



POSTGRADUATE STUDENTS **REGISTRATION GUIDE**

2025



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

VISION **130**
Renew and Reimagine
for 2034

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



DEAR POSTGRADUATE STUDENT



It is a privilege to welcome you to the University of the Free State as a KOVSIE! As part of a university committed to creating growth opportunities, we are dedicated to supporting your academic success holistically. We aim to provide you with a world-class education experience so that you can achieve academic excellence and high employability. This guide will streamline your enrolment (registration) for the programme and modules (courses) you will complete during 2025.

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

PGRD



REGISTRATION PERIOD

International students should contact the Office for International Affairs before commencing with registration.

First-time research master's 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:
www.ufs.ac.za/templates/faculty-list

Returning master's and doctoral students must register during the official registration period (**7 January–31 March 2025 for the first semester or a year programme and 21–25 July 2025 for the second semester**) and NOT during the month they initially registered.

Last date to add or change modules for honours and PGDip students: **14 February 2025**.

Last day to cancel modules with financial credit:
31 March 2025 for the first semester and 15 August 2025 for the second semester.





At the University of the Free State, we are dedicated to providing quality learning experiences that make an impact.

Unless otherwise communicated by your faculty, academic activities for the 2025 first semester will start on 10 February, and on 21 July for the second semester.

We are here to support you, so please contact your faculty for any assistance needed as you prepare for a successful year (applicable to ALL honours, PGDip, and structured master's students).

Details on your module-specific academic activities will be provided by the relevant faculty or academic department. This information is shared to help you plan ahead with confidence (applicable to ALL honours, PGDip, and structured master's students).

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



To uphold our commitment to quality and care, we strive to make the registration process as smooth as possible. Each step has been designed to ensure that you receive the support you need. If you have any questions or concerns, please reach out so we can assist you.

The following steps will guide your registration process:

Step 1: Observe registration information:
www.ufs.ac.za/register

Step 2: Start your registration task

Step 3: Download student documentation

Step 4: Confirm and access your modules on Blackboard.

Honours and PGDip students must also make sure that their registration is correct on or before the last date allowed for changes (14 February 2025 for the first semester and 25 July 2025 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 (14 February 2025 for the first semester and 25 July 2025 for the second semester) to avoid financial complications or problems with bursaries.

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





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: selfservice.ufs.ac.za/sspr/private/login

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



THE RULES

The rules of the UFS apply 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 general rules before registration, which can be found here: **General rules**
- Faculty rulebooks can be found here: www.ufs.ac.za/templates/yearbooks
- Financial rules are available here: www.ufs.ac.za/kovsielife/student-finance



START YOUR REGISTRATION TASK

Please log in to **PeopleSoft Campus Solutions** 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 webpage: www.ufs.ac.za/register



CLEAR YOUR HOLDS

Although the information included in this guide has been compiled as carefully as possible, the UFS accepts no responsibility for any errors or omissions.

Important note:

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 the amount set out for international students. 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. Unfortunately, without proof, you are not registered.



REGISTRATION INFORMATION

Read through all the information, paying special attention to:
Registration website (www.ufs.ac.za/register)



FINANCIAL HOLD FIRST PAYMENTS BEFORE REGISTRATION 2025

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 and follow the links: Postgraduate Students – Centre for Graduate Support – Funding:

www.ufs.ac.za/centreforgraduatesupport/centreforgraduatesupporthome/funding1/postgraduate-bursaries

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
- The funding awarded must cover the full cost of study for the year.

The above excludes:

- **INTERNATIONAL STUDENTS** studying with the assistance of financial aid are **NOT EXEMPT** from paying the **first payment**, as indicated for SELF-PAYING STUDENTS.
- Students who have 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 registration**. Payments will be refunded when funding is confirmed.
- Students with financial aid (i.e. /bursary/loan) that **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**.

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 fee 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's 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 have not been captured by the end of February or you have to resubmit your thesis for assessment, 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 annual graduation (April), all module fees will be credited to your account.

If your results are too late for the first annual graduation, but in time for the second graduation ceremony (December), 50% of the module fees will be credited to your account.

If your results are too late for both graduation ceremonies, all fees charged for the year remain due and payable.

Should you believe sufficient reasons exist for exemption from the payment of fees, you and your study leader must appeal in writing to the Deputy Director: Student Finance, tuitionfees@ufs.ac.za. Supporting documents must accompany your appeal.

**100%
SUCCESS**





FUNDING: HONOURS, POSTGRADUATE DIPLOMA, MASTER'S, AND DOCTORAL STUDIES

The University of the Free State offers funding support to help students achieve their academic and personal goals with greater ease. By providing quality financial assistance options, we hope to empower you to focus on your studies and make a meaningful impact in your chosen field. This commitment reflects our dedication to caring for each student's unique journey and future contributions.

The university has partial tuition fee funding for

- 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:

30 November 2024 for honours and postgraduate diploma students, as well as master's 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.

UFS TUITION FEE FUNDING ENQUIRIES

Dr Danila Wessels E: liebenbergjd@ufs.ac.za

NRF FUNDING ENQUIRIES

Master's and doctoral NRF

Lindiwe Booie E: BooiLM@ufs.ac.za

Honours NRF

David MacHeu E: MacHeutd@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: You can obtain an official quote for UFS programmes online. Please visit:

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.



CLEAR YOUR HOLDS II CONTINUED PART 4

WHERE TO PAY

ANY ABSA BANK 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 the first payment, tuition, and
accommodation fees.

Email proof of payment to:
tuitionfees@ufs.ac.za



RULES FOR FEES

The University of the Free State remains dedicated to quality education and impactful engagement, regardless of potential disruptions beyond the university's control.

In line with our culture of care, we aim to keep you informed and prepared for all financial aspects of university life.

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.

INTERNET (EFT)

You must add the university as a beneficiary at any branch of your bank. Use the same ABSA bank details as above.
Reference number:
100 followed by student number.

Email proof of transaction to:
tuitionfees@ufs.ac.za



ONLINE CREDIT CARD PAYMENT

Visit:
www.ufs.ac.za/kovsielife/student-finance. Please be aware that an official UFS student number is required when this facility is used for payment.



ON-CAMPUS CASHIERS' OFFICE

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





CLEAR YOUR HOLDS II CONTINUED PART 5

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;

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

First payment: January 2025
five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before **31 March 2025**.

Second semester: All fees for the second semester are payable on or before **31 August 2025**.

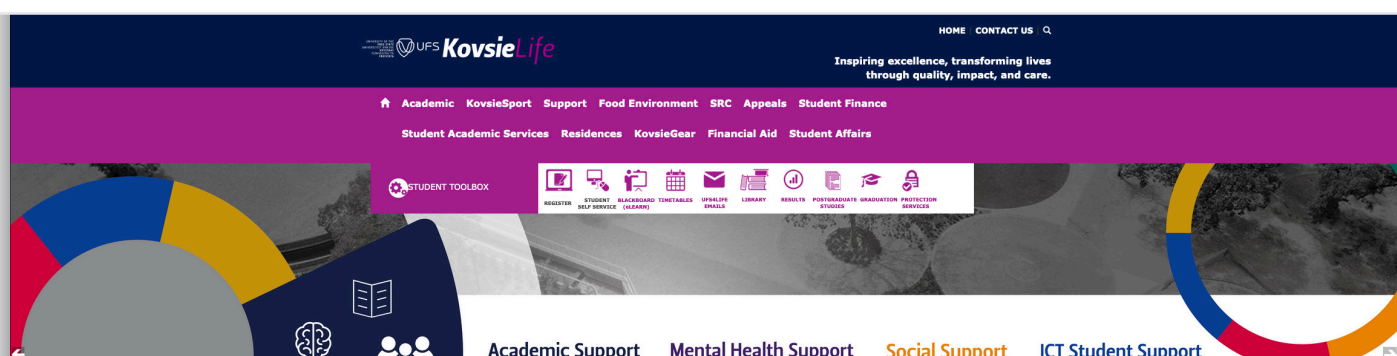
INTERNATIONAL STUDENTS

First payment: January–March 2025
five (5) days prior to registration.

First semester: All fees for the first semester are payable on or before **31 March 2025**.

Second semester: All fees for the second semester are payable on or before **30 June 2025**.

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.



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.



DOWNLOAD YOUR STUDENT DOCUMENTATIONS

To ensure a quality academic experience and avoid complications, it is your responsibility to confirm that your registration is completely correct.

This includes verifying the academic plan code, module code(s), and campus location.

To protect your access to bursaries and financial assistance, please verify that your registration is accurate by the final date for changes.

ADDITIONALLY, NOTE THESE KEY DEADLINES:

- Last date to cancel modules with financial credit: 31 March 2025 (first semester) and 15 August 2025 (second semester).
- You cannot carry over incomplete or discontinued modules to the following year. Re-registration for any such modules will be required.

INCORRECT MODULE REGISTRATIONS:

In cases where a student is approved for registration outside the regular period, a late registration fee will apply unless the delay was due to university action.

Should an error occur in your registration, we are committed to helping you correct it with care and minimum impact on your academic record.

In motivated cases, errors in registration may be rectified for a fee before exams begin, provided the modules are within the same subject field (e.g., registering for EBUS8714 instead of EBUS8715). Corrections after the final registration date will incur additional fees.





CONFIRM YOUR MODULES AND DOWNLOAD STUDY MATERIAL

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. The cost for printed study guides and material will be added to your tuition-fee account.

RESEARCH MASTER'S AND DOCTORAL STUDENTS:

Your supervisor will provide information around study material and where to find it, if necessary.

CONTACT THE BLACKBOARD HELPDESK AT:

+27 51 401 9111 (select option 5) for assistance if the modules you have registered for are not reflected on the portal.

To access Blackboard, visit the following website: ufs.blackboard.com

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.



CONTACT DETAILS

CENTRE FOR GRADUATE SUPPORT

General Registration Enquiries

Johannes Stone

T: **+27 51 401 9232**

E: stonejk@ufs.ac.za

Dissertations and Thesis Submissions

Master's

E: MastersAdmin@ufs.ac.za

PhD's:

E: DoctoralAdmin@ufs.ac.za

Humanities, Education, and Economic and Management Sciences ONLY

Nthabiseng Mokgadi

E: mokgadinp@ufs.ac.za

Law, Natural and Agricultural Sciences, and Theology and Religion ONLY

Bonolo Kgokong

T: **+27 51 401 2722**

E: kgokongbl@ufs.ac.za

BLACKBOARD

T: **+27 51 401 9111** (press option 5)

E: ehelpdesk@ufs.ac.za

FINANCE – STUDENT FINANCE

T: **+27 51 401 9111** (press option 3)

E: tuitionfees@ufs.ac.za

OFFICE FOR 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

