



General Application Guidelines for Elective Students

All foreign students who would like to participate in a clinical or research elective at the Faculty of Health Sciences of the University of Stellenbosch have to complete the *application form on page 6-7* of this document as well as the *HPCSA application form*.

1. APPLICATION PROCEDURE

- 1.1 International students are not required to submit an application fee with the application forms.
- 1.2 Complete the application forms and **attach all required documentation** (see pages 6 - 7)
- 1.3 Forward the complete application form to the International Students Coordinator at the Faculty of Health Sciences. Upon receipt it will be confirmed, processed and forwarded to the relevant academic department(s) for approval. It is therefore important that applications reach the International Office timeously, normally 12 to 18 months prior to the intended visit. Applications, for all categories of students, will be processed within 4 - 6 weeks of receipt provided all the necessary documents are included.
- 1.4 Apart from the academic requirements for admission, international students should provide official documentary evidence of their competence in English, unless the student is a mother tongue speaker.
- 1.5 Once the application has been approved by the relevant academic department(s), the International Office will issue an official letter of acceptance. This letter of acceptance is subject to the payment of the International Students' Levy (see paragraph 4.1). Failure to pay by the due date will lead to the automatic cancellation of your placement.
- 1.6 Once accepted, please study the Pre-arrival instructions attached to the letter of acceptance carefully as it contains very important information regarding departure planning, arrival, orientation and accommodation on the Tygerberg Campus and information about placements in other affiliated hospitals. Please take note of the content to avoid disappointment.
- 1.7 Please note: only proceed with making flight reservations etc. once you have received the FORMAL letter of acceptance that will be sent to you via e-mail. No placements will be secured telephonically or via fax.

Kindly note that applications should reach this office at least **12 to 18 months before** the anticipated date of arrival of the elective study in order to allow sufficient time to finalize arrangements.

Once a foreign student has been accepted for his/her elective(s) at the specified department(s), no changes can be made unless written requests with specified information on new dates are received at least 3 months before the planned date of arrival. Such changes are subject to the approval of the relevant departments.

2. REGISTRATION WITH THE HEALTH PROFESSIONS COUNCIL OF SA (HPCSA)

Temporary registration with the HPCSA is a prerequisite as all students in the health care sciences are required by law to register with this statutory body and this registration gives access to clinical training only at the sponsoring institution. The University will apply to the HPCSA on behalf of the student.



3. DISCIPLINES

3.1 The Following Departments / Units in the Faculty of Health Sciences offer Clinical Rotations and Research Study Opportunities:

Department of Biomedical Sciences

With Divisions

- Anatomy and Histology
- Medical Physiology
- Molecular Biology and Human Genetics

Department of Imaging and Radiation

With Divisions

- Diagnostic Radiology
- Medical Physiology
- Nuclear Medicine
- Radiation Oncology

Department of Interdisciplinary Health Sciences

With Divisions

- Centre for Rehabilitation Studies
- Community Health
- Family Medicine and Primary Care (specific hospitals only)
- Human Nutrition
- Occupational Therapy
- Physiotherapy (**final year students only**)
- Speech, Language and Hearing Therapy

Department of Medicine

With Divisions

- General Internal Medicine
- Cardiology
- Dermatology
- Endocrinology
- Gastro-enterology
- Infectious Diseases
- Nephrology
- Neurology (only available under specific agreements)

- Pharmacology
- Pulmonology
- Rheumatology

Department of Obstetrics and Gynaecology

Department of Paediatrics and Child Health

Department of Pathology

With Divisions:

- Anatomical Pathology
- Chemical Pathology
- Forensic Medicine
- Haematological Pathology
- Medical Microbiology
- Medical Virology

Department of Psychiatry

Department of Surgical Sciences

With Divisions:

- Cardiothoracic Surgery
- Emergency Medicine (**4 weeks only**)
- General Surgery
- Neurosurgery
- Otorhinolaryngology
- Orthopaedic Surgery
- Paediatric Surgery
- Plastic and Reconstructive Surgery
- Urology

Unit: Hope – Kid Cru

See below

3.2 Hope – Kid Cru HIV Student Elective

This Student Elective is offered as a one month module based at the Tygerberg Academic Complex and the University of Stellenbosch and HOPE Cape Town, a registered Non Profit Organization.

The student will be exposed to a wide spectrum of HIV related issues from grass root level counseling and testing to treatment including traditional healing methods. The student will spend time in The Children's Infectious Diseases Clinical Research Unit observing the components of a structured clinical research unit.

Upon completion of the module the student is required to submit a report on a situational analysis or a case description of their elective experience.

Further information on HOPE and KID CRU can be found on the following websites:

www.hopecapetown.com

www.kidcru.org.za



4. STUDENT FEES FOR 2010

4.1 International Student Levy (ISL): R4 400.00

(Payable within 3 weeks on receipt of the Letter of Acceptance and proof of payment sent to the International Office with the two forms as confirmation of acceptance of the elective study period)

- This is a **once-off** fee payable per student, per elective period.

Elective students fall under the Category of Affiliated students: meaning students who are visiting the campus for less than one full semester, doing research ("stage"), practical training (elective) or attending classes for non-degree purposes.

4.2 Other Fees

(payable 3 months prior to date of arrival)

Affiliation Fee per week: R480.00

- This is a **weekly** fee payable per student, per elective period and goes toward the department in which the elective is taken.
- This fee is capped at **R9 000.00 per department / division** should the period of the elective be **longer than 18 weeks**.

Accommodation in the International Students' Lodge:

Single Room: R700.00 per week

Double Room: R595.00 per person sharing per week

4.3 Cancellation

Once the student has received the e-mail notification of Successful Placement or the Confirmation Letter and you cannot accept, please inform us immediately.

If written cancellation is received at least 3 months prior to the date of arrival all monies received will be refunded except an application fee of R2 100.00 (part of ISL).

5. SUBMITTING PROOF OF STUDENT'S PROFICIENCY IN ENGLISH

All international students are required to submit official documentary evidence of their competence in English when applying for a clinical or research elective at the Faculty of Health Sciences.

For the minimum English Proficiency Requirements students are to submit either:

- Results of TOEFL/ IELTS Test with minimum IELTS score = 6.5 **OR** TOEFL score = 550 (paper based) or 213 (computer based), preferably with a TWE score of 4.5.
AND/OR
- Proof and results of any English courses attended (e.g. English for Medical students / "Englisch für Mediziner").
- Students with English as their mother tongue are exempted from providing TOEFL or IELTS scores.

Stellenbosch University Language Centre: Unit for English (Main Campus, Stellenbosch) offers courses to international students who are not adequately proficient in English. These intensive English courses will provide a thorough preparation for postgraduate study programmes.

Please see the following link: http://academic.sun.ac.za/taalsentrum/EVA/index_engframeset.htm



6. STUDY PERMIT

Periods shorter than 3 months (90 days):

In terms of the Immigration Act 13 of 2002, any foreign student, from visa exempt countries, who intends to study in South Africa for a period less than three months will be accommodated on a TEMPORARY RESIDENCE PERMIT with an appropriate endorsement as prescribed in terms of section 11(a) or (b).

In adherence to Government rules and regulations, your final registration on arrival is subject to the submission of a valid endorsed visitor's visa that can be **obtained from the Immigration Official at the port of entry** (airport) upon presentation of your formal Letter of Acceptance.

Periods longer than 3 months (more than 90 days) / countries requiring visas

All foreign students who wish to take up studies in SA for periods exceeding 3 months or students from countries requiring visas, must apply for a STUDY PERMIT via the South African diplomatic representative in his/her country of origin and should await the outcome before proceeding to SA on the permit.

Please note:

- *Applications should be lodged at least 8 weeks prior to the expected date of departure.*
- The University cannot register students without a valid study permit.
- Students are responsible to maintain the validity of their study permit.

7. LANGUAGE POLICY AT THE UNIVERSITY

South Africa has eleven official languages, the predominant ones in the Western Cape being Afrikaans, English and isiXhosa.

Although the medium of tuition for undergraduate and honours courses at the University of Stellenbosch is Afrikaans (a language closely related to Dutch and Flemish), visiting students will have no trouble in communicating as almost everyone they encounter will have a reasonable command of English. Thus, students from foreign countries should have a good working knowledge of English in order to follow the discussions during clinical ward rounds in the hospital. The language of tuition during ward rounds is determined by the composition of the class. The majority of ward rounds are conducted in English, but students should bear in mind that some patients may not be able to speak either English or Afrikaans. In these instances the nursing staff normally function as interpreters. The Faculty of Health Sciences also offers language courses for beginners in Afrikaans and Xhosa.

8. HOUSING

The International Students' Lodge is situated in a single storey building on the Tygerberg Campus. Each living unit ("Wohngemeinschaft"/commune) in the International Students' Lodge has 4 or 6 rooms (mostly double), 2 or 3 bathrooms and a small communal living room as well as a kitchenette with basic cooking facilities (microwave, electric frying pan, toaster) for the preparation of light meals. The rooms are fully furnished and linen is provided. The nearby Students' Cafeteria supplies full meals and other refreshments on a daily basis.

For your own safety and easy access to the hospital, it is expected that students live on campus during the entire period of their visit. Students, who arrange their own, private accommodation or take part in an elective programme at an affiliated hospital other than Tygerberg Hospital, are still obliged to pay the International Student Levy and Affiliated Fees which covers administration, registration and departmental costs.



9. Geographical Location

The Tygerberg campus and health complex is centrally situated in the rapidly growing northern part of the Cape Town Metropole. It is only a half an hour away from the town of Stellenbosch to the north, where the University's main campus is situated, and 35 minutes away from Cape Town with its majestic Table Mountain, white beaches, theatres, museums, restaurants and other places of entertainment.

The campus is within easy reach of major shopping complexes such as the Parow Shopping Centre (5 minutes drive away) and the Tyger Valley complex (15 minutes drive away), comprising a wide range of modern shopping facilities, pubs, restaurants, theatres and businesses. Apart from the shopping complexes, the area surrounding the campus also offers numerous restaurants, health clubs and sports and recreational facilities.



APPLICATION FORM

Please fill out the following application form and return it to:

The International Students Coordinator
Faculty of Health Sciences
P O Box 19063
7505 TYGERBERG
South Africa



Enquiries:
Ms. Mariska April
Tel: +27 -21 -938 9549
Fax: +27 -21 - 933 6330
E-mail: maa@sun.ac.za

I would like to apply for the following: (tick correct option)			
<input type="checkbox"/> Clinical Elective		<input type="checkbox"/> Research Elective	
SURNAME:	FIRST NAME:	Other Initials:	Date Of Birth:
			DD/MM/YYYY
STATE THE DEPARTMENT(S) AND SUB-SPECIALITIES IN WHICH YOU WOULD LIKE TO UNDERTAKE YOUR ELECTIVE / RESEARCH STUDY IN ORDER OF PREFERENCE: (If you would like to do a rotation in more than 1 department, please specify this separately)			
<u>1. Department</u>		<u>2. Department</u>	
Division		Division	
<u>Proposed Elective Period</u>	DD/MM/YYYY	<u>until</u>	DD/MM/YYYY
<u>Alternative Elective Period</u>	DD/MM/YYYY	<u>until</u>	DD/MM/YYYY
<u>PERMANENT ADDRESS FOR CORRESPONDENCE:</u> (a reliable postal address in your home country)			
<u>Street</u>		<u>E-mail:</u>	
<u>Address:</u>		<u>Tel:</u>	
<u>Postal Code:</u>	<u>City:</u>	<u>Mobile:</u>	
<u>Country:</u>		<u>Fax:</u>	
<u>ADDRESS OF FAMILY MEMBER/FRIEND WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY</u>			
<u>Name, Surname and Relationship:</u>			
<u>Street</u>		<u>E-mail:</u>	
<u>Address:</u>		<u>Tel:</u>	
<u>Postal Code:</u>	<u>City:</u>	<u>Mobile:</u>	
<u>Country:</u>		<u>Fax:</u>	



DECLARATION:

I (the student) hereby declare:

- (a) that the particulars furnished by me above in this application form are true and correct;
- (b) that I fully understand that the University is entitled to cancel my registration immediately, should it become apparent that any of the particulars furnished above in this application form is/are untrue or incorrect.

I acknowledge and agree to the conditions and procedures outlined in the University's General Application Guidelines for Elective Students.

Signed by Student: _____ Date: _____

APPROVAL BY YOUR FACULTY

I CONFIRM THAT (name of student) _____
IS A FULL TIME STUDENT IN GOOD STANDING AT THIS UNIVERSITY:

NAME OF UNIVERSITY:

University Address:

Postal Code:

City:

Country:

Year of study (at the time of the proposed period):

Name of degree student is pursuing:

SIGNATURE:

TITLE:

DATE:

University
Stamp

Please check (✓) that the following are included in your application:

Included	Outstanding	
		Elective application form
		HPCSA registration application form
		Curriculum Vitae (no more than 2 pages)
		Copy of the identification pages of my passport/ identity card
		Letter of recommendation of my university in which they support my application to do an elective abroad
		Proof of Medical Insurance
		Documentary evidence of student's competence in English: (Tick which option applies) <input type="radio"/> Results of TOEFL/ IELTS Test included <input type="radio"/> Proof and results of any English courses attended included <input type="radio"/> English is my mother tongue - no proof required