



# *Information Sheet for Semester Mobility Students 2019*

**Important Information for Semester  
Mobility Students.**

*August 2019*



*100 years of learning, growing and  
moving forward together*

*100 jaar van leer, groei en  
saam vorentoe beweeg*

*Iminyaka eli-100 yokufunda,  
yokukhula nokuba masiye pbambili*



UNIVERSITEIT  
iYUNIVESITHI  
STELLENBOSCH  
UNIVERSITY

**100**  
1918 · 2018

*forward together · saam vorentoe · masiye pbambili*

<b>Information Sheet 2019 For Semester Students</b>	
Name of Institution	University of Stellenbosch
Main web page address	<a href="http://www.sun.ac.za">www.sun.ac.za</a>
Web page address of Stellenbosch University International	<a href="http://www.sun.ac.za/international">www.sun.ac.za/international</a>
Physical Address	Stellenbosch University International Stellenbosch University RW Wilcocks Building Cnr. Ryneveld and Victoria Street Stellenbosch, 7600 South Africa
MANAGEMENT OF STELLENBOSCH UNIVERSITY	
Rector & Vice-Chancellor	Prof. Wim de Villiers
Vice-Rector (Strategy and Internationalisation)	Prof. Hester Klopper
HEAD OF STELLENBOSCH UNIVERSITY INTERNATIONAL & GLOBAL EDUCATION CENTRE	
Name	Mr. Robert Kotzé (Senior Director)
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Name	Mr. Ben Nel (Manager)
Email	<a href="mailto:bn@sun.ac.za">bn@sun.ac.za</a>
SEMESTER MOBILITY TEAM Global Education Centre	
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Name	Leya Mgebisa (Student Intern: Semester Mobility)
Email	<a href="mailto:exchange@sun.ac.za">exchange@sun.ac.za</a>

**CENTRE FOR PARTNERSHIPS AND INTERNATIONALISATION**  
Institutional and Erasmus + Agreements

Alecia Erasmus ([aleciaerasmus@sun.ac.za](mailto:aleciaerasmus@sun.ac.za)) is the contact person for matters pertaining to agreements, for example renewals or changes to the content of agreements.

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IMPORTANT DATES 2019		
	Semester 1 (February – July 2019)	Semester 2 (July – December 2019)
Orientation date	28 January – 3 February 2018 Students must arrive by 27 January, because the attendance of the orientation is mandatory. <a href="#">Register for Orientation</a>	15 July – 21 July 2018 Students must arrive by 14 July, because the attendance of the orientation is mandatory. <a href="#">Register for Orientation</a>
Classes start	4 February 2019	22 July 2019
Classes end	17 May 2019	25 October 2019
Exam Period 1 <sup>st</sup> Round – Begins	21 May 2019	29 October 2019
Exam Period 1 <sup>st</sup> Round - Ends	10 June 2019	20 November 2019
Exam Period 2 <sup>nd</sup> Round – Begins	11 June 2019	21 November 2019
Exam Period 2 <sup>nd</sup> Round – Ends	28 June 2019 <b>Students should book their return flight no earlier than the end of the 2<sup>nd</sup> exam period.</b>	7 December 2019 <b>Students should book their return flight no earlier than the end of the 2<sup>nd</sup> exam period.</b>

Please look through the University calendar when planning your exchange semester and specifically with regards to buying your ticket to South Africa. **Please schedule your holidays or visits by family and friends for the mid-term (recess) break or after the end of the semester.** Please see the following link: <http://www.sun.ac.za/english/dates>

APPLICATION DETAILS		
	Semester 1 (February to July 2019)	Semester 2 (July – December 2019)
<b>Nomination Period for Students from Partner Universities</b>	1 – 31 August 2018	1 – 28 February 2019
Nomination Form	<p>Please note that if the nomination deadline is not feasible, it is possible to provide the nominations later. It is just important that students complete their application by the deadlines below.</p> <p>Please use the nomination form on our website to nominate your students: <a href="#">Nomination Form</a></p> <p><b>Please do not email the nominations to us. The nomination form is only applicable to students from Partner Universities.</b></p>	
Application deadline for <b><u>all Semester Mobility Students</u></b>	30 September 2018	30 March 2019
Documents to submit with application	<p><b><u>With the Online Application Form:</u></b></p> <ol style="list-style-type: none"> <li>1. Certified copies of all official academic records / transcripts; please attach English translations if the documents are not available in English.</li> <li>2. Learning Agreement (You have to list all the courses that you wish to take and this must be signed by your International Coordinator. We will submit your course request to the relevant department and provide feedback)</li> <li>3. Copies of the identification pages of your passport (Your passport should be valid for the time indicated by the SA Mission after leaving South Africa.)</li> </ol> <p><b><u>Via Email:</u></b></p>	

	<ol style="list-style-type: none"> <li>1. <b>Proof of Medical Insurance:</b> Please note that all students will be required to have South African medical insurance for the purposes of the visa application and registration at Stellenbosch University. Students will only be able to procure this after a letter of admission has been issued. As soon as the letter has been issued, contact and apply for a South African Medical Insurance. This is a requirement from the Department of Home Affairs. <b>No Student will be registered without proof of membership of a medical scheme registered in terms of the Medical Schemes Act, 1998 (Act No 131 of 1998) of South Africa.</b></li> <li>2. List of Medical Scheme Options on our website: <a href="#">List of Medical Scheme Options on our Website</a></li> <li>3. List of registered Medical Schemes: <a href="#">List of Registered Medical Schemes in South Africa</a></li> </ol>
Application Process	<ul style="list-style-type: none"> <li>• All applications must be submitted on time and no late applications will be accepted.</li> <li>• Once we receive your application we will confirm receipt and it will be processed. It will take <b>at least</b> 4-6 weeks from the deadline of applications before you receive feedback.</li> <li>• The academic department at Stellenbosch University reserves the right to determine whether you meet the requirements for admission to courses within their department. Once we receive feedback from the department we will inform you of the outcome of your application.</li> <li>• <b>If you have not submitted any course requests (i.e. a completed learning agreement) your application will not be processed. Please also be aware of the fact that approval for courses at Stellenbosch is done by a very strict process.</b></li> <li>• Once you have been admitted by an academic department, we will issue a letter of admission. The letter of admission will be sent electronically to the student. If the South African mission in your own country requests a hard copy of the letter of admission, please feel free to contact us. * You will need this letter to apply for the study visa at the nearest South African mission in your own country. (*In some cases, we send a hard copy of the letter of admission to the embassy as per prior arrangement. At this stage this arrangement is only applicable to the South African Embassy in Brussels, Belgium.)</li> </ul>

	<p><b>Academic courses:</b></p> <ul style="list-style-type: none"> <li>• You can list more courses than you need credit for, but please make sure that you indicate <u>how many credits you need</u> and <u>which courses are compulsory for your programme</u>. We will then liaise with the relevant departments.</li> <li>• <b>You will not be able to attend mainstream courses for which you did not get pre-approved.</b> Once we've received feedback on your course selection, we will provide sufficient feedback. You can however take fewer courses than you were pre-approved for. The final learning agreement must be signed by your home coordinator.</li> </ul> <p>For information about courses at Stellenbosch University, please visit the <a href="#">Course Information</a> section on our website.</p>
Final Course registration	<p>The final course registration will be completed during and after the orientation, but the application for courses must be submitted with the online exchange application. Students will only be allowed to register for courses that they have been approved for.</p>

## SOUTH AFRICAN GRADING AND CREDIT SYSTEM

### **Credits and workload**

The number of credits is based on the workload of each course. The load is predetermined by the South African Qualifications Authority in the National Qualification Framework. One South African credit is equal to 10 notional hours of full time study. This includes attendance of lectures, self-study, class preparation, assignments and exams.

South African degree structures relate to the British model. Undergraduate full-time study assumes 30 weeks per year, which results in 120 credits per year. The standard workload for full time enrolled students is 60 South African credits per semester. A student enrolled for a Bachelor degree must complete 360 credits to obtain a degree. On completion of a Bachelor degree in most fields, students would be required to complete an Honours or professional degree course in order to qualify for admission to a Master's degree. The Master's degree generally consists of one or two years of research beyond the Honours degree. Some Master's programmes contain a coursework component. Master's degree programmes last a full calendar year, so the minimum credit value of a year's postgraduate study is 180 credits.

Many of the Bachelor degree courses taken are 'general', although there are also a wide variety of professional degrees as indicated above. Honours degrees are awarded after a further year of study beyond the pass or general, or professional Bachelor degrees. For this reason, Honours courses are referred to as postgraduate degrees. Other qualifications known as postgraduate (Bachelor) degrees include the BEd, the LLB and the BDiv awards. A four-year LLB programme (undergraduate) has also been introduced. Honours degrees are not available in all subjects. Some Bachelor degrees in professional subjects are registered at Honours level (NQF level 8, previously 7) within the South African NQF.

The academic year consists of 2 semesters.

### **Suggestion for transfer of credits:**

2 South African credits = 1 ECTS

4 South African credits = 1 USA credit

### **Grading:**

The South African grading system is based on a percentage. Students receive a class mark that contributes to the final mark. Students that do not obtain a class mark of 40% will not have access to the exam.

Below a broad explanation of grades:

<50%	Fail
50%	Pass
51-59%	Average
60-74%	Good
>75%	Cum laude



## VISA / PERMIT DETAILS

If you are enrolling at Stellenbosch University as an exchange student for one or two semesters, then you will require a study visa. A study visa is normally issued for the duration of the academic programme and it is each student's responsibility to maintain the validity of his/her study visa.

Please contact your nearest South African High Commission or Embassy to confirm the requirements. The contact details of the High Commissions or Embassies are available on the following page: [Contact Details of Country Representatives](#) . The different forms that you will need are available from them.

**\*Please note: \***

- Please apply for your visa the moment you receive your letter of acceptance from Stellenbosch University. It can take 6 – 8 weeks before you receive your visa and for that reason you need to apply in a timely fashion.
- **Do not come to Stellenbosch without an exchange or study visa.**

## ORIENTATION DETAILS

Embracing your new environment, finding your feet and getting started are all part of the first few days on campus. During the Welcome and Orientation programme or Information Sessions, we aim to equip a new arrival with the essential information to ensure that your integration into the University and Stellenbosch life is as easy and enjoyable as possible. We introduce you to the many services and societies that the University has to offer, and create the opportunity for you to get to know many other students before the real work even begins. Follow the link for more details: [Welcome and Orientation Programme](#)

All international students should arrive in Stellenbosch for orientation. The orientation is a very important part of your exchange and will provide you with all the necessary information to make your time at Stellenbosch University as easy and enjoyable as possible. Please make sure you plan in accordance. **We consider the orientation as compulsory.**

✦ **Get a Matie Buddy:** The Matie Buddy programme is designed to put you in contact with experienced Stellenbosch University students who want to assist you with your arrival in South Africa. They, along with Stellenbosch University International, will provide you with all the information and help you might need before, during and after arriving in Stellenbosch.

Although it is not mandatory to apply for a Matie Buddy we recommend that you do so. It is necessary that you submit your application as soon as possible to get in touch with your buddy before you begin packing! See the link for the application form: [Sign up for a Matie Buddy](#)

✦ **Late Arrival:** Students that **can't arrive in time** for the orientation period must make arrangements with the semester coordinator. Only valid reasons are accepted as an excuse for late arrival. You **CANNOT** arrive after the start of class.

✦ **Writing home exams at Stellenbosch University:** In the case of students who still need to write examinations for their home universities after the beginning of orientation – we can accommodate you very easily and do have procedures in place to ensure that you can write the exams here – please request the application form for writing home university exams at Stellenbosch University from [interchange@sun.ac.za](mailto:interchange@sun.ac.za)

LOGISTICAL MATTERS	
ARRIVAL:	
Nearest airport	Cape Town International Airport
Getting to Stellenbosch	<p>Stellenbosch University International provides a transfer service between Cape Town International Airport and Stellenbosch or from Cape Town train station, should you arrive by mainline bus or train. Once you have booked your flight/bus ticket, please fill in the <a href="#">online arrival sheet</a>, to arrange for an airport pickup <b>free of charge</b>. Please complete the online arrival sheet at least one week before your arrival. Our transport coordinator, Georgina Humphreys, may be contacted at <a href="mailto:gina@sun.ac.za">gina@sun.ac.za</a> .</p> <p>The transfer service is available to all international students. Please look out for our representative bearing a “Stellenbosch University International” sign or t-shirt. If you are lost or cannot find your transfer, phone one of the following numbers:</p> <p><b>Office: +27 (0)21 8082567 (office hours)</b>  <b>Gina: +27 (0) 79 835 0784</b></p>

ACCOMMODATION:	
Is housing guaranteed?	No (Apply as soon as possible)
Approx. rent per month	R6500 (staying privately)

Types of housing (coops, dorms, private...)	Coops, apartments, private houses
What's the distance from housing to the university?	Varies from on-campus to $\pm$ 10 km
Are meals included in housing?	No
How many people share a bathroom and a kitchen?	$\pm$ 3 people
Are there typically single and double rooms? If not, please provide details.	Typically, single
What means of transport do the students use to get from housing to the university (e.g. walk, bus, bike, train)?	Walk, bike, car See the <a href="#">following link for transport options</a> on campus.
Application form and deadline for University Accommodation	<a href="#">Application form for University Accommodation</a>  To be completed by the same deadline as application for exchange after the nominations from the home universities have been received.  <b>✎ Please note that we work per the principle of first come first serve, so the sooner you apply the better is the chance of getting a place in university accommodation. Even if you have not been admitted, it is important to apply as early as possible.</b>
If housing is not guaranteed, what resources are available to incoming exchange students (websites etc.)	See these useful web pages:  <a href="#">Private Housing Ads</a> <a href="#">Other Useful Sites</a> <a href="#">Letting Agencies</a>

## FEES & COST OF LIVING:

### Fee Structure:

All students from partner universities receive a tuition waiver based on the exchange agreement between Stellenbosch University and their home institution. This will differ on the level and type of agreement that your home institution has with Stellenbosch University.

If your institution has a faculty /departmental level agreement, you must take **AT LEAST** 2/3rds of your coursework in this faculty/department to qualify for a tuition waiver.

[Fee Structure for students from Partner Universities](#)

[Fee Structure for students from Non-Partner Universities](#)

All semester mobility students will receive an **invoice together with their letter of admission** indicating the amount payable. **You will not be able to register unless you have paid your fees.**

### Estimates for Cost of Living

#### General:

- |   |                |
|---|----------------|
| • Books & Study Material (per semester) | <b>ZAR4500</b> |
| • Medical Insurance per month from      | <b>ZAR400*</b> |
| *Depends on chosen provider and plan    |                |

#### Not staying in university residence:

- |   |                       |
|---|-----------------------|
| • Accommodation per month on average                  | <b>ZAR6500</b>        |
| • Meals per month (dependent on personal preferences) | <b>ZAR2500 – 4500</b> |

#### Staying in university residence:

- |                           |                       |
|---------------------------|-----------------------|
| • Accommodation per month | <b>ZAR4000 – 5000</b> |
| • Meals per month         | <b>ZAR1800</b>        |

#### **Renting a Matie Bike (per semester)**

**ZAR 2500\***

\*A Deposit of R 1500 is required

For all financial enquiries please contact Ms. Yolanda Johnson: [yjohnson@sun.ac.za](mailto:yjohnson@sun.ac.za)

FREQUENTLY ASKED QUESTIONS:	
What is the language of instruction?	Courses are offered in English, Afrikaans or the T-option (a combination of English and Afrikaans in the same class with notes available in English). The language of instruction will be indicated in relevant department's website and the yearbook of the relevant faculty. Please familiarize yourself with the language of instruction when choosing courses. See the following website to learn more about language at Stellenbosch University: <a href="#">Language at Stellenbosch University</a>
Areas of study available to exchange students	All, <u>except courses</u> from the Faculty of Medicine and Health Sciences, Department of Accounting and Faculty of Military Science. There are <u>some specific course restrictions per field of study or department</u> , please see the <a href="#">course information</a> section on our website for an overview of these restrictions.
Do you accept students who want to do a project or thesis?	Yes, but these students are admitted as Affiliates and not Exchange students.
Link to term dates	<a href="#">Term Dates</a>
Link to course catalogues	<a href="#">Course Catalogues</a> Click on "Calendar"
Full time course load per semester	30 ECTS Credits (= 60 South African Credits). Please note that credits are non-negotiable. This limit is applicable to undergraduate and postgraduate students.
Language requirements	None. Exchange students do not have to supply a TOEFL/IELTS test score with their application. We trust our exchange partners to nominate students who are proficient in English. The English Proficiency Test is not compulsory. You can however take an additional English Course (English for Academic Purposes) or write the English Proficiency Test as a self-assessment. The course fees for these language courses will be for your own account.
Preparatory language courses for incoming students available? Costs?	Yes, although not compulsory. Costs: ± R 3000 Enquiries regarding this course can be addressed to Ms. Georgina Humphreys ( <a href="mailto:gina@sun.ac.za">gina@sun.ac.za</a> ).
Courses taught in English?	Yes. Also, note that some courses are taught in the T- option: where language of instruction is 50% English and 50% Afrikaans with all academic material being made available in English.
What about exams?	Stellenbosch University has two exam opportunities. All students who obtain admission to the examination (see par. 8.2.7 in

	<p><a href="#">Yearbook (General – Rules and Policies)</a> for examination admission) in a course are free to choose whether they want to write the first or the second examination in a course, provided that the decision to write the first examination is irreversible once the student has reported for the first examination. The second opportunity is scheduled directly after the end of the first session.</p> <p><b>*** No exams will be allowed to be taken at home; for this reason, it is extremely important that students should book their return flight no earlier than the end of the 2<sup>nd</sup> exam period. ***</b></p>
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