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INFORMATION PACK:

PROSPECTIVE UNDERGRADUATE
INTERNATIONAL ELECTIVE STUDENTS

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INFORMATION PACK FOR PROSPECTIVE UNDERGRADUATE INTERNATIONAL ELECTIVE STUDENTS

Please carefully read through this important information concerning your planned elective at the Faculty of Medicine and Health Sciences (FMHS) of Stellenbosch University (SU).

I. REQUIREMENTS FOR UNDERGRADUATE INTERNATIONAL ELECTIVE APPLICATIONS

The FMHS of SU offers elective rotations to international students for a maximum period of eight (8) weeks, which may be taken in any two (2) disciplines. SU reserves the right not to consider students from universities where it is believed that the prior clinical exposure required to utilise these elective opportunities has not been completed.

Applications must reach the International Office twelve (12) months prior to the starting date of the elective, unless otherwise indicated.

All international students who wish to participate in a clinical or research elective at the FMHS of SU must meet the requirements set out in this document **before completing the necessary application documentation.** To avoid any unnecessary delays in the processing of applications, please ensure that the correct documentation is submitted.

I.1 Qualification criteria

Prospective applicants must:

- be registered as an undergraduate student at a recognised foreign tertiary institution (the FMHS reserves the right to make a decision in this regard, which decision shall be final);
- be studying in one of the health science disciplines offered by the FMHS of SU;
- be registered in the third, fourth or final year of their clinical training at their home institution;
- have their home institution's approval and support for further training;
- be registered as an affiliated student at SU after having been accepted by the academic department concerned;
- be registered with the Health Professions Council of South Africa (HPCSA) as a visiting undergraduate student at the FMHS before starting with the elective; and
- ensure that all fees are paid in full before the elective training commences.

I.2 Minimum requirements

In addition to the qualification criteria above, please also note the minimum requirements for the various departments, divisions and units set out below.

Clearly indicate in your application whether you intend to spend eight weeks in discipline 1, or four weeks in discipline 1 and four weeks in discipline 2.

Medical programmes

- Placement depends on availability in the department, division or unit. Students are accepted on a first-come first-served basis, provided that the requirements below are met.
- The FMHS has mutual agreements with certain exchange partners. According to these agreements, a specified number of students are permitted to do clinical or research electives in specified departments. If your elective forms part of an official exchange agreement, it is your responsibility to inform us. Also keep in mind that students attending in terms of an official exchange agreement have reserved placements, but must comply with their home institution's requirements and SU's deadlines.
- A minimum of four weeks may be spent per elective rotation per department, division or unit, unless otherwise stated in the tables below.

DEPARTMENT/DIVISION/UNIT/CENTRE	MINIMUM REQUIREMENTS AND DURATION
Department of Biomedical Sciences	Minimum of four weeks
Department of Imaging and Radiation	Minimum of four weeks
Department of Interdisciplinary Health Sciences	
With divisions	
• Community Health	Minimum of four weeks
• Family Medicine and Primary Care	Rotations take place at the following hospitals only: Stellenbosch, Worcester, Paarl, Somerset
• Emergency Medicine	Minimum of four weeks
Department of Medicine	
With divisions	
• General Internal Medicine	Rotation set by Department according to availability, unless specifically requested. Application to reach the International Office 18 months in advance
• Cardiology	Two weeks only. If a longer period is required, the student will be expected to do a research project for the remainder of the time.
• Dermatology	Three weeks only
• Endocrinology	Four weeks only
• Gastroenterology	Four weeks only
• Infectious Diseases	Four weeks only
• Neurology	Students accepted in terms of official international agreement only; no other students accepted
• Pulmonology	Four weeks only
• Rheumatology	Four weeks only
Department of Obstetrics and Gynaecology	Minimum of six weeks; available to final-year students only
Department of Paediatrics and Child Health	Minimum of four weeks
Department of Pathology	
With divisions	
• Anatomical Pathology	
• Chemical Pathology	
• Forensic Medicine	
• Haematological Pathology	
• Medical Microbiology	
• Medical Virology	
Department of Psychiatry	Minimum of three weeks

DEPARTMENT/DIVISION/UNIT/CENTRE	MINIMUM REQUIREMENTS AND DURATION
Department of Surgical Sciences	
With divisions	
• Cardiothoracic Surgery	Minimum of four weeks
• General Surgery (including Trauma)	Rotation set by Department according to availability, unless specifically requested Application to reach the International Office 18 months in advance
HOPE KIDCRU	Minimum of four weeks, maximum of six weeks
Ukwanda Centre for Rural Health, Worcester	
Rural Medicine – General Internal Medicine	One student only; minimum of four weeks
Rural Medicine – Paediatrics and Child Health	One student only; minimum of four weeks
Rural Medicine – General Surgery	One student only; minimum of four weeks
Rural Medicine – Orthopaedic Surgery	One student only; minimum of four weeks
Rural Medicine – Obstetrics and Gynaecology	One student only; minimum of four weeks
Ukwanda Rural Medicine at a district hospital (by arrangement only)	
Rural Medicine – Family Medicine and Primary Care, Ceres	One student only; minimum of four weeks
Rural Medicine – Family Medicine and Primary Care, Hermanus	One student only; minimum of four weeks
Rural Medicine – Family Medicine and Primary Care, Robertson	One student only; minimum of four weeks
Rural Medicine – Family Medicine and Primary Care, Swellendam	One student only; minimum of four weeks

Allied health electives

- Placement depends on availability in the department or division. Departments accept students on a first-come first-served basis, provided that the requirements below are met.
- A minimum of four weeks will be allowed per elective.
- The FMHS has mutual agreements with certain exchange partners. According to these agreements, a specified number of students are permitted to do clinical or research electives in specified departments. If your elective forms part of an official exchange agreement, it is your responsibility to inform us. Also keep in mind that students attending in terms of an official exchange agreement have reserved placements, but must comply with their home institution's requirements and SU's deadlines.

DEPARTMENT/DIVISION/UNIT/CENTRE	MINIMUM REQUIREMENTS AND DURATION
Centre for Rehabilitation Studies	Final-year students only; minimum of four weeks
Human Nutrition	Third-year and fourth-year students only; minimum of four weeks
Occupational Therapy	Final-year students only; minimum of four weeks
Physiotherapy	Final-year students only; minimum of four weeks
Speech, Language and Hearing Therapy	Applications falling outside official university agreements must reach the International Office 12 months in advance.

DEPARTMENT/DIVISION/UNIT/CENTRE	MINIMUM REQUIREMENTS AND DURATION
Ukwanda Centre for Rural Health	
Human Nutrition, Worcester	Maximum of two students; must be in their fourth year; minimum of four weeks
Occupational Therapy, Worcester	Maximum of two students; must be in their fourth year; minimum of four weeks
Speech, Language and Hearing Therapy, Worcester	One student only; minimum of four weeks
Occupational Therapy, Physiotherapy or Speech, Language and Hearing Therapy in other rural district hospitals (by arrangement)	Maximum of two students; must be in their fourth year; minimum of four weeks

2. I QUALIFY. WHAT NOW?

If you meet the qualification criteria and know in which discipline you wish to do your elective, complete the application form and submit it along with your supporting documents to the International Office at the FMHS.

Kindly note that applications must reach the International Office twelve (12) months prior to the starting date of the elective, unless otherwise indicated.

Once your application is submitted, the application process will commence. If your application succeeds **and you receive written confirmation of your elective placement**, the following important information should be carefully studied.

2.1 Accommodation (Elective Students' Residence, Tygerberg campus)

Should you wish to book accommodation in the Elective Students' Residence, please indicate this in your elective application form. It is important to note that this booking constitutes a **separate application process**, which will commence once you have been approved for an elective placement.

The Elective Students' Residence comprises of eight self-catering units. Each unit has either four or six rooms with mostly double occupancy (2 single beds). All eight units are fitted with a fully equipped kitchen (stove, fridge/freezer, small electric appliances such as kettles, toasters and microwaves). Bathroom facilities are shared.

Bedding and bath towels are provided and should not be removed from the Lodge for private use. Students are required to bring their own beach towels for bathing at the pool or beach. You are also requested to bring 3 padlocks; one for your room and two smaller ones for your wardrobe and kitchen cupboard (combination locks are recommended).

Accommodation in the Elective Students' Residence is not guaranteed and is based on availability. Confirmation of accommodation is confirmed 3 months prior to the start date of an elective rotation and only if **full payment has been received**.

Students have access to their rooms at least 2 days prior to the commencement of an elective, and must vacate their rooms within 2 days after their elective has ended.

For more information on the Elective Students Residence on Tygerberg campus, see the accommodation information pack.

2.2 Accommodation (private)

Students who arrange their own accommodation or take part in an elective programme at a hospital other than Tygerberg Academic Hospital will still be expected to pay the international student fee and affiliation fee.

Students who have selected one of the **Ukwanda electives** must arrange their own accommodation. A list of possible accommodation establishments is available upon request.

2.3 Computer facilities on campus

Access to the University's computer centre and e-mail is included in the international student fee, although internet access is excluded. Once you have registered, you will be able to buy internet and printing credits, which operate on a 'pay as you go' basis.

Your e-mail address at SU will be your **SU student number, followed by @sun.ac.za**. For example, if your student number is 12345678, your e-mail address would be 12345678@sun.ac.za. This e-mail facility can be accessed without internet access. Your student number will be provided in the University's official correspondence with you.

The computer centres on both Tygerberg and Worcester campuses are open 24/7. Both are fully equipped with Intel Celeron-based computers (.130 at Tygerberg, and .18 at Worcester), as well as with the latest technology and software.

2.4 Dress code and appearance

All students are required to bring along their own white coats. Sport or swimming attire is strictly prohibited.

All students are required to bring along their own stethoscopes.

All students must wear nametags when working in the hospital. International students may collect their specially made nametags and student cards at the Security Desk upon arrival. Students **not** based at Tygerberg campus will be able to collect their cards and nametags at the applicable hospital.

2.5 Geographic location

Tygerberg campus

Tygerberg campus (the FMHS) is centrally situated in the rapidly growing northern Cape Town suburb of **Tygerberg** (and **not** in Stellenbosch). Tygerberg is a 30 minute-drive from the historical and picturesque town of Stellenbosch to the east, where the University's central campus is situated, and a 25-minute drive from Cape Town city centre.

The campus is within easy reach of major shopping malls such as Parow Centre (5 minutes away) and Tyger Valley Shopping Centre (15 minutes away). Both offer a wide range of modern retail outlets, grocery stores, chemists, restaurants and movie theatres. The area surrounding campus also has numerous restaurants, health clubs, sports and recreational facilities.

Physical address:

Francie van Zijl Drive , Tygerberg 7505, Cape Town, South Africa

(NB: The FMHS is situated on its own site **behind** Tygerberg Academic Hospital. Taxi drivers tend to drop students at the hospital, but the Elective Students Residence is on campus, and not on the hospital grounds.)

Worcester campus

Worcester campus is situated in the town of Worcester, some 120 kilometres (75 miles) northeast of Cape Town on the N1 highway, in the picturesque Breede River Valley, Western Cape.

The campus, complete with landscaped gardens, was officially opened in August 2012 and is situated adjacent to Worcester Regional Hospital. The eco-friendly buildings on campus include a modern, well-equipped academic building boasting state-of-the-art lecture rooms and an auditorium, as well as a residence for 40 students.

Physical address:

Corner of Durban Street and the R60 main road to Robertson, 1 Durban Street , Worcester 6850, South Africa

Placement for electives in the towns of Ceres, Robertson, Hermanus and Swellendam will be at the district hospitals, which are linked to the Ukwanda Rural Clinical School with good internet connectivity and support. Details on these as well as other sites in rural settings, particularly in the Western, Northern and Eastern Cape provinces, are available from Ukwanda.

2.6 Language policy

South Africa has 11 official languages. The predominant languages in the Western Cape are English, Afrikaans and isiXhosa.

Almost everyone with whom students will interact in the teaching environment will have a reasonable command of English. Foreign students should therefore also have a sound working knowledge of English to follow the discussions during clinical ward rounds. The medium of instruction during ward rounds will be determined by the composition of the class. The majority of ward rounds are conducted in English. Yet in instances where patients can speak neither English nor Afrikaans, the nursing staff may serve as interpreters. SU also offers language courses for beginners in Afrikaans and isiXhosa.

2.7 Medical (Health) cover

In compliance with South African government rules and regulations, no student may be registered without proof of adequate medical cover.

The Department of Home Affairs requires proof of adequate medical cover before a study visa will be issued or extended. Since medical care could be very expensive, students are advised to obtain suitable medical cover before leaving home.

Students are also strongly advised to study their medical cover provisions very carefully to ensure that they know the correct procedure for contacting their medical insurance in the event of an emergency. Also familiarise yourself with the payment process – for instance, whether you are required to pay first and claim later, or whether your medical insurance will pay the service provider directly once invoices are received.

2.8 Occupational exposure to infectious agents

For their own safety, students must ensure that they are immune to hepatitis B (i.e. successful immunisation, or past infection with proof of an adequate level of anti-HBs antibodies). A hepatitis B immunisation service is also available at the Student Health Clinic. It is recommended that students receive 10 (10) yearly “booster” dosages.

In addition, immunity against poliomyelitis, measles, chickenpox and rubella (either a record of immunisation, or natural infection proven by laboratory tests) is advised, as patients who suffer from these diseases are encountered at the hospitals concerned.

Students will frequently encounter patients with HIV infection and/or tuberculosis (TB) in South Africa. Vaccination against TB is not compulsory, and students should follow their national guidelines in this regard. Also be aware of your own HIV status, and act appropriately. Familiarise yourself with safe medical procedures and how to respond in the event of accidental exposure before it actually happens (see next section). Owing to the risk of HIV exposure during clinical activities, part of the registration fee goes towards the HIV prophylaxis fund.

(NB: For those wishing to undertake travels through South Africa or beyond, immunisation against hepatitis A, typhoid, yellow fever and/or other infections may be advisable, depending on the areas to be visited and the circumstances of travel. In addition, please note that malaria is a risk in some parts of South Africa and in adjacent countries, at least during certain times of the year. If you plan on travelling, timeously consult a travel medicine specialist for up-to-date information on sensible precautions, including vaccinations and malaria chemoprophylaxis.)

2.9 Protocol with regard to sharp-object injuries and/or cutaneous and mucosal exposure to blood or other infectious body fluids

This protocol includes procedures applicable to students at Tygerberg Academic Hospital (TBH) as well as health services where training takes place. **(Initial prophylactic medication is available at all training facilities.)**

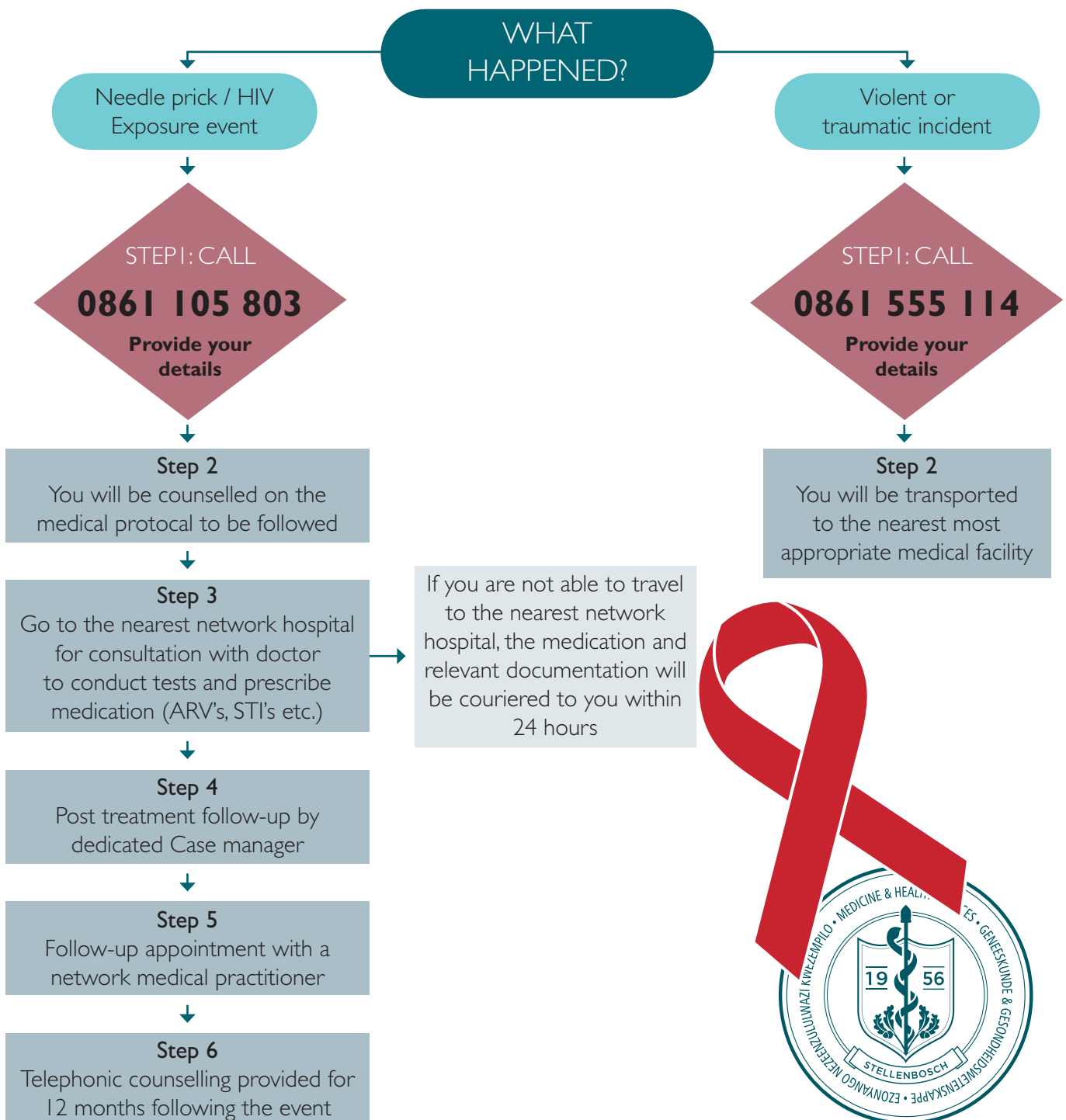
- Clean lesions immediately and thoroughly with soap and water.
- Immediately inform your supervisor (either the sister in charge, the registrar, consultant, etc.), who should evaluate the incident and perform a thorough risk assessment of the injury.
- Obtain (after informed consent) a blood sample from the source (patient) (5 ml of clotted blood in adults, and 0,5 ml in neonates).
- Complete the Sharp-Object Injury Form supplied by TBH Occupational Health (C8A West, or CID West after hours) for all health centres.

- Immediately report to Occupational Health (C8A West, 07:00-16:00 on weekdays, or CID West after hours). In the event of exposure on platforms away from TBH, the local protocol of the facility concerned should be followed, after which the student should report to either C8A West or CID West as soon as possible.
- Should you experience any problems, please call the TBH Occupational Health Clinic at 021 938 6173, the infectious disease specialist on call (adult or paediatric) at 021 938 4911, or Virology at 021 938 9353 (bleeper 589).

For more information, please call the Student Health Clinic at 021 938 9590.

Also see the information charts on HIV Assist and Trauma Assist below.

HIV Exposure and/or traumatic procedure



For assistance with regards to the procedure, you can contact Campus Health Services at Tygerberg Campus on 021 938 9053 during office hours



The HIV-protection treatment service ensures confidential testing and treatment within the 72-hour window period

It Includes

- 24-Hour access to trauma counsellors, providing telephonic trauma counselling as well as counselling for post-traumatic stress disorder.
- Three psychiatric consultations with a psychiatric practitioner.
- Three HIV-blood tests on immediately after the incident and the second and third six weeks and three months respectively.
- Access to STD-preventative medication.
- Access to anti-retroviral or prophylactic therapy.
- Access to “morning-after pill”.

This service is managed by Global Choices and is completely confidential.

No names are shared with either the employer or the insurer.

Contact

Control Number: 0861 105 803

The call centre is operated 24 hours a day, 365 days a year





AIG MARSH AND GLOBAL CHOICES – HIV ASSIST & TRAUMA ASSIST

A. HIV ASSIST – PROCEDURES TO BE FOLLOWED

Call Centre Number: 0861 105 803

In the event of an exposure event, the member must immediately call the Global Choices Call Centre.

The call centre should be contacted within 24 hours of the exposure but may be treated up to 72 hours after exposure. If Global Choices Call Centre is not contacted within 48 hours from the exposure event the assist program is not covered!

The staff working at the medical call centre will provide the patient with step-by-step guidance as to what the patient needs to do. As a basic indication of the program procedure, the following key steps are followed:

STEP 1

Contact the emergency call centre where staff will:

- Establish contact details of the caller;
- Ascertain the nature of the incident and what assistance is required;
- Establish the geographical location of the patient;
- Establish, verify and record details of patient as well as membership details (i.e. Please quote your name and ID number, and let us know you are a member);
- Counsel the individual on the procedure he/she must follow. The medical staff at the treatment facility will advise the patient on the procedure to follow should they wish to report the incident to the police;
- Provide additional medical emergency advice if required.

STEP 2

The member is transferred (or call back is provided) to the HIV case manager or physician responsible for managing the specific process. The member is (if not done previously) counselled regarding the HIV exposure and the necessary medical protocol that needs to be followed.

STEP 3

The appointment is held with the network doctor where the appropriate rapid and ELISA test is conducted; the member receives counselling and any other related medication for the specific case. The following medication is (where applicable) made available by the treating doctor. As specified, all treatment and prophylaxis protocols are determined by the treating doctor.

- **ARV's:** Triple combination (various options available, again dependent on the specific circumstances of the case). ARV regime is prescribed for an initial period of 3 days and following the follow-up doctor consultation will be provided for a further 28 days.
- **STI's:** Medicine for Sexually Transmitted Diseases (Other than HIV) is staggered/delayed to avoid acute pill load. They include treatment for various parasitic, bacterial and fungal infections.
- **Antibiotics:** Standard protocol.
- **Tranquilisers:** For mainly anxiolytic requirements and at higher doses also sedative, hypnotic and skeletal muscle relaxant requirements.
- **Pregnancy:** the morning after or emergency contraceptive pill for termination of pregnancy.

STEP 4

Post treatment follow up by the dedicated Case Manager to ensure any necessary treatment adherence and to set up the two follow up appointments (with necessary follow up ELISA tests).

STEP 5

Follow up appointments with a doctor are scheduled, executed and paid for. The follow-up appointments are strictly related to the event for which the patient underwent emergency treatment as defined in the programme policy document.

STEP 6

Post treatment assessment and telephonic counselling will be provided at no cost for 12 months following the event. Should additional third party medical treatment, medical reporting or any other procedures or medico-legal services be required, these will be for the account of the patient.

B. TRAUMA ASSISTANCE – PROCEDURES TO BE FOLLOWED

In addition to the HIV assist program the following assistance is also provided.

In the event of a violent or traumatic accident within the borders of Republic of South Africa we will provide you with counselling by trained medical professionals. The member must immediately call the Global Choices Call Centre on the Call centre number.

0861 555 114

This is a 24-hour emergency assistance helpline that:

- Arranges the nearest local emergency assistance service and provides emergency transport to the nearest, most appropriate medical facility
- Offers referrals for psychiatric consultations

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2.10 Postal address

Relatives and friends who wish to contact you by regular mail may do so at the following address:

Your name	Physical Address (for courier purposes)
c/o International Office	Stellenbosch University
Stellenbosch University	International Office, Room 0035
Private Bag X4	Clinical Building
Tygerberg	Francie Van Zyl Drive
7505	Tygerberg, 7505

2.11 Transport

Tygerberg

The FMHS does not operate a shuttle service between campus and the airport. Upon arrival, take a taxi or airport shuttle to the Tygerberg medical campus in Francie van Zijl Drive, Tygerberg (not Stellenbosch). Ask the taxi driver to drop you off at the entrance of the International Students' Lodge located behind "Huis Francie van Zijl".

Keep in mind that public transport in South Africa is not as reliable. You may want to consider renting a car or buying a second-hand car for the duration of your stay to avoid being stranded at times. Some students also share rental cars. For more information on Cape Town, the website <http://www.gocapetown.co.za> is useful.

Ukwanda

All accepted elective students are responsible for the cost of their transport to the elective town concerned. Upon arrival, take a taxi or airport shuttle to the Worcester campus or the chosen elective site.

During the elective period, a shuttle is available for students in Worcester. A limited vehicle fleet for staff and students are also available. Fleet vehicles may be booked and used depending on availability and provided that the elective student holds a valid international driver's licence.

3. FINANCIAL OBLIGATIONS

All elective students are required to pay their elective fees in full in advance.

The registration fee is payable immediately upon accepting the offer to do an elective placement with SU. The balance of elective fees must be paid three months prior to the commencement of your studies. No late payments will be permitted.

It is your responsibility to inform us if your elective falls under a current exchange agreement between SU and your home institution.

The fee structure is as follows:

International registration fee

This is a once-off payment that becomes due as soon as you confirm your placement. It applies to ALL international students, irrespective of the duration of your elective rotation. The fee includes an application fee (annually determined by the University); registration with the Health Professions Council of South Africa, without which clinical work in local hospitals is not permitted; registration with the HIV/Aids prophylaxis insurance fund of the FHMS; library and campus facilities, as well as access to the computer centre.

Affiliation fee per week

This is the amount to be paid to the department where you will be doing your elective rotation.

Accommodation

Accommodation is billed separately and quoted based on the number of room nights requested.

Please note that all elective students are to arrange and pay for their own accommodation at Ukwanda sites. Accommodation options vary from one site to the next.

3.1 Payment methods

Kindly confirm your placement as an elective student by transferring the international registration fee to SU's bank account. International credit card payments are not accepted.

The following secure methods of payments are available:

- Electronic transfer/internet payment via SWIFT transaction
- Credit card payments can be used at the following link: <https://web-apps.sun.ac.za/student-fees-pay/#/home>
- Wire transfer, mostly used by students from the United States and Australia

3.2 Our banking details

Account name	US Studentegelde (public listed beneficiary)
Bank	Standard Bank
Account number	063163225
Branch	Stellenbosch
Branch Code	050610
SWIFT CODE	SBZAJJ
Reference	Student number
Bank Address	10th floor, Standard Bank Towers, corner of Heerengracht & Hertzog Boulevard, Cape Town 8002, South Africa

Important notes:

- Cross-border cheques are not allowed.
- South Africa does not have an IBAN code. IBAN codes apply to transfers between European countries only.
- Please ensure that the bank that handles your transfer covers all banking costs.
- Immediately submit proof of payment to intertyg@sun.ac.za to ensure timeous updating of accounts.
- Use your student number as reference for any payment made to SU. Your student number will be indicated in your acceptance letter.

3.3 Cancellations

Written cancellation of your elective placement must be submitted at least three months prior to the start of your elective.

3.4 Refunds

The amount paid, minus the international registration fee and bank charges, will be refunded upon timeous receipt of written cancellation.