

BIOGRAPHICAL QUESTIONNAIRE (BQ) GUIDE

Analytics and Institutional Research Unit

bqhelp.BIS@wits.ac.za

011 717 1173/75

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

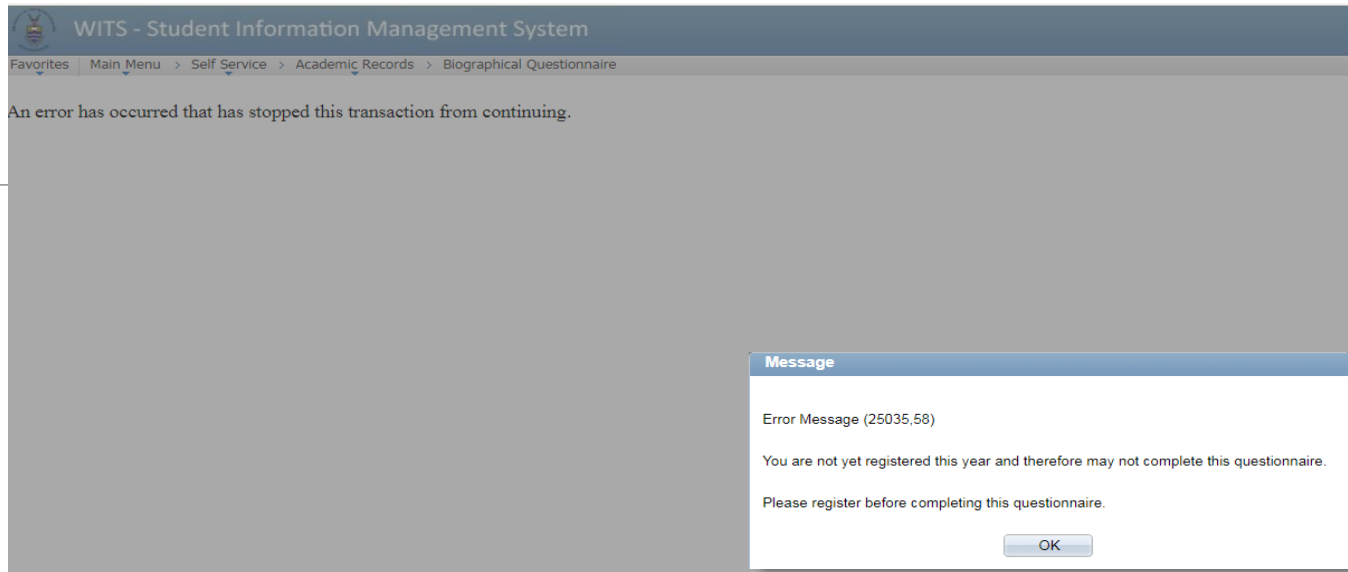


First year students registered on part time basis or with Wits Plus



Second year students, third year students & postgraduate students

Tip: Students cannot complete BQ unless they have registered



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

← → ↺ wits.ac.za ☆ 2 📄 🗂️ 👤 New Chrome available ⋮

UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG   Study at Wits **Students** Faculties and Schools Teaching and Learning Research News 🔍



<https://www.wits.ac.za/news/latest-news/general-news/2024/2024-10/trailblazers-in-support-services-power-wits-mission.html> University's academic and research operations have


This should take you to **'Students'** page

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


← → ↻ wits.ac.za/students/ ☆ 1 📄 🗂️ 👤 New Chrome available ⋮

In this section


- Student Email
- Student Self Service**
- Password Reset
- Student Fees
- Financial Aid and Scholarships
- Student Affairs
- Accommodation
- Wits Sport
- Examinations
- Graduations
- VOWFM




Access ulwazi



Student Email




Log a Support Ticket



MyWits


Students News

All News




EcoCane Innovations wins 2024 'Innovathon' finals


25 October 2024



Research with impact inspires learning, unlearning, and relearning








Witsies get a further boost from 'WorkReady Gen Z' initiative



Chat with me

15 October 2024



On the 'Self-Service Portal' enter Student ID and Password



Student Self-Service Portal

Phishing Alert!

[Click here for more information](#)

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

Student/Person Number

eg. 2116515. Not your Temp ID.

Password

Click on 'Register Online'

Clubs & Societies



Food Program Donation



Medical Aid/ Covid Vax Details



Research Details



Documents & Communications






Register Online



Then click on 'Biographic Questionnaire'

Register Online

-  Register Online
-  First Fee Payment
-  Biographical Questionnaire
-  Proof of Registration

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

Next

Term

2017


Complete

Explanation

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

1. Which language was used by teachers in class?
2. Was your language of learning your home language?
3. How did you pay for your school fees?
4. What was the average number of learners in your matric classroom?
5. How would you describe the place in which your school is situated?
6. Did your school have any of these facilities?


EN

 English


Yes

▼


SIPO1

 Paid by parents or gu

SILN2

 20-50

SISS3

 City/Town

Complete the Questionnaire clicking on 'Next' after each section

Favorites ▾

Main Menu ▾ > Self Service ▾ > Academic Records ▾ > Biographical Questionnaire 🔍

Home || Add to Favorites | Sign out

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

Student ID [REDACTED] [REDACTED] Next Complete

Term [REDACTED]

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

1. In addition to the official medium of instruction at your school, which other language was often used by teachers in class? AF Afrikaans

2. Was your language of learning your home language? No

3. How did you pay for your school fees? SIPO8 Self-funded

4. What was the average number of learners in your matric class? SILN1 <20

5. How would you describe the place in which your school is situated? SISS1 Suburb

6. Did your school have any of these facilities? [REDACTED]

7. Did you make use of these facilities; please answer if you said yes above. [REDACTED]

8. How did you get to school? SITR4 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 bar with the WITS logo and the text "WITS - Student Information Management System". Below this is a navigation bar with links: Favorites, Main Menu, Self Service, Academic Records, and Biographical Questionnaire. The main content area has a tabbed interface with five tabs: School Information, Home Information, University Information, Fee Details, and Error Information. The Error Information tab is currently selected. Below the tabs, there is a form with two input fields: "Student ID" and "Term". The "Term" field is set to "2017". To the right of these fields are two buttons: "Next" and "Complete". The "Complete" button is highlighted with a red rectangle. Below the form is a table with two columns: "Error Message" and "Error Info". The table has one row with the number "1" in the first column and an "Error Info" button in the second column. At the bottom of the page, there is a footer with links: School Information, Home Information, University Information, Fee Details, and Error Information.

WITS - Student Information Management System

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

School Information Home Information University Information Fee Details Error Information

Student ID [Redacted] Next

Term 2017 Complete

Error Message	Error Info
1	Error Info

Personalize Find First 1 of 1 Last

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 displays the WITS - Student Information Management System interface. At the top, there is a blue header bar with the system name. Below it, a breadcrumb trail shows the navigation path: Favorites > Main Menu > Self Service > Academic Records > Biographical Questionnaire. A row of tabs is visible, with 'Error Information' highlighted by a red rectangle. Below the tabs, there is a form section for 'Student ID' and 'Term' (2017), with 'Next' and 'Complete' buttons. A table below shows one error message. At the bottom, there is a footer with links to the various tabs.

WITS - Student Information Management System				
Favorites Main Menu > Self Service > Academic Records > Biographical Questionnaire				
School Information	Home Information	University Information	Fee Details	Error Information
Student ID	[Redacted]			Next
Term	2017			Complete
Error Message		Error Info		
1			Error Info	

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

The screenshot displays a web application interface for a 'Biographical Questionnaire'. A modal dialog box titled 'Message' is open, displaying the following text:

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.

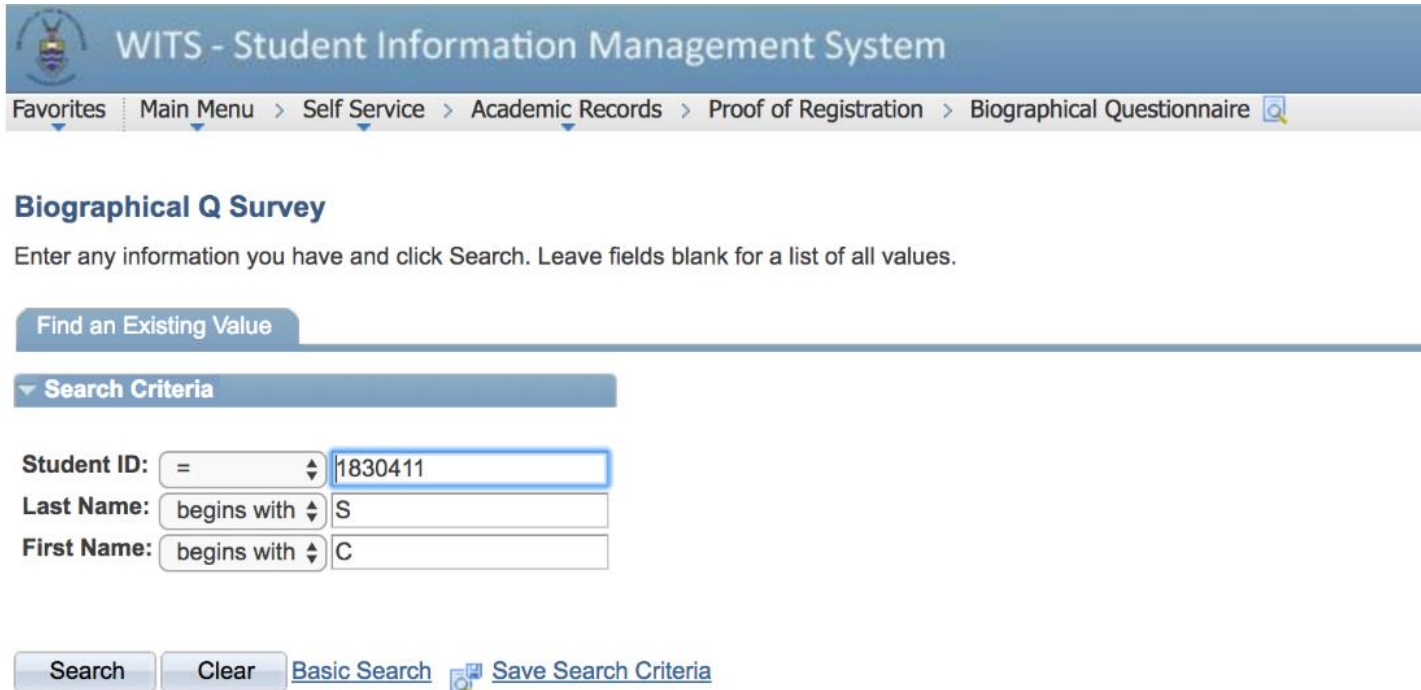
This message occurs when a key is changed on an existing record, and the new set of key values conflicts with an existing record. The application should ensure that any changes to keys result in a unique record.

An 'OK' button is located at the bottom right of the message box.

In the background, the questionnaire form is visible. It includes a navigation bar with links: 'Main Menu', 'Self Service', 'First Fee Payment', 'Register Online', and 'Biographical Questionnaire'. The form contains several fields with dropdown menus, including 'Electricity', 'Running water', 'School Hall', 'Playing Fields/Sports fields', 'Hostel/Boarding Facilities', 'Pit privy/outside toilet with no running water', and 'How did you get to school?'. A 'Next' button is visible at the bottom right of the form.

Contact bqhelp.BIS@wits.ac.za or 011 717 1173/75 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. At the top, there is a navigation bar with the system name and a breadcrumb trail: Favorites > Main Menu > Self Service > Academic Records > Proof of Registration > Biographical Questionnaire. Below this is the 'Biographical Q Survey' section, which includes instructions to enter information and click Search. A 'Find an Existing Value' button is present. The 'Search Criteria' section contains 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 of the search criteria section 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

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