

BIOGRAPHICAL QUESTIONNAIRE (BQ) GUIDE 2022

Analytics and Institutional Research Unit

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WITS
UNIVERSITY



Purpose of BQ

- To better understand financial, educational and social needs of our students
- Information obtained will assist the University in offering relevant and responsive support to students
- Information will be treated with confidentiality and will never be used to determine students academic progress at the University

Who must complete the BQ?



First time, First Year, Full-Time, Undergraduate Students

These people need not complete the BQ



First year students who were excluded in the previous year



First year students registered on part time basis or with Wits Plus



Second year students, third year students & postgraduate students

Tip: Students cannot complete BQ unless they have registered



WITS - Student Information Management System

Favorites | Main Menu > Self Service > Academic Records > Biographical Questionnaire

An error has occurred that has stopped this transaction from continuing.

Message

Error Message (25035,58)

You are not yet registered this year and therefore may not complete this questionnaire.

Please register before completing this questionnaire.

OK

Online Registration

Congratulations Registration Completed

The registration of the courses for the selected program and Year of Study is completed. Thank you for registering online with WITS University.

Voluntary Donation - The Wits Food Programme was initiated to provide support to students who would otherwise go hungry on our campus. We appeal to you to make a once off donation of either R50 or R100 which will be added to your Fee account at the end of February. Your contribution will go a long way to assisting approximately 1000 students with a nutritious meal every teaching day this year. The Food Programme is run by Wits Citizenship and Community Outreach (WCCO) a Unit within the Division of Student Affairs.

[Wits SRC - Food Donation link](#)

Biographical Questionnaire

If you are an undergraduate new first year student at Wits, please click on the link below in order to complete the Biographical Questionnaire. This is compulsory for all new first year students.

[Biographical Questionnaire link](#)




Accessing BQ from Wits Website

On the **Wits website** (<http://www.wits.ac.za>) click on students tab

The image shows a browser window displaying the Wits website. The address bar shows 'wits.ac.za'. The page header includes navigation links for 'About', 'Staff', 'Alumni', 'Give', 'Library', 'News and Events', and 'Wits100'. Below this, there are links for 'Study at Wits', 'Students', 'Faculties and Schools', 'Teaching and Learning', and 'Research'. The 'Students' link is highlighted with a red box. The main content area features a large image of people walking on a brick staircase. In the bottom right corner, there is a circular logo with a blue background, a white outline of a person, and a speech bubble.


← → ↻ wits.ac.za ☆ 📄 📶 🔔 16 🧩 👤 ⋮

Coronavirus (Covid-19) Updates | South African Covid-19 Resource Portal | Wits Covid-19 Resource Portal

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG  1922 2022

About | Staff | Alumni | Give | Library | News and Events | Wits100

🏠 Study at Wits **Students** Faculties and Schools Teaching and Learning Research 🔍



This should take you to 'Students' page

Study at Wits

Students

Campus life

Faculties and Schools

Teaching and Learning

Research



Students



On the 'Students' page click on the 'Student Self Service' tab

The screenshot shows a web browser at the URL wits.ac.za/students/. The page features a large yellow 'Students' header. Below it, a navigation menu lists several options: 'Wits-e', 'Student Email', 'Student Self Service' (highlighted with a red box), 'Password Reset', 'Accommodation', 'Graduations', 'Wits Sport', and 'VOW FM'. The 'Latest News' section displays four articles with their respective images and titles: 'Results from Novavax vaccine trials in the UK and South Africa differ: why, and does it matter?' (dated 2 February 2021), 'Is Zimbabwe open for business?' (dated 1 February 2021), 'Covid 19 Update 64 - Return to campus' (dated 29 January 2021), and 'Khumalo used her voice to change lives' (dated 29 January 2021). A small circular logo with a blue and yellow design is visible in the bottom right corner.

Home > Students

In this section

- Wits-e
- Student Email
- Student Self Service**
- Password Reset
- Accommodation
- Graduations
- Wits Sport
- VOW FM



Latest News | All News

Image	Title	Date
	Results from Novavax vaccine trials in the UK and South Africa differ: why, and does it matter?	2 February 2021
	Is Zimbabwe open for business?	1 February 2021
	Covid 19 Update 64 - Return to campus	29 January 2021
	Khumalo used her voice to change lives	29 January 2021

<https://www.wits.ac.za/students/>

On the **'Self Service Portal'** enter Student ID and Password to sign in

← → ↻ self-service.wits.ac.za/psprod/UW_SELF_SERVICE/HRMS/?&cmd=login&languageCd=ENG 🔑 ☆ 📄 🚀 🛡️ ⚙️



Student Self-Service Portal



[What can I do on this Portal?](#)













Student Number

Password

Current Students - Your Password is your current Student password.

Click on 'Register-Online'

WITS UNIVERSITY ▼ Student Homepage  

			
Application for WRC 	Clubs & Societies 	Food Program Donation 	Holds 
Medical Aid Details 	Parking 	Register Online 	Research Details 
Special Needs	Documents & Communications	Admissions	Class Schedule and Timetable

Then click on 'Biographic Questionnaire'

Student Homepage Register Online

Register Online

First Fee Payment

Biographical Questionnaire

Proof of Registration

Student Center

Online Registration

Please Click 'Next' to proceed with Online Registration.

Career	Program	Program Description	Plan	Next
				Next

If there is a magnifying/search glass icon next to the response block, it means there are a list of options that the student will have to select from


School Information Home Information University Information Fee Details Error Information

Student ID [redacted] [redacted]

Term 2017

Explanation of the Biographical Questionnaire and Instructions on how to fill it in

1. Which language was used by teachers in class?

 English

2. Was your language of learning your home language?

▼

3. How did you pay for your school fees?

 Paid by parents or gu

4. What was the average number of learners in your matric classroom?

 20-50

5. How would you describe the place in which your school is situated?

 City/Town

6. Did your school have any of these facilities?

Complete the Questionnaire clicking on 'Next' after each section

Navigation: Favorites ▾ | Main Menu ▾ > Self Service ▾ > Academic Records ▾ > Biographical Questionnaire 🔍

Home || Add to Favorites | Sign out

New Window | Personalize Page

School Information | Home Information | University Information | Fee Details | Error Information

Student ID [REDACTED] [REDACTED] **Next**
Term [REDACTED] Complete

Explanation Explanation of the Biographical Questionnaire and Instructions on how to fill it in

- In addition to the official medium of instruction at your school, which other language was often used by teachers in class? Afrikaans
- Was your language of learning your home language?
- How did you pay for your school fees? Self-funded
- What was the average number of learners in your matric class? <20
- How would you describe the place in which your school is situated? Suburb
- Did your school have any of these facilities?
- Did you make use of these facilities; please answer if you said yes above.
- How did you get to school? Dropped off by parent or relative

Next
Complete

School Information | Home Information | University Information | Fee Details | Error Information

When all questions are answered and there are no errors the student should click on the **‘Complete’** tab to submit the questionnaire

The screenshot displays the WITS - Student Information Management System interface. At the top, there is a blue header with the WITS logo and the text "WITS - Student Information Management System". Below the header is a breadcrumb trail: "Favorites | Main Menu > Self Service > Academic Records > Biographical Questionnaire".

Below the breadcrumb trail are several tabs: "School Information", "Home Information", "University Information", "Fee Details", and "Error Information". The "Error Information" tab is currently selected and highlighted in blue.

Under the "Error Information" tab, there is a form with the following fields:

- Student ID: [Redacted]
- Term: 2017

At the bottom right of the form, there are two buttons: "Next" and "Complete". The "Complete" button is highlighted with a red rectangular border.

Below the form is a table with the following structure:

Personalize Find [Icons] First 1 of 1 Last	
Error Message	Error Info
1	Error Info

At the bottom of the page, there is a footer with the following links: "School Information | Home Information | University Information | Fee Details | Error Information".

Tip: If the you struggles to submit, advise them to click on the 'Error Information' tab

The screenshot shows the WITS - Student Information Management System interface. The top navigation bar includes 'Favorites', 'Main Menu', 'Self Service', 'Academic Records', and 'Biographical Questionnaire'. Below this, a secondary navigation bar contains tabs for 'School Information', 'Home Information', 'University Information', 'Fee Details', and 'Error Information'. The 'Error Information' tab is highlighted with a red rectangular box. Below the navigation tabs, there is a form area with 'Student ID' (two redacted fields) and 'Term' (2017). To the right of the Student ID fields are 'Next' and 'Complete' buttons. Below the form area is a table with the following structure:

Personalize Find First 1 of 1 Last	
Error Message	Error Info
1	Error Info

At the bottom of the page, there is a breadcrumb trail: [School Information](#) | [Home Information](#) | [University Information](#) | [Fee Details](#) | [Error Information](#)

**The 'Error Information' tab will list all the errors in the questionnaire that the student must rectify before they can submit the questionnaire*

Tip: Student can not continue to the next section of the questionnaire if they have error 18,5

6 Electricity Yes

7 Running water Yes

8 School Hall Yes

9 Playing Fields/Sports fields Yes

10 Hostel/Boarding Facilities No

Message

Changes conflict with another data item. (18,5)

When trying to save your changes, the system found a conflict with other information in the database.

This problem may be because of changes made simultaneously by another user. Make a note of the changes you have made, then cancel the page. Reload the page and look for changes. Ensure that your changes are still appropriate, then retry them.

If the problem persists, it may be due to an application programming error and should be reported to technical support staff.

This message occurs when a key is changed on an existing record, and the new set of key values conflicts with an existing record. The application should ensure that any changes to keys result in a unique record.

OK

10 Hostel/Boarding facilities

11 Pit privy/outside toilet with no running water

3. How did you get to school? SITR4 Dropped off by parent or relative

Next

Complete

chool Information | [Home Information](#) | [University Information](#) | [Fee Details](#) | [Error Information](#)

Contact bqhelp.BIS@wits.ac.za or 011 717 1175/73 so that the questionnaire can be reset and student must start afresh.

Tip: Following completion of BQ, student may be redirected to a page where they need to search for their name

The screenshot shows the WITS - Student Information Management System interface. The breadcrumb trail is: Favorites > Main Menu > Self Service > Academic Records > Proof of Registration > Biographical Questionnaire. The page title is "Biographical Q Survey". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. The search criteria section includes three input fields: "Student ID:" with a dropdown set to "=" and a text box containing "1830411"; "Last Name:" with a dropdown set to "begins with" and a text box containing "S"; and "First Name:" with a dropdown set to "begins with" and a text box containing "C". At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

WITS - Student Information Management System

Favorites > Main Menu > Self Service > Academic Records > Proof of Registration > Biographical Questionnaire

Biographical Q Survey

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Student ID: = 1830411

Last Name: begins with S

First Name: begins with C

Search Clear Basic Search Save Search Criteria

No matching values were found.

There is **no need for the student to search for anything**. BQ would have been completed and submitted at this point

BQ Student Guide



BQ Help Desk

Analytics & Institutional Research Unit

bqhelp.BIS@wits.ac.za

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