



UNIVERSITEIT • IYUNIVESITHI • STELLENBOSCH • UNIVERSITY

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1918 - 2018

# OUR CONTRACT: EXCHANGE AND STUDENT MOBILITY PROGRAMMES

## 1. About this contract

- 1.1. This contract is between you and Stellenbosch University relating to your participation in an exchange or student mobility programme. It is an addition to your existing contract with Stellenbosch University.
- 1.2. The contract sets out your and Stellenbosch University's responsibilities. If you have any questions, please contact the coordinator of the programme in question.
- 1.3. You may be asked to sign an additional contract(s) with the host university for the services they will render to you. That contract as well as the laws of the country in which the host university is situated will apply to the services rendered to you by the host university. It does not replace this contract.

## 2. Academic requirements and registration

- 2.1. In order to qualify for an exchange or student mobility programme you must:
  - 2.1.1. Be registered for a full degree at Stellenbosch University and your registration must continue until your return;

- 2.1.2. your Stellenbosch University fees have been paid;
- 2.1.3. have an overall aggregate of 60%;
- 2.1.4. have written approval from your academic department(s) and supervisor;
- 2.1.5. exchange students must also conclude a learning agreement with their academic department(s) and supervisor.

If you do not have a learning agreement, the academic credits you earn at your host university will not be transferred back to Stellenbosch University.

2.2. It is your responsibility to:

- 2.2.1. Verify that the desired courses will be eligible for credit to complete your degree at Stellenbosch University before registering for courses at your host university;
- 2.2.2. enter into a learning agreement with your academic department(s) and supervisor(s);
- 2.2.3. comply with all the admission and registration requirements of your host university;
- 2.2.4. register for your course(s) at the host university.

2.3. It is your responsibility to inform your academic department(s) and supervisor if you register for a different course to what was agreed. It is your responsibility to ensure that your learning agreement is updated and to ensure that you are still eligible for credit before you register.

### 3. Financial requirements and funding

3.1. It is your responsibility to ensure that you are able to meet the financial requirements of the exchange programme. You will not automatically receive financial assistance from either Stellenbosch University or the host university.

3.2. You are responsible to register and continue to pay any tuition fees with Stellenbosch University while you are on the exchange or student mobility programme.

3.3. If you are accepted for the exchange or student mobility programme, you can apply for financial support from Stellenbosch University. This is subject to a separate selection process. You will not automatically qualify.

Should you fail to complete or attend any of the courses you are registered for at the host university you will be required to repay the bursary in full to Stellenbosch University.

3.4. You may qualify or receive additional financial support from the host university. This will depend on the agreement between Stellenbosch University and your selected host university.

3.5. Funding from your host university might not pay out immediately on your arrival. For this reason, it is suggested that you have bridging funding in place.

3.6. There may be initial administrative costs which you may have to cover before funding becomes available. You are personally responsible for such costs.

3.7. You will be required to provide to the immigration authorities, in your host country, evidence of sufficient funds to cover the reasonable costs and personal expenses during your stay in the host country.

3.8. Stellenbosch University will not be responsible for any costs or expenses you incur during your stay at the host university.

#### **4. Your visa and travel arrangements**

4.1. You are responsible for making your own travel arrangements. This includes arranging your flights and accommodation for the duration of your stay at the host university.

4.2. You need to assess whether your host university provides accommodation for exchange students. Should your host university provide accommodation to exchange students, please ensure to make the necessary arrangements for accommodation.

4.3. It is your responsibility to obtain and pay for the appropriate visa and any other relevant documentation required to enter your host country.

4.4. Stellenbosch University is not liable if you obtain the incorrect visa or if your visa is not granted or not granted in time.

#### **5. Services rendered by your host university**

- 5.1. During the course of your visit, your host university will render services to you. This is subject to a separate agreement between you and the host university as well as the laws of the country which you are in.
- 5.2. Stellenbosch University does not take any responsibility for the services delivered by the host university. For instance, you cannot hold Stellenbosch University liable for the quality of the tuition you receive or if the host university fails to provide you with accommodation.
- 5.3. Stellenbosch University is not liable for any harm to you or your property (or losses flowing from the harm and all claims by dependants) while you are on exchange.

## 6. Health, safety and security

- 6.1. You are responsible for your own health, safety and security while you are abroad. You should:
  - 6.1.1. research the country in which the host university is located to identify any risks that might exist; and
  - 6.1.2. carefully follow all instructions, warnings and advice given by the host university.
- 6.2. While we do provide guidance to students, we are not responsible for your health, safety and security and is not liable for any injury or losses you may suffer or medical expenses you may incur during your study abroad.

## 7. Insurance

- 7.1. You must make sure that you have the appropriate medical insurance and that you always carry proof of insurance with you, otherwise you may not receive treatment. It is your responsibility to ensure that you purchase the right type of medical insurance. You can approach the embassy or your host university.
- 7.2. It is your responsibility to ensure that you have travel insurance, health insurance and insurance for your personal belongings.
- 7.3. It is your responsibility to ensure that you purchase the right insurance. Stellenbosch University does not provide advice in this regard.

## 8. Rules and legislation

- 8.1. You must follow the law of your host country and the rules, regulations and codes of conduct of your host university.
- 8.2. In addition, you must continue to follow the rules of Stellenbosch University.
- 8.3. If your host university or host country finds that you have contravened any rules or legislation, you will also be subject to disciplinary action at Stellenbosch University.

## 9. Your personal information

- 9.1. You must ensure that the information you have given is correct. If the information is incorrect, your application to this programme, for funding or to the host university may be rejected.
- 9.2. Stellenbosch University has the right to verify the information that you have given us.
- 9.3. Stellenbosch University agrees to keep the information you have given to us and the information which we receive about you from third parties confidential.
- 9.4. Your information will only be disclosed if Stellenbosch University is legally required to do so, if we must do so to fulfil our agreement with you or if you have given your consent. For example, in order to fulfil this agreement with you Stellenbosch University has to disclose personal information about you to the host university in order to make your visit possible.
- 9.5. Stellenbosch University cannot guarantee that the host university will protect your personal information to the same extent as different countries have different laws relating to the protection of personal information.

### Your signature

Name and  
surname:

Signature

Date

If you are under 18 years of age, your parent or guardian must also sign

Name and  
surname:

Signature

Date