

#UFSMyAdvice

Kovsies[®]
Advice

SUPPORT  RESILIENCE  DETERMINATION

EQUALS **POST** PANDEMIC
READY



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UFS
CENTRE FOR TEACHING
AND LEARNING (CTL)

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Hello senior – get second-semester ready!

You have reached the halfway mark for 2021 academic year and are well on your way to academic success! It is important that you get geared up and ready, as this third quarter is packed with classes, content, assessments, and assignments. Make sure you are not caught off guard, here are easy steps to help you succeed:

1. Know your modules

The first step is to go through the Blackboard pages of each of your modules, and make sure that you know what is expected of you. Reflect on the following questions:

- How will the classes be presented?
- How is the content of this module structured?
- When will the assessments take place and how?
- Where do I allocate the learning outcomes?
- What materials do I need to get organised for this module?
- What platforms will be used for communication in this module (Blackboard/WhatsApp groups/ email / class announcements)?

2. Plan your study time

Now, it is time to structure your week and study time. Make sure you know how much study time you need to set apart each week, and how to develop a study routine for yourself. When setting up a study timetable, include your classes, tutorials, and revision time for each module. We have developed an online workshop that can assist you with the process: [Click here](#).

3. Get support

Make sure you know where you can find academic, social, and emotional support. [Click here](#) to visit the UFS support services page.

4. Be proactive

Of course, the more you advance in your academic career, the more challenging course content will become, and the deeper you would need to engage with, and understand content. Therefore, it is important that you adapt your study strategies to being proactive. Here are some tips that might help you take a proactive approach in your studies:

- Make sure you download course materials, and save them in a folder on a secure device, so that you have everything available during teaching interactions.
- Develop study methods that help you study smart and save you valuable time. [Click here](#) to learn more.
- Prepare well in advance for assessments. Set up an assessment schedule that indicates when you need to submit what. [Click here](#) for templates of schedules and calendars.
- Plan your revision. [Click here](#) to learn more.
- Stay abreast with communication. Check your ufs4life mailbox at least once a day. Join your faculty's Facebook page, as well as the [UFS Academic Advising](#) Facebook page to ensure that you are informed of what is being offered to support you in your studies, as well as important announcements.

5. Join UFS #SecureTheGrad

Make sure you join the UFS #SecureTheGrad live sessions! Email GPS@ufs.ac.za to find out more, or visit the Senior Experience tab on the [Student Success Portal](#). Dates to look out for this semester:

29 July	Academic re-routing: Getting back to securing the grad
19 August	Mental health is wealth
26 August	Funding your grad: Bursaries, study loans, earn to learn (student jobs, entrepreneurship)
9,16,23 and 30 September	#SecureThe Grad masterclasses: Guests for the sessions will be professionals in various industries and the sessions will be held every week of September. The masterclasses will focus on personal branding, the power to create a vision, networking, and personal finance.
28 October and 4 November	To close off #SecureThe Grad for the year, we will conclude with an 'against all odds' webinar. The invited speakers will talk about how they managed to #SecureTheGrad despite challenges during their studies, the balance of being a proactive student and academic success, and lastly, getting a perspective from an academic leader.



WANT TO SECURE THE GRAD?

This is how

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Student Support Services we offer:

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ADVISING

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CONTACT
CENTRE

TUTORIAL
SUPPORT

has trained agents on call
waiting to assist you

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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)

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Hello first-year, and welcome back!

As the second semester pace begins to go up, our hope is that you would have taken time out to reflect on the semester that was. A lot has happened academically and nationally; yet YOU, managed to get through it all in one piece, and if that isn't **GRIT**, I don't know what is!

But now, it's time to kick the second half of 2021 into high gear and obtain what you set out to achieve.

As you could see, transitioning to university was an experience no one could have truly prepared you for. The first semester required some form of planning and organisation to keep up with academic affairs, so too does the second semester if you want to ensure success.

The transition from first to second semester has its own attributes, so if the first half of your academic year didn't go as planned, heads up- the second semester is short, there isn't even enough time for us to explain the importance of solidifying a plan of action to ensure you get what you want out of this semester.

Having said that, make sure you have a fixed understanding of your goal, the willingness to involve people (support structures), and the focus needed to keep your vision alive. No one can predict what 2021 still has in store for us; all you can do is make sure that your structure is ready for anything at any time.

Below are a few building blocks to start you off with planning for a successful semester:

1. Make sure you are registered for the correct modules in the second semester; if you are not registered for the correct modules, contact your faculty advisers for curriculum-specific advising and assistance with registration. Check your [faculty rulebook](#) for all the degree and module details.
2. Check that all your modules appear on Blackboard – if not contact ehelpdesk@ufs.ac.za for assistance.
3. Attend all your orientation lectures (or listen to the recordings) for logistics around how the module will be presented and what material will be utilized.
4. Check announcements on Blackboard (and your [ufs4life mailbox](#)) daily, sign up for tutorial sessions and ATTEND them religiously!
5. Draw up a schedule you can use to tackle and keep up with your academics for the semester, if you need assistance with this, contact advising@ufs.ac.za (BFN) and advisingqq@ufs.ac.za (QQ)
6. **NB!!** If there is something you don't understand, ask. Be patient with the response time, but don't be afraid to ask until you understand.
 - **And lastly: Unfriend and uninstall Procrastination IMMEDIATELY! The sooner you do what needs to be done, the better you'll feel about what else is to come.**

All the best!

The Central Advising Team (CTL)



WriteSite

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 writesite@ufs.ac.za or visit the BFN Blackboard organisation for more information. For the Qwaqwa Campus, students can email writesiteQQ@.ac.za 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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Reflection: Looking back and forward for success

An important part of your growth is reflecting on your previous success and sometimes failures. Reflection will help you to gain perspective about your situation, learn from the past, and focus on the things that you can do differently.

Use the table below to reflect on your journey as a student:

Question	Your Reflection
1. Are you satisfied with your grades for the 1st semester?	
2. What study strategies worked?	
3. What did not work?	
4. How did you manage your time?	
5. What were your distractions?	
6. How can you manage your distractions?	
7. What went well?	
8. What could you have done differently?	
9. What actions or support do you need for this semester?	

First semester didn't go as planned?

So, your semester did not go as planned. Don't take it personally, just because one semester or module did not go so well does not mean you are a failure. The important thing is that you get up, dust yourself off, show yourself some compassion for how far you have come and the many obstacles that you have already overcome, but most importantly - learn from it.

Not performing as expected in your academics could be overwhelming and you might feel that it is difficult to continue with your studies. This article looks at ways of dealing with the feelings of academic disappointment by reflecting on your situation and creating a plan of action for the second semester and going forward.

Failed modules in the first semester?

Failing a module could feel like a huge setback, especially if you have worked hard all semester. It is important to understand that there are many reasons why this can happen. Maybe the subject matter was too complex. Maybe you had too much going on in your personal life. If you are a new student, you may have been facing the challenge of adjusting to tertiary study. Whichever is the case for you, rest assured that you can get back on track to finish your degree. Below you will find five (5) practical steps that will help you deal with failed modules:

STEP 1: Ask for feedback from your lecturer / tutor

To learn from the situation and approach it differently, ask your lecturer for feedback on your performance. This is helpful to identify where exactly things went wrong and what you need to focus on going forward.

STEP 2: Think about your options

Failing modules do not mean that you have completely failed your degree. Research and identify your options. Knowing which options are available to you is reassuring and could help to calm you down.

Check your UFS General Rulebook as well as faculty-specific rulebook (elaborated more in the following article). The rulebook outlines the compilation of a curriculum and progression rules.

STEP 3: Consider the implications

Academically, you may not be able to proceed in your course or complete your qualification without passing all your modules. Consider your options and how you will address this. If you experience uncertainty or anxiety with regards to your options, get in touch with an academic advisor (general or faculty specific) for clarity.

STEP 4: Explore support services

The UFS has various support services in place to support you on your journey to graduation. Depending on your needs, the UFS has the following support services available to improve your skills and bring up your grades.

Academic: A_STEP; [Write Site](#); academic advice on success strategies (goal setting; time management; note-taking skills and more).

Emotional: [Student Counselling and Development](#); [Wellbeing Warriors](#)

STEP 5: Plan your next steps

Once you have looked at the causes, consequences, and implications, it's time to think about your next steps. Discuss your options with an academic adviser (general / faculty specific). To book an appointment with the CTL advising team, email advising@ufs.ac.za (BFN). or advisingqq@ufs.ac.za (QQ) .

Note: *Students will not be allowed to register more than twice for the same module, except with the permission of the Dean and subject to recommendation by the head of the department. Please consult your faculty adviser before you make any changes to your registration.*

Key terms

Failing a module: To pass a module, a student must have a combined mark (that is, the module mark combined with the examination mark) of at least 50%, and the mark in the examination must be at least 40%. This mark is the final mark.

Dropping a module: Dropping a module is a deliberate decision to discontinue the module due to various reasons, including falling behind on a module to a point of no return and planning to complete it in the following year; changing modules; or accidentally registering for the wrong module(s).

Planning: Get geared for the second semester

The table below provides an outline of aspects to consider when planning for the second semester, along with links to the resources available to you.

Question	If No	If Yes
1. Do you need clarity on the university's rules regarding your degree?	<ul style="list-style-type: none">- Proceed to the next question.	<ul style="list-style-type: none">- Familiarise yourself with the UFS general rulebook and your faculty rulebook. (See article below).- Contact your academic adviser (general / faculty specific).
2. Do you need emotional support?	<ul style="list-style-type: none">- Proceed to the next question	<ul style="list-style-type: none">- UFS Student Counselling and Development offers professional, free counselling services to students. Click here for more information or to book an appointment.- Download the Student Counselling toolkit here.- For #Wellbeing Warriors resources and publications, click here.

3. Do you need assistance with your assignments and academic writing?	<ul style="list-style-type: none"> - Proceed to the next question 	<ul style="list-style-type: none"> - The Write Site provides academic writing assistance by trained professionals across faculties to meet students' subject-specific writing needs. - Click here for more information on the Write Site and how to make a booking.
4. Do you need a tutor?	<ul style="list-style-type: none"> - Proceed to the next question 	<ul style="list-style-type: none"> - A_Step provides student tutorials led by senior students across all seven faculties on the Bloemfontein campus as well as the four faculties on the QwaQwa campus. - Click here for more information and faculty-specific tutor contact details.
5. Do you need a fresh perspective going into the second semester and the online world?	<ul style="list-style-type: none"> - Proceed to next step 	<ul style="list-style-type: none"> - If you prepare yourself and make sure that you maintain healthy student habits, you will be able to master your academics, and still come out on top this semester. We have developed a course for you to understand and apply the 10 habits of highly effective students in the current environment. Seize the moment! - Click here to access the Ten Habits of Successful Online Students course.
6. Do you need help with time management?	<ul style="list-style-type: none"> - Proceed to the next question 	<ul style="list-style-type: none"> - Studying from home has many challenges. We have created a course for you on successful time management, including calculating your time, creating a study schedule, and dealing with procrastination and distractions. - Click here to access the Successful Time Management for Remote Learning course.

7. Do you need healthy sleep habits?	<ul style="list-style-type: none">- Proceed to next question	<ul style="list-style-type: none">- A healthy student life starts with effective sleep habits. We have created a course for you on how you can ensure that you get enough sleep to be the best version of you.- Click here to access the Healthy Sleeping Habits for Online Learning course.
8. Do you need guidance on note-taking strategies?	<ul style="list-style-type: none">- Proceed to next question	<ul style="list-style-type: none">- Notes are more than merely writing down what you read. We have created a course for you to find your way to creative note-taking strategies that will boost your studying, and help you revise work effectively and efficiently.- Click here to access the Note-taking Strategies that Work course.

● 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 for you on Blackboard > My organisations > Career Services = the programmes are open to all registered UFS students.

When selecting **Work Readiness** tutorials, meet **Guy** and pick any one of our great career starter tutorials such as:



Interview Skills



CV Writing



Networking & Job Hunting



Future of Work



Digital World



LinkedIn



Public Speaking

In order to inform you about future career possibilities and opportunities, some faculties have already had their career virtual fairs that are still open 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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CAREER SERVICES

Getting acquainted with the General RULES

It is important that you know where to find the General Rules of the UFS and familiarise yourself with it. This article provides a brief overview of important information you should be aware of regarding UFS rules.

What is a rulebook?

A rulebook is defined as the regulations or standards of behaviour that should be followed in a particular institution or organisation. It is your 'go-to guide' on your journey to graduation. The UFS has both a general rulebook that applies to all students, as well as faculty-specific rulebooks.

Upon registering, a student undertakes to abide by the general and faculty rules. Please note that it is a student's responsibility to acquaint themselves with both the general rules and the faculty's rules relevant to their degree.

Key terms

General Rulebook: The General Rulebook applies to all students and clearly sets out the rules pertaining to undergraduate qualifications (bachelor's degrees) and postgraduate qualifications (postgraduate diplomas; honours, master's, and doctoral degrees).

To access the UFS 2021 General Rulebook, [click here](#).

Faculty rules: Faculty rules relate specifically to the programmes offered by the specific faculty. Each faculty has its own rulebook that outlines the faculty-specific admission requirements, modules necessary for qualification, the sequencing of modules, and faculty-specific progression rules.

To access your faculty rulebook, [click here](#).

Noteworthy rules

The section below provides a summary of important general rules to be aware of:

RULE	DID YOU KNOW?		
A3: Admission and Readmission - P. 36	A3.10 Progression Rules for Undergraduate (Bachelor's) Qualifications:		
	<ul style="list-style-type: none">- 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 rulebook, these progression rules will apply.- Students who fall short of the required number of credits required for each year of study (except for the first year), are subject to exclusion from studying at the UFS.		
	Minimum Credits to Pass	3-Year Qualification	4-Year and 4-Year extended Qualifications
	End of 1st year	48 credits	48 credits
	End of 2nd year	112 credits	112 credits
	End of 3rd year	224 credits	192 credits
	End of 4th year	228 credits	320 credits
	End of 5th year	Completed	384 Credits
	End of 6th year	Completed	Complete

A5: Duration of Study and Compiling a Curriculum
- p. 42

- A student may only register at the UFS for the minimum period allowed to complete a qualification + 2 years (n+2).
- A student should compile a curriculum within this period in accordance with:
 - o Module venue and timetable
 - o Examination table
 - o Prescribed sequence and composition modules as required for the specific year of study.
- Deviation from prescribed modules (additional modules / exemption of modules) are only allowed with approval of the faculty dean and subject to meeting the requirements on page 42 of the General Rulebook.

Note: *Each faculty has specially appointed staff who provide academic advice in respect of faculty-specific rules (e.g., in the case of curriculum planning).*

A6: Student Registration and Re-registration
- p. 43

A6.1 Registration

- Students register for both semesters at the beginning of each year. Although you still need to enrol for your second semester modules in the second semester registration period.
- Late registrations are subject to approval by the faculty dean and subject to a fee.
- Conditional registrations due to financial or academic conditions are subject to the approval of the registrar. Note that financial rules apply. As such, your account for the previous year of study should be settled in full.

A6.3 Cancellation of Registration of Modules

- Notification of the cancellation of a registration must be processed through the self-service component of the PeopleSoft Campus Solutions System or be given in writing.
- Specific cancellation dates apply with:
 - o Cancellation for 1st semester modules: 31 March 2021
 - o Cancellation of 2nd semester and year modules: 15 August 2021
- Cancellation of modules after the due date could imply the following:
 - o A student may not be granted readmission to a module
 - o The student may still be charged for the module

	<p>A6.4 Cancellation of Registration at UFS (academic exclusion)</p> <ul style="list-style-type: none"> - A student may be subject to academic exclusion if they do not meet the prescribed rules and regulations. This is done in the best interest of the student and only after: <ul style="list-style-type: none"> o the relevant dean has informed the student of the intention to academically exclude the student along with reasons why; o the student has been given an opportunity to address the situation.
<p>A7: Switching Qualifications / Modules - p. 47</p>	<ul style="list-style-type: none"> - A student in their first year of study may apply for a different programme in the following year before the closing date and if the student meets the minimum admission requirements. - When doing so, the first year of study still counts towards the n+2 maximum period allowed for students to complete their studies. - Modules completed in the 1st year of registration can be recognised towards the new qualification. See general rule A8 for information on credit accumulation and transfers.
<p>Other Noteworthy Rules</p>	<p>A8: Credit accumulation and transfer (p.48) A9: Assessment rules (p.50) A10: Qualification with distinction (p.58)</p>

Note:

- **Faculty-specific rules:** General rules are supplemented by faculty-specific rules. Please ensure that you are familiar with the applicable rules of your faculty.
- **General rules may change from year to year.**

HELP STARTS HERE

Call the UFS Student Mental Health Careline at **0800 00 6363** or **text 43302**
24/7 | 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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DEVELOPMENT (SCD)

CV tips for postgraduate students

In my role as Graduate Recruitment Manager for PwC, I have spent a large proportion of my time reviewing CVs and interviewing students for bursaries, vacation employment, and training contracts. Having seen many good and bad CVs, I hope these tips will help you to ensure that yours is one of the better and more memorable ones when you apply for opportunities.

1. **The layout of your CV should be streamlined, neat, and well-structured.** Don't clutter your CV with pretty patterns and pictures – choose a simple and easy-to-read font and font size (such as Calibri, Arial, Cambria or Helvetica – 12-point is a good size to go for) and use headings, sub-headings and bullet points to separate relevant information. Limit the use of colour to not more than two colours and stick with black or white for your text, depending on your background colour.
2. **Be prepared to adjust your CV for the purpose for which you are using it** – although you won't need to make many changes, think about the information that is going to be most pertinent to the position for which you are applying and adapt how you present the information accordingly. For example, ensure that your skills, attributes, and experience are appropriately highlighted to connect with the requirements of your target position.
3. **Keep the information brief**, to the point and avoid using cliché's like, 'passionate team player' or 'proven track record in...'. If you can get your CV to fit on one page, so much the better! Although not essential, if you choose to include a photograph on your CV, ensure that you use a small, professional-looking head-and-shoulder photograph. Whether or not you include a photograph is a matter of preference.
4. This seems like an obvious one, but sadly it is a point that is often overlooked – **check, double-check and triple-check the spelling and grammar on your CV!** Spelling errors, poor grammar and typos in your CV give the impression of sloppiness and lack of attention to detail – and it is so easy to get this right! If you are not a whizz at English, ask someone who is to read through your CV and ensure that you do a spell-check.

5. Remember, **the objective of your CV is to get an interview - not a job** – so keep it short and simple. (I always try to picture the recruiter wading through a huge pile of Cvs – yours needs to be attractive, professional and to-the-point). Once you are selected for an interview, you will be on a level playing field with other applicants, and it is there that you will have to explain beyond your qualification and how you went about developing your competencies, skills, and attributes.
6. **Use the resources available to you to put together the best possible CV.** If you have created a LinkedIn profile (which is strongly recommended given that 84% of employers who completed SAGEA's 2020 Employer Benchmarking Insights are using LinkedIn to target graduates) you can easily create a CV from your LinkedIn profile. Websites such as <https://standout-cv.com/> and <https://www.canva.com/> provide free and easy-to-use resources and templates that you can use to create a stand-out CV.










Camilla Pennington

Camilla was employed for 13 years by PwC as their National Recruitment Manager. She left PwC at the end of 2008 to pursue a quieter life in the KwaZulu-Natal Midlands and has since worked for SAGEA as a Project Manager. In this role, she has researched and written numerous articles on topics that are of relevance to graduate recruitment, employment and talent development. She has also put together and run a SAGEA training course on 'The Fundamentals of Graduate Recruitment' for hundreds of employers. Camilla has been instrumental in working with employers to improve their talent attraction, selection, and development strategies.

Camilla juggles her time between her two daughters and working on SAGEA projects. She enjoys walks and cycling among the green hills of the Midlands and spins regularly to keep fit.

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	



Dear fellow **Kovsie...**

Do you know that you really are what you eat – even to be successful at university?

Do you know how your diet today affects your long-term health, even decades from now?

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



Scan the QR code to
log into Blackboard



For students, by students.

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'

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