

# POST-GRADUATE STUDENTS

# REGISTRATION GUIDE

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

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
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FREISTATA





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**Important note:**

- Classes for the first semester commence on **20 February 2023**.
- The last date to cancel first-semester modules with full credit is **31 March 2023**.

*Full information is also available online at [www.ufs.ac.za/register](http://www.ufs.ac.za/register)*

# DEAR POSTGRADUATE STUDENT

It is a privilege to welcome you to the University of the Free State as a KOVSIE! We value your academic success, so we would like to streamline your enrolment (registration) for the programme and modules (courses) you will complete during 2023.

## IMPORTANT NOTE

Please contact your faculty for curriculum advising before starting with the registration process (APPLICABLE TO ALL POSTGRADUATE STUDENTS)

## The registration period:

- **International students** should contact the Office of International Affairs before commencing with registration.
- **First-time research masters and doctoral students** can register throughout the year. Please contact your faculty for assistance.
- **First-time and returning (honours and PGDip)** registration will take place according to your faculty advising schedule. Please visit your faculty website for more information: <https://www.ufs.ac.za/templates/faculty-list>
- **Returning master's and doctoral students** can register during the official registration period (**30 January - 31 March 2023 for the first semester or a year programme and 17 July - 21 July 2023 for the second semester**) and **NOT** during the month they initially registered.
- Last date to add or change modules for **Honours and PGDip** students: 24 February 2023.
- Last day to cancel modules with financial credit: **31 March 2023 for the first semester and 15 August 2023 for the second semester.**

## Academic activities:

- Unless otherwise communicated by the faculty, the 2023 academic activities for the first semester will start on **20 February and 17 July** for the second semester. Please contact your faculty for assistance (**applicable to ALL Honours, PGDip and Structured Masters**).
- Academic activities for modules will be communicated to you by the relevant faculty/academic department (**applicable to ALL Honours, PGDip and Structured Masters**).



**Comprehensive registration information is also available online at [www.ufs.ac.za/register](http://www.ufs.ac.za/register)**

**Honours and PGDip** students must also make sure that their registration is correct on or before the last date allowed for changes (24 February 2023 for the first semester and 21 July for the second semester).

**Master's and Doctoral** students must make sure that they are registered correctly on or before the last date allowed for changes (31 March 2023 for the first semester and 30 September 2023 for second semester) to avoid financial complications or problems with bursaries.



**If you are unsure, please contact your faculty curriculum advisor for assistance.**



**1** Make sure that your **UFS password is active**

**2** Complete the **compulsory registration task** with the registration agreement on PeopleSoft Campus Solutions (student portal)

**3** Make the **required first payment or submit confirmation** of an approved bursary/loan

**4** Contact your faculty for **curriculum advice**

**5** Proceed with your **enrolment (registration)** as advised by your faculty

**6** Confirm your **modules** on Blackboard. Wait 24 hours before logging into Blackboard.

**7** Access your **study material** via Blackboard.

# 7 STEP PROCESS

The following steps will guide your registration process:



## STEP 1: UFS PASSWORD

Please make sure that your UFS password has not expired; you will need the password to access electronic systems used by the UFS.

How to set your UFS password:  
Log on to: <http://selfservice.ufs.ac.za>



If you need further assistance with this facility, please contact the Student Helpdesk at +27 051 401 9111 (*press option 4*).

## STEP 2: REGISTRATION TASK

Please login to PeopleSoft Campus Solutions (*click here*) to complete the compulsory registration task and sign the enrolment (registration) agreement.

If you need further assistance with this facility, please refer to the registration web page [www.ufs.ac.za/register](http://www.ufs.ac.za/register).

## STEP 3: FEES PAYABLE

Although the information included in this guide has been compiled as carefully as possible, the Council and Senate accept no responsibility for any errors or omissions.

### Important note:

- The agreement that results from the admission or registration of a student shall be deemed as concluded, notwithstanding the method of registration.
- **The registration of a student only becomes official after the first payment has been made or confirmation of a bursary covering all fees for the year has been submitted**, the student has registered for the qualification and modules during the registration period and has received an official proof of registration.

**What does it mean?** First payments are not the same for all students. If you are not from South Africa, you will pay a different amount. You are only registered once you have paid all the required fees, completed the online registration process or the required registration form, and we have sent you an official document stating that you are registered – without proof, you are not registered.

## FIRST PAYMENTS BEFORE REGISTRATION 2023

### STUDENTS STUDYING BY MEANS OF FINANCIAL AID, e.g. VIA NSFAS, BURSARIES, LOANS ETC. (SA STUDENTS ONLY)

For more information about financial support, please see [www.ufs.ac.za](http://www.ufs.ac.za) and follow the links: Students – Financial Aid

Students studying with financial aid from recognised and reputable funders are exempted from paying the first payment after all the following conditions have been met:

- Historic debt from the previous year has been paid off.
- The funding must be officially confirmed by the funder. Proof of confirmed funding must be submitted to Student Finance **five (5) working days prior to registration**. Please email the confirmation letter to [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)
- The funding awarded must cover the full cost of study for the year.

## SELF-PAYING STUDENTS

- First payment is due **five (5) working days prior to registration**. Students will not be able to register until this payment reflects on their tuition fees account.
- Historic debt from the previous year must be paid off.
- Should the total fee for the year be less than the first payment required, the total fee must be paid in full.

### Amounts payable as first payments prior to registration

Please pay attention to the amounts that are payable **five (5) working days** prior to registration: (first payment amounts table)

## SUBMITTED DISSERTATIONS AND THESES FOR ASSESSMENT

### First Payments Master and PhD students

Submission dates and the dates on which assessment results are captured will determine whether you need to re-register and pay the required first payment:

- If your assessment results are captured on PeopleSoft on/before the end of February, re-registration or payment is not required.
- If your assessment results are not captured by the end of February or you have to resubmit your thesis for assessment, then you have to re-register and pay the required first payments as indicated.
- If your results are received and captured on PeopleSoft in time for the first yearly graduation (April), then all module fees will be credited to your account.
- If your results are too late for the first yearly graduation, but in time for the second graduation ceremony (December), then 50% of the module fees will be credited to your account.
- If your results are too late for both the graduations ceremonies, then all fees charged for the year remains due and payable.
- Should you believe sufficient reason exists for exemption from paying fees, you and your study leader must appeal in writing to the Deputy Director Student Finance, [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za). Supporting documents must accompany your appeal.

### This excludes:

- **International** students who are studying with the assistance of financial aid are **NOT EXEMPT** from paying the first payment as indicated for SELF-PAYING STUDENTS.
- Students who applied/appealed for funding but have not yet received funding confirmation, must pay the first payment as indicated for SELF-PAYING STUDENTS **five (5) working days prior to registrations**. Payments will be refunded when funding is confirmed.
- Students with financial aid (i.e. NSFAS/bursary/loan) which **does not cover the full cost of study for the year, MUST** pay the first payment as indicated for SELF-PAYING STUDENTS **five (5) working days prior to registration**.

## FUNDING: HONOURS, POSTGRADUATE DIPLOMA, MASTERS & DOCTORAL STUDIES

The university has partial tuition fee funding towards:

- Full time honours and postgraduate diploma students;
- First-year master's and doctoral students;
- Second-year research master's and doctoral students who have submitted progress reports;
- Second-year structured master's students registered for the mini-dissertation; and
- Third-year doctoral students who have submitted progress reports.

**Closing date for application for funding: 15 January 2023** for honours and postgraduate diploma students and **28 February 2023** for masters and doctoral students.

### Who can apply?

- All South African and international students from any higher-education institution are eligible.
- You must meet all academic requirements of the university and must already be admitted to an academic programme at the University of the Free State.

### What is covered?

- Eligible candidates who are South African citizens or are from SADC countries will receive funding to cover their academic tuition fees on an annual basis.
- Eligible international students and students from non-SADC countries will receive funding of up to 67% of their annual academic tuition fees.

### What is not covered?

- All students pay registration fees, residence prepayments, and accommodation (for students who stay in university residences) and living costs.
- International levies.
- International students and non-SADC students will still be required to pay 33% of their tuition fees.

### Terms and conditions

- Renewal of funding is subject to the previous year's academic performance.
- Funding is only allocated for the allowed study period of **one year** for honours and postgraduate diploma students, **two years** for master's students and **three years** for doctoral students.

### Funding Enquiries

**Prince Khoza**  
T: +27 51 401 2045  
E: KhozaPN@ufs.ac.za

**Lindiwe Booii**  
T: +27 51 401 7222  
E: BooiiLM@ufs.ac.za



### Programme prices

Tuition fees are charged per module. Programme prices will vary according to the modules registered for and are estimated average costs per year. International non-SADC students pay the actual module price plus 50%.

**NB** We cannot publish all programme prices here. You can get an official quote for UFS programmes online. Please visit <https://kovsielife.ufs.ac.za/quote/quote.aspx>

You will need the module codes to get a quote. Module codes are available online [[www.ufs.ac.za](http://www.ufs.ac.za)] in the relevant faculty rulebook. Follow the links: Academic | Academic Programmes, and select the relevant faculty.

## WHERE TO PAY



**ABSA Bank** Any branch  
**Name of account:** University of the Free State  
**Branch code:** 630734  
**Account number:** 1570 151 688  
**SWIFT code for international transfers:** ABSAZAJJ

**Reference number: 100** followed by student number for first payment, tuition and accommodation fees. Email proof of payment to: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za).

**Internet (EFT):** You must register the university as a beneficiary. You can do this at any branch of your bank. Use the ABSA bank details shared previously. **Reference number: 100** followed by student number. Email proof of transaction to: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za).

**Online credit card payment facility:** This facility is available at <https://www.ufs.ac.za/kovsielife/student-finance>. Please note that an official UFS student number is required when using this facility for payment.

**On-campus Cashiers' Office**  
Bloemfontein Campus: Monday to Friday: 08:30-14:30  
Qwaqwa Campus: Monday to Friday: 08:30-15:00

**SAMBA**  
Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus. Email proof of payment to: [tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za).

## RULES WITH REGARD TO FEES

Tuition and accommodation fees are payable in full, irrespective of whether any services to be rendered by the university are disrupted by circumstances beyond the university's control, such as strikes, student boycotts, public unrest, or any other disruption on campus.

### Payment dates

Tuition and residence fees are calculated per semester. All fees must be paid as follows, regardless of whether an account has been received or not. It is your responsibility to enquire if you have not received an account.

**Account statements are emailed to students' UFS4life email addresses.** You can access your account through the student self-service portal; <https://www.ufs.ac.za/kovsielife/student-self-service>.

The university strictly adheres to the Protection of Personal Information Act (POPIA). Account statements or any other personal information will NOT be shared with a third party. You must forward the account to the person(s) responsible for paying the account. It is your responsibility to enquire if you have not received an account.

SA students	International students
<b>First payment:</b> January 2023 – five (5) days prior to registration	<b>First payment:</b> January-March 2023 – five (5) days prior to registration
<b>First semester:</b> All fees for the first semester are payable on or before 31 March 2023.	<b>First semester:</b> All fees for the first semester are payable on or before 31 March 2023.
<b>Second semester:</b> All fees for the second semester are payable on or before 31 August 2023.	<b>Second semester:</b> All fees for the second semester are payable on or before 30 June 2023.
<b>All other fees, including the amenities levy, are payable no later than the end of the month following the month in which the transaction took place, as indicated on the account, unless specifically stipulated in the regulations.</b>	

## STEP 4: FACULTY CURRICULUM ADVICE

Contact your faculty for curriculum advice. You can obtain curriculum advising even if you have not yet made your first payment.

*\*Curriculum advising includes verification of academic plan codes (e.g BC780089) and modules (e.g EDML8900) by academic departments/faculties.*

## STEP 5: ENROLMENT/REGISTRATION

Registration will take place according to your faculty advising schedule. Please visit your faculty webpage for more information:  
<https://www.ufs.ac.za/templates/faculty-list>

For comprehensive information, visit the UFS webpage at:  
[www.ufs.ac.za/register](http://www.ufs.ac.za/register)

## PROOF OF REGISTRATION

NB

*It is your responsibility to ensure that your registration has been completed correctly [correct academic plan code, module code(s) and location/campus of presentation].*

**Honours and PGDip** students must also make sure that their registration is correct on or before the last date allowed for changes (24 February 2023 for the first semester and 21 July for the second semester).

**Master's and Doctoral** students must make sure that they are registered correctly on or before the last date allowed for changes/registration (31 March 2023 for the first semester and 30 September 2023 for second semester) to avoid financial complications or problems with bursaries.

Last day to cancel modules with financial credit: **31 March 2023 for the first semester and 15 August 2023 for the second semester**

- You cannot carry over any incomplete/discontinued modules to the next year – you will have to register for that module again the following year.

## INCORRECT MODULE REGISTRATIONS

If the Registrar grants approval for a student to register for a qualification or module at a time other than the registration opportunity approved by the Senate, a fee will be levied for late registration, irrespective of the reason, except in the case where registration was late due to an action by the UFS and where the student concerned did not contribute to such an action.

In motivated cases, incorrect registrations can be rectified at a fee before the start of the examination, on condition that the module(s) is/are in the same subject field, e.g., if a student is registered for EBUS8714 instead of EBUS8715. An additional amount per module will be payable after the last date of registration (**31 March 2023 for the first-semester and 30 September 2023 for the second-semester modules**).

## STEP 6: CONFIRM YOUR MODULES ON BLACKBOARD

For structured Master's degree: **Please note:** Newly enrolled modules will only be available on the platform 24 hours after your registration has been finalised. Confirm with your academic department whether any study material will be available for you on Blackboard.

Please contact the Blackboard Helpdesk at +27 51 401 9111 (select option 5) for assistance if the modules you registered for are not reflected on the portal.



To access Blackboard, visit the following website:  
<https://ufs.blackboard.com/>

For other master's and doctoral studies: You might be enrolled on a Blackboard page for your degree programme. Don't hesitate to get in touch with your supervisor for more information.

## STEP 7: ACCESS YOUR STUDY MATERIAL

For Honours, PGDip and structured Master's students: You can access your study material via Blackboard once you have enrolled for all your modules. The cost for study guides and material will be added to your tuition-fee account.

For research master's and doctoral students: Your supervisor will provide information around study material and where to find it, where necessary.



## RULES

The rules of the UFS apply to you in all respects during the course of your studies. Please be aware that:



General rules may change from year to year. Please ensure that you are familiar with the applicable general rules before registration. They can be found here: [https://www.ufs.ac.za/about-the-ufs/governance/policy-documents/#2018\\_General\\_Rules](https://www.ufs.ac.za/about-the-ufs/governance/policy-documents/#2018_General_Rules)



The faculty rule books can also be found on the UFS website at <http://www.ufs.ac.za/templates/yearbooks>



Financial rules are available at <https://www.ufs.ac.za/kovsielife/student-finance>



# REGISTRATION CONTACTS



## **CENTRE FOR GRADUATE SUPPORT**

### **General Registration Enquiries**

**Johannes Stone**  
T: +27 51 401 9232  
E: stonejk@ufs.ac.za

### **Dissertations and Thesis Submissions:**

- E (Masters): MastersAdmin@ufs.ac.za
- E (PhDs): DoctoralAdmin@ufs.ac.za

**Nthabiseng Mokgadi** (for HUM, EDU and EMS Faculties ONLY)  
T:+27 51 401 2994

**Rebecca Dipyere** (for Law, NAS, and Theology and Religion Faculties ONLY)  
T:+27 51 401 2722

## **BLACKBOARD**

T: +27 51 401 9111 (*press 5*)  
E: ehelpdesk@ufs.ac.za

## **FACULTY ADMINISTRATION**

### **UFS Business School (PGDip, MBA, PhD)**

**Ms S Murray**  
T: +27 51 401 2100  
E: MurrayS@ufs.ac.za

### **UFS Business School (MBA)**

**Ms S Murray**  
T: +27 51 401 2100  
E: MurrayS@ufs.ac.za

### **Faculty of Health Sciences (master's and doctoral degrees):**

E: PostgradFoHS@ufs.ac.za  
T: +27 51 401 3835/7500

### **Faculty of the Humanities (master's and doctoral degrees):**

E: pgrdhumreg@ufs.ac.za  
T: +27 51 401 2592/7083

## **FINANCE**

### **Student Finance**

T: +27 51 401 9111 (*press 3*)  
E: tuitionfees@ufs.ac.za

## **OFFICE OF INTERNATIONAL AFFAIRS**

### **Immigration, Accreditation, Medical Aid and Student Administration:**

T: +27 51 401 3219  
E: niemannaja@ufs.ac.za

T: +27 51 401 9032  
E: tshabalalal@ufs.ac.za

T: +27 51 401 7207  
E: oiastudentadmin@ufs.ac.za