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# ADVANCED CERTIFICATE IN TEACHING

Foundation Phase | Intermediate Phase | Senior Phase

NOW 100% ONLINE

T: 051 401 9111 | E: [info@ufs.ac.za](mailto:info@ufs.ac.za) | [www.ufs.ac.za](http://www.ufs.ac.za)

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*Inspiring excellence. Transforming lives.  
Inspireer uitnemendheid. Verander lewens.*

UNIVERSITY OF THE  
FREE STATE  
UNIVERSITEIT VAN DIE  
VRYSTAAT  
YUNIVESITHI YA  
FREISTATA  
SOUTH CAMPUS/SUID-KAMPUS



A young woman with long dark hair, wearing a blue headband and a white button-down shirt, is smiling warmly at the camera. She is holding several colorful folders (purple, blue, green, yellow, orange, pink) in front of her. The background is a chalkboard with faint white markings, including the number '2' and an equals sign. A red banner with white text is overlaid across the middle of the image.

Build a better society, a better  
community, a better life.

# CONTENTS

1. Welcome .....	1
2. Career Opportunities .....	2
3. The Admission Requirements for the ACT .....	3
4. The Different Specialisations of the ACT .....	4
5. What are the entry dates for enrolment to the different ACT specialisations? .....	5
6. Duration of Study .....	6
6.2 Repeating modules .....	6
7. Assessment during the ACT programme .....	7
8. Reasons to enrol for the ACT .....	7
10. Contact Numbers .....	8
11. FREQUENTLY ASKED QUESTIONS .....	9
12. Plagiarism .....	14
13. Self-help procedure .....	15
17. Grievance Procedure-Flow Chart.....	19
18. Reflective Journal .....	19



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# 1. WELCOME

## WELCOME TO A NEW OPPORTUNITY IN ADVANCING YOUR PROFESSIONAL CREDENTIALS AS A TEACHER—FULLY ONLINE!

The University of the Free State now offers Advanced Certificates in Teaching (ACTs) 100% online. These programmes enable experienced teachers to earn their National Qualifications Framework (NQF) Level 6 qualification conveniently on their computers—**no travel is required**. Busy South African teachers can now complete relevant and required modules electronically – providing more flexibility in meeting personal and professional needs.

Online learning presents an outstanding opportunity to conveniently and affordably progress in higher education and obtain advanced professional qualifications. It is a brilliant solution for adult students who cannot easily access traditional on-campus or blended contact programmes.

This fully online programme enables educators to advance through increased knowledge, problem solving exercises, and practical applications. The skills learned can be used immediately in the classroom and ACT completion certifies teachers

as fully qualified according to South Africa's Department of Basic Education. Currently fully qualified teachers wishing to work in different content areas or grade levels can also expand their credentials by completing the ACT in their desired area of teaching.

Students complete the certificate programme via a 100% online format, so no travel or contact sessions are required. There are no formal exams; student progress is measured through online assessments based on demonstrating methods and procedures to be used in the professional management of learning within defined contexts.

National Qualifications Framework (NQF) Level 6 competences are organised into nine or ten consecutive 8-week sessions. These are designed to meet the practical needs of working educators, and include online facilitators and technology support. Students enrol and pay for one session at a time.

**This certificate programme can be completed, on a part-time basis, in as little as 18–20 months.**



## 2. CAREER OPPORTUNITIES

The **Advanced Certificate in Teaching** addresses the requirement for a teaching and learning pathway for teachers advancing their careers. This qualification has a specific aim to improve teachers' knowledge and competences in a new subject, or strengthen their subject specialisation.

Therefore, the **Advanced Certificate in Teaching** will not only enhance the qualification of those teachers who are currently employed without adequate training, but it also offers specialist education to those teachers who need to strengthen their subject specialisation knowledge base. The qualification also aims to provide retraining to teachers who wish to change their career path, thus widening the pool of teachers who are able to teach a certain subject.

### 3. THE ADMISSION REQUIREMENTS FOR THE ACT

Admission to the Advanced Certificate in Teaching is subject to the General Rules for undergraduate qualifications. In addition, applicants must meet the requirements of the Faculty of Education and the specific requirements of the discipline. The following specific requirements (or RPL equivalent) apply:

- 3.1 The minimum qualification admission requirement is an approved and recognised professional teaching qualification evaluated as REQV 13.
- 3.2 Practising teacher in possession of a recognised professional teaching qualification at minimum NQF Exit Level 5 or equivalent.
- 3.3 A Teacher's Diploma, National Professional Diploma in Education (NPDE) or equivalent NQF Level 5 qualification
- 3.4 A former Advanced Certificate in Education (Level 6) in a different phase or specialisation; or
- 3.5 A 480 credit Bachelor of Education at NQF Level 7 (in a different phase or specialisation); or
- 3.6 An Advanced Diploma or Postgraduate Certificate in Education (in a different phase or specialisation).
- 3.7 Teachers who enrol for the qualification must *provide proof* that they either teach the specific subject or phase or that they have access to a classroom to teach the specific subject and phase for the duration of the programme. This is applicable to all the ACT specialisations.
- 3.8 A laptop, as part of the equipment a student needs for the programme, is compulsory. Since some of the communication in the programme will be done on WhatsApp a student should have a "smartphone" with WhatsApp access. ICT forms an integral part of the ACT programme. You will be provided the opportunity to buy a laptop through Eduloan at an exceptionally competitive price on the Student Technology Programme (STP). These laptops purchased through the STP initiative come preloaded with the necessary anti-virus and processing software. However, purchasing a laptop through Eduloan is not compulsory. A student in the ACT programme is free to purchase a laptop from any service provider.

The **minimum** requirements for a laptop to be used in the programme are as follows:

- Intel Core i5 processor
- 500 GB / 1 TB HDD
- 4GB RAM
- Microsoft Office 2010
- USB 3.0 x 2, Bluetooth, Ethernet
- 15.6" HD Display (1366x768)
- 8x CD / DVD Multi Writer

It is important to note that the UFS will take no responsibility for ensuring that the laptop the student provides is suitable for use in the programme.

# 4. THE DIFFERENT SPECIALISATIONS OF THE ACT

PRESENTLY, UFS OFFERS THREE ADVANCED CERTIFICATES IN TEACHING:

ADVANCED CERTIFICATE  
IN TEACHING:

*FOUNDATION PHASE ONLINE*



132 credits



14 modules



8-week sessions  
(nine consecutive)

ADVANCED CERTIFICATE  
IN TEACHING:

*INTERMEDIATE PHASE ONLINE*



148 credits



16 modules



8-week sessions  
(ten consecutive)

ADVANCED CERTIFICATE  
IN TEACHING:

*SENIOR PHASE ENGLISH FAL  
ONLINE*



156 credits



15 modules



8-week sessions  
(nine consecutive)

## FOUR SPECIALISATIONS:

1. Intermediate Phase Teaching specialising in English First Additional Language and Mathematics **(or)**
2. Intermediate Phase Teaching specialising in English First Additional Language and Life Skills **(or)**
3. Intermediate Phase Teaching specialising in English First Additional Language and Social Sciences **(or)**
4. Intermediate Phase Teaching specialising in English First Additional Language and Technology & Natural Sciences



## 5. WHAT ARE THE ENTRY DATES FOR ENROLMENT TO THE DIFFERENT ACT SPECIALISATIONS?



The Online Advanced Certificate in Teaching programme is designed as an efficient and accelerated means for educators to advance in their qualification level via an online platform.



To provide the maximum opportunity for students to complete their certificates, the academic calendar for the programme is organised into multiple starting dates per year.



Each start date has accompanying application and payment deadlines that must be met before the student can begin.

5

PLEASE SEE THE CALENDAR BELOW FOR SCHEDULED START DATES AND DEADLINES:

Application Deadline	Payment Deadline	Starting Date
01 May 2017	08 May 2017	22 May 2017
26 June 2017	03 July 2017	17 July 2017
21 August 2017	28 August 2017	11 September 2017
16 October 2017	23 October 2017	06 November 2017
01 January 2018	08 January 2018	22 January 2018
26 February 2018	05 March 2018	19 March 2018
23 April 2018	30 April 2018	14 May 2018

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## 6. DURATION OF STUDY

National Qualifications Framework (NQF) Level 6 competences are organised into nine or ten consecutive 8-week sessions. These are designed to meet the practical needs of working educators, and include online facilitators and technology support. Students can enrol in, and pay for, one session at a time.

**This certificate programme can be completed, on a part-time basis, in as little as 18–20 months.**

The General Rules of the University in respect of the residential period are *mutatis mutandis* applicable to this certificate.

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### 6.2 REPEATING MODULES

Students who have to repeat modules will have the opportunity to repeat these modules in additional study year(s) only. The modules are presented in a “carousel mode” and modules are repeated every second year.

## 7. ASSESSMENT DURING THE ACT PROGRAMME

### 7.1 ASSESSMENT

The General Rules of the University in respect of assessment apply to this certificate. Continuous reflection and English Literacy enhancement will be included in a reflective journal, which is a compulsory component of all the Advanced Certificate in Teaching qualifications.

Assessment will take the form of continuous assessment (CASS), by way of assignments or tasks and tests and summative assessment tasks.

### 7.2 ASSESSMENT FOR ALL MODULES COMPRISES THE FOLLOWING:

Students complete the certificate programme through a 100% online format which means that **no travel or contact sessions are required**. There are no formal exams; student progress is evaluated through online assessments based on demonstrating the reflexive competences required of an educator.

## 8. REASONS TO ENROL FOR THE ACT

- To upgrade my qualification.
- To re-route my teaching career.
- To develop professionally.
- To keep in touch with the latest developments in a specific field.
- To improve the quality of teaching and learning at my school.
- To improve my opportunities for promotion.
- Up to 24 credits of additional subject content will be available in certain specialisations.

## 9. HOW TO ENROL FOR THE ACT AT THE UNIVERSITY OF THE FREE STATE

Information for enrolment in the ACT can be obtained in the following ways:

- The prospective student can apply online by filling out a student profile and then submitting an application to UFS via an online portal. <http://www.ufs.ac.za/onlinelearning>
- Calling (+27)51 505 1243 or (+27)51 051 505 1212 or Faxing 086 6146 722
- Mailing your request to [vtondeaj@ufs.ac.za](mailto:vtondeaj@ufs.ac.za)

# 10. CONTACT NUMBERS

Director	Mr P Plekker	051 505 1250
Formal Programmes	<a href="mailto:plekkerp@ufs.ac.za">plekkerp@ufs.ac.za</a>	Fax: 086 525 5380
Registrations & Graduation	Ms Y Liebenberg <a href="mailto:deklerky@ufs.ac.za">deklerky@ufs.ac.za</a>	051 505 1212 Fax: 086 614 6722
Marks & Study records	Ms D Naude <a href="mailto:NaudeMC@ufs.ac.za">NaudeMC@ufs.ac.za</a>	051 505 1218
Finances	Class fees department	051 401 3003 or 051 401 2806
Enquiries	Mr AJ van Tonder <a href="mailto:vtondeaj@ufs.ac.za">vtondeaj@ufs.ac.za</a>	051 505 1243

# 11. FREQUENTLY ASKED QUESTIONS

#	Question	Answer
11.1	What must I do if I want to change my course?	Fax or email such a request to Ms Y Liebenberg at 086 614 6722 or deklery@ufs.ac.za
11.2	What must I do if I want to cancel my course?	<p>Any student proposing to cancel his/her studies must:</p> <p>Notify Ms Y Liebenberg in writing of such intention.</p> <p>This notice can be submitted to Ms Y Liebenberg by email (deklery@ufs.ac.za) or in hard copy at: UFS South Campus, P.O. Box 339, Bloemfontein 9300</p> <p>Financial liability in the case of cancellations</p> <p>Minimum cost: If a student cancels his/her course during the eight (8) week sessions,</p> <p>the student will be liable for all the costs for the sessions and no rebate is possible.</p>
11.3	How do I pay my account or registration fees?	<p>Students can pay directly into the <b>ABSA</b> bank account of the UFS:</p> <p>Name of account: <b>University of the Free State</b></p> <p>Branch code:<b>630734</b></p> <p>Account number: <b>1570151688</b></p> <p>Reference number:<b>100</b> followed directly by <b>student number</b></p> <p>Or at any Post Office (UFS code 089).</p>
11.4	What else do I need to know about registration?	<p>Make sure your completed registration form has been submitted to the Registration Section. This can be done electronically online or in hard copy.</p> <p><b>IMPORTANT NOTE:</b></p> <p>Registration can only be done if the required minimum amount for registration has been paid.</p> <p>A student cannot be registered in <b>case of a pending</b> disciplinary process.</p> <p>(Contact person: Ms S Nel 051 401 7469 or snel@ufs.ac.za).</p>

#	Question	Answer
11.5	How do I obtain a student card?	<ul style="list-style-type: none"> <li>The first card is free of charge. A student card will be sent to the mailing address of the student. If it happens that a student loses his/her card the second card can be bought at a cost of <b>R60</b>. Contact the card division at 051 401 3337.</li> <li>To replace a card, R60 should be paid to the ABSA account</li> </ul> <p>ABSA bank account of the UFS:</p> <p>Name of account: <b>University of the Free State</b>  Branch code: <b>630734</b>  Account number: 1570 850 071  Reference number: 141 307 307 670 0198</p> <p>Proof of this payment, 1 x passport / ID photo, student number and ID or passport number can be sent to Ms Y Liebenberg, who will have the replacement card issued and sent back to the student.</p>
11.6	Do the online ACT programmes require travel or contact sessions?	<ul style="list-style-type: none"> <li>No travel or contact sessions are required. The student is able to complete each consecutive 8-week session leading to a certificate fully online. This allows the flexibility to study at times best suited to individual schedules. The instructional modules may be accessed at any time via a laptop and an Internet connection from home, school or any other convenient location.</li> </ul>
11.7	How do I obtain copies of official documents?	<ul style="list-style-type: none"> <li>The first three copies of any official record, e.g. 3 x proof of registration or 3 x study record are free of charge. Issuing the fourth copy of anyone of these will cost R90.00 per additional copy.</li> <li>Your request for any official record can be submitted to Ms Y Liebenberg at <a href="mailto:deklerky@ufs.ac.za">deklerky@ufs.ac.za</a> or 051 505 1212 or 086 614 6722.</li> </ul>
11.8	How do I obtain my results?	<p>Results can be obtained via different platforms:</p> <p>From a cell phone, press *120*837# THEN press CALL and follow the prompts.STUDENT NUMBER to 35606.</p> <p>On the UFS website: <a href="http://www.ufs.ac.za">http://www.ufs.ac.za</a></p> <p>Go to: <i>Students</i>  Go to: <i>Student Portal</i>  Go to: <i>Student Self Service</i>  Go to : <i>Study Records</i></p> <p><b>Also consult section 15 in this guide.</b></p>

#	Question	Answer
11.9	Where can I get confirmation that I obtained my qualification?	<ul style="list-style-type: none"> <li>Send your request to Ms Y Liebenberg at <a href="mailto:dekleryk@ufs.ac.za">dekleryk@ufs.ac.za</a> or 086 614 6722.</li> </ul>
11.10	What happens if I am dishonest during assignments or assessment tasks?	<ul style="list-style-type: none"> <li>Disciplinary steps are taken against students who are dishonest. If found guilty, the student will be suspended for at least one year, pay a penalty as determined by the UFS, and also forfeit all credits.</li> </ul>
11.11	Why do I receive accounts from the University if I have a bursary from the Department of Education? What should I do about this?	<ul style="list-style-type: none"> <li>The online ACT programme is presented on a pre-paid eight (8) week session model. Bursary holders, however, will be registered on grounds of a bursary letter from the sponsor. The University sends accounts to all students' UFS4life email addresses and therefore bursary holders will also receive accounts from time to time. It is the responsibility of each student to ensure that their account is paid in full even when they are a bursary holder. Students must submit their own accounts at the Department of Education / sponsor. It is important to make sure that accounts are paid as soon as possible, because the UFS will add interest to accounts. Interest on accounts is not paid by the Department of Education.</li> </ul>
11.12	What should I do if I interrupted my studies and later wish to start again?	<ul style="list-style-type: none"> <li>You have to re-apply for admission to the UFS before you can register for any modules.</li> </ul>
11.13	How can I be sure that I receive all information regarding my studies?	<ul style="list-style-type: none"> <li>Make sure you inform the UFS every time your cell phone number changes.</li> <li>Please contact Ms Y Liebenberg regarding any changes. Also check your UFS4life email address regularly.</li> </ul>
11.14	What ACT programmes are available online?	<ul style="list-style-type: none"> <li>Presently, the UFS offers three Advanced Certificates in Teaching: <ul style="list-style-type: none"> <li>Foundation Phase</li> <li>Intermediate Phase – four areas of focus selections: <ul style="list-style-type: none"> <li>Intermediate Phase Teaching specialising in English First Additional Language and Mathematics (or)</li> <li>Intermediate Phase Teaching specialising in English First Additional Language and Life Skills (or)</li> <li>Intermediate Phase Teaching specialising in English First Additional Language and Social Sciences (or)</li> <li>Intermediate Phase Teaching specialising in English First Additional Language and Technology &amp; Natural Sciences</li> </ul> </li> <li>Senior Phase English FAL</li> </ul> </li> </ul>

#	Question	Answer
11.15	Do the ACT programmes require formal exams?	<ul style="list-style-type: none"> <li>No formal exams are required. Instead, the student completes online assessments evaluating their understanding of content and its application to the classroom.</li> </ul>
11.16	What are the technology requirements for accessing the ACT programmes?	<ul style="list-style-type: none"> <li>The student must have access to the Internet and a laptop.</li> <li>See 3.8 for the minimum requirements for a laptop to be used in the programme.</li> <li>Students will be provided the opportunity to buy a laptop through EduloanTM at an exceptionally competitive price through the Student Technology Programme (STP). General information is available at <a href="http://www.eduloan.co.za/">http://www.eduloan.co.za/</a></li> </ul>
11.17	What if I need help?	<ul style="list-style-type: none"> <li>It is okay if you need help. It is part of learning. Both online facilitation and technology support are included in the ACT programmes. To make progression through the programme easier, students are instructed in how to access and use the online portal as part of their first module.</li> </ul>
11.18	How can I feel more confident that the content will give me what I need?	<ul style="list-style-type: none"> <li>The UFS' ACT modules have been designed and evaluated by experienced South African and international teachers. Furthermore, the UFS has a history of working in community schools alongside teachers just like you.</li> </ul>
11.19	Does online learning really work?	<ul style="list-style-type: none"> <li>Research shows that students completing online learning programmes have outcomes that are "equal to or better than" those of contact-based students.</li> </ul>
11.20	How long does it take to complete an ACT programme online?	<ul style="list-style-type: none"> <li>The programmes are organised into consecutive 8-week sessions, so that the student can complete them more quickly than other formats. The Foundation Phase and Senior Phase English FAL certificates can each be completed in as little as 18 months, while the Intermediate Phase, with its four areas of focus can be completed in as little as 20 months.</li> </ul>
11.21	How much do the programmes cost?	<ul style="list-style-type: none"> <li>Tuition fees for the ACT Online programmes are affordable and based on 8-week sessions of R2 256. The student can enrol, and pay, for one 8-week session at a time.</li> <li>Fees are revised annually.</li> </ul>



#	Question	Answer
11.22	Is financial assistance available to help pay for the programmes?	<ul style="list-style-type: none"> <li>• Students can apply for a study loan at: (<a href="http://www.eduloan.co.za">http://www.eduloan.co.za</a>)</li> <li>• Assistance to pay for the ACT Online programmes may be available. Students should inquire about possible assistance from the school district and Provincial Education offices.</li> </ul>
11.23	What is the application process?	<ul style="list-style-type: none"> <li>• Getting started is easy. The prospective student can apply online by filling out a student profile and then submitting an application to the UFS via an online portal. See the <b><i>How to Get Started</i></b> section.</li> <li>• More questions? Kindly SMS 082 5482 493 for a personal response.</li> </ul>
11.24	What happens if I register for a module, but I don't start at the appropriate time?	<ul style="list-style-type: none"> <li>• It is of the utmost importance that a student logs in and starts with his/her (new) module within the first week after the starting date to ensure study-success. Delaying the start might result in falling behind and insufficient facilitator support.</li> <li>• Should a student delay starting with a module the student will not be allowed to de-register for the module and will receive no rebate for the module.</li> </ul>

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# 12. PLAGIARISM

Plagiarism implies direct duplication of the formulation and insights of a source text with the intention of presenting it as one's own work. **The full policy is available at: [http://www.ufs.ac.za/dl/userfiles/documents/00000/364\\_eng.pdf](http://www.ufs.ac.za/dl/userfiles/documents/00000/364_eng.pdf)**

## PLAGIARISM IS DISTINGUISHED FROM OTHER FORMS OF ACADEMIC WRITING MISCONDUCT SUCH AS:

- wripping in tests and examinations;
- collusion and fabrication or falsification of data;
- deliberate dishonesty;
- purchasing assignments, dissertations and/or theses on the Internet and presenting such documents as one's own work;
- presenting the same work for more than one course or in consecutive years; and
- submission of another person's work as one's own original work.

## STUDENTS ARE EXPECTED TO:

- Abide by all the directives of this policy, the Assessment Policy, course guides, specific and general regulations and assessment requirements.
- Seek assistance if they are unsure of appropriate citation and referencing in their respective disciplines.
- Avoid unfair transference of responsibility if not informed about the policy.
- Submit only their own work for any form of assessment, except where:
- The work of others is appropriately acknowledged; and the assessor/moderator has required, or given prior permission for, group or collaborative work to be submitted.
- Prevent their own work from being copied by another student with the intention of deceiving the reader.
- Include a declaration of own work where applicable when submitting academic writing for recognition or credit.

# 13. SELF-HELP PROCEDURE

Not sure about your marks and/or balances?

## 13.1 GET YOUR EXAM RESULTS AND FINANCIAL INFORMATION VIA SMS! JUST FOLLOW THESE SIMPLE INSTRUCTIONS:

How to register for the SMS service	How to access exam results	How to access financial information
<ul style="list-style-type: none"><li>• Dial *120*837#</li><li>• Press “Answer” and type in your student number</li><li>• Press “Send”</li><li>• Press “Answer” and type in your ID number</li><li>• Press “Send”</li><li>• Press “Answer” and type in your choice: Yes OR No</li><li>• Press “Send”</li></ul>	<ul style="list-style-type: none"><li>• Dial *120*837#</li><li>• The following menu will be displayed<ul style="list-style-type: none"><li>• 1. Exam Results</li><li>• 2. Finance</li><li>• 3. Change Student</li></ul></li><li>• Press “Answer” and type in “1”</li><li>• Press “Send”</li><li>• Press “Answer” and type in your choice of year and month.</li></ul>	<ul style="list-style-type: none"><li>• Dial *120*837#</li><li>• The following menu will be displayed<ul style="list-style-type: none"><li>• 1. Exam Results</li><li>• 2. Finance</li><li>• 3. Change Student</li></ul></li><li>• Press “Answer” and type in “2”</li></ul>
<p>You are now registered for the SMS service. To access your information press “Answer” and type in 00 (zero, zero).</p>	<p>Your exam results will be displayed, press “Answer” and type in 00 (zero, zero) to return to the menu.</p>	<p>Your finance information will be displayed, press “Answer” and type in 00 (zero, zero) to return to the menu.</p>

OR Visit our Student Self Service Portal by following this link:



<http://www.ufs.ac.za/sssp>

## 13.2 HOW TO REGISTER FOR ACCESS TO THE STUDENT PORTAL

<ul style="list-style-type: none"><li>• Go to Google, Firefox or Internet Explorer and type in <a href="http://www.ufs.ac.za">www.ufs.ac.za</a> to enter the UFS website</li><li>• Go to the bottom of the website and click on highlighted area: Kовsielife (Student Portal)</li><li>• Click on Student log in</li><li>• Follow the log in instructions and type in student number at Username and your ID number at Password</li><li>• Click on the Control panel.</li><li>• Click on change password</li><li>• Follow the instructions by typing in your new password at New Password and confirm password and submit</li></ul>	<ul style="list-style-type: none"><li>• Click on Kовsielife (Student Portal)</li><li>• Click on Student log in</li><li>• At Username, type in your student number</li><li>• At Password, type in your own created password</li><li>• Click on any of the following tools to obtain your data:<ul style="list-style-type: none"><li>• Accounts to view your account statement</li><li>• Exam timetable to view your exam dates</li><li>• Proof of registration to obtain your proof that you are registered</li><li>• Study records to access your personal examination results</li></ul></li><li>• Click print to print it. Most of the tools have that option.</li><li>• After you obtained what you want, click on LOGOUT.</li></ul>
Your Username will be your student number. After you have submitted your own new password you are registered for access to the Student Portal.	Remember to use your own created password next time.

16

Should you need assistance with your password, please call the **Student Helpdesk at 051 401 2442**

## 13.3 FEE QUOTATION FOR THE DEPARTMENT OF EDUCATION (HOW TO OBTAIN A QUOTATION)

To Request a Fees Quotation:

Contact UFS Finance at Bloemfontein Campus at 051 401 3003 or 051 401 2806  
[tuitionfees@ufs.ac.za](mailto:tuitionfees@ufs.ac.za)

## 13.4 UFS LIBRARY AND INFORMATION SERVICES

The UFS Library and Information Services forms an integral part of the University and shares in the quest for excellence. We are proud to introduce to you a library and information service that not only provides in the basic needs of a user, but one that operates in a highly technological environment.

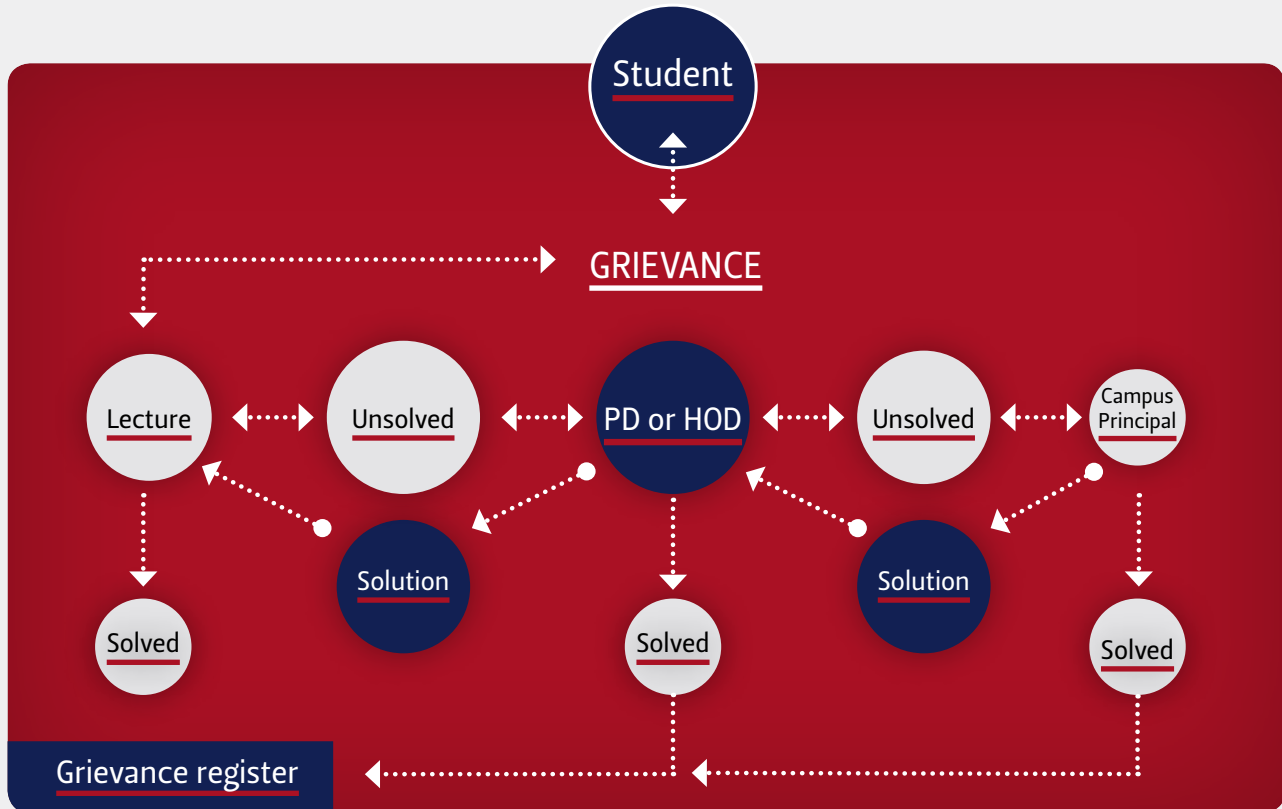
The UFS Library and Information Services offers you the opportunities, information resources and facilities that are essential to academic life.

We hope that our services will support you.

#	Question	Answer
13.4.1	When can I use the Library?	<p><b>During semester</b></p> <p>Monday to Friday (Except Wednesdays) 08:00 – 18:00 Saturday 09:00 – 13:00</p> <p><b>During holidays</b></p> <p>Monday to Friday (Except Wednesdays) 08:00 – 18:00 The library is closed on Saturdays during long weekends. The Library is closed on Saturdays from the first Saturday in December to the second Saturday in January, inclusive.</p>
13.4.2	What are the contact details?	<ul style="list-style-type: none"> <li>As registered student please do not hesitate to contact the library for assistance in finding resources for your assignments or research. You can contact the following staff members: Mrs L Coetzer: 051 401 7808 (Campus Librarian) Mr C Seekoei: 051 401 7806 (Library Assistant)</li> </ul>
13.4.3	How do I become a member of the Library?	<p>When you register as a student at the UFS you receive a UFS student card.</p> <p>Approximately one day after registering as a student, you will automatically be registered on the Library computer system.</p> <p>Your student card is used to borrow books and to make photocopies. Please report the loss of your student card to staff at the issue counter as soon as possible.</p> <p>Your UFS student card is your responsibility. You are not allowed to lend it out to anyone, and doing so will lead to disciplinary action.</p>
13.4.4	Who can make use of the Computer Lab in the Library?	<ul style="list-style-type: none"> <li>Only registered students are allowed to make use of the facilities in the computer lab.</li> <li>Your UFS student card is necessary to obtain access to the lab.</li> <li>Silence must be kept and the use of cell phones is prohibited, as in the rest of the Library.</li> <li>Failure to comply with the regulations will lead to disciplinary action. A trespasser may be barred from using the labs again.</li> </ul>

#	Question	Answer
13.4.5	Can I use the photocopy services in the Library?	<ul style="list-style-type: none"> <li>• There are photocopy machines available in the library. Please go to the cashier on campus to place money on your student card for photocopies.</li> </ul>
13.4.6	How many books may I borrow?	<ul style="list-style-type: none"> <li>• Undergraduate students are allowed to borrow 10 books for 15 days.</li> <li>• A fine is charged for books returned after the due date.</li> <li>• Extension of the loan period may be requested once by telephone. You will be informed of the new due date for the books.</li> <li>• Extension can only be granted if no one else has reserved the book.</li> <li>• You are responsible for all books issued to you. Take care that books are not forgotten in classrooms and do not lend books to other people.</li> <li>• Reference books cannot be borrowed and may only be consulted in the Library.</li> </ul>
13.4.7	Can I make use of the Library services when I am off-campus?	<ul style="list-style-type: none"> <li>• Registered UFS students anywhere in the world can make use of the electronic resources offered by the Library (especially databases for information searches and journals to find specific pre-identified journal articles). To do this you need your surname, your patron number (which is your student number with 10 added at the end) and a personal identification number (PIN) you create yourself. This can be any number, at least 4 digits long, but please do not forget it as it is quite a hassle to resolve the issue of a forgotten PIN.</li> </ul>

# 17. GRIEVANCE PROCEDURE – FLOW CHART



# 18. REFLECTIVE JOURNAL

Over the next 18 – 20 months, you have to reflect on how the ACT affects your teaching and your personal growth. You have to take a specific topic from the module you are doing to reflect on. Your studies are divided into nine or ten sessions and you have to submit four reflection tasks. More information will be provided during the course.

**TO RECEIVE THE ACT QUALIFICATION, YOU HAVE TO OBTAIN ‘COMPETENT’ FOR YOUR REFLECTIVE JOURNAL.**



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