

UFS Business School Brochure and Application form



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UNIVERSITY OF THE
FREE STATE
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VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS
UV



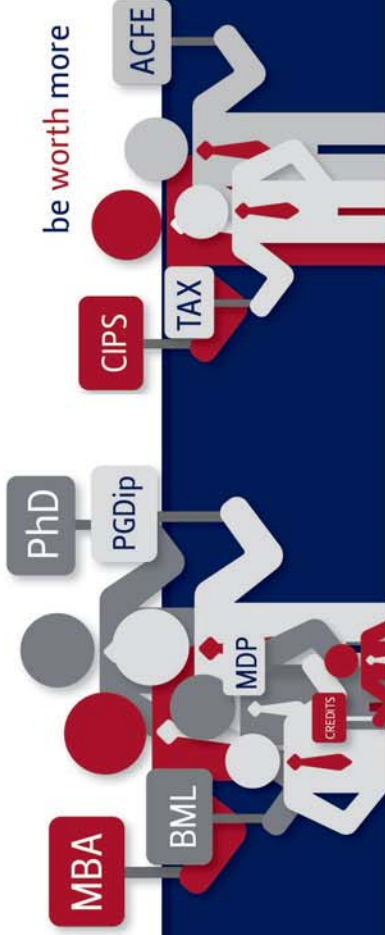
BUSINESS SCHOOL
SAKESKOOOL
BE WORTH MORE
WEES MEER WERD



**BUSINESS SCHOOL
SAKESKOOL**
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LEARNING PATH

be worth more



Invest in your career and
Be Worth More



The city of Bloemfontein, situated in the South African province of the Free State, is home to the University of the Free State.

Founded in 1904, the UFS currently serves more than 30 000 residential and non-residential students. Thanks to a tradition of excellence and progressive learning programmes, the University of the Free State is regarded as one of the top academic institutions in the country.

The UFS Business School, located in the Faculty of Economic and Management Sciences, has firmly established itself as a leader in the provision of management and leadership programmes within South Africa, specifically central South-Africa.

The UFS Business School provides an exceptional opportunity to **Be Worth More**.





Prof Helena van Zyl | Director

The changing world of work and the challenging business environment increased the need for skilled and properly educated business leaders. In addition, participants in the economic process and business environment should be relevant for the future. The world-wide skills shortages in several fields of expertise increase the pressure on the demand for managerial leaders. Higher education institutions and more specifically, business schools, have an important responsibility not only to deliver sufficient numbers of well-trained managerial leaders, but also with the needed and required skills and competencies. Managerial leaders with vision, commitment, courage and flair, amongst others, are in demand to make significant contributions to the performance of business and industry.

The UFS Business School offers a suite of qualifications that will equip candidates to be relevant and successful as business leaders and entrepreneurs.

For more information kindly contact

P/A Mrs Alta Myburgh
Tel: 051 401 3175
myburgha@ufs.ac.za

Diploma in Procurement and Supply	4
Certified Fraud Examination Qualification	5
New Managers Programme	6
Higher Certificate in Management Development	7
Postgraduate Diploma in Tax Strategy and Management	8
Bachelor of Management Leadership	9
Postgraduate Diploma in Business Administration	11
Master of Business Administration	12
Philosophiae Doctoral in Business Administration	14
Alumni	16
UFS Business School Application form	17
Useful information	27
Useful contact details	28

The UFS Business School is fully accredited by

- The Council for Higher Education (CHE)

Memberships

- A member of SABSA (South African Association for Business Schools)
- CEEMAN (Central and East European Management Development Association)
- AABS (Association of African Business Schools)
- AACSB (Association to Advance Collegiate Schools of Business).

The Business School has been awarded 3 Palms by EDUNIVERSAL and belongs to the 3rd League of the 1000 Best Business Schools worldwide.

CIPS exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management. It has been accredited by the Office of Qualifications and Examinations Regulator (Ofqual) in the UK and appears on the Register of Regulated Qualifications. Please refer to <http://register.ofqual.gov.uk>.

Application and registration dates

- 30 November for commencement in January the following year
- 30 June for commencement in the following 2nd semester
- Application forms are available on www.ufs.ac.za/bus

Admission requirements

Please refer to www.cips.org.

Fees

The fee structure is available on www.ufs.ac.za/bus

Duration

- 12 Months. Lecture days exclude the days on which the examination for each module will take place.
- 5 Contact Sessions structured as Review Workshops aimed at exam preparation

Curriculum (NQF Level 6)

The Diploma in procurement and supply consists of five compulsory units. All units are assessed individually by a written examination.

- Contexts of procurement and supply
- Business needs in procurement and supply
- Sourcing in procurement and supply
- Negotiating and contracting in procurement and supply
- Managing contracts and relationships in procurement and supply

For the full syllabus, kindly visit the CIPS website: www.cips.org

Learning outcome and articulation

An exit award is in essence a qualification. CIPS has five exit awards in total

- Certificate in procurement and supply operations
- Advanced certificate in procurement and supply operations
- Diploma in procurement and supply
- Advanced diploma in procurement and supply
- Professional diploma in procurement and supply
- For each qualification you successfully complete, you will receive a certificate of achievement confirming your exit award.

For more information kindly contact

Mrs Ansie Barnard
Cell: 082 900 1080
barnardam@ufs.ac.za

Certified Fraud Examination Qualification



The Certified Fraud Examiner (CFE) credential denotes proven expertise in fraud prevention, detection and deterrence. CFE's are trained to identify the warning signs and red flags that indicate evidence of fraud and fraud risk. CFE's around the world help protect the global economy by uncovering fraud and implementing processes to prevent fraud from occurring in the first place.

Who should attend?

Applicants who intend writing the International CFE exam	Employees from financial institutions such as the banking and insurance industry
Forensic auditors	Forensic investigators
Internal auditors	Legal practitioners
Risk managers	

Application and registration dates

- Application dates – throughout the year. The programme is presented as soon as we have enough candidates
- Application forms are available on www.ufs.ac.za/bus
- Once application has been accepted and student paid his fees, he is registered

Admission requirements

- Bachelor's degree (or equivalent) from an institution of higher learning
- 8 Years work experience in related field

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The duration of the programme is 10 days, which is divided in 2 block sessions of 5 contact days each. Lecture days exclude the days on which the examination for each module will take place.

Curriculum (120 Credits – NQF Level 7)

The Certified Fraud Examination Qualification consists of 4 modules

Module 1	Law
Module 2	Investigation
Module 3	Fraud prevention, Detection, Ethics
Module 4	Financial Transactions and Fraud Schemes

For the full syllabus, kindly visit our website: www.ufs.ac.za/cbd

Learning outcome and articulation

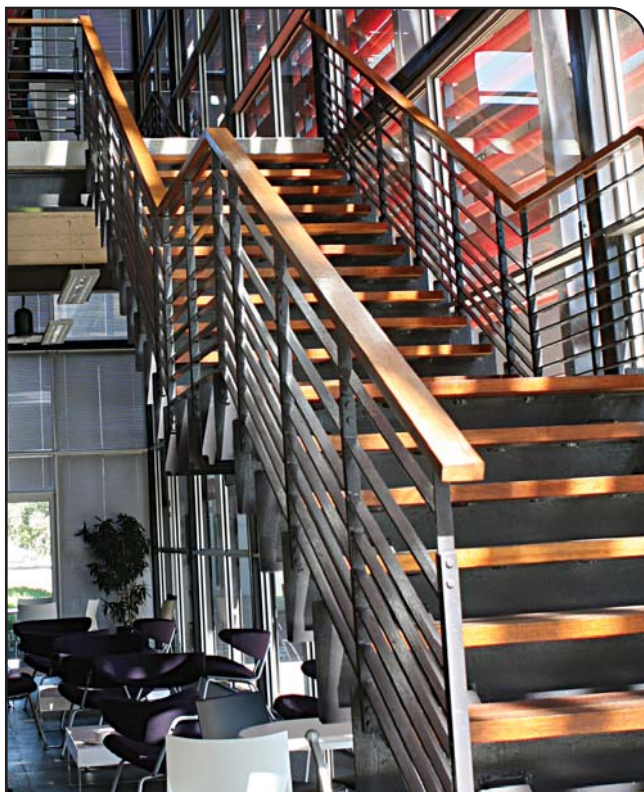
- Understand Criminology concepts and the ethics of the fraud examination profession
- Describe the types of fraudulent financial transactions
- Investigate fraud
- Understand illegal elements of fraud

For more information kindly contact

Mrs Ansie Barnard
Cell: 082 900 1080
barnardam@ufs.ac.za

The main objective of the New Managers Programme is to assist employees in making a successful transfer from their current work levels to that of management. This can be achieved by explaining and practicing the principles of management in order to help the student develop into a self-reliant and creative manager.

NB: The programme can be customized and offered on an in-house basis for companies across South-Africa. The language of instruction is English.



Application and registration dates

Available on demand

Admission requirements

- Supervisors with a minimum of two years' experience.
- Potential first-level managers with a minimum of two years' supervising experience
- And/or a manager's/supervisor's recommendation

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The duration of the programme is approximately 8 months and the lectures are presented over 15 contact sessions. Contact sessions exclude the days on which the examination for each module will take place.

Curriculum (62 Credits – NQF Level 5)

Various management topics are integrated in the programme covering themes like:

Leading People
Leading Change
Leadership Operations
Market Insights
Labour Relations

For the full syllabus, kindly visit our website: www.ufs.ac.za/cbd

Learning outcome and articulation

After the successful completion of the programme, the student will receive a certificate (NQF level 5) issued and endorsed by the UFS. The New Managers Programme carries 14 credits towards the Higher Certificate in Management Development and therefore forms part of the learning path offered to UFS Business School students.

For more information kindly contact

Mrs Ansie Barnard
Cell: 082 900 1080
barnardam@ufs.ac.za

Higher Certificate in Management Development



The Higher Certificate in Management Development emphasizes leadership development, the broadening of insight by exposure to the most important management disciplines and its integration into a total management approach. This tailor-made qualification has been designed to assist at developing employees, especially focused on middle management level, to enterprising and professional managers.

NB: The programme can be customized and offered on an in-house basis for companies across South-Africa. The language of instruction is English.

Application and registration dates

- Public Programmes: The closing date for registration is November for commencement the following year
- In-house: Available on demand

Admission requirements

- Grade 12
- And/or three year's management experience
- And/or a manager's/supervisor's recommendation

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The duration of the programme is approximately 12 months and the lectures presented over 30 contact sessions. Lecture days exclude the days on which the examination for each module will take place.

Curriculum (134 Credits – NQF Level 5)

Each of the modules within the Higher Certificate in Management Development programme can independently be attended as a short certificate programme. Candidates enrolled for the short learning programme can further decide if they want to be assessed in order to obtain credits or simply attend for professional development purposes. If candidates are assessed the credits obtained could be used as a part of a recognition of prior learning process should they wish to register for the complete higher certificate in the future.

However, individual modules can only be credit-bearing towards the Higher Certificate in Management Development if the student complies with the entrance requirements.

The content is covered in 16 academic modules

Academic Reading & Writing	General Management & Business Communication
Business & Information Technology	Economics & Banking for Managers
Enterprise Risk Management	Entrepreneurship & Innovation
Ethics & Governance	Financial Management & Cost Accounting for Non-Financial Managers
Institutional Memory & Knowledge Management	Labour Relations
Leadership Development	Marketing
Operations & Logistics Management	People Management
Project & Programme Management	Strategic & Change Management

For the full syllabus, kindly visit our website: www.ufs.ac.za/cbd

Learning outcome and articulation

After the successful completion of the programme, the participant will receive a higher certificate (NQF level 5) issued and endorsed by the UFS. The Higher Certificate in Management Development programme (MDP) carries 60 credits towards the Bachelor of Management Leadership (BML).

For more information please contact

Mrs Ansie Barnard
Cell: 082 900 1080
barnardam@ufs.ac.za

South African Tax Legislation has undergone fundamental changes over the past few decades. Most tax consultants do not keep their taxation knowledge up to date after completing their formal higher education studies. Thus, the primary objective of this programme is to bring all parties involved in the field of taxation up to date with the latest developments and changes and to extend their undergraduate knowledge on taxation and facilitate their specializing in the field of taxation.

More specifically these modules will bridge the gap between static, outdated knowledge and modern, relevant and up-to-date application of tax strategy and management.

Who should attend?

- Entrepreneurs
- Tax practitioners
- SARS officials

Application and registration dates

Closing date for applications: November
Closing date for registrations: January

Admission requirements

- Any B Com / B Acc degree or equivalent qualification that includes taxation as a major subject
- Equivalent qualification that includes taxation fields (supported by a portfolio) that can be recognized in terms of prior learning as equivalent to the first criteria
- All submissions are subject to a selection process

Registration and fee

The fee structure is available on www.ufs.ac.za/bus

Duration

The complete Postgraduate Diploma spans over a period of 12 months. The lectures are divided into 10 contact sessions of one day each. Lecture times are from 08:15 – 16:15.

Curriculum (Credits – NQF Level 6)

Participants have the option to attend for professional development purposes, or to obtain credits. Credits are subject to assessment. Credits obtained, can be used to register for the complete diploma in future. Individual modules can only be creditbearing towards the diploma if the student complies with the entrance requirements.

The PGDip in Tax Strategy and Management consists of 10 semester modules

Advanced corporate tax made easy	Basic corporate tax
Estate planning in perspective	Farming for tax pleasure
Introduction to tax	Investments and their tax implications
Salary structuring in tax perspective	Tackling capital gains tax
Tax admin! What are my rights?	Value added tax

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcome and articulation

Participants will leave the module with the ability to:

- Complete their VAT returns correctly
- Calculate their VAT liability
- Plan the business' transactions in a VAT efficient way
- Provide VAT advice
- Be able to perform basic Excise Duty and Customs Duty calculations

For more information kindly contact

Mrs Jo'Anni Opperman
Tel: 051 401 3755
oppermanmj@ufs.ac.za

A dynamic addition to the spectrum of management programmes on offer is the Bachelor of Management Leadership (BML) aimed at working adult learners. This qualification is based on experiential learning and the assessment and recognition of prior learning. The objective of the BML is to deliver a new generation of formally qualified and innovative managerial leaders equipped to excel in and add value to today's corporate and business environment.

The BML programme was developed in collaboration with the School for New Learning at De Paul University in Chicago.

Unique characteristics

- Modules offered at a time and place available to working people
- Presenters who understand and communicate with adults
- A dynamic and flexible curriculum that engages adults in diverse learning experiences in management leadership
- A competence framework that recognises valid prior learning, provides for diverse goals and believes in differing learning styles
- A commitment to dialogue and negotiation that enables the adult learner to own his/her learning

Our approach to management training is characterised by the emphasis on the need for students to become critical and creative thinkers and eventually leaders who utilise innovative approaches in start-up ventures or within established organisations. Graduates of this programme will be able to compete successfully in the domestic economy.

Application and registration dates

The closing date for applications is:

- During October for commencement in January
- During May for commencement in July

Admission requirements

- 23 Years of age
- A permanent work appointment
- An endorsed senior certificate with at least 2 years working experience
- A senior certificate with at least 2 years working experience
- A grade 10 certificate with at least 5 years working experience
- A certificate with conditional exemption issued by the Matriculation Board with at least 2 years working experience
- An equivalent qualification
- Proficiency in English, Mathematics
- Adequate computer literacy

Admission to the BML programme is subject to a psychometric selection process.

Fees

The fee structure is available on our website www.ufs.ac.za/bus.

Duration

The programme is aimed at part-time students. The expected and recommended duration of study is 4 years. However, the period may be shorter if a student obtains credits for sufficient prior learning.

Assessment

The BML programme has a system of continuous assessment. Assessment procedures may include tests, field exercises and reports, teamwork exercises, class participation and presentation, independent projects and dissertation, simulated research applications, consultant reports and integrated assessment.

Mode of delivery

- Face to face: The programme is offered on campus. Students attend classes on Fridays.
- Online (One intake per year in July): Except for the introductory Portfolio Development Course, students attend a full week contact session once per year on campus. During the course of the year students have online contact with lecturers on a weekly basis. Online classes are scheduled after hours.
- Modular: Students attend classes on campus once a term for a full week. Classes are scheduled from Monday – Friday.

Curriculum

The BML programme consists of the following three learning areas. Some of the modules comprising the learning area are:

Environment

- Labour economics
- Africa in the new global order
- Cultural diversity
- International finance
- Labour law
- Political dynamics
- Understanding basic macro-economics
- The financial system and interest rate predictions
- The impact of environmental factors on management decisions

Management

- Entrepreneurship
- Financial accounting
- General management
- Business finance
- Small business management
- Strategic management
- Marketing management

Leadership

- Leadership models and theories
- Becoming an effective leader
- Confronting change
- Diversity within the African context
- Becoming a creative thinker and decision maker
- Understanding the power game
- Conflict
- Motivation
- Human resource management
- Ethical leadership.

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcome and articulation

On completion of the programme students should be able to:

- Apply and interpret environmental factors that will have an impact on the management of the business and community context
- Analyse and interpret management theories in the business context
- Apply knowledge regarding leadership and people processes to transform themselves, their communities and organisations
- Apply and integrate the knowledge, skills and attitudes regarding environmental factors, management and leadership to their personal, community and business contexts

After the successful completion of the programme, the participant will receive a degree (NQF level 7) issued and endorsed by the UFS.

On completion of the BML, learners may continue with postgraduate studies in several directions, including our Postgraduate Diploma in Business Administration.

For more information kindly contact

Mrs Annareth Spamer
Tel: 051 401 3755
spamera@ufs.ac.za

Postgraduate Diploma in Business Administration



The Postgraduate Diploma in Business Administration introduces a new phase to the academic offering of the UFS Business School. The PGDip in Business Administration provides a valuable articulation route to students with a first degree planning to register for an MBA in future.

Application and registration dates

The closing date for applications is:

- During November for commencement in January the following year
- During May for commencement in the following 2nd semester

Admission requirements

- At least 24 years of age
- Any three year Bachelor's degree at NQF level 7
- Two years relevant work experience

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 1 year and the maximum time is 2 years. The programme is attended on a part-time basis. Students attend classes on campus once a month for a full week, as far as possible, on consecutive days to accommodate students from outside Bloemfontein. Three block contact sessions are offered per semester.

Curriculum (Credits 144 - NQF Level 8)

The PGDip in Business Administration consists of 10 compulsory semester modules:

1st Semester modules	2nd Semester modules
Business Calculations	Financial and Managerial Accounting
Business Computer Applications	Human Resource Management
Economics for Managers	Managing Information Technology
Integrated Management and Leadership	Operational Management and Logistics
Relationship Marketing	System Thinking

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcome and articulation

After completion of the PGDip the graduate will be equipped to:

- To cultivate an understanding of the integrated nature of management and leadership. Identifying the principles of leadership
- Explain how the competitive environment of the firm influences its output, price and other strategic decisions

On completion of the Postgraduate Diploma in Business Administration, learners may continue to apply for the Master of Business Administration.

For more information kindly contact

Mrs Elvira Oberholzer
Tel: 051 401 3163
oberholzereh@ufs.ac.za

The course content of the UFS Business School MBA enhances and develops managers and leaders, broadly covering all aspects and challenges that managers and leaders might face in today's ever changing business environment. Graduates of our MBA programme will be able to compete in both the domestic and global economic and business environment.

Application and registration dates

A new group of students commence their studies in January or July of each year. Applications for the January intake close 30 September and for the July intake 30 April.

Admission requirements

- * At least 25 years of age
- * At least 3 years of relevant managerial experience / work experience
- * A four year applicable Bachelor's degree (NQF level 7 and comprising of at least 360 credits)
- * A Postgraduate Diploma in Business Administration (NQF level 8)

Admission to the MBA programme is subject to a psychometric selection process.

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 2 years and the maximum time is 4 years. Three full-day contact sessions are scheduled for each semester module. The contact sessions for the different modules are scheduled, as far as possible, on consecutive days to accommodate students from outside Bloemfontein. Classes are scheduled from Monday – Friday, 08:00 – 17:00.

Curriculum (221 Credits – NQF Level 9)

The Master of Business Administration consists of 15 core semester modules, a research project and 2 elective modules / 20 credits.

Core Modules

Analytical Methods	Business Conditions Analysis
Business Research Methods	Corporate Governance and Business Law
Corporate Strategy	Financial Management I & II
Leadership I & II	Leading Innovation and Change
Managing Society and the Future	Organisational Behaviour
Personal Development	Research Project (Year module)
Scenario Planning	Strategic Marketing

Electives to choose from up to 20 credits

Digital Marketing	International Business
Investment and Portfolio Analysis	New Venture Creation
Project Management	Risk Management
Services Marketing	Social Entrepreneurship
South African Income Tax	

For the full syllabus, kindly visit our website: www.ufs.ac.za/bus

Learning outcome and articulation

After completion of the MBA programme the graduate will be equipped to:

- Demonstrate a broad, specialised understanding of general management and the business/management environment
- Demonstrate a specialised understanding of the interaction between operational and strategic management
- Identify and solve problems on an executive level, demonstrating critical and creative thinking
- Apply the general (compulsory) management skills in various contexts
- Appraise and integrate management issues from the various knowledge fields
- Integrate and apply knowledge and work experience by means of an applied research output in the form of a mini-dissertation.

After the successful completion of the programme, the participant will receive a degree (NQF level 9) issued and endorsed by the UFS. On completion of the MBA, learners may continue to apply for the PhD in Business Administration if all minimum requirements for the PhD have been met.

For more information kindly contact

Mrs Elvira Oberholzer
Tel: 051 401 3163
oberholzereh@ufs.ac.za



With the PhD programme the School completes its menu of academic options.

The PhD is a part-time research-based programme.

Application and registration dates

The closing date for application is 15 September each year for commencement in the following year.

Admission requirements

- A first degree or equivalent with an average of 65% for all the modules
- An MBA or equivalent masters degree with an average of 65% for all modules
- At least 65% for Business Research Methods done on a masters level
- At least 65% for an expanded MBA or equivalent dissertation (minimum 60 credits) with a duration of at least one academic year
- Talps test (international students). The application form is available on our website www.ufs.ac.za/bus

Adherence to the above requirements will not necessarily guarantee admission to the programme. Admission to the PhD is subject to final approval by the Director of the Business School as well as the availability of promoters.

Fees

The fee structure is available on our website www.ufs.ac.za/bus

Duration

The minimum time for completing the programme is 2 years and the maximum time is 4 years.

Curriculum (Credits 360 - NQF Level 10)

Learning outcome and articulation

After the successful completion of the programme, the student will receive a degree (NQF level 10) issued and endorsed by the UFS. The PhD will be awarded with an endorsement "Business Administration".

For more information kindly contact

Mrs Edna Cox
Tel: 051 401 3172
coxel@ufs.ac.za

Philosophiae Doctoral in Business Administration

PhD Graduandi

Year	Student	Promoter	Co-Promoter
2004	MG Pawley	Prof H van Zyl	Dr P Greeff
2007	JJL Coetzee	Dr B Anderson	
2010	M Botha	Dr G van Vuuren	Prof H van Zyl
2013	E Bock	Prof SM Niemann	
2013	DB Strydom	Prof BJ Willemse	Prof H van Zyl
2014	KA Ranyane	Dr JH van Zyl	

A gallery of all our PhD alumni is available on our website: www.ufs.ac.za/bus



“Completing a PhD through the UFS Business School is a prestigious achievement. The UFS Business School strives on quality and professionalism as they develop their students to be “worth more” by producing material that is of a global standard. I recommend the UFS Business School to those who want to add value in the business world.”

- Dr. Kgantso Ranyane 2014



“The UFS Business School assisted me in a professional manner in order to complete my PhD in Business Administration. The PhD program is structured in such a way that you, as a student, obtain ample support and knowledge from various well known academics and business associates. The Business School also has a very good administration support system, which ensures that there are no time delays and that the student is always up to date with all relevant information. The golden platform of the Business School is that there is no compromise for quality and standard, this gave me the assurance that I will produce a PhD of global standard. I would recommend the UFS Business School to anyone who is serious about developing their business skills.”

- Dr. Dirk Strydom, 2013



Dr. Erich Bock has successfully completed his PhD on the following topic: Optimising tacit knowledge sharing among sales force members in the South African pharmaceutical industry.

Dr. Erich Bock, 2013

Kindly visit our website www.ufs.ac.za/Alumni

Contact details

BML programme	Mrs Tshidi Ramabusa	ramabusaj@ufs.ac.za	Tel: 051 401 7939
Postgraduate Diploma in Business Administration	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
MBA Programme	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
PhD Programme	Mrs Edna Cox	coxel@ufs.ac.za	Tel: 051 401 3172

UFS Business School Application form



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BUSINESS SCHOOL
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Indicate choice of application with an X

Procurement & supply Certified fraud Programme	NMP	Higher Certificate in Management Development	BML	PGDip in Tax Strategy and Management	PGDip in Business Administration	MBA	PhD in Business Administration
Where did you hear about the programme?							

Certified copies

One certified copy of each of the following documents must be attached (such copies become the property of the University of the Free State and will not be returned)

- Identity document / passport
- School-leaving certificate (undergraduate only)
- Postgraduate applications must be accompanied by all certificates for qualifications already obtained
- Academic record (including the Certificate of Conduct) with proof of the request from the previous University / University of Technology if you were previously registered at another institution
- Original proof of payment of application fee

Verification of certificates

SAQA

All foreign qualifications must be verified by SAQA and it is the responsibility of the applicant. Kindly find the following link for more information: <http://www.saqa.org.za>.

MIE (Personal credential verification – Qualification fraud listing)

Postgraduate students must kindly complete and return the MIE form with their application. Forms are available on our website www.ufs.ac.za/bus under each programme.

Simultaneous registration at this and / or another higher education institution

The permission of the Director of the UFS Business School is required for simultaneous registration for more than one qualification at the University of the Free State, or simultaneous registration at this University and another higher education institution.

Completed applications must be delivered or sent to:

Physical address

UFS Business School
UFS Business School Building
Block B, 3rd Floor
University of the Free State
Nelson Mandela Drive
Bloemfontein
9301

Postal address

UFS Business School
PO Box 339
Internal box 17
University of the Free State
Bloemfontein
9300

Contact details

NMP & HCert. Manage Development Short Certificates	Mrs Ansie Barnard	barnardam@ufs.ac.za	Cell: 082 9001080
BML	Mrs Annareth Spamer	spamera@ufs.ac.za	Tel: 051 401 3755
PGDip in Tax Strategy CIPS & CFE	Mrs Jo-Anni Opperman	oppermanmj@ufs.ac.za	Tel: 051 401 7301
PGDip in Business Administration	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
MBA	Mrs Elvira Oberholzer	oberholzereh@ufs.ac.za	Tel: 051 401 3163
PhD in Business Administration	Mrs Edna Cox	coxel@ufs.ac.za	Tel: 051 401 3172

Receipt no		UFS Student no	
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(Only if previously studied at the University of the Free State)

Details of applicant

Title	
Surname	
Name/s	
Preferred first name	
Date of birth	
ID / Passport no	
Gender	
Marital status	
Ethnicity	
Home language	
Church denomination	
Dietary specifications	

Contact information

Home number	
Work number	
Cellphone number	
Email address 1	
Email address 2	
Contact number in case of emergency	

Residential address

Address	
Suburb	
City	
Province	
Postal code	

Postal address (if different from residential address)

Address	
Suburb	
City	
Province	
Postal code	

Details of citizenship (International applicants only)

Country			
Citizenship			
ID Number (if applicable)			
Passport number			
Passport issue date		Passport issue date	
Place of issue			

Students with disabilities / special educational needs

Visual impairment			
Mobility impairment			
Deaf/hearing impairment			
Specific learning difficulty			
Not mentioned above: please provide detail			
Would you like to make use of the support of the Unit for Students with Disabilities?	Yes		No
Please specify any assistance that would be needed			

All applicants

If you were registered at any other university / tertiary institution in the past, please supply the following information:

Previous tertiary education (1)

Name of university/ tertiary institution			
Degree / diploma			
Year of registration	From		To
Student number			

Previous tertiary education (2)

Name of university/ tertiary institution			
Degree / diploma			
Year of registration	From		To
Student number			

Previous tertiary education (3)

Name of university/ tertiary institution			
Degree / diploma			
Year of registration	From		To
Student number			

Have you ever been prohibited from continuing with your studies at any university / university of technology?

Yes		No	
If so, where			

Present employment

Employer	
Position held	
Period	
Company address	

Previous employment

Employer	
Position held	
Period	
Company address	

Total years of work experience	
---------------------------------------	--

Recommendation form (1)



BML and MBA students

Please arrange for your supervisor / manager to complete the recommendation form

Applicant's name	
------------------	--

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

Yes		No	
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Applicant's signature

Date

Recommender	
Title	
Organisation	
Email address	

- How long and in what capacity have you known the applicant? _____
- Are you familiar with the applicant's academic record? _____
- Do you feel that the applicant is prepared academically for the challenges of this BML/MBA programme? _____
- Do you feel that the applicant is prepared emotionally for the challenges of this BML/MBA programme? _____
- How do you rate the applicant's skills in the following areas?

	Excellent	Good	Average	Poor	Cannot judge
Written communication skills					
Oral communication skills					
Quantitative skills					
Problem-solving skills					
Decision-making skills					
Ability to work with others					

- If English is not the applicant's home language, please comment on his or her oral and written English proficiency

	Excellent	Good	Average	Poor	Cannot judge
Written communication skills					
Oral communication skills					

- Any other information that may assist us in our assessment of the applicant's potential for success (optional)

--

Recommender's signature

Date

To the recommender: Please return this recommendation form to the applicant in a sealed envelope.

Only BML students

Employer's undertaking

We hereby undertake to give the candidate absence of leave for class activities	Yes		No	
We recommend the candidate for the following programme: Bachelor of Management Leadership	Yes		No	

Recommendation form (2)



Only MBA students

Please arrange for your supervisor / manager to complete the recommendation form

Applicant's name	
------------------	--

I agree that the recommendation I am requesting shall be held in confidence by officials of the University of the Free State, and I hereby waive any rights to examine it.

Yes		No	
-----	--	----	--

Applicant's signature

Date

Recommender	
Title	
Organisation	
Email address	

- How long and in what capacity have you known the applicant? _____
- Are you familiar with the applicant's academic record? _____
- Do you feel that the applicant is prepared academically for the challenges of this BML/MBA programme? _____
- Do you feel that the applicant is prepared emotionally for the challenges of this BML/MBA programme? _____
- How do you rate the applicant's skills in the following areas?

	Excellent	Good	Average	Poor	Cannot judge
Written communication skills					
Oral communication skills					
Quantitative skills					
Problem-solving skills					
Decision-making skills					
Ability to work with others					

- If English is not the applicant's home language, please comment on his or her oral and written English proficiency

	Excellent	Good	Average	Poor	Cannot judge
Written communication skills					
Oral communication skills					

- Any other information that may assist us in our assessment of the applicant's potential for success (optional)

--

Recommender's signature

Date

To the recommender: Please return this recommendation form to the applicant in a sealed envelope.

Please read the following carefully before signing

I the applicant hereby:

- (a) declare that all information in this document is true and correct;
- (b) undertake to familiarise myself with all rules, policies and procedures of the University and/or any specific rules laid down by any department of the University, which may include, but will not be limited to, rules regarding off-campus travelling, laboratory rules or any safety rules, as well as any specific instructions and/or arrangements given by any department of the University. I furthermore agree to obey all the said rules, regulations and/or instructions;
- (c) undertake that for the duration of my years of study I commit myself to complying with all rules, policies and procedures laid down by the University Council or by any other authorised body or person, as well as further rules, policies and procedures the University Council or any other authorised body or person may promulgate from time to time, which rules and regulations shall form part of my agreement with the University;
- (d) accept responsibility for the prompt payment of all accounts as prescribed in the rules, policies and procedures, as well as any other amounts I owe the University;
- (e) cede to the University all rights which I have or may have in terms of the facility granted by my parent/guardian/third party to me in terms of this application to settle amounts due by me to the University;
- (f) cede all rights for any payment due by the University to me where such amount will then be used to reduce my debt to the University;
- (g) take note that any amounts not paid on the due date thereof shall bear interest at an interest rate of not more than 2% per month, capitalised in arrear, until date of payment, unless the National Credit Act 34 of 2005 prescribes a lower maximum interest rate from time to time, in which event such lower maximum allowable interest rate shall apply;
- (h) undertake to pay all legal costs of the University, including attorney and client costs as well as collecting charges, if I should fail to meet any obligations with regard to payments;
- (i) declare that the agreement arising from the signing of this application shall, notwithstanding the place of signature, be deemed to have been concluded in Bloemfontein;
- (j) grant permission to the University to disclose the details of my academic record and/or my conduct at the University to any sponsor or funder of my programme of study at the UFS, to enable such sponsor to determine the continuation of such sponsorship or funding.

I hereby declare:

- (k) that I, the undersigned, hereby acknowledge that my registration and participation in the degree/diploma/ certificate is voluntary, which participation may (depending on the degree/diploma/certificate for which I register), without derogating from the generality of the preceding, include, but is not limited to, research, practical evaluations, laboratory experiments, exposure to chemicals, germs, unsterilised needles, syringes and other medical equipment, travelling on and off campus, participating in tours and travelling during the course of tours (the "related activities"). I furthermore acknowledge that I am aware that there are known and unknown risks and dangers inherent in my participation in the degree/diploma/certificate and the related activities, including without limitation, exposure to hazardous substances, air pollution, fire, explosions, micro-organisms, diseases and infections;
- (l) I therefore waive any and all rights, claims, demands and causes of action which I may have against the University, its employees, contractors and agents arising from my participation in any voluntary activity or action which is not a prerequisite for my studies and/or for the obtaining of the qualification for which I am registered at the University, including without limitation, any claim for damages to my property or property in my possession or under my control, and/or damages resulting from my personal injury or death. In the case of any doubt, I accept responsibility to obtain confirmation from the relevant lecturer as to whether or not any activity or action constitutes a prerequisite for my studies and/or for the obtaining of the qualification for which I am registered at the University. Should I fail to obtain the relevant confirmation from the lecturer and it should subsequently transpire that such participation in the relevant activity or action did not constitute a prerequisite for my studies and/or the obtaining of the qualification for which I am registered at the University, it will be deemed that my participation in such activity or action was voluntary, notwithstanding the fact that I was under the impression that such activity or action was a prerequisite for my studies and/or the obtaining of the qualification for which I am registered at the University.
- (m) that I accordingly indemnify the University, its employees, contractors and agents against any and all liability, loss, damages and legal costs which the University, its employees, contractors and agents may incur or sustain as a result of any claims, demands or causes of action which any person (including without limitation, if applicable, my spouse, children or dependents) may have or purport to have to the extent that the same have arisen from or have occurred during or are in any way related to my participation in any voluntary activity or action which is not a prerequisite for my studies and/or the obtaining of the qualification for which I am registered at the University.
- (n) that I grant permission that the University of the Free State can enquire about and verify my qualifications already obtained.

I acknowledge that I have read this document, understand its contents and agree to its terms and conditions. I further acknowledge that I am signing this agreement freely and voluntarily.

Signature of applicant

Date

What is Kovsielife?

KovsieLife is a portal where you can find everything you need for a successful student life at the UFS. It also includes helpful information regarding learning experience on campus.

Information includes

1. Exam marks
2. Email
3. Tuition account
4. Study record
5. Proof of registration

To access KovieLife, visit the following website: URL address: <http://kovsielife.ac.za>
Click on Student log in, then log in using your UFS campus student number and password:

Username: Student number

Password: UFS campus password

How do I access by emails?

All official communication from the UFS is sent to your UFS email account. To access your email navigate to the KovieLife site:

Username: Studentnumber

Password: UFS campus password

Go to the Interaction tab in the drop down menu. Click on EMAIL.

Alternatively, visit the following website: URL address: <http://www.ufs4life.ac.za>

Username: Student number

Password: UFS campus password

You can also forward your ufs4life emails to your personal email account (Note: The UFS is not liable for any emails not successfully transferred to your personal email account).

What is Blackboard?

Blackboard is an online learning management system where you will find study material and assessment related to the courses or modules which you are enrolled for at the UFS.

Note: Modules on Blackboard will only be available 24 hours after registration.

To access Blackboard, visit the following website:

URL address: <https://learn.ufs.ac.za>

Username: Student number

Password: UFS campus password

Just in case you need extra help, please contact:

Blackboard helpdesk at the central computer lab (Next to the SASOL library) 051 4019452

For technical and password enquiries contact the ICT helpdesk: 051 4012442

Academic attire	Maggie Tsholo	Fimt@ufs.ac.za	051 401 3012
Access control at gates	Nombule Dondolo	DonoloNP@ufs.ac.za accesscontrol@ufs.ac.za	051 401 7766
Accommodation Hotel on campus	Quintin Koetaan Ilze Nikolova	KoetaanQT@ufs.ac.za NikolovaT@ufs.ac.za	051 401 2121 051 401 9689
Business School lift	Schindler		086 010 2513
International office	Jeanne Niemann	Niemannaja@ufs.ac.za	051 401 9913
Library assistance	Mariechen Praekelt	marieche@ufs.ac.za	051 401 2512
Lost certificates	Mrs Carina Pretorius	protec@ufs.ac.za	051 401 3016
Official study record	Contact the programme co-ordinators of the different programmes		
Postgraduate School	http://postgraduate.ufs.ac.za		
Protection services			051 401 2911 051 401 2634
Special exam	Anneline Dyers	DyersAF@ufs.ac.za	051 401 7477
Statistic assistance	Dudu Ndlovu	DlodloD@ufs.ac.za	051 401 2764
Student card division	Gillian Hurford	HurfordGA@ufs.ac.za	051 401 2799
UFS Medical practice			051 401 2603
UFS Social work services			051 401 9117
UFS Sport	Janine de Kock Frans van der Watt	deKockJP@ufs.ac.za spvdw@ufs.ac.za	051 401 2643 051 401 2540
Bloemfontein Airport Parking Division			051 4072200 051 4072212
DHL Bloemfontein	Anne-Louise Willemse	Anne-Louise.willemse@dhl.com	051 4442377
Protea Bookshop	Brandwag Bloemfontein		051 4441212
Shuttle services		Winona1trans@gmail.com	073 1781800 071 8928999
Van Schaik Campus	JJ Gordon	JGordon@vanschaik.com	051 4443048
Xerox Campus	Alida Smith	smitha@ufs.ac.za	051 4012140 051 4013378



Directions to the UFS Business School





UFS SAKESKOOL
UFS BUSINESS SCHOOL

be worth more

UFS Business School Building, 3rd floor, Block B
W: <http://bus.ufs.ac.za>
F: www.facebook.com/UFSBusinessSchool

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FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA

