



AFFILIATE RESEARCH STUDENT INFORMATION: A GUIDELINE FOR APPLICATION

This document provides information for students who wish to conduct research at Stellenbosch University for non-degree seeking purposes, and to provide information on how to apply. An Affiliate student may be registered for a degree elsewhere, and seek to make use of research facilities at Stellenbosch University. The prospective Affiliate student must secure an academic supervisor at Stellenbosch University, prior to applying online at www.sun.ac.za/international/affiliate

SUMMARY OF DOCUMENT

- 1 Definition of an Affiliate student
 - 1.1 Planning your application
- 2 Academic host/supervisor
 - 2.1 Responsibility of the student
 - 2.2 How to find contact details of an academic at Stellenbosch University
 - 2.3 Applying for Ethical Clearance
 - 2.4 Intellectual property agreement
- 3 Fees and Administrative responsibilities explained
- 4 Logistical Arrangements
 - 4.1 Visa Matters
 - 4.2 Health Insurance
 - 4.3 Housing
 - 4.4 Airport Pickup
- 5 Arrival and Registration
 - 5.1 Student card
 - 5.2 Arrival
- 6 Term dates
- 7 Contact details

I. DEFINITION OF AN AFFILIATE STUDENT

Students who plan on doing field work* or research at Stellenbosch University for non-degree purposes are to apply as affiliate research students. The terms “affiliate students”, “affiliate research students” and “affiliates” can be used interchangeably.

***Please note** that the South African government does not allow any visa options for an internship, and thus the term “internship” should not be used as description for a research period for non-degree seeking purposes at Stellenbosch University.

I.2 PLANNING YOUR APPLICATION

As stated on the Affiliate online website:

Please note that **we have no room for emergency applications**. For students who hold citizenship which allows entry into South Africa on a landing visa for a period of less than 90 days, the arrival date entered online must be at least 2 weeks in the future of your application submission date. For students who need to apply for a study visa to South Africa, your entered Affiliate arrival date should at the very least state 9 weeks into the future as of your application submission date.

TIMELINE OF APPLICATION PROCESS

- Secure an **academic supervisor** at Stellenbosch University willing to host you
- Apply online** at: <https://www0.sun.ac.za/international/prospective-students/non-degree-seeking-short-term-students-1/i-want-to-enrol-at-su-1/affiliates/affiliate-application.html>
- Once you have applied an automated email will be sent to your **supervisor/academic host** explaining that they need to **confirm their consent to hosting you**
- Only once consent is received from your supervisor/academic host will your application be processed and the **Letter of Admission** will be issued
- If you need **help with accommodation** you can contact our housing co-ordinator
- Get the correct **medical insurance**
- If needed, **apply for a study visa** with the Letter of Admission
- Book your **plane ticket** and **airport transfer**
- Book an appointment with Mia** for when you arrive in Stellenbosch to complete your registration and a brief orientation

2. ACADEMIC HOST / SUPERVISOR

Please note that the term “academic host” and “supervisor” can be used interchangeably.

2.1 RESPONSIBILITY OF THE STUDENT

It is the responsibility of the prospective affiliate research student to secure an academic supervisor / research guide / academic mentor for the intended time period to be spent at Stellenbosch University. Once such an arrangement has been made directly with an academic, the academic’s details must be indicated on the application form online. An application cannot be processed until an academic is willing to supervise/ guide the student’s research, has been secured.

2.2 HOW TO FIND CONTACT DETAILS OF AN ACADEMIC AT STELLENBOSCH UNIVERSITY

Access the website <http://www.sun.ac.za/english/faculty/>

All department links are available on the Faculty website. On the department’s website, click on “contact us” or “academic contacts” to find a list of academics in the field of your interest.

Tips on approaching an academic at Stellenbosch University to request supervision for your research:

- Upon first contact with an academic, communicate clearly that you wish to register for non-degree seeking purposes at Stellenbosch University. Mention that you would like to make use of the facilities of Stellenbosch University for your research purposes only (no course registration), and that you would like to request the supervision and guidance of the academic.
- Ensure to send through your research proposal, so that the academic can form a clear idea on whether your field of research is related to his/her field of expertise.
- Indicate clearly which university you are currently registered at, for which degree.
- Communicate clearly to the academic with whom you request supervision, your expectations of the his/her role in your research, e.g. whether there is possibility to acknowledge the academic’s name in your final thesis to be accepted at your home university, and/or whether you plan on handing in your research for publication possibilities. Ensure to inform yourself of your home university’s regulations on thesis supervision acknowledgement before entering into a discussion on the subject.
- It is etiquette not to send out the same supervision request to many academics at the same time. Rather contact one academic with an email request for supervision, and if no response is received in your needed timeline, please call the academic directly to speak to him/her. If no answer is received, phone the Department secretary, to request a suitable time suggestion to speak to the academic.

I.4 APPLYING FOR ETHICAL CLEARANCE

Many research projects done at SU require ethics approval before they may proceed. This applies to all projects involving human participants, animals or that have environmental or biosafety concerns. Students are advised to familiarise themselves with the **Policy for Responsible Research Conducted At Stellenbosch University** available at http://www0.sun.ac.za/research/assets/files/Policy_Documents/POLICY%20FOR%20RESPONSIBLE%20RESEARCH%20CONDUCT%20AT%20STELLENBOSCH%20UNIVERSITY.pdf

Note that in the event of ethical clearance needed for the research you intend to conduct at Stellenbosch University, it is important that you apply for ethical clearance well ahead of time. This process also takes time, and also has no room for emergency applications. Stellenbosch University's Research Development division can advise on steps to follow for Ethical Clearance. For more information, you can consult the website at: <http://www.sun.ac.za/english/research-innovation/Research-Development/contact-us>.

I.5 INTELLECTUAL PROPERTY AGREEMENT

In the *Contract with Student* it states that that Stellenbosch University owns the intellectual property rights to your work while you are here (refer to section 4.4). This is because South African law requires that intellectual property (such as research and academic work) generated at a publicly financed institution, such as the University, must be used to the benefit of the South African public.

Unless we enter into a specific agreement with you or your home university, all intellectual property rights that may be generated by the work you conduct in the course of your studies at the SU (whether the work is submitted or not) will belong to the University. This includes copyright, patent rights, design rights and all related know-how. If you are wondering why this is the case, please refer to our Intellectual Property Policy: <https://www.innovus.co.za/working-with-innovus/intellectual-property-2/ip-policy.html>

Note you will not be allowed to register without the Affiliate Contract.

3. FEES AND ADMINISTRATIVE RESPONSIBILITIES EXPLAINED

| Affiliate fees | |
|--------------------------------------|-----------------|
| International Registration Fee (IRF) | ZAR 4488 |
| Student Card | ZAR 80 |
| Total Fees | ZAR 4568 |

Please note: the 2020 International Registration Fee (IRF) of ZAR 4488 is only valid for one financial year (1 January 2020 to 31 March 2021) thus if you are arriving in 2020 and staying after 31 March 2021 you have to pay the 2021 International Registration Fee again.

The total Affiliate registration amount must be paid ahead of the registration date. The Affiliate students' use of services, e.g. photocopies, printing and societies are run on a *pay as you go* system. This means that the student would buy **non-refundable quota** for these services at the Admin A cashiers.

Take note of the possibility that a department may request bench fees to be charged up to ZAR800 per week. The charge for bench fees may be requested by the supervising academic's department. The department will clearly inform the student should they charge any bench fees.

Application documents have to be **submitted electronically** online at www.sun.ac.za/international/affiliate

The affiliate student receives a Letter of Admission (LOA) and Affiliate Information sheet, which includes banking details and a reference number for the transfer of payments. To ensure a smooth application process, the student must provide all the required documentation as indicated on the checklist of the application form and an original signature. Please note that without a copy of the ID page of the passport and signature on the application form, the application cannot be processed. Once the Letter of Admission is provided to the Affiliate student applicant, the prospective affiliate student can apply for a visa to South Africa at the nearest South African embassy.

For any problems finance related, you can contact our financial officer, Yolanda Johnson at yjohnson@sun.ac.za

4. LOGISTICAL ARRANGEMENTS

Please make sure that all logistics listed here are arranged BEFORE your arrival.

4.1 VISA MATTERS

Students from visa exempt countries, planning on staying for 90 days or less, need not apply for a visa to South Africa. See the web link: <http://www.dha.gov.za/index.php/countries-exempt-from-sa-visas>

A student planning on staying longer than 90 days, MUST apply for a **study visa** through the South African embassy in the home country. The application process for a study visa can take between 4-6 weeks. Health insurance is a requirement for all affiliate students, whether entering with a landing visa or a study visa.

4.2 HEALTH INSURANCE

All South African tertiary education institutions are required by South African law, to allow only the registration of a student in the event of sufficient proof provided of coverage for the student from a South African medical insurance provider company.

- **Staying longer than 90 days:** Medical insurance from a South African specific provider company (read below)
- **Staying for a period shorter than 90 days:** Medical insurance from any provider company, showing validity of insurance within South Africa (or worldwide)

Students applying as affiliates at Stellenbosch University are required to show proof of medical insurance which adheres to the following regulations:

- Proof that the medical insurance is in your name
- Indication of the beginning and end date of validity (*ensure period of validity to cover the arrival date until the departure date)
- Proof that the medical insurance is valid in South Africa

Note that proof of Medical Insurance is not a prerequisite for your application submission. However, proof of medical insurance should be emailed to the Affiliate coordinator as soon as the South African medical insurance has been bought after the students receives the admission letter. Without proof of admission received for a South African tertiary education institution, it is in fact impossible to buy a South African student medical insurance.

Students can choose from any of the below South African provider companies' student health insurance options. Note that most companies will require you to forward your admission letter as proof that you have student status for the full period of time you are to apply for your medical insurance.

Momentum Health:

<https://www.ingwehealth.co.za/default.aspx?xGX7Y5WBkikhnMyLgpeMOL9MZ93qkKX2>

CompCare Wellness

<https://compcare.co.za/>

4.3 HOUSING

Affiliate students are permitted to apply for university housing at Stellenbosch University. SUI housing coordinator, Grant Leukes, can be contacted for any housing inquiries at interhouse@sun.ac.za. Students should make sure to apply for housing well ahead of time, as housing availability in Stellenbosch can be a problem – especially during the first semester of the academic year.

An online application form is available at the following link:

<http://www0.sun.ac.za/international/accommodation-and-arrival/accommodation>

4.4 AIRPORT PICKUP

Once a flight has been booked, an airport pickup can be arranged by filling in the online arrival sheet:

<https://www0.sun.ac.za/international/prospective-students/non-degree-seeking--short-term-students-1/i-have-applied-i-have-been-accepted-1/arrival---airport-transfer-1.html>

Any transport related questions can be addressed to the transport coordinator, Georgina Humphreys, at gina@sun.ac.za

5. ARRIVAL AND REGISTRATION

On arrival, the affiliate student should report to Mia Engelbrecht at the Stellenbosch University International (Wilcocks Building Room 1019, corner of Ryneveld Street and Victoria Street) by booking an appointment at: <https://stnwnbvpijxkhvngwttm-free.10to8.com>

The student will be required to present the below listed documents:

- Original passport and visa
- Proof of payment of fees
- A valid health insurance within South Africa

Should the payment not have been made electronically before arrival, fees can be paid at Administration A's cashiers - credit cards, visa cards and cash accepted.

The student will receive an arrival manual, explaining the financial setup and the funds available to the student to utilise for services within the University of Stellenbosch.

Please take note of student consultation hours at the Stellenbosch University International. Office doors are only open to students between the times listed below.

| | |
|-----------|----------------|
| Monday | 11h00 to 15h00 |
| Tuesday | 11h00 to 15h00 |
| Wednesday | CLOSED |
| Thursday | 11h00 to 15h00 |
| Friday | 11h00 to 15h00 |

*closed daily over the lunch hour 13h00 to 14h00

Once registered, the affiliate student will receive a proof of registration. The proof of registration must be presented by the student to the staff at the student card centre.

Lastly, the affiliate student will receive a brief campus tour to orientate themselves.

6. TERM DATES:

Affiliate students may arrive and leave at any date, in accordance with the arrangements made with the academic supervisor. Since Affiliate students are not following any course work (registration for courses is not an option for the Affiliate student), please take note of the Stellenbosch University term dates for the purpose of noting the busier and quieter times on campus: <http://www.sun.ac.za/english/dates>

7. CONTACT DETAILS

| | |
|------------------------|---|
| Contact person: | Mia Engelbrecht |
| Tel number: | 021 808 2317 |
| Address: | Stellenbosch University International Wilcocks building, room 1019 Stellenbosch 7600 |
| Website: | https://www0.sun.ac.za/international/prospective-students/non-degree-seeking-short-term-students-1/i-want-to-enrol-at-su-1/affiliates.html |