



General Application Guidelines for Elective Students

All foreign students who would like to participate in a clinical or research elective at the Faculty of Medicine and Health Sciences of the University of Stellenbosch have to complete the **official application form** 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**
- 1.3 Forward the complete application form to the International Students Coordinator at the Faculty of Medicine and 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. Fees for HPCSA registration is included in the International Registration Fees for students thus does not have to be paid in advance.



3. DISCIPLINES

3.1 The Following Departments / Units in the Faculty of Medicine and 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
- Emergency Medicine
- 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
- Gastroenterology
- 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
- General Surgery (**incl TRAUMA Surgery**)
- Neurosurgery
- Otorhinolaryngology
- Orthopaedic Surgery
- Paediatric Surgery
- Plastic and Reconstructive Surgery
- Urology (*3 months minimum*)

Unit: Hope – Kid Cru

See below

NOT OFFERED as elective:

- Ophthalmology

NB: Anaesthesiology only offered at Paarl Hospital

3.2 Hope – Kid Cru HIV Student Elective

This student Elective is offered as a 4 week module based at the Tygerberg Academic complex and the University of Stellenbosch and HOPE Cape Town Association, a registered Non Profit Organisation.

This elective will grant a unique opportunity to be involved in both primary level and tertiary level health care through the partnership of HOPE Cape Town (HIV Outreach Programme and Education), a successful Western Cape NPO and KIDCRU (Children's Infectious Diseases Clinical Research Unit) one of the best paediatric HIV research units in the world.

Primary care exposure would include the attendance of STI, TB, ARV, HIV and childhood vaccination clinics in community health centres as well as mobile outreach clinics, home visits and support groups in the surrounding areas. At tertiary level, the elective students attend infectious diseases clinics and ward rounds, virology and immunology teaching, clinical research consultations and emergency paediatric services.

The outcome of the elective would be that the student would have gained a good general understanding of HIV/AIDS in South Africa, while improving clinical skills especially in paediatrics.

Further information on HOPE Cape Town and KIDCRU can be found on the following websites:

www.hopecapetown.com

www.kidcru.org.za



4. STUDENT FEES FOR 2013

4.1 International Student Levy (ISL): R5 450.00

(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: R500.00

- 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 500.00 per department / division** should the period of the elective be **longer than 18 weeks**.

Accommodation in the International Students' Lodge

Single Room: R889.00 per week

Double Room: R749.00 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 770.00 (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 Medicine and 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 form 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) **OR** 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 Medicine and 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.