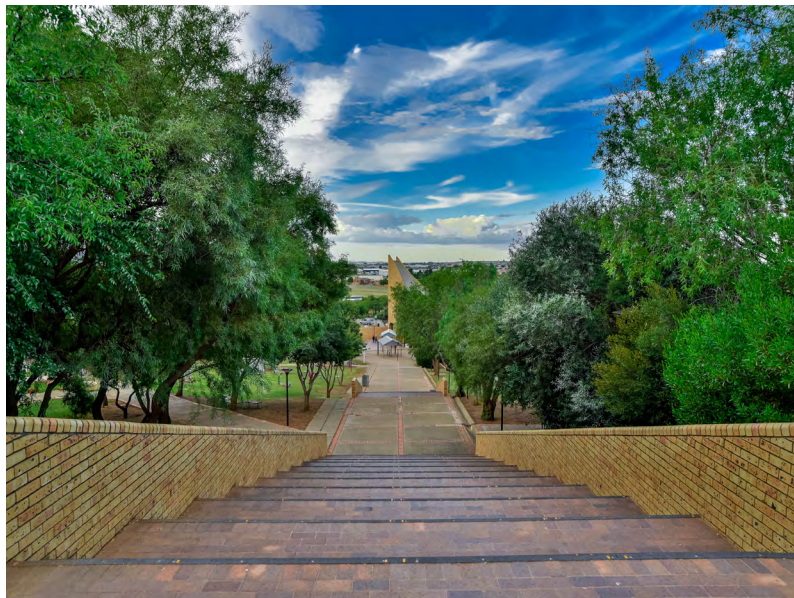


# UFS POST-DOCTORAL FELLOWS



T: +27 51 401 9725 | E: [JampiesMG@ufs.ac.za](mailto:JampiesMG@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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*Inspiring excellence, transforming lives  
through quality, impact, and care.*

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



# Foreword

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This brochure is designed to help you navigate through your postdoctoral fellowship at the University of the Free State (UFS). It contains information relevant to UFS postdoctoral fellowships, such as accommodation, funding, research capacity workshops, the UFS ITP (Integrated Transformation Plan) and strategic plan.

Postdoctoral fellows are appointed to strengthen research capacity within the UFS and to bring a sense of diversity and instil a vibrant research culture to the UFS. Postdoctoral fellows are an indispensable part of the university community and have increased in numbers over the years.

Given the responsibility for the creation and dissemination of knowledge, the UFS is expected to be an important driver of global, national, and local innovation, development, and societal well-being.

Research has a critical role to play in creating a safer, healthier, fairer, and more sustainable planet, as well as in providing evidence of what could work. The UFS, through its research agenda, should therefore play a proactive and leading role in driving solutions to global challenges, and in so doing, the university its self will benefit.

Thank you for choosing the UFS to commence your postdoctoral fellowship, I wish you success.

Welcome to Kovsies!

**– Dr GJ Taylor**



# 1. INTRODUCTION

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The University of the Free State (UFS) creates opportunities and growth through the establishment of a conducive environment for learning and teaching, focused research, and impactful engagement with society. Situated in the heart of South Africa, our character of caring and diversity translates into an outstanding university experience.

From a humble start in 1904, the UFS became a well-known institution, boasting 164 NRF-accredited researchers and 2 521 staff members. Our students can participate in 22 different sport disciplines and study from 671 182 library books, including 14 000 ebooks. Our ever-expanding facilities and knowledge base present many opportunities for scholars to impact locally and globally.

## 1.1 VISION

The UFS is a research-led, student-centred, and regionally engaged university that contributes to development and social justice through the production of globally competitive graduates and knowledge.

## 1.2 GOALS

- Improve student success and well-being
- Renew and transform the curriculum
- Increase UFS contribution to local, regional, and global knowledge
- Support development and social justice through engaged scholarship
- Increase the efficiency and effectiveness of governance and support systems
- Achieve financial sustainability
- Advance an institutional culture that demonstrates the values of the UFS

## 1.3 CAMPUSES AND FACULTIES

### *BLOEMFONTEIN CAMPUS*

The Bloemfontein Campus is situated in Bloemfontein, the capital of the Free State. Situated in central South Africa, it is the oldest and biggest of the three campuses. Undergraduate and postgraduate studies in all seven faculties are presented on this campus. The campus houses the historic Main Building and Abraham Fischer Residence, numerous new student residences, lecture and study spaces, and sports facilities. All campus facilities are available in one location, and on the way to a class or a meeting, one can enjoy the beautiful surroundings, including the gardens, artworks, buildings, and other facilities. The magnificent Red Square with its modern, urban landscaping celebrates the university's diversity through its welcoming social spaces that promote a community environment. The area includes a low-maintenance and waterwise garden with lush greenery. Often, students can be found

relaxing or passing the time between classes under the shady trees. Braille-guided areas, ramps, and elevators for visually and mobility impaired students contribute to a culture of care and kindness.

## **QWAQWA CAMPUS**

The vibrant Qwaqwa Campus in the picturesque Eastern Free State serves a rapidly growing number of rural students from the immediate area and surrounding provinces. The campus, incorporated on 1 January 2003, also has a number of international students completing their studies in the beautiful surroundings at the foot of the majestic Drakensberg.

The campus has a strong focus on socio-economic development, informed by a rural context. Programmes, underpinned by a strong research agenda, focus on identifying the best possible strategies to create jobs and stimulate economic growth in this area. Another strong focus is the mountain research conducted in the Afromontane Research Unit (ARU), a continental leader in African mountain research. The ARU facilitates the development of a high-excellence African-based mountain

research 'community of practice' that leads African mountain research from within Africa. The Qwaqwa Campus brings higher education, research, and community engagement to this area.








## **SOUTH CAMPUS**

Our South Campus provides alternative access to higher education for promising students who did not obtain the required marks in their final school examinations. Several programmes are in place that offer students the opportunity to access higher education. Through these programmes, students can ultimately enter the mainstream curriculum after completing the preparation courses. By offering this opportunity, students who might otherwise not have been able to enter university, now get to develop their full potential and realise their dreams. Since its incorporation in 2004, the campus has been playing a significant role in the economy of the region, the enhancement of its people, as well as being a hub for distance-learning programmes offered by the UFS. This campus, nestled in the hills overlooking Bloemfontein, can accommodate 4 000 students.





### 1.3.1 OUR FACULTIES

<b>Faculty of Education:</b> Early Childhood Development, Mathematics and IT Education, Natural Sciences Education, Technology Education	
	<b>Faculty of Economics and Management Sciences:</b> Business School, Business Management, Centre for Development Support, Department of Public Administration and Management, Department of Industrial Psychology, School of Accountancy, Economics and Finance
<b>Faculty of Health Sciences:</b> National Control Laboratory for Biological Products, Clinical Simulation and Skills Unit, Cardiothoracic Surgery, Community Health, School of Nursing, Simulation Training, Virology, Pathology and Biomedical Sciences, Medical Physics	
	<b>Faculty of the Humanities:</b> Film and Visual Media, Fine Arts, Drama and Theatre Arts, Odeion School of Music, South African Sign Language and Deaf Studies, Political Science, Africa Studies, Gender Studies
<b>Faculty of Law:</b> Free State Centre for Human Rights, School of Financial Planning Law, UFS Law Clinic, Mercantile Law, Public Law, Private Law	
	<b>Faculty of Natural and Agricultural Sciences:</b> Plant Pathology, Chemistry, Geology, Disaster Management, Microbial, Biochemical and Food Biotechnology, Physics, Animal, Wildlife and Grassland Sciences, Sustainable Agriculture, Rural Development and Extension
<b>Faculty of Theology and Religion:</b> Historical and Constructive Theology, Practical and Missional Theology, Old and New Testament Studies, Religion Studies	

## 1.4 STRATEGIC PLAN AND INTEGRATED TRANSFORMATION PLAN (ITP)

The Strategic Plan and the ITP signal the university's commitment to widen the scope and radically accelerate transformation within the university.

- It instigates a curriculum review that will interrogate the marginalisation of particular identities and philosophies of knowledge, incorporating scholarship from Africa and the Global South
- It emphasises methodologies and practices to improve student success
- It advances the UFS as a research-led university with an increased knowledge contribution locally, on the continent, and globally
- It accentuates improving the visibility of the UFS' engagement with society at large
- It is set to strengthen the administrative systems to develop robust, stable, and socially just processes that underpin the operational structures at the university
- It advances an institutional culture that demonstrates the values of the UFS

<https://www.ufs.ac.za/about-the-ufs/strategic-plan-and-ity>

## 1.5 UFS IN NUMBERS

**117** years old  
**7** faculties  
**41 169** total students  
**29 560** students Bloemfontein Campus  
**7 809** students Qwaqwa Campus  
**3 800** students South Campus  
**34 446** undergraduate students  
**6 396** postgraduate students  
**327** occasional students  
**1 081** international students  
**3 039** distance-learning students  
**2 599** permanent staff members

**59** satellite campuses  
**1 200** works of art  
**127** departments  
**201** NRF-rated researchers  
**2** P-rated scientist  
**3** A-rated scientists  
**6** SARChI Research Chairs  
**1** SANRAL Research Chair  
**108** international postdoctoral fellows  
**74** South African postdoctoral fellows  
**8 606** graduates per annum (2020)  
**85%** overall institutional success rate





## 2. POSTDOCTORAL FELLOWSHIPS AT THE UFS

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The primary purpose of a postdoctoral fellowship is to conduct research and to publish research results in accredited journals. A postdoctoral fellow operates under the supervision of a mentor in a specific discipline, working within the best research groups at the UFS to contribute to successful projects with a strong research impact on science and society. A postdoctoral fellowship aids in building the research career of a postdoctoral fellow to conduct independent research, publish their research outcomes, and apply for funding / grants.

A postdoctoral fellowship at the UFS offers high-quality and innovative research and knowledge-sharing opportunities in academic and non-academic sectors.

To qualify a postdoctoral fellows should be in possession of a PhD not older than five years.

### 2.1 POSTDOCTORAL ADMINISTRATIVE ASSISTANCE

The administrative processes are mainly managed within the Directorate Research Development by the Postdoctoral Fellow Coordinator, with the assistance of many other stakeholders, such as the Student Admissions Office, the Office for International Affairs, Finance, ICT, and Accommodation.

Contact details of the UFS Postdoctoral Fellow coordinator:

**MS MANDY JAMPIES**

**Office: +27 51 401 9725**

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

**First floor, Johannes Brill Building, Room 108**

#### 2.1.1 REGISTRATION AS A UFS POSTDOCTORAL FELLOW

In order for the postdoctoral registration to be processed, the following documents must be submitted electronically prior to arrival on campus:

- Completed postdoctoral registration form
- Copy of a valid passport / identity document
- Valid medical aid certificate (only for international postdoctoral fellows)
- Valid visa (only for international postdoctoral fellows)

Once registration has been processed, the postdoctoral fellow may proceed to the Thakaneng Bridge (student centre) where the access card will be issued; this access card will provide access to the campus and the respective buildings and accommodation.

Postdoctoral fellows must register annually for the academic year and registration takes place early in January.

### 2.1.2 FUNDING OF POSTDOCTORAL FELLOWSHIPS

UFS postdoctoral fellows can be funded through UFS funds or external funds (NRF and external funding from research grants).

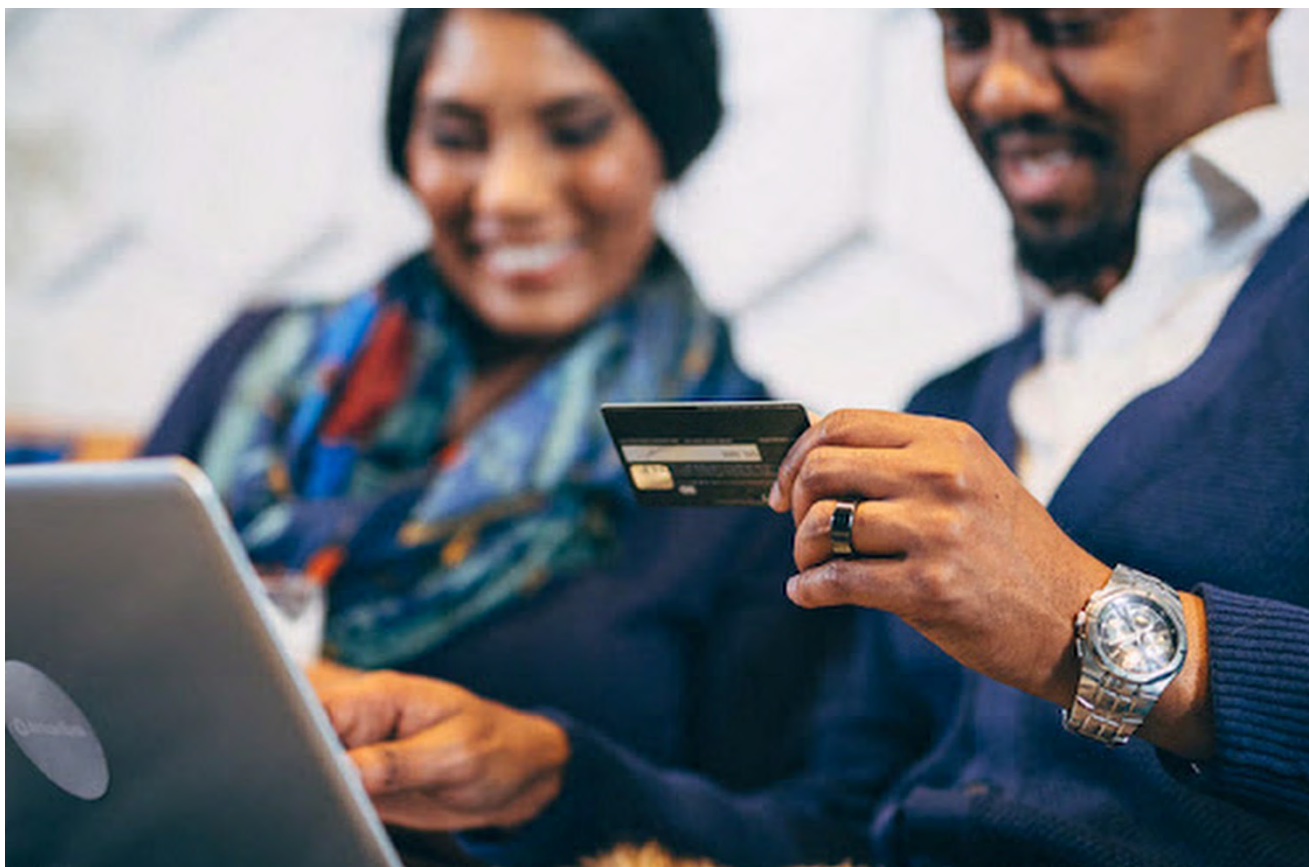
It is expected that postdoctoral fellows apply for grant funding.

### 2.2 REMUNERATION

Postdoctoral stipends are exempt from tax as stipulated in the SARS (South African Revenue Service) ruling; any additional payments are taxable and paid via the UFS salary department. Postdoctoral payments are processed once registration has been completed and payments is made via the Fundi system.

#### *Payment process:*

- **Step 1:** Check your cell phone number on the PeopleSoft  
It is very important that your cell phone number / email address on UFS systems is correct, as Fundi uses that number/ email address to communicate with you by means of SMS / email.
- **Step 2:** UFS (tuition fees department) transfers refund amount to Fundi  
Upon receipt of the refund request and permission for pay-out, the UFS will transfer the refund amount to the cash pocket on the postdoctoral card.
- **Step 3:** Fundi notification  
Fundi will send an SMS message / email to notify you of the stipend amount that was uploaded on the postdoctoral card. NB: Please make sure that your cell phone number / email on the UFS PeopleSoft system is correct.







- **Step 4:** Upload your banking details  
As soon as you receive the SMS message as explained in the previous step, you must log onto <https://mycard.fundi.co.za/> to upload YOUR banking details.
- **Step 5:** Verification of banking details  
Fundi will verify your banking details. You will again receive an SMS message to indicate the date on which the payment will be made.
- **Step 6:** Payment  
The processing of a refund takes between three (3) and five (5) working days.
- A handling fee per transaction is charged and will be deducted from the amount payable to you.

### 2.2.1 Banking

It is advised that postdoctoral fellows open a bank account with a South African registered bank for stipend payments to be processed.

To open a bank account, take the following along:

- Two copies of your passport and your original passport document
- Proof of registration
- Proof of residence

### 2.2.2 Banking facilities

The University of the Free State deals with ABSA Bank, Nelson Mandela Drive, Brandwag. There is also a small branch on campus. In South Africa, most major credit cards are accepted, e.g., Mastercard, Visa card, Diners Club, and American Express. All the major banks are situated within walking distance of the campus and there are also automated teller machines (ATMs) on campus.

*Please take note of the following safety tips when using an ATM:*

- If possible, use ATMs you are familiar with or choose well-lit, well-situated ATMs.
- Scan the area before you approach the ATM and avoid using an ATM if there are suspicious-looking people in the vicinity or if it is isolated or appears unsafe.



## 2.3 INTERNATIONAL REQUIREMENTS / VISAS

You must have a VALID research visa endorsed for research at the UFS, and not at any other institution in South Africa, before you enter South Africa for postdoctoral research at the UFS. (VISITOR'S VISA SECTION 11(1)(B)(III) RESEARCH)

You must be a member of a medical aid registered in terms of the South African Medical Schemes Act, as required by the South African Immigration Act. Your medical aid MUST be valid for the duration of the academic year (until 31 December) and is renewable each year. No

travel insurance, hospital plans, or foreign medical aids will be accepted.

For visa applications, medical aid, and immigration enquiries, contact:

**MRS JEANNE NIEMANN**

Office: +27 51 401 3219

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

**MR LETLELA TSHABALALA**

Office: +27 51 401 9032

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





### 2.3.1 MEDICAL AID (for international postdoctoral fellows)

The Medical Schemes Act, as required by the South African Immigration Act, must be complied with. Your medical aid MUST be valid for the duration of the academic year and is renewable each year. No travel insurance, hospital plans, or foreign medical aids will be accepted.

JOSEPH BROWN (healthcare consultant)

[www.simekahealth.co.za](http://www.simekahealth.co.za)

[info@simekahealth.co.za](mailto:info@simekahealth.co.za)

Office: +27 51 400 3801

Cellphone: +27 82 453 7939 or +27 860 122 340

COMPCARE WELLNESS MEDICAL SCHEME

<http://www.studentplan.co.za>

Office: 0860 112 4636

MOMENTUM HEALTH

<http://www.ingwehealth.co.za>

Office: 0860 10 24 39 / +27 12 671 8511



## 3. RESEARCH AT THE UFS

Our ultimate goal is to make the UFS an internationally competitive research university, while remaining focused on local, national, and continental priorities. This represents a direct and strategic route to excellence, while simultaneously optimising the use of scarce resources.

### 3.1 RESEARCH CAPACITY DEVELOPMENT

The Postgraduate School together with the Directorate research development (DRD) offers workshops and seminars on and off campus to enrich and empower students for research. These include academic writing, how to use the latest research software, advanced methods in qualitative and quantitative research, ethics, and intellectual property considerations in academic writing, technology transfer, and many more. Our presenters are sourced from a wide range of disciplines from different

universities around the world.

For more information on the workshops offered by the PGS or to register for a workshop, contact:

**Ms Tshepiso Mokoena**

**Office: +27 51 401 9867**

**Email: molabtp@ufs.ac.za**

### 3.2 RESEARCH OUTPUTS

As per the postdoctoral offer and Memorandum of Understanding (contract), postdoctoral fellows are expected to publish in journals accredited with the Department of Higher Education and Training (DHET) of South Africa. The list of accredited journals is updated annually by DHET.

More information available at:

<https://ufs.libguides.com/eresources/journals>

### 3.3 INNOVATION AND COMMERCIALISATION

#### *INTELLECTUAL PROPERTY*

Intellectual property means without derogating from the ordinary meaning thereof, all copyrights, all rights conferred by legislation and the common law with regard to inventions, discoveries (including patents), registered and unregistered trademarks and trade names, registered and unregistered designs and models, circuit layouts, plant breeder's rights, and all rights resulting from intellectual activities in the industrial, science, literary or artistic fields, including the right to apply for any of the above, whether capable of registration in any relevant registration office or not.



### DISCLOSURE PROCESS

The staff at the UFS is encouraged to disclose inventions and to use the support provided by the Office for Innovation and Business Development within the DRD.

**Mrs Ravini Moodley**

Office: +27 51 401 2599

Email moodleyr5@ufs.ac.za

**Ms Prudence Clarke**

Office: +27 51 401 3108

Email: clarkep@ufs.ac.za

### 3.4 RESEARCH INFORMATION MANAGEMENT SYSTEM (RIMS)

The University of the Free State uses the eRIMS platform provided by InfoEd Global, commonly referred to as RIMS. This platform is used to apply for ethical clearance and is available to all registered UFS students and staff. Click on the link below to log in.

**RIMS coordinator:**

**Mrs Maricel van Rooyen**

Office: +27 51 401 9451

RIMS web portal: <https://rims.ufs.ac.za>

### 3.5 UFS ETHICS COMMITTEES

Research ethics at the UFS is divided into four primary categories, namely Health Sciences Research, Human/General Research, Animal Research, and Biosafety and Environment Research. It is from these four categories that the ethics committees are derived, and their respective SOPs developed and implemented. The four committees are:

**1. Health Sciences Research Ethics Committee (HSREC).** All health science-related research is reviewed by the HSREC.

- Please note: Even if the researcher is registered with a non-health faculty, the research in question must be submitted to the HSREC if it is health/medicine related.

**2. General/Human Research Ethics Committee (GHREC)** All research that is NOT health related, animal related, or biosafety (hazardous material included) related, must be submitted to the GHREC.

### 3. Animal Research Ethics Committee (AREC)

- If animals in any form or shape are used, the research must be submitted to the AREC.

**4. Environment and Biosafety Research Ethics Committee (EBREC)** - Environmental and biohazardous material-related research must be submitted to the EBREC.

### 3.6 FUNDING

The University of the Free State encourages postdoctoral fellows to seek external funding to grow and develop capacity. Our grant administrators are dynamic and committed to ensuring smooth sailing of all grant applications.

Grant management coordinators:

**Mrs Eleanor van der Westhuizen**

Office: +27 51 401 7077

Email: vdwesthd@ufs.ac.za

**Mrs Nolu Moepi**

Office: +27 51 401 3113

Email: moepin@ufs.ac.za





## 4. PUBLIC TRANSPORT

Public transport systems in Bloemfontein are not as well developed as in other parts of the world. However, there are also a number of shuttle services available, of which some telephone numbers are:

### **WINONA SHUTTLES AND TOURS**

+27 73 178 1800 | +27 71 892 8999 | +27 51 446 0468 | winona1trans@gmail.com

### **THABILE TOURS**

+27 51 522 4399 | +27 84 412 0845 | sattymdhuli@gmail.com | satty@thabiletours.co.za

### **EXECUTIVE SHUTTLES**

Cobus Schieke | 082 568 6288 | cschieke@lantic.net

### **INTERCAPE**

Toll-free: +27 86 128 7287 | info@intercape.co.za | www.intercape.co.za

### **TRANSLUX**

+27 51 444 4000 | Toll-free: +27 86 158 9282 | info@intercape.co.za | www.intercape.co.za

### **TRAVEL BY PLANE**

**SA AIRLINK** | www.flyairlink.com

**MANGO AIRLINES** | www.flymango.com

### **HOW FAR IS BLOEMFONTEIN FROM:**

**Cape Town** : 1 024 km | **Durban** : 640 km | **George** : 779 km | **Grahamstown** : 557 km  
**Pretoria** : 482 km | **Johannesburg** : 426 km | **Kimberley** : 175 km | **Maseru** : 141 km  
**Port Elizabeth** : 649 km | **Upington** : 549 km

# 5. ACCOMMODATION FOR POST DOCTORAL FELLOWS

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The UFS has a number of options available regarding accommodation on campus for postdoctoral fellows.

**Mr Hein Badenhorst** can be contacted at Housing and Residence Affairs regarding available accommodation – general accommodation available on campus.

Office: +27 51 401 2602

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

**Ms Ilze Nikolova** can be contacted for available accommodation at KOVSIE INN.

Office: +27 51 401 9689

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





## 6. ACCESS TO CAMPUS

The Visitors Centre on the Bloemfontein Campus is a great place to start. Located on DF Malherbe Drive, visitors require a daily access card and parking disc, which can be obtained from the reception desk at the centre. Campus maps are available for easy access to any destination.

The South Campus is located on Church Street in Bloemfontein and can be accessed from the N1 highway and from all major roads in the city. Our friendly staff members at the entry points are available to assist visitors on arrival.

The Qwaqwa Campus is located in Phuthaditjhaba in the Eastern Free State. Staff members at the main entrance to the campus are available to assist visitors with information and access.

Our campuses are also equipped with disabled-friendly walkways, buildings, and facilities that will make your stay safe and comfortable.

### DIGITAL CAMPUS MAP WILL GET YOU WHERE YOU NEED TO GO

Search for locations on any one of our three campuses. Digital campus maps are available for all our campuses: the Bloemfontein, Qwaqwa, and South Campuses.

<https://www.ufs.ac.za/about-the-ufs/visit-the-ufs/maps-of-our-campuses>





EMERGENCY

## 7. USEFUL EMERGENCY CONTACT NUMBERS



UFS MEDICAL PRACTICE | +27 51 401 2603

### EMERGENCY NUMBERS

UFS Protection Services: +27 51 401 2911/2634

Mediclinic Casualty: +27 51 444 6666/6225

ER24 Ambulance Service: 0800 051 051

SA Police Service: 10111





[www.facebook.com/UFSUV](https://www.facebook.com/UFSUV)



[twitter.com/UFSweb](https://twitter.com/UFSweb)



[www.instagram.com/ufsuv](https://www.instagram.com/ufsuv)



[www.youtube.com/user/UFSWeb](https://www.youtube.com/user/UFSWeb)



[za.pinterest.com/kovsies/\\_ created](https://za.pinterest.com/kovsies/_created)



[za.linkedin.com/school/u-f-s](https://za.linkedin.com/school/u-f-s)



