):

1. **Remind yourself every day to stop and think before you act.** Oftentimes, we want to react immediately, however, waiting and taking time to collect your thoughts and acknowledge your emotions might change the way you approach a challenge.
  2. **Build your connection** - Prioritise relationships. Connecting with empathetic and understanding people can remind you that you are not alone. Find trustworthy and compassionate people who will support you and motivate you on your student journey. Connect to groups with people who share experiences. Social support can help you reclaim hope in difficult times. Join class WhatsApp groups, connect with a resident community, or join campus student associations.
- 

- 
3. **Look after your Wellness.** Taking care of your body is a legitimate practice for mental health and building resilience. This is because stress is just as much a physical state as it is emotional. Promoting positive lifestyle factors like proper nutrition, ample sleep, hydration, and regular exercise can strengthen your body to adapt to stress and reduce the toilet emotions like anxiety or depression (Scott, 2020). Try to practice exercises of mindfulness, such as meditation, yoga, listening to music, reflection, and prayer. Do Breathing exercises to help you stay calm and focused. Practicing mindfulness can help you build connections and restore hope, which can prime you to deal with situations that require resilience. Try to avoid negative out lets like alcohol and food. Rather focus on finding ways that heal your body. Find purpose in what you are doing. Help others where you can, and volunteer where need. A sense of purpose fosters self-worth.
  4. **Be proactive.** It is helpful to identify your emotions during difficult times, but it is just an important to foster self-discovery. Ask yourself: What can I do about a problem in my life? Break down your problem into small tasks that you can do in order to move closer to a solution. By taking innitiative, you remind yourself that you can master challenges, and find ways to be resilient.
  5. **Always move towards your goal.** Both in your academic and personal life. Direct all your actions towards achieving your goals. Ask yourself: What is the one thing that can accomplish today that will help me move forward to what I want to achieve?
  6. **Embrace healthy thoughts.** Keep things in perspective. How you think can play a significant part in how you feel, and how you display resilience. Try to avoid negative and unrealistic thoughts. You may not be able to change life events, but you can change how you react to it, and how you think about your circumstances. Embark on a journey of self-discovery.




7. **Maintain a hopeful outlook.** Try to visualize what you want, rather than what you fear.

8. **Learn from the past.** Look back at difficult situations, and ask yourself what you have learned, and where you found strength during these times. Make a list of resources that you have around you, and see how you can use resources to develop strategies for building resilience.

Click on the link to read the Wellbeing Warriors article on Resilience: Resilient warriors are created in times of war, not peace:

[https://www.ufs.ac.za/docs/default-source/all-documents/resilience-final-2020d76cfae65b146fc79f4fff0600aa9400.pdf?sfvrsn=73789521\\_0](https://www.ufs.ac.za/docs/default-source/all-documents/resilience-final-2020d76cfae65b146fc79f4fff0600aa9400.pdf?sfvrsn=73789521_0)





Getting acquainted  
**with my Rulebook**

# Getting acquainted **with my Rulebook**

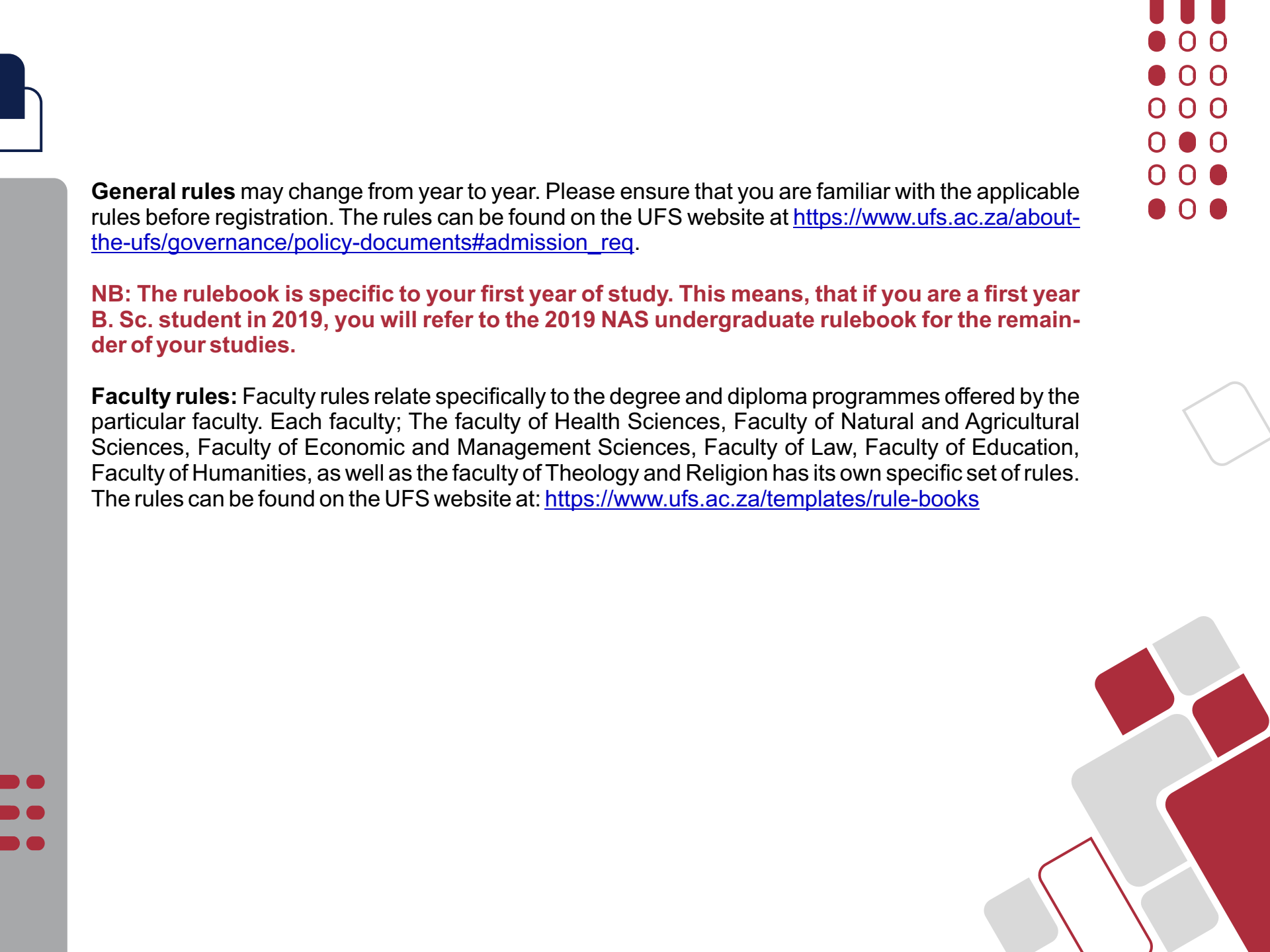


A **rulebook** is defined as the regulations or standards of behaviour that should be followed in a particular organization or institution. The UFS rulebook is made up of general rules, and then from the general rules consists of faculty-specific rules.

The General Rules apply to all students, faculties are set out in the General Rules for Undergraduate Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Master's Degrees, Doctoral Degrees, Higher Doctorates, Honorary Degrees, and the Convocation for 2021 (hereafter referred to as the General Rules). Important things students should note in the rulebook include:

- Admission requirements for study at the University;
- How to register for a programme. (These rules include details on how to change programmes, simultaneous registration, and whether credit can be given for work done at other higher education institutions.)
- What is required to pass a module, or to be awarded a distinction (These rules include rules and details about tests, examinations and special examinations, rules about marks, rules that apply if a student misreads the examination timetable, and rules about readmitting students to or excluding students from programmes.)





**General rules** may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the UFS website at [https://www.ufs.ac.za/about-the-ufs/governance/policy-documents#admission\\_req](https://www.ufs.ac.za/about-the-ufs/governance/policy-documents#admission_req).

**NB: The rulebook is specific to your first year of study. This means, that if you are a first year B. Sc. student in 2019, you will refer to the 2019 NAS undergraduate rulebook for the remainder of your studies.**

**Faculty rules:** Faculty rules relate specifically to the degree and diploma programmes offered by the particular faculty. Each faculty; The faculty of Health Sciences, Faculty of Natural and Agricultural Sciences, Faculty of Economic and Management Sciences, Faculty of Law, Faculty of Education, Faculty of Humanities, as well as the faculty of Theology and Religion has its own specific set of rules. The rules can be found on the UFS website at: <https://www.ufs.ac.za/templates/rule-books>





Finding Work/**Life** integration

# Finding Work/**Life** integration

By now you may be quite familiar with the challenges of balancing your work/studies with life responsibilities and hearing that this semester or year will continue in a blended mode might make you anxious. But the problem with seeing it as a balancing act between these two concepts is to say that work is separate from life and we know that it is messier than that<sup>1</sup>. Another perspective to coping with all your roles is to rather view them as flowing and make efforts to integrate all aspects of life such as work/studies, home/family, community, personal well-being, and health<sup>2</sup>. In doing so, you can find creative ways to manage your time effectively.

<sup>1</sup> Cheng-Tozun, D. (2021) *Work-Life Balance vs. Work-Life Integration: How Are They Different, and Which One Is for You?* The framework has promises and limitations. Here are 3 ways to make the most of it. Retrieved from: <https://www.inc.com/dorcas-cheng-tozun/how-work-life-integration-can-help-you-have-it-all.html>

<sup>2</sup> UC Berkeley Haas School of Business (2021) *Work/Life Integration*. Retrieved from: <https://haas.berkeley.edu/human-resources/work-life-integration/>



## Here are 5 tips to integrate and manage all aspects of your life:

### 1. Take stock of your resources

You are not alone in all this, so note all the resources that you have at your hand. This includes people like family members and friends, your central advisors in the office of Advising, Access and Success in CTL and other UFS support services to help you, to physical resources such as a room for studies or a library/outside space to study, to certain quiet times in the day/night. Once you took stock, the most difficult part is to then reach out and make use of these, but it will be worth it.

### 2. Blend activities

Although this can be seen as multitasking, the trick is to take only 2 activities that do not require constant focus and combine them. An example might be if you need to help your siblings with school-work and prepare meals, these tasks/chores can be blended.

### 3. Create a realistic schedule

It is important to have a realistic schedule for the week ahead. This schedule might need to change from week to week or month to month depending on your responsibilities. Nevertheless, a realistic schedule that incorporates all your responsibilities will help ensure that you get through all your studies as well as other responsibilities that also take time. The central advisors created a free online resource to help you create a schedule [here](#).



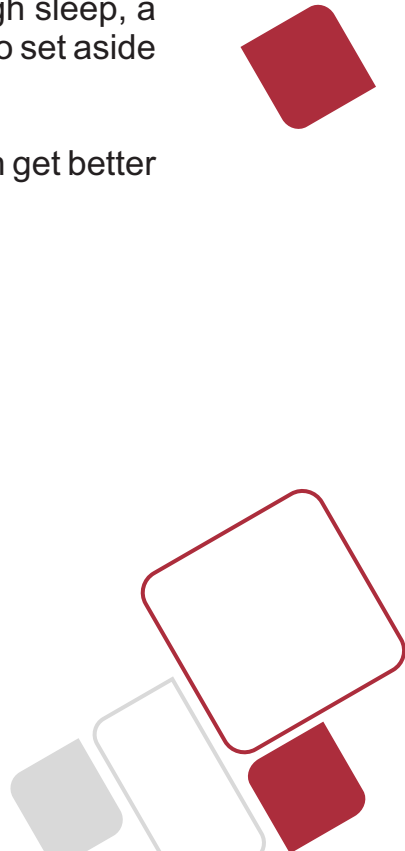
#### 4. Coordinate and communicate with family

When you communicate with your family and explain what support you would want from them in your studies, you might be surprised how supportive and helpful they can be. If you don't indicate what you need and how they can help (even if it is to leave you for 2 hours at a time).

#### 5. Remain committed to some boundaries

Even the best integrators of work/life need time to rest. Your body and brain need enough sleep, a break from concentrating, exercise and healthy food to function optimally. You thus need to set aside enough time each day and week to also rest.

Remember throughout all this that none of us will do this perfectly, but with practice we can get better at it. Stay flexible and be kind to yourself as well.





STAY Connected, **Get Support**

# STAY Connected, **Get Support**

## **Senior Student Experience/Tutorial support**

Bloemfontein and Qwaqwa Campus: +27 51 401 2444

Email: [GPS@ufs.ac.za](mailto:GPS@ufs.ac.za)

WhatsApp: +27 87 240 6370

## **UFSS Module Office:**

Bloemfontein Campus: +27 51 401 7407/051 401 7327

QwaQwa Campus: +27 58 718 5186

Email: [UFS101@ufs.ac.za](mailto:UFS101@ufs.ac.za)

## **Academic Advising Office**

Bloemfontein Campus: [advising@ufs.ac.za](mailto:advising@ufs.ac.za)

QwaQwa Campus: [advisingqq@ufs.ac.za](mailto:advisingqq@ufs.ac.za)

South Campus: [advisingsc@ufs.ac.za](mailto:advisingsc@ufs.ac.za)

Tel: +27 51 401 2444

Chat with an advisor on WhatsApp: +27 87 240 6370

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

Call the UFS NBT office at +27 51 401 2448 (Bloemfontein)

Bloemfontein: [nbt@ufs.ac.za](mailto:nbt@ufs.ac.za)

Qwaqwa: [NBTqwa@ufs.ac.za](mailto:NBTqwa@ufs.ac.za)

Alternatively, contact the call centre at Tel: +27 51 401 2444



## Recognition of Prior Learning (RPL)

Bloemfontein Campus: +27 51 401 7357/7326

QwaQwa Campus: +27 58 718 5120

E: [RPLOffice@ufs.ac.za](mailto:RPLOffice@ufs.ac.za)

## WriteSite

Tel: +27 51 401 2324/7355

Email: [writesite@ufs.ac.za](mailto:writesite@ufs.ac.za)

## Blackboard:

Tel: +27 51 401 9452

Email: [ehelpdesk@ufs.ac.za](mailto:ehelpdesk@ufs.ac.za)

## Student Counselling and Development:

Bloemfontein campus: [SCD@UFS.ac.za](mailto:SCD@UFS.ac.za) / +27 51 401 2853

QwaQwa Campus: [SCDQQ@ufs.ac.za](mailto:SCDQQ@ufs.ac.za) / +27 58 718 5033

South Campus: [SCDSouth@ufs.ac.za](mailto:SCDSouth@ufs.ac.za) / +27 51 505 1298

## Housing and Residence:

Bloemfontein Campus: +27 51 401 3455/3562

QwaQwa Campus: +27 58 718 5031

South Campus: +27 51 505 1564

Email: [resapplications@ufs.ac.za](mailto:resapplications@ufs.ac.za)



## **Center for Universal Access and Disability Support (CUADS):**

Bloemfontein Campus: +27 51 401 9980

QwaQwa Campus: +27 58 718 5189

South Campus: +27 51 505 718 5189

Email: [cuads@ufs.ac.za](mailto:cuads@ufs.ac.za)

## **Career Services:**

Tel: +27 51 401 7393

Email: [career@ufs.ac.za](mailto:career@ufs.ac.za)

## **International Affairs:**

Email: [internationalenquiries@ufs.ac.za](mailto:internationalenquiries@ufs.ac.za)

## **Protection Services:**

Bloemfontein Campus: +27 51 401 2634/2977

QwaQwa Campus: +27 58 718 5460

South Campus: +27 51 505 1217

## **Student Finances:**

Bloemfontein Campus: +27 51 401 2806 /3003

QwaQwa Campus: +27 58 718 5024

Email: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)








## **Library and Information Services:**

Bloemfontein Campus: +27 51 401 2745/2737





QwaQwa Campus: +27 58 718 5212.

Faculty Support: Bloemfontein Campus



## Faculty Support: Bloemfontein Campus

Faculty of	Email Address
 Education	<a href="mailto:eduinfo@ufs.ac.za">eduinfo@ufs.ac.za</a>
 Economic and Management Sciences	<a href="mailto:EMSAdvice@ufs.ac.za">EMSAdvice@ufs.ac.za</a>
 The Humanities	<a href="mailto:humreg@ufs.ac.za">humreg@ufs.ac.za</a>
 Health Sciences	<a href="mailto:StudentAdminFHS@ufs.ac.za">StudentAdminFHS@ufs.ac.za</a>
 Law	<a href="mailto:LAWadvising@ufs.ac.za">LAWadvising@ufs.ac.za</a>
 Natural and Agricultural Sciences	<a href="mailto:nasadvising@ufs.ac.za">nasadvising@ufs.ac.za</a>
 Theology and Religion	<a href="mailto:theology@ufs.ac.za">theology@ufs.ac.za</a>

## Faculty Support: QwaQwa Campus

Faculty of	Email Address
 Education	<a href="mailto:EDUQQ@ufs.ac.za">EDUQQ@ufs.ac.za</a>
 Economic and Management Sciences	<a href="mailto:emsqqc@ufs.ac.za">emsqqc@ufs.ac.za</a>
 The Humanities	<a href="mailto:AdviceHumQQ@ufs.ac.za">AdviceHumQQ@ufs.ac.za</a>
 Natural and Agricultural Sciences	<a href="mailto:naturalscienceqq@ufs.ac.za">naturalscienceqq@ufs.ac.za</a> / <a href="mailto:nasadvising@ufs.ac.za">nasadvising@ufs.ac.za</a>

## Faculty Support: South Campus

Faculty of	Email Address
 Economic and Management Sciences	<a href="mailto:VanStadenCR@ufs.ac.za">VanStadenCR@ufs.ac.za</a>
 Natural and Agricultural Sciences	<a href="mailto:OosthuizenME@ufs.ac.za">OosthuizenME@ufs.ac.za</a>



UFS Careers Services



Scan, click and  
EXPLORE more...



### BELINDA JANEKE,

from Career Services at the University of the Free State.

Career Services at the UFS is here to guide you from registration to graduation, and into the workplace.

Hello, we are...

Our services range from personal appointments for guidance and advice, work-readiness programmes, to career fairs, entrepreneurship events, and more.



#### WORK-READINESS PROGRAMMES

Our work-readiness programmes will teach you valuable skills, including communication and negotiation, networking, job hunting, designing a new-age CV, establishing your personal brand, setting up a detailed professional LinkedIn account, mindset skills for the Fourth Industrial Revolution, and ultimately we guide you to get the job you want.



#### CAREER DEVELOPMENT

Participate in a career development programme consisting of online and face-to-face interactions to develop a career plan, goals and objectives. The programme focuses on self-awareness exercises and assessments, determining what your strengths and development areas are, and how to take charge of your future.



#### COMPANY RELATIONS

Explore careers and connect with potential employers to guide you on the requirements you lack, so that you can learn it while studying. We also encourage students to get part-time or vacation work to gain valuable skills needed to enter the job market. We regularly advertise bursaries, vacation work, internships, and graduate programmes on our Blackboard page, Facebook page, website, and email. Various companies visit our campuses to engage with potential employees and to present their offerings to students. Career Services is a stakeholder in the entrepreneurial value chain at the UFS, and create awareness around entrepreneurship, the growth mind set and increasing employability skills of graduates.



#### SPECIAL PROJECTS

Career Services form part of the UFS Diamond league offering where selected students will get personalised online workshops, coaching in the virtual or traditional career fair, and dual-track coaching (received from Career Services, CTL, and industry representatives or functional area-specific coaching).



#### VOLUNTEER OPPORTUNITIES

We offer volunteer opportunities to registered students in order to gain valuable work skills, and in return, you will receive a reference letter from Career Services specifying the specific skills you have obtained. Volunteers get the opportunity to present workshops, conduct mock interviews with a student to prepare for a job interview, assist students in updating their CVs, and learn valuable transferrable skills in the process.



#### CAREER CLOSET PROJECT

Don't have money to purchase professional gear for your job interview or first job? We've got you covered – literally! The Career Closet project depends on donations we receive from students, staff, and the community. Professional clothes in good condition are donated to our office, and any registered student can pick what they need and take it home forever – for free!

Most of our offerings are also available online and you can complete workshops in your own time.

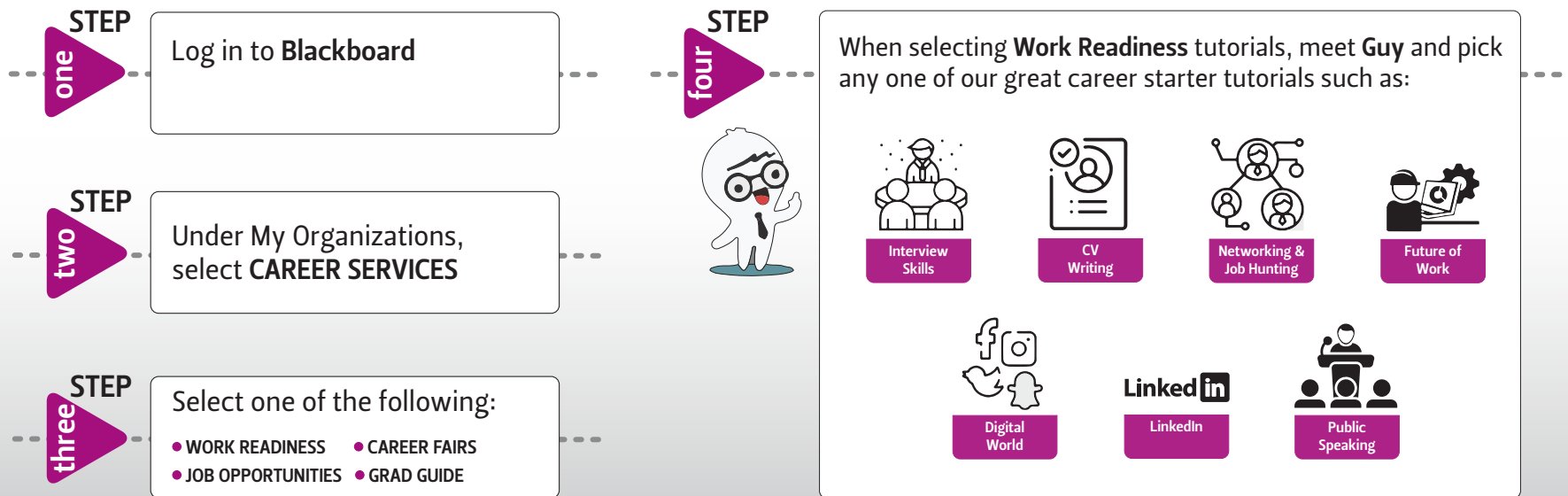




# Career Services on Blackboard

Need some help preparing for your new career,  
but having trouble finding the time?

Use the **4 easy steps** and get access to **great advice**  
and **online tutorials**.



T: +27 51 401 7393 | E: [career@ufs.ac.za](mailto:career@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

UFSUV | UFSweb | UFSweb | ufsuv

*Inspiring excellence. Transforming lives.*

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



**UFS**  
STUDENT AFFAIRS  
STUDENTESAHE  
DITABA TSA BATHUTI  
CAREER SERVICES



Maximising my **Library** use

# Maximising my Library use

Whether you are studying from home or were able to return to campus, we would like to help you make the most of using the library and ensure you excel academically.

The UFS Library staff are available to support students in the Library and Online. The Library spaces are also available for students with permits to access the campus, to study, and to loan print books. There are book drop boxes at the entrance of the Library and at the Visitors Centre to return Library books.

For your convenience you may visit the UFS Library Webpage (<https://www.ufs.ac.za/library>) to familiarize yourself with all services that the Library offers, this includes the Online services.

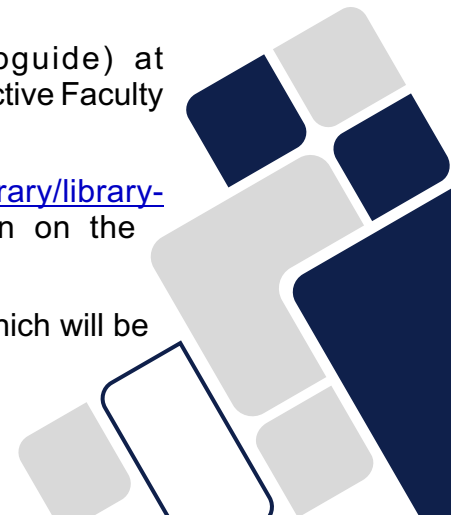
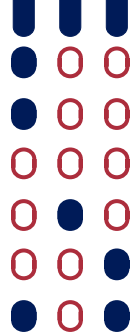
Most of the frequently asked questions are answered on "How to do I" (<https://ufs.libanswers.com/index.php>) on the Library Webpage, this is an interactive service where you will find answers to your questions and may ask questions when you are unsure or having difficulty.

Since we are striving to deliver an excellent online experience, the Library subscribes to many online Journal Databases and eBooks (<https://ufs.libguides.com/eresources>) which you can access from any location, on and off-campus. **NB. - To access the electronic resources from off-campus you need to authenticate with your [studentnumber@ufs.ac.za](mailto:studentnumber@ufs.ac.za), and NOT [studentnumber@ufs4life.ac.za](mailto:studentnumber@ufs4life.ac.za), e.g [2022012100@ufs.ac.za](mailto:2022012100@ufs.ac.za), and your password.**

For additional support and information visit your Faculties Library Guide (Libguide) at <https://ufs.libguides.com/>. The contact details of your Faculty Librarian are available in the respective Faculty Libguide.

You may also get support through using the Ask-A-Librarian (<https://www.ufs.ac.za/library/library-information-services/unlisted-page/ad-hoc-page-for-each-template/ask-a-librarian>) function on the Library webpage.

You may also schedule an Online training session or reference interview with your Librarian which will be delivered through Blackboard Collaborate.





Advice at your Fingertips  
**Online advising workshops**



# Academic Advice at your fingertips!

Not able to reach an academic advisor to help you navigate strategies to support your learning and academic success? TheCentral Academic Advisors have developed a series of short online workshops that you can complete at your own pace and time. What will it cost, you might ask? Nothing. We have ensured that you do not incur data costs! Don't be left behind! Access the support you need.

Click on the workshop title to access the link:



WORKSHOP	DESCRIPTION
Healthy Sleep Habits for Online Learning	A healthy student life starts with effective sleep habits. Find out how you can ensure that you get enough sleep to be the best version of you.
Note-taking Strategies that work	Notes are more than merely writing down what you read. Find your way to creative note-taking strategies that will boost your studying, and help you revise work effectively and efficiently.
Time management strategies when studying from home	Studying from home has many challenges. This workshop might help you get a fresh perspective on how you are currently managing your time between all the realities of being at home.
A New Study Approach: PRSST	Here is a new study strategy that is sure to help you grasp those difficult parts of your module content. . Thstrategy is designed to help you with comprehension, and retention of information in your long-term memory.
Setting goals to stay successful	Keep your eye on the prize! Make sure you don't lose sight of your goals. Let this workshop help you clarify your vision, and set short- and long-term goals for academic and personal success.
Stress Free Academics	Faced with difficult times, this workshop is aimed at helping you deal with the everyday pressures of being a student. Work your way through this content for helpful ways of dealing with academic stress, and get connected to helpful resources.
Get Ready for the Exam	Ensure you remain ready for online assessments. Find helpful information and tips that will help you prepare for and work through a variety of online assessments. Be ready to ACE your assessments!
10 Habits of Successful Online students	As Aristotle said: "We are what we repeatedly do. Excellence, then, is not an act, but a habit." This workshop will help you develop Healthy Habits that will ensure you are successful in the current remote learning environment.

