

REGISTRATION GUIDE FOR:

MD STUDENTS

2021

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Inspiring excellence. Transforming lives.

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



DEAR STUDENT...

We are excited about 2021 and to welcome you as a KOVSIE! We value your academic success and would like to help you enrol (register) correctly for the programme and modules (courses) that you must complete during 2021.

If you want to register for master's or doctoral study, you must refer to this guide when you register.

Online self-service enrolment (registration) will be available from **8 February 2021**. Master's and doctoral students who need assistance with enrolment must contact the Student Service Centre for guidance with online self-service on 051 401-9666 (Bloemfontein Campus) and 058 718 5200 (Qwaqwa Campus).

5 EASY STEPS

The registration process consists of 5 steps

- 1 Make sure that your **UFS password** is correct
- 2 Make the required **first payment** or submit confirmation of an approved bursary/loan
- 3 Log in on the **PeopleSoft** system for self-service enrolment or click **www.ufs.ac.za/register**. Refer to the step-by-step guide on using the online enrolment service
- 4 **Access** your study material on Blackboard – structured master's degree study
- 5 **Confirm** your modules on Blackboard – structured master's degree study

Comprehensive registration information is also available online at **www.ufs.ac.za/register**

Academic activities for the first semester will start on **1 March 2021**.

IMPORTANT NOTE

- If you are registering for a research master's or doctorate for the **first time**, you may register at any time during the year.
- When you **re-register** for a master's or doctoral degree, you must do so during the official registration period (**8 February 2021–31 March 2021 for the first semester and 30 September for the second semester**), and not during the month you initially registered.
- Academic activities for master's degree modules will be communicated to you by the relevant faculty/academic department.

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>
- To activate your password, log in with the following:
 - Username: student number
 - Password: your personal password.

If your password is reset, the UFS issues a temporary password that must be changed the first time you log into the system. You will need your cellphone for the one-time PIN.

For further assistance with this facility, please contact the Student Helpdesk at +27 51 401 2442.

STEP 2: 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 in Bloemfontein, 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. Whether you register in person or online from a different location – all registrations legally happen in Bloemfontein. 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 2021

First payments are payable five (5) working days prior to registration. Students will not be able to register until these amounts reflect as credits on their tuition-fee accounts. Should the tuition fee be less than the amount required, the full amount is payable.

The amounts payable before registration are available on the university's website. Visit <https://www.ufs.ac.za/kovsielife/student-finance>

SA students: First payment includes the registration fee + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

International students: First payment includes the registration fee + international levy + part of the tuition fee + part of the accommodation fee for accommodation in a UFS residence/rented room.

Funding for research master's and doctoral studies

The university has allocated funds for doctoral bursaries.

- Funding is available for the first three years
- Funding is available for full-time and part-time study

Closing date:

- First year doctoral students can apply at any time.
- Returning students must apply in November of the year preceding the year of study.

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 PhD 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.



For more information, please contact:

Research Master's and Doctoral Tuition Fee Bursaries
Mr Prince Khoza | T: +27 51 401 2045 | E: KhozaPN@ufs.ac.za

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 three years for doctoral students.

Students with financial assistance (SA students only)

Confirmation of an approved bursary must be submitted **five (5) working days** prior to registration.

- A certified copy of the bursary/loan must be submitted to the Department of Finance: Tuition Fees, or
- The bursary/loan document can be emailed to tuitionfees@ufs.ac.za
- If the bursary does NOT cover all fees for the year, the **first payment remains payable** five (5) working days prior to registration. Students will not be able to register until these amounts reflect as CREDITS on their tuition-fee accounts. Should the tuition fee be less than the prepayment required, the full amount is payable.

IMPORTANT: If you have a bursary, it is your responsibility to ensure that your bursary donor makes payments on time, and in accordance with university regulations. You must also make sure that your bursary provider has your student account details.

If your bursary provider does not pay your account in time, interest will be charged and debited to your account. You or your parents/guardian will be responsible to pay such interest.

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] 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 directly by student number for the **first payment**, tuition, and accommodation fees.

E-mail proof of payments to: tuitionfees@ufs.ac.za

Internet (EFT)

You must register the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.

Reference number 100 followed directly by your student number.

E-mail proof of transaction to: tuitionfees@ufs.ac.za

Online credit card payment facility

At <http://studentportal.ufs.ac.za>

NB: An official UFS student number is required when this facility is used for payment.

On Campus cashiers' office

Bloemfontein Campus: Mondays to Fridays: 08:30–14:30.

QwaQwa Campus: Mondays to Fridays: 08:30 – 15:00

SAMBA

Payments with SAMBA cards can be made at the cashiers on the Bloemfontein Campus.

E-mail proof of payments to: 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 fees are calculated per course or semester. Accommodation fees are also calculated per semester. All fees must be paid, whether an account has been received or not. (It is the responsibility of the student to supply the university with his/her proper postal address, email address, and contact numbers, and to make enquiries should he/she not receive an account.)

SA students	International students
First payment: January–March 2021 – five (5) days prior to registration.	First payment: January–March 2021 – five (5) days prior to registration.
First semester: All fees for the first semester are payable on or before 31 March 2021 .	First semester: All fees for the first semester are payable on or before 31 March 2021 .
Second semester: All fees for the second semester are payable on or before 31 August 2021 .	Second semester: All fees for the second semester are payable on or before 30 June 2021 .
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 otherwise in the regulations.	



WHERE SHOULD YOU REPORT FOR ACADEMIC ADVICE?

The academic advisers of the various faculties will only be available for certain periods during the registration process. You may contact your academic department directly for academic advice.

STEP 3: ONLINE REGISTRATION (ENROLMENT)

HOW TO ENROL

An enrolment guide will be sent to you for step-by-step guidance on using the online system.

For comprehensive information, you can also go to the UFS webpage at: www.ufs.ac.za/register



PROOF OF REGISTRATION

NB: It is your responsibility to ensure that your registration has been completed correctly [correct study code/module code(s)/centre of presentation].

After you have completed your online registration, we will email a copy of the proof of registration to your **UFS4Life** email address.

You must make sure that you are registered correctly on or before the last date allowed for changes (first semester, **19 March 2021**) to avoid financial complications or problems with bursaries.

After 19 February, you are not allowed to register for any first-semester and year modules. You can cancel first-semester and year modules until **31 March 2021** and second-semester modules until **30 August 2021**.

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

INCORRECT MODULE REGISTRATIONS

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 (**19 March 2021 for the first semester**).



STEP 4: ACCESS YOUR STUDY MATERIAL (STRUCTURED MASTER'S)

You can access your study material via Blackboard once you have enrolled for all your modules. The cost for the study guides and material will be added to your tuition-fee account.

STEP 5: CONFIRM YOUR MODULES ON BLACKBOARD (STRUCTURED MASTER'S)

Please note: Newly enrolled modules will only be available on the platform after 24 hours. 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 9452 for assistance if the modules you registered for are not reflected on the portal.

To access Blackboard, visit the following website: <https://learn.ufs.ac.za>

To log into your Blackboard account, type:

Username: student number

Password: UFS campus password



SUBMISSION OF DISSERTATIONS AND THESES FOR ASSESSMENT

ASSESSMENT

The following information is relevant for master's degree students who are doing a research dissertation or interrelated publishable manuscript/published articles, or a doctoral thesis or interrelated publishable manuscript/published articles that they want to submit for assessment.

- Submission of dissertations and theses can take place throughout the year, but due to the assessment procedures, we cannot guarantee that the degree will be conferred at the following graduation ceremony.
- You must submit the research at least four months before a graduation ceremony to ensure that the degree can be conferred during that graduation ceremony. However, it may still be possible that you will only receive your qualification during the next graduation ceremony, due to issues regarding the assessment or changes required to the research.

The Notice of Submission form can be accessed on the UFS webpage at the following link:



Please find the list of **Contact Persons** regarding the submission of dissertations and theses for assessment on the next page.



Rules

The rules of the University of the Free State are applicable to you in all respects during the course of your studies.

- General rules may change from year to year. Please ensure that you are familiar with the applicable rules before registration. The rules can be found on the UFS website at UFS 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>



CONTACT PERSONS

FINANCE

STUDENT FINANCE

Accounts/amounts payable

Postgraduate Students:

Student Finance Call Centre:

+27 51 401 2806 / 3003

T: +27 51 401 9090

E: tuitionfees@ufs.ac.za

Staff and Council Bursaries

T: +27 051 401 2817

Student Card (Meals and Books)

T: +27 051 401 2799/3337

Collections:

T: +27 051 401 3448

STUDENT SERVICE CENTRE AND REGISTRATIONS:

Call Centre: Bloemfontein Campus

T: +27 51 401 9666

Email address:

StudentAdmin@ufs.ac.za

Call Centre: Qwaqwa Campus

T: +27 58 718 5200

FACULTIES

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES:

Mrs L Pretorius

T: +27 51 401 2173

E: LPretorius@ufs.ac.za

UFS Management School

MBA

Mrs EH Oberholzer

T: +27 51 401 3163

E: oberholzereh@ufs.ac.za

UFS Business School (PhD)

Mrs EL Cox

T: +27 51 401 3172

E: CoxEL@ufs.ac.za

FACULTY OF EDUCATION:

Master's and Doctorates

Mrs CS Duvenhage

T: +27 51 401 3651

E: DuvenhageCS@ufs.ac.za

FACULTY OF THE HUMANITIES:

Mrs M Cloete

T: +27 51 401 2592

E: CloeteM@ufs.ac.za

FACULTY OF HEALTH SCIENCES:

Mrs M du Randt

T: +27 51 401 7500

E: DuRandtM@ufs.ac.za

School of Nursing:

Ms R Delpont

T: +27 51 401 2813

E: DelpontR@ufs.ac.za

FACULTY OF LAW:

Mr W Awusi

T: +27 51 401 2735

E: AwusiWK@ufs.ac.za

FACULTY OF NATURAL AND AGRICULTURAL SCIENCES:

Ms E Oosthuizen

T: +27 51 401 2934

E: Oosthuizenem@ufs.ac.za

FACULTY OF THEOLOGY AND RELIGION:

Ms S Dlwati

T: +27 51 401 7876

E: DlwatiS@ufs.ac.za

GENERAL ACADEMIC ADVISING (CTL)

T: +27 51 401 2444

E: advisings@ufs.ac.za

QWAQWA CAMPUS

REGISTRATION CALL CENTRE

+27 58 718 5200

ADMINISTRATIVE MASTER'S AND DOCTORAL OFFICERS

(all faculties)

Mrs ME Motaung

(Applications and Admissions)

T: +27 58 718 5012

E: ApplicationsQwaqwa@ufs.ac.za

Ms MAM Mohlakoana

(Student Records)

T: +27 58 718 5420

E: mohlakoanamam@ufs.ac.za

Mr MR Tau

(Student Notices and Assessment)

T: +27 58 718 5187

E: tauMR@ufs.ac.za

FACULTIES

FACULTY OF EDUCATION

Mr TT Maitse

T: +27 58 718 5095

E: EduQQ@ufs.ac.za

FACULTY OF ECONOMIC AND MANAGEMENT SCIENCES

Ms JN Zim

T: +27 58 718 5289

E: EMSQQC@ufs.ac.za

FACULTY OF THE HUMANITIES

Mrs LP Mohale

T: +27 58 718 5405

E: AdviceHumQQ@ufs.ac.za

FACULTY OF NATURAL AND AGRICULTURAL SCIENCES

Mrs DM Mohono

T: +27 58 718 5284

E: NaturalScienceQQ@ufs.ac.za

SUPPORT SERVICES

BLACKBOARD

Ms MLC Mthembu

T: +27 58 718 5299

E: BBQQ@ufs.ac.za

CENTRE FOR UNIVERSAL ACCESS AND DISABILITY SUPPORT (CUADS)

Ms T Thulo

T: +27 58 718 5189

E: thulotb@ufs.ac.za

FINANCIAL AID

Mr LL Lekhotla

(student surnames A–L)

T: +27 58 718 5061

E: FinAidQwa@ufs.ac.za

Mrs TF Mosikili

(student surnames M–N)

T: +27 58 718 5061

E: FinAidQwa@ufs.ac.za

Mr VJ van Rooi

(student surnames O–Z)

T: +27 58 718 5038

E: FinAidQwa@ufs.ac.za

GENERAL ACADEMIC ADVISING (CTL)

Ms KC Bhiyo

T: +27 58 718 5484

E: advisingqq@ufs.ac.za

Ms SR Marumo

T: +27 58 718 5341

E: advisingqq@ufs.ac.za

