



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

**Information Sheet 2016
For Exchange Students**

GENERAL INFORMATION

INSTITUTIONAL INFORMATION	
Name of Institution	University of Stellenbosch
Main web page address	www.sun.ac.za
Web page address of the Postgraduate and International Office (PGIO)	www.sun.ac.za/international
Postal address (PGIO)	Postgraduate and International Office Stellenbosch University Private Bag XI Matieland 7602 South Africa
Physical Address (PGIO)	Postgraduate and International Office Stellenbosch University RW Wilcocks Building (Victoria Street Entrance) Cnr. Ryneveld and Victoria Street Stellenbosch 7600 South Africa
HEAD OF INSTITUTION	
Name	Prof. Wim de Villiers
Address	Private Bag XI Matieland, 7602 South Africa
Telephone	+27 21 808-9111

Fax	+27 21 808-3714
Email	vc@sun.ac.za
HEAD OF SU POSTGRADUATE & INTERNATIONAL OFFICE	
Name	Mr. Robert Kotzé
Telephone	+27 21 808-4615
Fax	+27 21 808-3799
Email	rk@sun.ac.za
EXCHANGE OFFICE STAFF	
Name	Sarah van der Westhuizen (Exchange numbers and Outgoing students)
Telephone	+27 21 808-2958
Fax	+27 21 808-3799
Email	sarahvdw@sun.ac.za
Name	Alecia Erasmus (Incoming students)
Telephone	+27 21 808-9437
Fax	+27 21 808-3799
Email	aleciaerasmus@sun.ac.za / interchange@sun.ac.za
Name	Donavan Louw (Administrative Officer: Exchange Programmes)
Telephone	+27 21 808-9527
Fax	+27 21 808-3799
Email	donavanjlouw@sun.ac.za

Please note: Huba Boshoff (huba@sun.ac.za) will remain the contact person for matters pertaining to agreements for example renewals or changes to the content of agreements.

TABLE OF CONTENTS

Page	3 – 4.....	Important Dates
Page	5 – 7.....	Application Details
Page	8 – 9.....	Credits and Grades
Page	10.....	Visa and Permit Details
Page	11.....	Orientation Details
Page	12 – 13.....	Logistical Arrangements
Page	14.....	Fees
Page	15 – 16.....	Frequently Asked Questions

IMPORTANT DATES 2016		
Semester to be enrolled in at Stellenbosch University	Semester 1 (January to June 2016)	Semester 2 (July – December 2016)
Orientation date	19 - 21 January 2016 Students must arrive by 18 January, because the attendance of the orientation is mandatory. The welcome center will be open from 15 January 2016.	11 - 13 July 2016 Students must arrive by 10 July, because the attendance of the orientation is mandatory. The welcome center will be open from 7 July 2016.
Classes start	1 February 2016	18 July 2016
Study Abroad Fair 2016	7 April 2016 Please send us marketing material for the Fair.	
Classes end	13 May 2016	21 October 2016
Exam Period 1 st Round – Begins	17 May 2016	25 October 2016
Exam Period 1 st Round - Ends	6 June 2016	16 November 2016
Exam Period 2 nd Round – Begins	7 June 2016	17 November 2016
Exam Period 2 nd Round – Ends	24 June 2016 Students should book their return flight no earlier than the end of the 2nd exam period.	3 December 2016 Students should book their return flight no earlier than the end of the 2nd exam period.

Please look through the University calendar when planning your exchange semester and specifically with regards to buying your ticket to South Africa. **Please schedule your holidays or visits by family and friends for the mid-term (recess) break or after the end of the semester.** Please see the following link: <http://www.sun.ac.za/english/dates>

APPLICATION DETAILS		
Semester to be enrolled in at Stellenbosch University	Semester 1 (January to June 2016)	Semester 2 (July – December 2016)
Nomination Period & Deadline	<p>1 – 31 August 2015</p> <p>Please note that if the nomination deadline is not feasible, it is possible to provide the nominations later. It is just important that students complete their application by the deadline below.</p>	<p>1 – 29 February 2016</p> <p>Please note that if the nomination deadline is not feasible, it is possible to provide the nominations later. It is just important that students complete their application by the deadline below.</p>
Application deadline	30 September 2015	30 March 2016
Course registration	Will be completed during orientation, but application for courses must be submitted with exchange application. Students will only be allowed to ultimately register for courses that they have been approved for. Upon receipt of exchange application from NOMINATED students, request will be sent to department/ faculty at Stellenbosch University for approval. Approval for courses dependent on academic background. Feedback will be given to students on approved courses in due time.	Will be completed during orientation, but application for courses must be submitted with exchange application. Students will only be allowed to ultimately register for courses that they have been approved for. Upon receipt of exchange application from NOMINATED students, request will be sent to department/ faculty at Stellenbosch University for approval. Approval for courses dependent on academic background. Feedback will be given to students on approved courses in due time.
Application materials and	No. Application material and instructions will only be sent to NOMINATED students. As soon as we receive the nominations from our	

instructions online available?	partner universities, we will send an <u>application link</u> and <u>access code</u> directly to the nominated students.
Documents to submit	<p><u>On the Website (Instructions will be provided):</u></p> <ol style="list-style-type: none"> 1. Certified copies of all official academic records / transcripts; please attach English translations if the documents are not written in English. (postgraduate and undergraduate transcripts) 2. Learning Agreement (You have to list all the courses that you wish to do and this must be signed by your International Coordinator. We will submit your course request to the relevant department and provide feedback) 3. Copies of the identification pages of your passport (Your passport should be valid for the time indicated by the SA Mission after leaving South Africa.) <p><u>By Email:</u></p> <ol style="list-style-type: none"> 1. Medical Insurance: Please note that all students will be required to have South African medical insurance for the purposes of the visa application. Students will only be able to procure this after a letter of admission has been issued. As soon as the letter has been issued contact Mrs. Josephine Dzama at jdzama@sun.ac.za to make the necessary arrangements. This is a requirement from the Department of Home Affairs. 2. List of registered Medical Schemes: https://www.medicalschemes.com/MedicalSchemes.aspx
Procedure for Admission	<p>All applicants must complete the electronic application form for exchange students online. Applicants must provide all supporting documents as specified above. All exchange students must be nominated by their home university. Please direct all inquiries regarding nominations to your home university's International Office.</p> <p>Procedure for admission:</p> <ul style="list-style-type: none"> • As soon as we receive your nomination from your home university, we will send you the necessary <u>web link and access code to complete your online application</u>. • All applications must be submitted on time and no late applications will be accepted. • Once we receive your application we will confirm receipt and it will be processed. It will take at least 4-6 weeks from the deadline of applications before you receive feedback. • Your application is sent to the central admissions office where a student number is created. It is also sent to the relevant academic department (-s)

	<p>for course approval. The department (-s) can take up to 14 days and sometimes even longer to review your application and to give us feedback.</p> <ul style="list-style-type: none"> • Please note that even though you have been accepted by your home university to go on exchange the academic department at Stellenbosch University reserves the right to determine whether you meet with their requirements for admission to courses within their department. Once we receive feedback from the department we will inform you of the outcome of your application. • If you have not submitted any course requests (i.e. a completed learning agreement) your application will not be processed. Please also be aware of the fact that approval for courses at Stellenbosch is done by a very strict process. • Once you have been admitted by an academic department, we will issue a letter of admission. The letter of admission will be sent electronically to the student. If the South African mission in your own country requests a hard copy of the letter of admission, please feel free to contact us.* You will need this letter to apply for the study permit at the nearest South African mission in your own country. (*In some cases we send a hard copy of the letter of admission to the embassy as per prior arrangement. At this stage this arrangement is only applicable to the South African Embassy in Brussels, Belgium.) <p>Academic Information:</p> <ul style="list-style-type: none"> • Please ensure that you complete the learning agreement in your application form. • You can list more courses than you need credit for, but please make sure that you indicate <u>how many credits you need and also which courses are compulsory for your programme</u>. We will then liaise with the relevant departments. • You will not be able to attend mainstream courses for which you did not get pre-approved. Once we've received feedback on your course selection, we will provide sufficient feedback. You can however take fewer courses than you were pre-approved for. The final learning agreement must be signed by your home coordinator. <p><i>Please follow the steps in the accompanying document to select your courses. "Finding Courses at Stellenbosch University" gives a breakdown of how to understand the information as indicated in the yearbook and will assist you in the selection of your courses.</i></p>
--	--

CREDITS AND GRADES

Important information on South African grading and credit system

Credits and workload

The number of credits is based on the workload of each course. The load is predetermined by the South African Qualifications Authority in the National Qualification Framework. One South African credit is equal to 10 notional hours of full time study. This includes attendance of lectures, self-study, class preparation, assignments and exams.

South African degree structures relate to the British model. Undergraduate full-time study assumes 30 weeks per year, which results in 120 credits per year. The standard workload for full time enrolled students is 60 South African credits per semester. A student enrolled for a Bachelor degree must complete 360 credits to obtain a degree. On completion of a Bachelor degree in most fields, students would be required to complete an Honours or professional degree course in order to qualify for admission to a Master's degree. The Master's degree generally consists of one or two years of research beyond the Honours degree. Some Master's programmes contain a coursework component. Master's degree programmes last a full calendar year, so the minimum credit value of a year's postgraduate study is 180 credits.

Many of the Bachelor degree courses taken are 'general', although there are also a wide variety of professional degrees as indicated above. Honours degrees are awarded after a further year of study beyond the pass or general, or professional Bachelor degrees. For this reason, Honours courses are referred to as postgraduate degrees. Other qualifications known as postgraduate (Bachelor) degrees include the BEd, the LLB and the BDiv awards. A four-year LLB programme (undergraduate) has also been introduced. Honours degrees are not available in all subjects. Some Bachelor degrees in professional subjects are registered at Honours level (NQF level 8, previously 7) within the South African NQF.

The academic year consists of 2 semesters.

Suggestion for transfer of credits:

2 South African credits = 1 ECTS

4 South African credits = 1 USA credit

Grading

The South African grading system is based on a percentage. Students receive a class mark that contributes to the final mark. Students that do not obtain a class mark of 40% will not have access to the exam.

Below a broad explanation of grades:

<50%	Fail
50%	Pass
51-59%	Average

60-74%	Good
>75%	Cum laude

VISA / PERMIT DETAILS

If you are enrolling at Stellenbosch University as an exchange student for one or two semesters then you will require a study visa. A study visa is normally issued for the duration of the academic programme and it is each student's responsibility to maintain the validity of his/her study visa.

Please contact your nearest South African High Commission or Embassy to confirm the requirements. The contact details of the High Commissions or Embassies are available on the following page: <http://www.dirco.gov.za/webmissions/index.html> . The different forms that you will need are available from them.

Please note:

- Please apply for your visa the moment you receive your letter of acceptance from Stellenbosch University. It can take 6 – 8 weeks before you receive your visa and for that reason you need to apply in a timely fashion.
- **Don't come to Stellenbosch without an exchange or study visa.**

ORIENTATION DETAILS

Embracing your new environment, finding your feet, getting settled and getting started are all part of the first few days on campus. During the Welcome and Orientation programme or Information Sessions, we aim to equip a new arrival with the essential information to ensure that your integration into the University and Stellenbosch life is as easy and enjoyable as possible. We introduce you to the many services and societies that the University has to offer, and create the opportunity for you to get to know many other students before the real work even begins. Follow the link for more details: <http://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-1/i-have-applied-i-have-been-accepted-1/welcome-and-orientation-schedules-2.html>

All international students should arrive in Stellenbosch for orientation. The orientation is a very important part of your exchange and will provide you with all the necessary information to make your time at Stellenbosch University as easy and enjoyable as possible. Please make sure you plan in accordance. **We consider the orientation as compulsory.**

Late Arrival: Students that can't arrive in time for the orientation period must make arrangements with the exchange coordinator. Only valid reasons are accepted as an excuse for late arrival. You **CANNOT** arrive after the start of class.

Writing home exams at Stellenbosch University: In the case of students who still need to write examinations for their home universities after the beginning of orientation – we can accommodate you very easily and do have procedures in place to ensure that you can write the exams here – please request the application form for writing home university exams at Stellenbosch University from interchange@sun.ac.za

Get a Matie Buddy: The Matie Buddy programme is designed to put you in contact with experienced Stellenbosch University students who want to assist you with your arrival in South Africa. They, along with the Postgraduate & International Office, will provide you with all the information and help you might need before, during and after arriving in Stellenbosch.

Although it is not mandatory to apply for a Matie Buddy we recommend that you do so. It is necessary that you submit your application as soon as possible to get in touch with your buddy before you begin packing! See the link for the application form: <http://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-1/i-have-applied-i-have-been-accepted-1/get-a-matie-buddy-1.html>

L O G I S T I C A L A R R A N G E M E N T S

A R R I V A L :

Nearest airport	Cape Town International Airport
Getting to Stellenbosch	<p>The Postgraduate & International Office provides a transfer service between Cape Town International Airport and Stellenbosch or from Cape Town train station should you arrive by mainline bus or train. Once you have booked your flight/bus ticket, please fill in the online arrival sheet: http://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-I/i-have-applied-i-have-been-accepted-I/arrival---airport-transfer-I.html), to arrange for an airport pickup free of charge. Please complete the online arrival sheet at least one week before your arrival. Our transport coordinator, Georgina Humphreys, may be contacted at gina@sun.ac.za .</p> <p>The transfer service is available to all international students. Please look out for our representative bearing a “Stellenbosch University Postgraduate & International Office” sign or t-shirt. If you are lost or cannot find your transfer, phone one of the following numbers:</p> <p>Office: +27 (0)21 8082567 (office hours) Gina: +27 (0) 79 835 0784 Ruan: + 27 (0) 82 562 6451</p>

A C C O M M O D A T I O N :

Is housing guaranteed?	No
Approx. rent per month	R5000

Types of housing (coops, dorms, private...)	Coops, apartments, private houses
What's the distance from housing to the university?	Varies from on-campus to \pm 10 km
Are meals included in housing?	No
How many people share a bathroom and a kitchen?	\pm 3 people
Are there typically single and double rooms? If not, please provide details.	Typically single
What means of transport do the students use to get from housing to the university (e.g. walk, bus, bike, train)?	Walk, bike, car See the following link for transport options on campus.
Application form and deadline for University Accommodation	Application form for University Accommodation: http://www0.sun.ac.za/international/about/accommodation-in-stellenbosch/university-administered-housing/apply-for-university-accommodation-2.html To be completed by the same deadline as application for exchange after the nominations from the home universities have been received.
If housing is not guaranteed, what resources are available to incoming exchange students (websites etc.)	See these useful web pages: Private housing ads: http://www0.sun.ac.za/international/accommodation-3.html Useful sites: http://www0.sun.ac.za/international/about/accommodation-in-stellenbosch/useful-accommodation-websites.html Letting agencies: http://www0.sun.ac.za/international/about/accommodation-in-stellenbosch/letting-agencies-in-stellenbosch.html

FEES:
(Only applicable to January - December 2016)

All exchange students receive a tuition waiver based on the exchange agreement between Stellenbosch University and their home institution. This will differ on the level and type of agreement that your home institution has with Stellenbosch University.

If your institution has a faculty/departmental level agreement you have to take **AT LEAST** 2/3rds of your coursework in this faculty/department to qualify for a tuition waiver.

However, exchange students are expected to pay an Exchange Administrative Fee (EAF) prior to registration at Stellenbosch University. The EAF comprises of the International Registration Fee and a Service Fee. The service fee is used to cover all usable goods, for example it is used for a student card, internet and e-mail access, internet usage, photocopying, printing etc. If you spend more than the available amount you need to pay the outstanding amount prior to your departure. The EAF amount for the next academic year will be available in October of the previous year.

You will receive an **invoice together with your letter of admission** indicating the amount payable; what the amount may be utilized for; and the banking details of Stellenbosch University. **You will not be able to register unless you have paid your fees.**

Please contact Mr. Grant Leukes (interhouse@sun.ac.za) or Mrs. Carmien Snyman (cns@sun.ac.za) for all financial enquiries.

FREQUENTLY ASKED QUESTIONS:	
What is the language of instruction?	Courses are offered in English, Afrikaans or the T-option (a combination of English and Afrikaans in the same class with notes available in English). The language of instruction will be indicated in relevant department's website and the yearbook of the relevant faculty. Please familiarize yourself with the language of instruction when choosing courses.
Areas of study available to exchange students	All, <u>except courses</u> from the Faculty of Medicine and Health Sciences, Department of Accounting and Faculty of Military Science. Please note that approval for any study area is dependent on academic background and acceptance by department.
Do you accept students who want to do a project or thesis? Appropriate length, i.e. 3 months, 6 months etc.	Yes, but these students are processed as Affiliates and not Exchange students. Please contact Tanya Fouché in this regard: tfouche@sun.ac.za
Link to term dates	http://www.sun.ac.za/english/dates/term-dates
Link to course catalogues	http://www.sun.ac.za/english/faculty/ Click on "Calendar"
Full time course load per semester	30 ECTS Credits (= 60 South African Credits). Please note that credits are non-negotiable
Language requirements	None. Exchange students do not have to supply a TOEFL/IELTS test score with their application. We trust our exchange partners to nominate students who are proficient in English. The English Proficiency Test is not compulsory. You can however take an additional English Course (English for Academic Purposes) or write the English Proficiency Test as a self-assessment. The course fees for these language courses will be for your own account.
Preparatory language courses for incoming students available? Costs?	Yes, although not compulsory. See the following link: http://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-/i-want-to-enrol-at-sun-1/intensive-afrikaans-courses.html Costs: ± R 3000 Enquiries regarding this course can be addressed to Ms. Georgina Humphreys (gina@sun.ac.za).
Courses taught in English?	Yes. Also note that some courses are taught in the T- option: where language of instruction is 50% English and 50% Afrikaans with all academic material being made available in English.

Cost estimates per month (includes housing)	Approximately R 7500 – R 8000
What about exams?	<p>Stellenbosch University has two exam opportunities. All students who obtain admission to the examination (see par. 8.2.7 in Yearbook for examination admission) in a course are free to choose whether they want to write the first or the second examination in a course, provided that the decision to write the first examination is irreversible once the student has reported for the first examination. The second opportunity is scheduled directly after the end of the first session.</p> <p>*** No exams will be allowed to be taken at home; for this reason it is extremely important that students should book their return flight no earlier than the end of the 2nd exam period. ***</p>