



# UFS Postdoctoral Fellow Information Pack



[www.ufs.ac.za/research](http://www.ufs.ac.za/research)

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



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



# FOREWORD

This brochure is designed to help you navigate your postdoctoral fellowship at the University of the Free State (UFS). It provides important information about accommodation, funding opportunities, research capacity workshops, as well as the UFS Strategic Plan 2023–2028.

Postdoctoral fellows are appointed to strengthen research capacity within the UFS, while also contributing to diversity and fostering a vibrant research culture. Over the years, the number of postdoctoral fellows has steadily increased, reflecting their indispensable role in the university community.

Research at the university is driven by a commitment to **Responsible Societal Futures** – using knowledge and our resources to build a more just, sustainable, and humane society. Our academics address society's most urgent challenges through bold ideas, interdisciplinary collaboration, and innovation that delivers real-world impact. Guided by frameworks such as the UN Sustainable Development Goals, the African Union's Agenda 2063, and South Africa's National Development Plan, UFS research strengthens communities, informs policy, and drives progress. With a research ecosystem that nurtures excellence, transformation, and the next generation of academics, the university is making a measurable difference in advancing peace, justice and the rule of law, investing in people, protecting the planet, and enabling a prosperous society.

Thank you for choosing the UFS to commence your postdoctoral fellowship. I wish you every success on your journey.

Welcome to the University of the Free State.

**Dr Glen Taylor**

*Senior Director: Directorate Research Development*



# 1. Introduction

For more than 120 years – since our humble beginnings in 1904 – the University of the Free State has grown into a well established institution, shaping futures. Guided by our commitment to walking with purpose, we pursue academic excellence, holistic transformation, and a future in which the institution stands as a beacon of innovation and hope for Africa and the global community. Grounded in our people, driven by partnership, and focused on responsible societal futures, we are embracing bold renewal to strengthen our place among this continent’s leading universities and to shape meaningful change in the world.

The UFS offers a vibrant environment where ideas and people flourish. Through supportive learning and teaching, focused research, and meaningful community engagement, the university creates pathways for growth and impact. Its diverse and caring character, rooted in the heart of South Africa, enriches the academic journey and ensures that every student and academic can thrive in a dynamic, inclusive setting.

With more than 15 sporting codes and world class facilities, the UFS encourages students and fellows to pursue excellence, teamwork, and a healthy lifestyle alongside their academic journey. Beyond sport, vibrant arts and culture programmes build creativity, dialogue, and social cohesion, offering spaces to express identity, build confidence, and contribute to a dynamic campus community.

## 1.1 Strategic Framework

### Vision

The UFS aspires to be an innovative research-led, student-centred, and regionally engaged university that contributes meaningfully to responsible societal futures.

### Mission

The university will generate and impart new knowledge that advances innovative and sustainable solutions to inform society’s contemporary and future progress.

### Values

The UFS subscribes to the values of Excellence, Impact, Accountability, Care, Social Justice, and Sustainability, which are realised through the conduct of the wider university community that shapes and informs our culture and provides a framework for our actions and decisions.

## 1.2 Campuses

### Bloemfontein Campus

The Bloemfontein Campus is situated in Bloemfontein, the capital of the Free State. It is the oldest and biggest of the three campuses.

The campus houses the historic Main Building and Abraham Fischer-Boetapele residence, numerous new student residences, lecture and study spaces, and sports facilities. All campus facilities are available in one location; on the way to a class or a meeting, one can enjoy the beautiful surroundings, including the gardens, artworks, buildings, and other facilities. State of the art research, learning, teaching, and sports facilities work hand in hand to shape the full student experience, making campus life enriching and well rounded.

The magnificent Red Square (Kgotleng) 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 offers postdoctoral fellows a unique setting for research and engagement. Serving a rapidly growing number of rural students from the immediate area and surrounding provinces, the campus also welcomes international scholars who benefit from its location at the foot of the majestic Drakensberg.

With a strong focus on socio economic development shaped by its rural context, programmes are underpinned by a clear research agenda that seeks practical strategies to create jobs and stimulate local growth. The Afrimontane Research Unit (ARU) is a continental leader in African mountain research, building a community of practice that advances excellence in this field from within Africa. For postdoctoral fellows, the Qwaqwa Campus provides opportunities to contribute to impactful research, collaborate across disciplines, and engage meaningfully with society.

### South Campus

The South Campus, nestled in the hills overlooking Bloemfontein, has been part of the University of the Free State since 2004. Since its incorporation, the campus has played a significant role in the regional economy and in enhancing opportunities for local communities. It is a second home to the Centre for Teaching and Learning and serves as the hub for the university's blended learning approach, combining traditional teaching with modern techniques. The campus also nurtures South Africa's future educators through the BEd Foundation Phase programme.



## 1.3 Faculties

### Faculty of Economic and Management Sciences

The faculty focuses on the fields of finance, accounting, and management, with programmes and research that strengthen workplace readiness and contribute to broader economic and social development.



### Faculty of Education

This faculty plays a central role in advancing teaching and learning. It develops strong foundations for future educators while supporting practising teachers through continued professional development and research in education.



### Faculty of Health Sciences

The faculty encompasses five schools: Clinical Medicine, Biomedical Sciences, Health and Rehabilitation Sciences, Pathology, and Nursing. It features advanced facilities, including one of Southern Africa's first surgical robot systems, the Clinical Simulation and Skills Unit, Nursing's SPACE facility, and the Robert WM Frater Cardiovascular Research Centre.



### Faculty of The Humanities

Bringing together a wide range of disciplines, the faculty contributes to society through knowledge, creativity, communication, and care. It is known for its language offerings, including a respected South African Sign Language programme, and for its impact in the arts, social services, and cultural understanding.



### Faculty of Natural and Agricultural Sciences

With 25 divisions, the faculty spans natural, agricultural, and building sciences. Its multidisciplinary approach encourages exploration across diverse fields and supports research that addresses societal and environmental challenges.



### Faculty of Law

The faculty is committed to excellence, social justice, and transformative legal education. Its growing global recognition, reflected in the THE World University Rankings by Subject (Law), underscores its influence in areas central to justice, governance, and societal impact.



### Faculty of Theology and Religion

Rooted in Africa and engaged globally, the faculty offers programmes in theology and religion studies. It emphasises responsible biblical interpretation, ethical and empathetic community engagement, and reflection on social issues, preparing graduates to contribute to transformative leadership, hope, and positive social change.



## 1.4 Strategic Plan 2023–2028

The UFS Strategic Plan 2023–2028 sets out the university’s vision of being an innovative research led, student centred, and regionally engaged institution that contributes meaningfully to transformation and impact. Within this framework, Responsible Societal Futures emerges as a guiding theme, shaping how the university responds to societal challenges through research, teaching, learning, community engagement, and innovation.

This theme reflects a commitment to anticipate social, economic, environmental, and technological shifts, and to address them in ways that are morally and socially accountable. It is supported by five strategic pillars: innovative and entrepreneurial ecosystem development, comprehensive internationalisation, academic renewal, systemic sustainability, and multi campus model optimisation. Together, these pillars align with global trends while addressing institutional priorities and national development needs.

The focus on societal impact is purpose driven, ensuring that knowledge creation and research contribute locally, across Africa, and globally. The United Nations Sustainable Development Goals (SDGs), Africa’s Agenda 2063, and South Africa’s National Development Plan 2030 provide the framework for assessing sustainability and impact, anchoring the university’s work in both global imperatives and local realities.

For more information, visit: [UFS Strategic Plan](#)





Established in  
**1904**



**3** Campuses

## 7 Faculties



Economic and  
Management  
Sciences



Education



Health  
Sciences



The Humanities



Law



Natural and  
Agricultural  
Sciences



Theology  
and Religion

Students  
(2026 registrations)

**38 438**



Students  
(2025 graduate)

**9 478**



Staff  
(permanent and  
temporary staff)

**4 731**



**Registered students**



Contract  
**37 477**  
(97,5%)



Distance  
**961**  
(2,5%)

## University rankings



**9th** in Africa in the  
**THE World University  
Rankings 2026**

**9th** place in the  
**QS World University  
Rankings:  
Sub-Saharan  
Africa 2026**



## Research impact



**250** NRF-rated researchers



**494** research fellows



**161** postdoctoral fellows



**3 797** international  
collaborating institutions



**88** active patents

# 2. Postdoctoral Fellowships at the UFS

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 a postdoctoral fellow's research career in order to conduct independent research, publish their research outcomes, and apply for funding or 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, 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 by the Postdoctoral Fellow Coordinator within the Directorate Research Development, with the assistance of many other stakeholders, such as the Student Admissions Office, the Directorate for International Partnerships and Relations, Finance, ICT Services, and Housing and Residence Affairs.

Contact details of the UFS Postdoctoral Fellow Coordinator:

**Mandy Jampies** (office)

T: +27 51 401 9725

E: jampiesmg@ufs.ac.za

First Floor, Johannes Brill Building, Room 108

### 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 or 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; registration takes place early in January.

### Funding of Postdoctoral Fellowships

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

Postdoctoral fellows are expected to 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 – payment is made via the Fundi system.



## Payment Process

**Step 1:** Check your cellphone number on PeopleSoft. It is very important that your cellphone number or email address is correct on the UFS systems, as Fundi uses that number or email address to communicate with you by means of SMS or email.

**Step 2:** The UFS (Department of Tuition Fees) transfers the 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 or email to notify you of the stipend amount that has been uploaded on the postdoctoral card.

*NB: Please make sure that your cellphone number or 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 on to [mycard.fundi.co.za](http://mycard.fundi.co.za) in Bing, to upload your banking details.

**Step 5:** Verification of banking details. Fundi will verify your banking details, and you will receive another 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.

Access more information about the postdoctoral processes here, including the following:

- Postdoctoral admission and registration process
- Renewal process and re-registration of current postdoctoral fellows
- [Payment process](#) for all postdoctoral fellows at the UFS



## Banking

It is recommended that postdoctoral fellows open a bank account with a South African registered bank so that stipend payments can be processed. To open a bank account, please take the following along:

- two copies of your passport and your original passport document
- proof of registration
- proof of residence.

## Banking Facilities

The University of the Free State deals with Absa Bank, Nelson Mandela Drive, Mimososa Mall. In South Africa, most major credit cards are accepted, including Mastercard, Visa, Diners Club, and American Express. 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 that 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:

**Letlela Tshabalala** (office)

T: +27 514019032

E: TshabalalaL@ufs.ac.za

### 2.4 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)

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

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

T: +27 51400 3801

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

**CompCare Wellness Medical Scheme**

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

T: 0860 112 4636

**Momentum Health Website**

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

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





## 3. Research at the UFS

Our ultimate goal is to strengthen academic excellence and research impact in ways that are globally competitive, while remaining firmly rooted in local, national, and continental priorities. This approach represents a deliberate and strategic path to excellence, ensuring that scarce resources are used effectively and that the university's work contributes meaningfully to responsible societal futures.

### 3.1 Research Capacity Development

The Centre for Graduate Support (CGS), 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 CGS or to register for a workshop, contact:

**Tshepiso Mokoena**

T: +27 514019867

E: molabatp@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 by the Department of Higher Education and Training (DHET) of South Africa. ([link for journal list below](#))

Given that one of the key objectives is to position the UFS at the forefront of research – with a strong emphasis on increasing publication outputs – the Research Outputs (RO) Office would like to encourage all postdoctoral fellows (PDs) to ensure that their research outputs are captured on RIMS.

Each department to which PDs are affiliated has a designated individual who can assist with the capturing of data.

Contact details:

E: RO@ufs.ac.za

More information is available [here](#).

### 3.3 Innovation and Commercialisation

#### *Intellectual Property*

Intellectual property means – without derogating from its ordinary meaning – 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, trade secrets, confidential information, plant breeders' rights, and all rights resulting from intellectual activities in the industrial, scientific, literary, or artistic fields. This includes the right to apply for any of the above, regardless of whether registration in any relevant registration office is possible or not.

Postdoctoral fellows are required to comply with the UFS Policy for the Management of Intellectual Property, related institutional policies, applicable agreements, and relevant legislation governing intellectual property arising from research, innovation, contract research, technology development, and commercialisation activities undertaken at or in association with the university.

#### *Disclosure Process*

Postdoctoral fellows and staff members at the UFS are encouraged to disclose inventions, innovations, potentially commercialisable research outputs, and other intellectual property arising from their research activities.

The university uses an electronic invention disclosure process through the Research Information Management System (RIMS), accessible via the UFS intranet. To initiate the disclosure process, users should proceed to the 'Invention Disclosure' tab on the RIMS landing page and generate a new 'Disclosure Record'. An 'Invention Disclosure User Manual' is available under the 'HELP' tab in RIMS under 'Tech Transfer/Agreements'.

Support and guidance relating to intellectual property, innovation, technology transfer, commercialisation, agreements, and industry engagement processes are available through the Innovation and Contracts portfolio within Research Development.

#### **Werner Nel**

*Director: Innovation and Contracts*

T: +27 514019621

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

#### **Palesa Mgaga**

*IP Officer*

T: +27 51 401 2283

E: [mgagap@ufs.ac.za](mailto:mgagap@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 login.

RIMS Coordinator:

#### **Maricel van Rooyen**

T: +27 514019451

[RIMS web portal](#)

#### **Remember to link your ORCID iD with your RIMS profile!**

Just click on 'My Profile' at the top of the page once you have logged in to RIMS, and then click on 'Connect your ORCID iD':

ORCID iD  Connect your ORCID iD

### 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 from which their respective standard operating procedures are developed and implemented.

The four committees are as follows:

1. Health Sciences Research Ethics Committee (HSREC). All health sciences 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- or medicine-related.
2. General/Human Research Ethics Committee (GHREC). All research that is not health-related, animal-related, or biosafety-related (hazardous material included) 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). Research related to environmental and biohazardous materials must be submitted to the EBREC.

For comprehensive training and information regarding research ethics and the four ethics committees, see the training videos and assessments [here](#).

### 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:

**Mandy Jampies**

T: +27 51 401 9725

E: JampiesMG@ufs.ac.za

**Sibusiso Lukhele**

T: +27 51 401 7077

E: LukheleS1@ufs.ac.za

**Thabi Mosoetsa**

T: +27 51 401 7708

E: MosoetsaT@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 a number of shuttle services available.

### Shuttle Services

#### Winona Shuttles and Tours

+27 73 178 1800 | +27 71 892 8999 | +27 73 178 1800 |  
info@winona.co.za

#### Thabile Tours

+27 84 412 0845 | thabiletours.co.za |  
satty@thabiletours.co.za

#### Intercape

+27 21 380 4400 (24-hour call centre) | +27 21 380  
4400 (WhatsApp) | info@intercape.co.za |  
www.intercape.co.za

#### Citybug

+27 87 537 1444 | <https://citybug.co.za/>

### Travel by Plane

SA Airlink – [www.flyairlink.com](http://www.flyairlink.com)

FlySafair – [www.flysafair.co.za](http://www.flysafair.co.za)

South African Airways (SAA) – [www.flysaa.com](http://www.flysaa.com)

How far is Bloemfontein from:

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

## 5. Accommodation for Postdoctoral Fellows

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

The university offers a range of on-campus accommodation options for postdoctoral fellows, catering to different needs and preferences. Options include postgraduate accommodation in the President Steyn Houses, which provide single-occupancy rooms with access to shared kitchen, bathroom, and laundry facilities. Postgraduate rooms in the President Steyn Residence offer a more private setup, with single-occupancy rooms that include a mini kitchen and bathroom, as well as access to shared laundry facilities, making them suitable for independent researchers seeking a quiet and structured environment. For those requiring more space, postgraduate flats or units are available as bachelor or family units, each with private kitchen, bathroom, and laundry facilities.

Kovsie-Inn provides an additional premium accommodation option, offering fully furnished one-bedroom apartments and a range of single or en-suite rooms. These include ground-floor one-bedroom apartments with open-plan living areas, separate bedrooms and bathrooms, as well as en-suite double or twin rooms with air-conditioning and in-room amenities. Single rooms are also available in different sizes, with access to either shared or communal bathroom facilities and shared lounge and kitchen spaces. Residents at Kovsie-Inn benefit from services such as Wi-Fi access, secure parking, laundry facilities, regular cleaning and housekeeping, linen changes, and 24-hour security with controlled access.

**Tshidi Ramabusa** can be contacted at Housing and Residence Affairs regarding postgraduate accommodation available on campus.

T: +27 51 401 7939

E: RamabusaJ@ufs.ac.za

**Ilze Nikolova** can be contacted for postgraduate accommodation on campus at Kovsie-Inn.

T: +27 51 401 9689

E: 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.

Access the map to the [Bloemfontein Campus](#).



# 7. Useful Emergency Contact Numbers

UFS Medical Practice  
+27 51 401 2603

## Emergency Numbers

UFS Protection Services  
+27 51 401 2911 / 2634

Mediclinic Emergency Department  
+27 51 404 6225

Er24 by Mediclinic  
084 124

South African Police Service  
10111 and 112



UFSweb



UFSweb



@UFSweb



UFSweb



UFSweb



UFSweb