



**FACULTY OF EDUCATION: STUDENT REPRESENTATIVE
APPLICATION FORM**

SECTION 1: PERSONAL DETAILS

| IDENTIFICATION | |
|-----------------------------|--|
| Title: (Ms, Mr) | |
| Name: | |
| Surname: | |
| Cell: | |
| Email Address: | |
| Postal Address: | |
| | |
| | |
| Residential Address: | |
| | |
| | |
| Race: | |
| Gender: (M/F) | |
| ID. Number: | |
| Student Number: | |
| PAYE Number: | |

| Qualification PHASE | |
|--|--|
| BEd (Pre-school and Foundation Phase) | |
| BEd (Intermediate Phase) | |
| BEd (Further Education and Training Phase) | |
| BEd Five-year curriculum (Extended Curriculum) | |
| Other: (please specify) | |
| | |



SECTION 2: GENERAL INFORMATION

- Where did you find out about the student representatives?

- In your own words, describe what is meant by being a student representative.

- Why would you like to become a student representative?

- Please explain how you would commit to the required duties of being a student representative.

- Describe a difficult situation if there was one, where you were able to assist a student in need.

- If your application were to be successful, will you be able to attend the student representative training sessions during the week? YES/NO _____

(Possible time slots e.g. 14:00 – 17:00)



SECTION 3: RECOMMENDATION

If you find yourself in a position of being nominated by a lecturer in the Faculty to act as a class representative for a specific YEAR module, then please ask the lecturer to complete the space below:

Motivation for recommendation:

Name of lecturer: _____

Signature: _____

Date: _____

SECTION 4: APPLICATION INFORMATION AND REQUIREMENTS

Please ensure that ALL the following documents are attached as PDF's. If your application is incomplete, you will not be considered.

Documents needed

1. Latest academic record
2. Copy of ID
3. Proof of banking details
4. PAYE.nr. (Tax Number)
(If you do not have one yet, you need to obtain one from the SARS offices: Cnr Nelson Mandela Drive and Aliwal Street, Bloemfontein, 9301)
5. CV (Curriculum Vitae)

Requirements

1. An average of **65%** for your previous academic year.
(E.g. your application year is 2016, your academic year is 2015)

Recommendation

1. Motivation by Lecturer for your nomination *(only if section 3 above is applicable)*

ALL APPLICATIONS MUST BE EMAILED TO: Ms L Britz (BritzE@ufs.ac.za)



SECTION 5: YOUR DUTIES AND RESPONSIBILITIES

As a student representative, various duties, depending on the particular class or committee where you serve, will be assigned to you. The duties listed below are examples of typical student responsibilities:

- Serving as a link between lecturers and students as far as announcements and general communication within the Faculty are concerned.
- Playing an active role in the Faculty's grievance procedure by supporting student/s through all the correct steps of the Faculty's grievance procedure.
- Initiating and maintaining social cohesion among students that will contribute to the enhancement of students' learning experiences within the Faculty.
- Active involvement in the identification of student support needs (e.g. personal support to fellow peers, directing and assisting of procedures etc.).
- Attendance of meetings of the specific committee on which you were selected to serve.
- Over and above the students who are selected to specifically serve on Faculty Management and Faculty Board, all other students serving on the other Faculty committees will be entitled to also attend Faculty Management and Faculty Board meetings.

SECTION 6: YOU WILL BE PARTICIPATING IN (FOR EXAMPLE)

1. The UFS OPEN day
2. Community Engagement
3. Training
4. Committee Meetings
5. School Board Meetings
6. Possible conferences
7. Extra situational requirements (e.g. act as receptionist in the Faculty foyer)



SECTION 7: CERTIFICATES AND TESTIMONIAL LETTER

- To qualify for a certificate you need to:
 - Attend the specific event/workshop/training/meeting that the certificate will represent
 - Sign the attendance register, as proof
- Submit your portfolio of evidence via email to Ms L Britz. The portfolio should consist of the following:
 - **Unit 1 - Training and Development**
 - What were your perception of the training and developmental workshops that were provided by the T&L unit in the Faculty throughout the year?
 - Provide proof/evidence that you have attended all the training and developmental workshops provided by the T&L unit.
(In the case of not being able to attend, do attach letter/s of apology or arrangement/s made with the T&L assistant or relevant stakeholder/s).
 - **Unit 2 - Participation and Involvement in Faculty matters**
 - What were your perception on the involvement in various Faculty processes (meetings, conferences, open-days etc.)
 - Attach any proof that indicates your presence in these processes (communication with T&L assistant, e-mails etc.)
 - Provide proof/evidence of your attendance and participation in Faculty matters (meetings, conferences, open-days etc.).
(In the case of not being able to attend, do attach letter/s of apology or arrangement/s made with the T&L assistant or relevant stakeholder/s).
 - **Unit 3 - Reflections**
 - What was your overall experience of being a student representative in the Faculty?
 - Do you have any further suggestions or recommendations on the improvement of this post in the Faculty?



I (student name and surname) _____
hereby agree to the terms and conditions mentioned on this application form.

I agree to handle-fellow students, lecturers, administrators and the Faculty Management with due respect.

I will not allow my role as a student representative to impact negatively on my academic commitment to my studies. My studies will always take first priority.

Signature

Date

CLOSING DATE FOR **ALL APPLICATIONS**: SUNDAY, 31 JANUARY 2016
NO applications received after this date will be considered.
Except in the case of an extended application date.