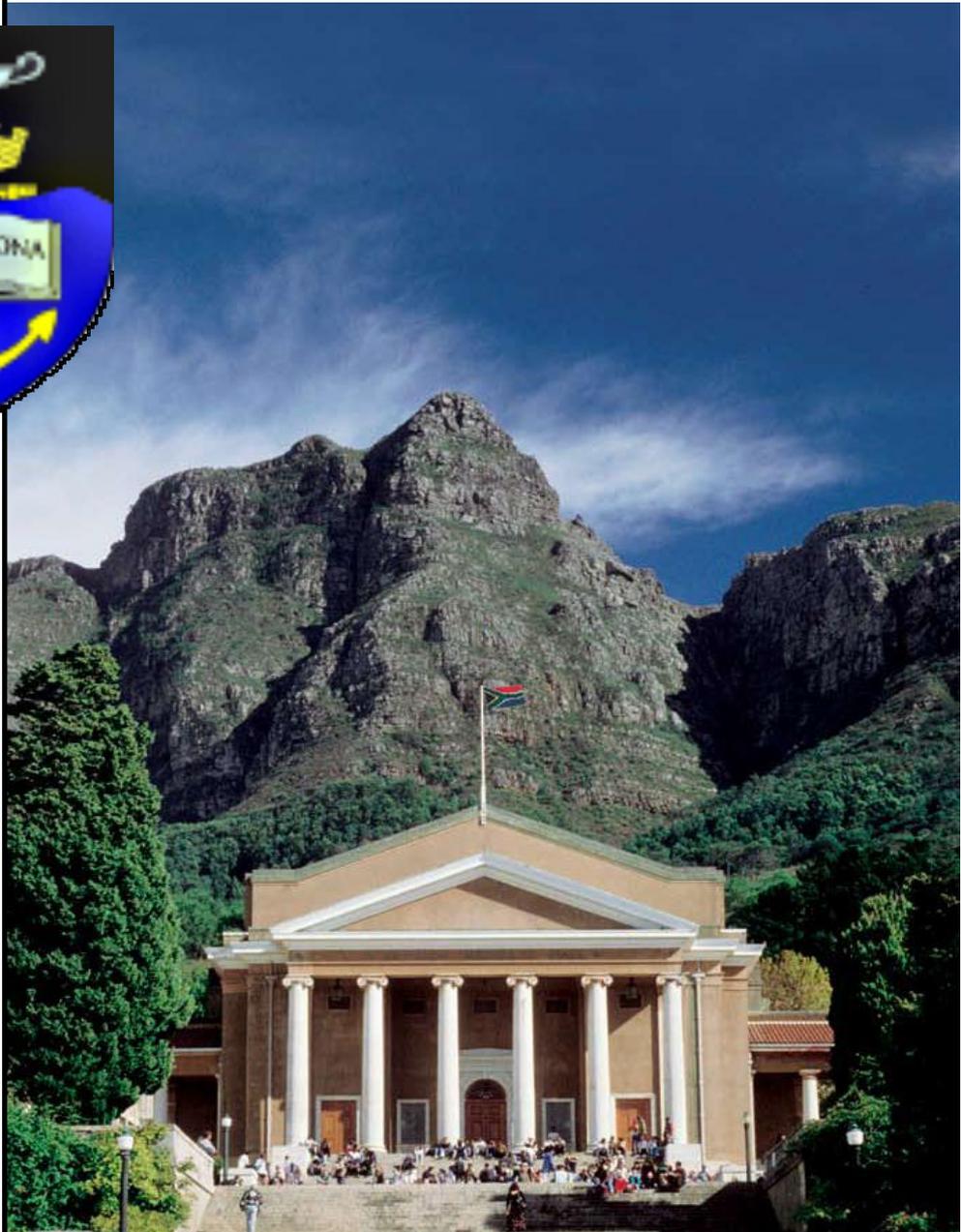




INTERNATIONAL ACADEMIC PROGRAMMES OFFICE
SEMESTER STUDY ABROAD

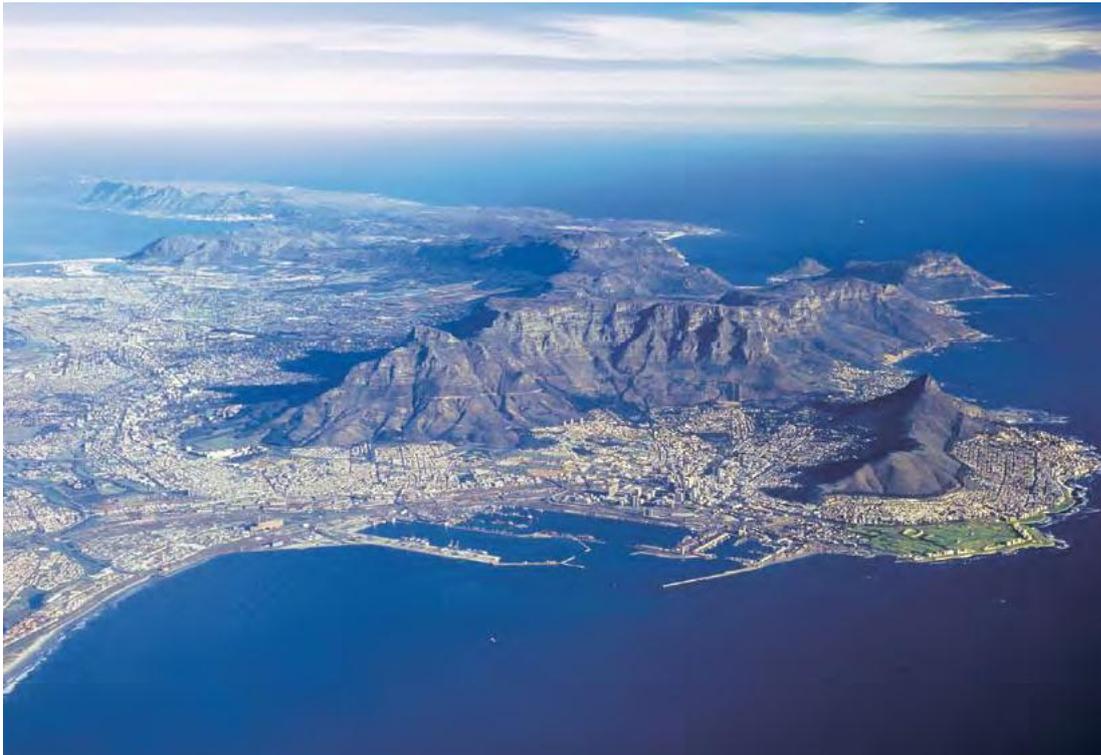
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WELCOME TO THE UNIVERSITY OF CAPE TOWN

This guide will provide you with all the information you need to know prior to your arrival at UCT. Please read through it carefully, and if you do have any questions that you feel have not been answered in this book contact a member of our team!

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WELCOME!



UCT is South Africa's oldest university, founded in 1829 as the South African College. Its campus is located in one of the most beautiful spots on the Cape Peninsula – on the slopes of Table Mountain. This vantage point offers panoramic views and easy access to the city of Cape Town itself. Our comprehensive UCT website should be useful to you – take the time to orient yourself at www.uct.ac.za. To learn more about what Cape Town has to offer, go to www.cape-town.org.

UCT is a university that prides itself not only on its undergraduate education, but also on its graduate programmes and the excellent research carried out by its faculties. During the period of Apartheid UCT was designated as a 'whites only' institution. However, today's campus has been transformed to reflect the diversity of the entire South African population in terms of students and academic and administrative staff.

UCT currently consists of over 70 departments located in 6 faculties. The University offers programmes in the major disciplines leading to undergraduate, graduate and doctoral degrees. UCT had an

enrolment of over 25 000 students in 2013, from over 70 countries. Together we are a dynamic, international community committed to being a world-class African university.

PREPARING FOR ADVENTURE

Ok, so we all know that the admin behind any trip isn't the most interesting but it is incredibly important... and you'll feel a whole lot more confident because you'll know exactly what you need to get sorted (logistically and academically) before you arrive at UCT.

Study Visas

All students planning on studying in South Africa are required to obtain a study permit before leaving their home country. The South African consulate is the only place that issues this permit. To apply for a study permit, you will need:

- a valid passport (which should be valid for a period exceeding the length of your proposed study abroad)
- a letter of acceptance from UCT to the issuing authorities
- proof of medical coverage (a letter from your insurance company)
- proof of sufficient funds to cover all your costs in Cape Town (living costs and fees)
- a deposit for repatriation
- a return plane ticket (please ensure you have checked our recommended dates before booking!)
- money for the cost of a study permit

We recommend that you contact the nearest South African consulate/embassy in your home country before sending in your application materials to verify the cost of the study permit and exactly what materials are needed, as requirements may vary from one consulate to another or change altogether. We also suggest that you send these materials by express mail (e.g. Federal Express or Postal Service express mail) and provide the South African consulate with a pre-paid mailer for them to be returned in a similar fashion; this will speed up the process of getting your passport back and, if for some reason it should be lost, allow the mail to be traced.

Once you receive your passport back from the consulate, **please check** that **your study visa**/permit has been printed correctly. It must include the following:

- Your full name, spelt according to the spelling on your passport photo page.
- It must specifically state for **study at University of Cape Town**.
- The expiry date must be for **after** the end of your semester of study at UCT.
- The South African Coat of Arms will also be printed on the permit/visa.



Code of Conduct



UNIVERSITY OF CAPE TOWN

SEMESTER STUDY ABROAD PROGRAMME

Semester Study Abroad Students are subject to all the standard UCT rules regarding student conduct on campus (see Handbook 3, download at: <http://www.uct.ac.za/apply/handbooks/>).

In addition, Semester Study Abroad students are subject to the following rules regarding:

POLICY ON ALCOHOL AND ALCOHOL ABUSE

Students are subject to the laws of South Africa: **NO** person under the age of 18 may purchase or consume an alcoholic beverage.

- Alcohol abuse by students is taken very seriously by the International Academic Programmes Office. Consumption of alcohol which causes a student to miss a class or not participate fully in an academic activity is considered abuse of alcohol. Consumption of alcohol which leads to any of the following (listed below) is viewed most seriously. A student doing any of these things will be required, at the least, to attend a psychological assessment (at his / her own cost) and comply with any follow-up regime prescribed by the psychologist / psychiatrist; at worst, such a student will be expelled from the semester study abroad programme:
 - loss of consciousness or vomiting
 - destruction of property or abusive behaviour
 - endangerment of self or of others
 - incarceration
 - admission to a hospital or emergency room following alcohol abuse
 - treatment for alcohol poisoning

POLICY ON DRUG USE

IAPO cannot assist students arrested for the use or possession of illegal drugs. Students caught using drugs, apprehended buying drugs or otherwise engaging in illegal drug-related activity will be expelled from the programme without further warning.

POLICY ON CONDUCT IN UCT-OWNED STUDENT RESIDENCES (LIESBEECK GARDENS & FOREST HILLS)

Students will be subject to the rules of that residence, available from the residence warden, and the published disciplinary processes shall be applied in cases of infringement of these rules.

POLICY ON EXAMINATIONS

Semester Study abroad and exchange students must write their examinations in accordance with the general rules applying for examinations for all UCT students. This means that:

- Exams must be written on the date, time and in the venue listed on the exam schedule. Students may not

write exams earlier or later than the published dates, and must not arrange travel or other plans until the exam schedule is known. No one should plan to leave Cape Town prior to the end of term. Students' who have comfortably passed all their examinations without any concern about needing a supplementary exam for a close failing mark or a query about any result, could depart by the earliest departure date of **June 14th 2014** for semester 2.

- Should illness prevent the writing of an exam, students must apply for a deferment on medical grounds according to standard procedures. Students must make themselves available for examination by checking the deferred examination date **before** their departure; exams cannot be sent to the home country.
- Should a supplementary exam be awarded on the grounds of a close failing mark, students wishing to take this exam must present themselves at UCT on the prescribed date for the exam; exams cannot be sent to the home country. Please note that a supplementary exam could be scheduled during the month after the examination period, therefore students who have borderline results should first check their results before departing from Cape Town.

POLICY ON CONDUCT IN PRIVATELY-OWNED ACCOMMODATION

Students living in privately-owned off-campus accommodation will be subject to the IAPO code of conduct published below:

▪ General House Rules

- No student shall enter the room of another student without his/her permission.
- A student shall not sub-let any part of a student housing unit for financial considerations or otherwise.
- A student shall not have an overnight visitor in his/her room or in any other part of the house without the consent of the landlord.
- A student shall ensure that his/her visitors comply with the domestic rules and shall be responsible for the behaviour of such visitors.
- A student shall not keep, without the prior permission of the landlord, a pet of any kind in the house or its immediate precincts.
- A student shall not leave litter in any part of the building, its garden or immediate precincts.
- A student shall not act abusively in any manner towards members of the household, neighbours or the landlord.
- A student shall not create an environment that is intimidating, hostile or demeaning, specifically in relation to race, gender, beliefs, or sexual orientation.

IF ANY STUDENT FEELS THREATENED OR INTIMIDATED IN ANY WAY, PLEASE CONTACT IAPO FOR ADVICE ON HOW TO PROCEED.

▪ Noise

- A student shall not make such noise that disturbs another person, be it a fellow housemate or a neighbour.
- Music and/or loud conversations should be toned down after **10 pm on weekdays and 12 midnight on**

weekends, out of consideration for neighbours and fellow housemates.

▪ **Parties**

- A student shall not organise or help to organise any gathering, function or party in any student house for financial benefit.
- Parties **MAY NOT** be held at the houses.
- No drugs will be allowed on the premises at all. Any student found using or in possession of drugs will be handed over to the police.

PLEASE BE AWARE THAT MARIJUANA IS AN ILLEGAL DRUG IN THIS COUNTRY

Money Matters

Paying Fees

Tuition fee

As your university has a centrally-billed agreement with UCT regarding fees you will not need to pay the semester study abroad programme fee. Your university will make sure that this is paid on your behalf and we will have a list of all centrally billed students at pre-registration.

Bringing Cash

We suggest that you have the local currency (South African Rand - ZAR) on you when you arrive in South Africa as you may not be able to cash traveller's cheques immediately or have access to a bank. ZAR1000.00 should be enough cash to keep you going until you are able to visit a bank. Travellers cheques are always a safe way to carry larger sums of money; however, should you choose to bring your credit card with you **please remember to notify your bank of your travel plans**. We have had students in the past who have forgotten to do this and the bank has frozen their account because they think the card has been stolen. If you have an account at home which is linked to the CIRRUS system you will be able to withdraw cash at South African auto-tellers (ATMs) bearing the CIRRUS signs.

Opening a South African Bank Account

Many students decide to open an account while in South Africa so that they are more easily able to pay for their accommodation and other things, without paying massive bank charges for international wire transfers. Once you have arrived and registered at UCT you will be able to open a student account at any of the South African banks. Please visit one of the local branches, taking your passport and student card (you may also need a letter from IAPO), and speak to one of their consultants.

Western Union service

Should you need an urgent money transfer, consider using Western Union. ABSA bank offers this service at selected branches. Visit Absa's selected Western Union branches where the service is available.

Click the link to find the branch nearest to you

<http://www.absa.co.za/absacoza/content.jsp?/Home/Personal/Banking-with-Us/Branch/Service-Locator>

- Bring your Money Transfer Control Number, answer to the test question, the amount of money you expect to receive, the sender's first and last name and the country from where the money was sent.
- Visa
- Passport
- Proof of residence (speak with your SSA Officer for a letter)

For more information on how to use this service, click the following link

<http://www.absa.co.za/absacoza/content.jsp?/Home/Business/Banking-with-Us/Western-Union>

Insurance

PLEASE NOTE:

- UCT **does not provide any health or personal insurance** cover on your behalf.
- There is no personal insurance cover provided for you by living in IAPO-arranged housing.
- Ensure your cover is sufficient for the whole period that you will be in South Africa.

Medical Matters

You should obtain medical insurance in your home country, prior to your departure. As you've seen above it is a requirement for your study visa; it is also a requirement for registration at UCT.

**** It is vital that you carry a copy of your medical insurance card (or other proof of cover) with you at all times!**

Should anything happen to you, you are able to provide proof of cover and will be able to be treated at a private hospital.

Cape Town has a Mediterranean climate and is therefore not susceptible to tropical diseases. However, if you are planning to explore Africa more widely, you should seek advice from a medical practitioner prior to travelling.

Personal Effects

You need to make a decision, prior to leaving your home country, about the level of cover appropriate to the possessions you will bring with you on your semester abroad. Electronic equipment (such as lap-tops, ipods and digital cameras) is highly sought-after by petty thieves and, therefore, should be considered "at risk" (you will be able to take simple steps to protect your possessions).

You should also consider luggage insurance, in case your bags are lost in transit.

Securing Accommodation

Ida Cooper & Associates will arrange your housing for you. Please contact her directly on idaca@iafrica.com for a housing form if you have not received one already.

Booking Your Flight

Remember:

- Not to arrive too early i.e. before **January 30th 2014**.
- Not to arrive too late – that is, after the beginning of orientation i.e. February 2nd 2014.
- Not to leave prior to the end of the exam period i.e. before **June 14th 2014**, at the earliest.

We advise students to arrive on either **January 30th or 31st 2014**. Students arriving on these dates will be met at the airport. If you decide to arrive earlier than this you will need to arrange your own transport from the airport and your own accommodation. If you are arriving later than these dates you will need to find your own transport from the airport to your accommodation – please ensure that you have been in contact with your landlord about your late arrival.

Remember not to pack valuables (e.g. camera, laptop) in your hold luggage – rather put them in your carry-on bag.

Once you have made a flight reservation, please complete the “Flight Arrival Details form” at <http://www.uct.ac.za/apply/intlapplicants/semester/services/predepart/booking/>. These details will be automatically sent to Jonathan Mitchell and he will ensure that you are collected from the airport on arrival and taken to vacation accommodation on campus.

PLEASE NOTE that your flight details must be **submitted before January 10th 2014**. We need time to ensure that we can arrange adequate transport for you, so you need to be sure that these details are in before the deadline date!

What Should I Pack?

The climate in South Africa is generally milder than in some parts of the USA and Europe, and the temperatures do not reach the extremes that they do there. Keep in mind, however, that the seasons are reversed and that you will be arriving to the opposite season. In **February, it will be summer** in Cape Town and can get quite hot; temperatures vary between 15°C and 43°C (59°F and 110°F). In Cape Town summer time is very casual, with students wearing shorts and T-shirts to lectures. You will need beachwear for your leisure time. Don't forget to bring or buy an excellent sunscreen with a high protection factor, as the sun is fierce. If you are arriving for semester study aboard in UCT's second semester, **it will be winter – yes, in July!** Temperatures drop to between 3°C and 15°C (38°F and 59°F) in the winter months. Bear in mind that in winter it may well feel colder to you than the temperature would indicate; this is because most buildings **do not have central heating**. You should bring clothes that can be layered.

Cape Town has a Mediterranean climate, with dry summers and wet winters. Umbrellas are pretty useless in Cape Town, owing to the strength of the winter winds but a raincoat/waterproof jacket with hood will be very useful to you. Besides clothes for classes, you'll want to bring at least one dressier outfit suitable for special events.

Specific items you may want to bring:

- Medication, if you take a prescription drug on a regular basis – remember to keep the prescription and to retain original packaging
- Sleeping bag (if you want to go camping)
- Raincoat with hood
- Shoes for hiking or all-day walks
- Laptop – If you are bringing a laptop, please make sure that the computer can operate on 240 volts or that you have the necessary transformer for the current. You will also need to purchase an adapter plug once in South Africa that enables you to plug your computer into an outlet. (The transformer may be hard to find in South Africa, but the adapter plug is easy to obtain in Cape Town.) If you are bringing a lap-top or other electronic equipment please ensure that it is adequately insured against loss or theft and be vigilant in protecting your property at all times
- Camera
- Other electronic equipment - if you intend to bring electronic equipment (eg. hairdryer) please make sure that it can operate on 240 volts. Alternatively, consider purchasing what you need in South Africa. In South Africa, we use 2 and 3 pin plugs (the pins are rounded in shape) – don't forget to bring adapter plugs if you are bringing appliances from home.
- Perhaps buy a cell-phone on arrival – most students make use of pre-paid cellular phones during their stay at UCT. You will have the opportunity of buying a phone and setting it up during orientation.

FINDING YOUR FEET

Despite the excitement of flying into a new and unknown place to experience life as a student of UCT and a local of Cape Town, we know it can be little nerve-wracking not really knowing what lies on the other side. Here's a little information on what to expect when you finally land! Bear in mind that you will receive an arrival pack when you get here that gives you more detailed information about orientation, UCT and Cape Town.

On Arrival

You will either fly directly to Cape Town International Airport or you may enter South Africa through Johannesburg International Airport and transfer on a national/domestic flight to Cape Town. Whenever possible we recommend that students fly directly to Cape Town as this reduces inconvenience and exhaustion. We strongly urge you to try to arrive in Cape Town on the recommended dates and **during the day**.

Students arriving on the recommended dates will have an airport transfer arranged for them by IAPO. You will be met by Ida Cooper's Student Associates as well as IAPO orientation leaders (OL – see the section entitled 'The "Green Shirts"') as you come into the arrivals hall. They will be wearing lime green t-shirts and holding identifying boards which read "**IAPO SSA STUDENTS**". Please identify yourself and they will arrange for you to get onto the shuttle. From the airport you will be taken to vacation accommodation (on-campus university residence hall) where all our new semester study abroad (SSA) students will be staying for the first couple of nights before orientation starts. The OLs will be staying in vacation accommodation with you and will be available to answer any and all questions, as well as show you around campus and the surrounding areas – they are friendly faces on your arrival in a new place. They will also help you to move into your semester housing and show you how to get from home to campus so that you don't get lost on the first day of the orientation programme. Ida Cooper and Isabella Scholtz will meet with you at the vacation accommodation.

We recommend that you RELAX for the first day or two – don't be tempted to rush out and explore while you are still jet-lagged, as the Orientation programme can be quite physically demanding and you'll be glad to have some energy to enjoy it. If you do plan to venture out, please read the sections below on SAFETY and TRANSPORT, and chat to the OLs, before doing so. Don't hesitate to contact your OLs or the IAPO office should you have any queries.

Moving In

On the Saturday morning before orientation starts you will need to be packed and ready to leave vacation accommodation for your semester housing. There will be an OL checking you out of vacation accommodation, so please ensure that you sign out and return your room key. This day can be kind of crazy and there is some waiting involved, but we would appreciate your patience and help in smoothing it along. We need all students to be packed, ready and waiting with their bags downstairs – as soon as everyone from your house is there we can put you on a bus and get you moving so please ensure that you're ready in good time so that you're not left behind!

The Student Associate allocated to your house will go with you and help you with bags and directions. When you arrive at your house you will be met by your landlord, who will show you to your room and then have a brief meeting with you about basic house rules, signing your leases and give you the final dates for your rent payment and payment details.

Registering with your Consulate/Embassy

All international students must register with their consulate or embassy when they arrive in Cape Town. Often this can be done online. Please consult an SSA Officer once you have arrived and they will be able to provide more information to you.

'Culture Shock'

We know you're all wildly excited to be coming to Cape Town and trust that you are ready for your big African Adventure. Before you get started on it, we would like to make you aware that you may experience some form of "culture shock" during your time here. There are a number of stages that students may go through during their time abroad.

Firstly, there is the "Excitement Stage", where everything is new, wonderful – nothing could be better! You **love** everything about your new environment, you **never** want to leave and **nothing** could ever go wrong. These feelings may last as long as the first month away, or only a few days.

The second stage is "Culture Shock". This is when you begin to feel like you don't belong – things are just too different from what you're used to. This stage can result in home sickness and a desire to escape and return to what you know. If you are feeling like this at all it is important that you connect with IAPO. We are able to help and support you through this phase.

The final stage we like to call the "It's Okay stage". This is when you accept that it is very different and you realise that you chose UCT, Cape Town and South Africa because you wanted a different experience. You will make adjustments and change your expectations and stop comparing everything (either completely positively or entirely negatively) with home. It is at this stage that you find the level ground and say, "It's Okay!"

Not all students do experience this – some are lucky enough to stay on the high of the first stage, some get stuck in the second phase for a long time and others seem to slip straight into the third phase. We'd like you to be aware of the difficulties that you may encounter, in terms of living and studying in a foreign country, and also to be aware of your study abroad friends and roommates who may be struggling even if you aren't.

Health

South Africa has a modern, excellent health system and you will find facilities and services comparable to what is available to you at home. UCT maintains an on-campus health service for registered students (Student Wellness Centre). There is no fee for visits to nurse-practitioners, but students are charged for appointments with doctors and other specialists. It is also possible to fill prescriptions (written by South African doctors) in one of the nearby pharmacies. We recommend, however, that if at all possible you bring a semester's supply of any prescription medicines you regularly take as ingredients in medications sometimes vary from one country to another (remember to keep them in their original containers). IAPO asks that you declare any known illnesses/allergies, in confidence, to the staff here so that we have access to special needs information should an emergency arise. This information will not prejudice the selection procedure in any way.

A SPECIAL NOTE ABOUT HIV/AIDS

As in much of sub-Saharan Africa, the incidence of HIV/AIDS is very high in South Africa. Recent estimates are that perhaps 25% of men and women are HIV-positive and in some urban areas the rate of infection is likely to be even higher. Moreover, it is men and women in their 20s who are most likely to be infected. The two most common ways in which HIV is passed in Africa are through sexual intercourse and exposure to contaminated blood supplies. Although the latter is less likely to be a concern in South Africa where medical facilities in most urban areas are good, transmission through sexual intercourse remains a risk. Remember too that women are especially easily infected and that there is no cure for AIDS.

We strongly support safe sex practices

Safety

Personal vigilance is key to remaining safe in South Africa. Like any big city throughout the world, Cape Town has its share of crime. We take a lot of trouble to give you detailed safety advice once you arrive in Cape Town and we urge you to heed it. South Africa is experiencing rapid political, social and economic change and we do have an undesirable incidence of crime - particularly petty theft. It is also a society where guns and other weapons are as prevalent as in the United States. We urge you to take appropriate precautions for your personal safety. You will hear about safety both on and off campus during the IAPO orientation. Speakers and resources will include other students, Campus Security officers and members of the South African police. We urge you to listen carefully and to read all the materials that will be distributed to you. It is your responsibility to learn which actions and areas are

safe and which may put you at risk. If you are unsure about a situation or activity, ask someone in a position to evaluate the level of safety.

We will retain copies of your medical insurance details on file should the need arise to consult these during an emergency. It is your responsibility to keep IAPO, your family and friends at home, and your home institution informed of your address and contact details throughout your stay. IAPO also asks all students to record their travel plans with us prior to departure (many students spend some time travelling through Southern Africa during their stay).

Some Suggestions

- Keep valuables in a locked place and do not carry large sums of money, wear expensive jewellery, or obviously display valuable items such as cameras when you walk on the street.
- Unless you have an immediate need for it (e.g. for cashing travellers checks) we also urge that you DO NOT carry your passport with you on a daily basis; a photocopy of the front page should be adequate.
- Please don't walk alone at night; go with other students and take a taxi service to get back to your apartment or house.
- **We advise you not to explore unfamiliar areas of town on your own.** Report any harassment or threatening situation that you may experience to the appropriate authorities, including the International Academic Programmes Office.
- Make sure you know where you can reach someone in case of an emergency. IAPO issues all study abroad students, on arrival, with an emergency phone sheet and members of IAPO staff are contactable 24 hours a day should the need arise.

Transport

Cape Town offers many forms of transportation including trains, buses and taxis. Taxis are more expensive than buses and trains; however, the trains and buses stop working early in the evening. We recommend that students do not make use of buses or trains outside of regular commuter hours (07h30 – 17h30, Monday to Friday). You should also exercise extreme caution when using underground passageways (subways) to cross the railway tracks as you may be targeted for theft while underground – rather make use of the above-ground railway pedestrian bridges. Once you arrive in Cape Town, the OLs will be able to give you the numbers of safe and reliable metered cab companies. Should you need to find your own transport on arrival at Cape Town International Airport,

there are metered taxi cabs lined up outside the arrival terminal – you will be able to take any one of these; please ensure that you have the address of where you need to go on you.

ORIENTATION WEEK

O-week will run from **Sunday February 2nd to Friday 7th February 2014**. It is a week that we have organised so that we can introduce ourselves, our university and our city to you. There are various activities and information talks for you to attend and we hope that, not only will it be invaluable to you in helping you settle into your life in Cape Town, but that it will also be fun and informative – and a great start to making friends and living a full life during your semester here. Our orientation provides critical information about academic procedures, financial arrangements and safety concerns, and attendance is compulsory. **It is very important that all study abroad students attend this orientation** as part of the orientation will be registering for classes. Please don't choose which talks you think are important enough to attend- all are vital and we try to ensure that the speakers are brief. The OLs also run a lighter side of the orientation, which includes introductions to UCT and its surrounding areas, "Learning the Lingo", and showcases music by fantastic South African bands.

The 'Green Shirts'

These are your orientation leaders, also known as 'OLs'. They are the crazy people who have been chosen to help us run O-week



and make you feel at home, and are easily identifiable as they wear lime green t-shirts and have a name-tag round their necks.

They are all students currently studying at UCT, but from different study streams, backgrounds, languages, cultures and countries. In fact, they're as diverse a group as you are! They'll

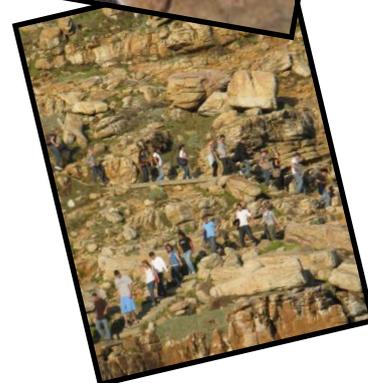
be running the show for orientation and will be able to help you with any questions you have about orientation, the university, the city and probably travelling further as well.



Exploring Your New Home

IAPO offers a wonderful, varied orientation programme that will introduce you to all aspects of life in Cape Town ranging from academic concerns to health, safety and 'things to do in Cape Town'. We also include tours of the natural splendours of the Cape and an opportunity to see community service projects in action.

We understand that it's exciting to be in a new city and that you all want to go out partying and see as much of Cape Town as you can, but please attend O-week and ensure that you are seated for the first talk of the day **before** it starts. For the information talks please make sure that you have a notepad and pen with you, as well as this arrival book, each day.



Our first day of O-week is a tour around the Cape Peninsula. The

tour goes through Cape Town's historic centre and then travels along our beautiful coastline, stopping for photos near Camps Bay, before dropping through the Constantia Valley – known for its very old, very good wine estates – and then on to Boulders Beach, which is an African Penguin colony. After Boulders we head on to Ocean View, where we have lunch and the community provides entertainment, and then into Cape Point Nature Reserve for a brief but beautiful

hike before heading home. Weather in Cape Town can change quickly and dramatically, so we advise you to bring a warm top with you on the tour (as Cape Point can be very windy), sunscreen (our sun is vicious here), a hat, water, and comfortable, lace-up shoes (please not sandals or slops).

Our Welcome Function on Monday includes an interesting talk from a UCT VIP, followed by a drumming workshop and finger foods to the beat of local music... so bring tough hands and your dancing shoes!

Pre-registration

This is a process that **all** international students at UCT need to go through. It allows IAPO to capture

your details on our system and to ensure that it is legal for you to be studying at UCT, and it is extremely important that it is completed properly by each and every student – if it isn't you will not be able to register for your classes!

You **need to bring the following** with you to pre-registration:

- passport
- 2 x copies of passport photo page
- 1 x copy of study visa / permit ** Very important this specifically states for study at **University of Cape Town**
- medical insurance card or letter with your details and period of insurance cover
- 1 x copy of medical insurance card (both sides) or letter
- proof of fees payment (if you received an invoice, check with your SSA Officer, if necessary)
- pen
- address of your residence in Cape Town
- your South African cell-phone number
- contact details of next of kin and home school

PLEASE NOTE: you will not be able to print or make copies at IAPO – please bring all copies necessary!

Registration

UCT's registration process will be explained in depth during the orientation week – please ensure that you are at the talk, so that if you are confused about anything you can ask questions. Please also be aware that you need to be "pre-approved" for classes before you are able to register for them at UCT. You will need to bring your most recent academic transcript if you want to apply for any senior courses.



We would like to warn you that the systems in place at UCT are different from what you will be used to at your home institutions, therefore it is essential that you attend O-week when this system will also be explained. We recommend that you come with an open mind and patience as you may find the

differences tedious and frustrating at times. Don't panic about any of these things: everything will be clearly explained when you arrive and there will be staff to answers all your questions. A step-by-step guide to these procedures will also be printed in your arrival book.

Graduate students

Please note that you will need to present proof of your degree status (an original or certified copy of your degree certificate), if you want to register for any post-graduate courses at UCT or be registered as a post-graduate SSA student.

THE UCT WAY

Academic Advice

Every SSA student who is here has had their application dealt with by our team of administrators, whether you have come through a programme or not. Below is a list of the institutions and programmes that each administrator works with, **contact your specific officer** with any academic queries you may have. Students whose school or programme name does NOT appear on this list are classified as "Individual Applicants" and must contact Sophia Carr.

Sophia Carr	sophia.carr@uct.ac.za	+2721-650-5165
Lisa Essex	lisa.essex@uct.ac.za	+2721-650-5821
Henry Williams	Henry.williams@uct.ac.za	+2721-650-4465

PARTNER	ADMINISTRATOR
ALBANY	Lisa Essex
ALBION	Lisa Essex
AMSTERDAM	Sophia Carr
ARCADIA	Sharon Turner
AUP	Sophia Carr
BASEL UNIVERSITY	Sophia Carr
BENTLEY	Sophia Carr
BERGEN	Lisa Essex
BERGEN SIU	Sophia Carr
BERGEN UNIVERSITY COLLEGE	Sophia Carr
BIRMINGHAM SOUTHERN	Lisa Essex
BOSTON	Lisa Essex
BRYN MAWR	Sophia Carr
CALIFORNIA	Lisa Essex
CIEE	Henry Williams
CONNECTICUT COLLEGE	Sophia Carr
DUKE	Lisa Essex

SEMESTER STUDY ABROAD
PRE-DEPARTURE BOOK

EASTERN ILLINOIS	Lisa Essex
EMORY	Lisa Essex
ENSC	Lisa Essex
GROUP ES CLERMONT	Lisa Essex
HAMBURG	Lisa Essex
HAUSER GLOBAL LAW NYU	Lisa Essex
IES	Sophia Carr
ILLINOIS UC	Henry Williams
INDIVIDUAL APPLICANTS	Sophia Carr
INSA-RENNES	Lisa Essex
ISA	Lisa Essex
LINZ	Henry Williams
MACALESTER	Lisa Essex
MICHIGAN	Lisa Essex
MUNICH	Lisa Essex
NTNU	Henry Williams
OSLO & AKERSHUS UNIVERISTY COLLEGE	Lisa Essex
OSLO UNIVERSITY	Henry Williams
PRINCETON	Lisa Essex
QUEENSLAND	Sophia Carr
SIMON FRASER	Lisa Essex
STOCKHOLM UNIVERSITY	Sophia Carr
STUTTGART	Henry Williams
TILBURG	Lisa Essex
TUBINGEN	Lisa Essex
UBC	Lisa Essex
UMASS	Lisa Essex
UNCEP	Sophia Carr
UNCG	Lisa Essex
VRIYJE UNIVERSITEIT AMSTERDAM	Sophia Carr
WESLEYAN	Lisa Essex
WESTERN MICHIGAN	Lisa Essex
WISCONSIN MADISON	Lisa Essex
YALE FOX EXCHANGE	Lisa Essex
YORK UNIVERSITY	Lisa Essex

In addition to the SSA Officers, the Humanities faculty has an academic/curriculum advisor who works specifically with semester study abroad students.



GAIL SOLOMONS is an academic advisor to Semester Study Abroad students. Her function is to assist students with any academic matters. In such a capacity she:

1. advises students on subject choice where necessary,
2. explains the UCT grading system,
3. signs forms to add or drop courses,
4. helps students with any other academic problem which they might encounter.

Gail will be available to answer queries once you have arrived in Cape Town. She will also be presenting a talk during O-week – please ensure that you don't miss it!

For course selections visit the following website: <http://www.uct.ac.za/apply/handbooks/>, where you will be able to view the faculty handbooks showing which courses are available in the various departments OR visit the departmental websites where you may find more detailed information about the courses. Always remember that some websites are not kept as current as they could be.

AGE	Archaeology	http://web.uct.ac.za/depts/age/
AGI	African Gender Institute	http://web.uct.ac.za/org/agi/
BAL	Dance	http://web.uct.ac.za/depts/ballet/
BOT	Botany	http://web.uct.ac.za/depts/botany/
CAS	Centre for African Studies	http://web.uct.ac.za/depts/cas/
CRJ	Institute of Criminology	http://web.uct.ac.za/depts/criminology/
ELL	English Language and Literature	http://web.uct.ac.za/depts/english/
ERT	Earth and Environmental Sciences	http://www.science.uct.ac.za/departments/egs/
HST	Historical Studies (History & Art History)	http://web.uct.ac.za/depts/history/
POL	Political Studies	http://web.uct.ac.za/depts/politics/
REL	Religious Studies	http://web.uct.ac.za/depts/religion/
SAN	Social Anthropology	http://web.uct.ac.za/depts/socialanth/
SEA	Oceanography	http://www.sea.uct.ac.za/
SOC	Sociology	http://web.uct.ac.za/depts/sociology/
SWK	Social Development	http://web.uct.ac.za/depts/socdev/
ZOO	Zoology	http://web.uct.ac.za/depts/zoology/

The System

You need to be aware that courses are coded to reflect the year of study as well as the semester of offer; in general you learn the following from the course code:

Example of a course code: **ELL2007F**

ELL	=	department code	=	English Department
2***	=	2000-level course	=	second year level – usually requires some experience
F	=	first semester	=	February – July

When considering alternative / additional courses bear in mind that you may need to have passed courses in the same, or a similar, discipline to be admitted to senior courses (2000-, 3000-level) in that discipline. Also note the semester of offer of a course and select courses that will be offered during your planned period at UCT.

F	=	first semester
S	=	second semester
W	=	whole year
H	=	half load course over whole year
Z	=	consult IAPO for details

You may need to seek academic advice regarding course choices both before arriving at UCT and once you are here. We urge you to stay in regular contact with your home institution and your centralized programme regarding your course selection.

Lecture Periods

Each period starts on the hour and runs for 45 minutes, which allows students to get from one class to the other- although if you're unlucky enough to have classes on opposite sides of campus this can be a challenge!

1	8am
2	9am
3	10am
4	11am
5	12pm
M	meridian 1pm (classes not usually placed in this period unless oversubscribed)
6	2pm
7	3pm
8	4pm
9	5pm
10	6pm

Academic Conversions

As a guideline for SSA undergrad students between 72 and 90 HEQF credits for a semester is considered to be a full academic load and is equivalent to that of a full degree student for a semester.

The undergraduate courses at the University of Cape Town are offered as first, second and third year courses (1000, 2000, 3000 codes). In general, a South African bachelor's degree is of three years duration. Fourth year courses (4000 codes) form part of the single year Honours degree or a professional bachelors' degree, which are required for admission to Masters-level studies. Some fourth year level courses may be open to senior SSA students, if students meet the pre-requisites. Bear in mind that transfer of credit is always at the discretion of your home institution or centralised programme. Transcripts and handbooks show the credit value for each course. 1 HEQF credit represents roughly 10 notional hours of work.

Grading

UCT does not use a US grade point average system. Grades are awarded at the end of the semester for individual courses and are usually based on the final examination as well as continuous assessment through the semester (assignments, tutorials and tests). Grades are classified as first, upper second, lower second and third, similar to the British system.

Once you have completed the programme your transcript will be sent to your home address and, if requested, may also be sent to your centralised programme or home institution.

GRADE CONVERSION TABLE	
UCT GRADES	APPROXIMATE US GRADE EQUIVALENT
75 – 100% First Class	A
70 – 74% Second Class (Division One)	B +
60 – 69% Second Class (Division Two)	B
50 – 59% Third Class	C
0 – 49% Fail	F
DPR: Duly Performed certificate refused ie. Not permitted to write examination	F
AB: Absent from examination	F
INC: Incomplete	Incomplete

UCT Examinations

Undergraduate courses at the University of Cape Town are usually assessed through a combination of essays, assignments, tests, class participation / presentation and examinations. Exams usually count for a significant proportion of the final course result. Please note that our examination system may differ from that used at your home institution. Examination timetables are set centrally by the University and are not flexible. All students take the course examination at the same time in a predetermined venue. Examination timetables are published by the Faculty Offices and a copy is available at IAPO. You should arrange your travel plans bearing in mind that the last day of term could well be the last day of your examinations – don't plan to do anything until after that day.

Supplementary Examination System

We would like to draw your attention to the following UCT rule, G22.1, regarding the supplementary examination system at UCT:

G22.1 Where supplementary examinations are allowed in the rules for a degree, diploma or certificate:

- (a) a supplementary examination shall be the re-assessment of a candidate who has failed the course, but who is allowed to present himself or herself for re-examination without having to repeat the course;
- (b) the form of supplementary examination shall be as decided by Senate in each case, or in respect of a given course; and
- (c) Senate may take into account the results of the candidate's original examination in the subject, as well as class work which did not form part of the examination, in deciding the result of a candidate who has taken a supplementary examination.
- (d) A supplementary examination may not be deferred for any reason.
- (e) A student who is writing a deferred examination is not eligible for a supplementary exam.

NOTE: Each student is responsible for establishing whether he or she has been awarded a supplementary examination for any courses failed; and, if so, for confirming the dates, time and venue of the examination.

The UCT rules pertaining to the Supplementary Examinations are available online at

http://www.uct.ac.za/downloads/uct.ac.za/apply/handbooks/policiesrules_2013.pdf

Permission to write exams: "DP Certificates"

One has to have permission to write exams at UCT. Requirements are set by every Department and

usually involve a certain percentage of class attendance and assignment / essay submission. Check with your department at the outset of the course. DP certificates are not issued. However, a list of names of students who **do not** qualify for DP is published by the Departments prior to the exams. If your name is on this list it means that you will not be allowed to write the examination.

Missing an exam owing to illness or injury

If you are unable to write an examination for a valid reason owing to illness/injury, or must leave the venue during the examination because you have become ill, you must report to the Student Wellness Centre **immediately** for assessment. You should not see another doctor for this purpose. You should contact Sharon Turner at the IAPO about this so that we may assist you because you will need to apply for a deferred examination. Kindly refer to the UCT website at

<http://www.uct.ac.za/students/records/examrequests/>

Extra time on exams

In special cases students with a physical or specific learning disability may be given permission to receive extended time to write examinations. Students from the USA in particular are frequently granted time and a half and even double time to complete timed examinations. Please note that a maximum of time and a quarter is permitted at UCT i.e. 15 minutes for every hour.

If you qualify for extended time at your home institution please bring proof of this from your Registrar's Office. This document is usually known as your accommodations letter and lists the range of accommodations for which you qualify. In the case of a physical condition also bring supporting medical documents. In the case of a specific learning disability an assessment report from a psychologist is required. The same report that you submitted when you applied for extended time at your home university is accepted at UCT.

Students with disabilities who require accommodations are advised to register with the Disability Service as soon as possible during the week of Orientation, as getting approval for the various accommodations can take time. In no case are the final accommodation arrangements made on your behalf by your home institution or the programme you are on. You need to register in person at the Disability Service before the specified deadlines.

*** Registration @ Disability Unit deadline: Semester 1 – 31 March, Semester 2 – 30 August**

*** Submission of application for extra time: Semester 1 – 30 April, Semester 2 – 30 September**

Late withdrawal from courses

Please note that it is NOT possible to withdraw from a course in the few weeks prior to the examination period. Check the dates at the start of the semester. You can also check notice boards at your Faculty Office or ask us about the 'Change of Curriculum' dates, in good time for the final withdrawal date. If you have not withdrawn from a course and do not write the exam you will either

FAIL the course or be marked ABSENT (which translates as a FAIL grade on your transcript).

PLEASE ENSURE THAT YOU DO NOT MAKE PLANS TO LEAVE UCT BEFORE THE END OF THE EXAMINATION PERIOD. EXAM DATES CANNOT BE CHANGED TO ACCOMMODATE TRAVEL PLANS.

SHAWCO AND COMMUNITY SERVICE

The opportunity to offer service to the disadvantaged communities of Cape Town is a highlight of many students' study abroad experience. South Africa has inherited a fractured, complex social and political system where resources are not adequate to meet the needs of the people. The legacy of Apartheid is still with us and through community service we can attempt to redress some of the injustices of the past by contributing to the future of communities in need.



IAPO has offered study abroad students the opportunity to volunteer for community service through SHAWCO for several years. During O-week students are taken on a tour of the various community service sites, are welcomed by the communities who benefit from the work done there and given first-hand knowledge of the difference their contribution could make. SHAWCO is UCT's oldest and largest volunteer project, and this tour is always very interesting and many of our students get involved with their projects. Volunteers are enlisted at the end of the day. A student may choose to volunteer for as many or as few hours per week as fit well with the academic programme selected. For more information about SHAWCO, visit their website <http://www.shawco.org/>

FREQUENTLY ASKED QUESTIONS

2: WHERE CAN I GET ACADEMIC ADVICE?

- If you need academic advice please email the Semester Study Abroad Officers, their email addresses are listed on page 2. Visit this link below for contact details:

<http://www.uct.ac.za/apply/intlapplicants/semester/applications/advice/>

2: HOW DO I SELECT COURSES?

- Courses may be selected within the Five Faculties of Commerce, Engineering and the Built Environment, Humanities, Law and Science. Handbooks are available on the UCT website. Please visit the links to the faculty handbooks below: <http://www.uct.ac.za/apply/handbooks/>

- It is important to know how to select courses at UCT as this will speed up the process of receiving course updates from UCT.
- If you are applying for first semester (autumn) you will need to select the course codes ending with an "F" e.g. HST1008F or BIO2004F.
- If you are applying for the second semester "spring" you will need to select second semester courses. These are course codes ending with an "S" e.g. POL3006S or ELL2011S
- It is also important to list your courses from your first choice to your last choice. Please add an additional 2 courses in case you are not pre- approved for your first choices. This eliminates emails back and forth and you will receive feedback sooner.
- "W" courses are not open to study abroad students but certain "H" courses are open. Please read the requirements in the faculty handbook about these courses or speak to your advisor or email your UCT administrator for advice.
- Please see list on pg 19 with the administrator assigned to your school. Individual or direct enrolment applicants should email Sophia Carr. Refer to the email contact details for the SSA Officers on page 2.

2: HOW WILL I KNOW WHICH COURSES I AM PRE-APPROVED FOR?

- Individual applicants will be informed by Sophia Carr via email if they have been pre-approved for courses.
- Students applying through Partners and Partner Universities and Colleges will be informed and updated by their International advisor at their home school.
- Students are advised not to email UCT departments directly for course approval as this causes confusion in the applications process.

2: I WANT TO DROP / ADD A CLASS, WHAT DO I DO?

- During registration you will have an opportunity to add and drop classes within the week that lectures start at the beginning of the semester. The process will be explained upon arrival during O week. Please avail yourself for this important talk and kindly adhere to the steps that have to be taken. If you are still unsure after the process please, ask for advice from the SSA Officers or O leaders.
- During Orientation week each student will be given a Faculty handbook to assist you with selecting/adding new courses if you wish to do so.

2: WHEN WILL I RECEIVE MY VISA/OFFER LETTER?

- You will receive your visa letter within one month after the application deadline.

2: HOW DO I GET A STUDY PERMIT?

- All students need a valid study permit in order to study at UCT.
- Upon receiving your visa letter please visit your nearest embassy or consulate to apply for your study permit. The study visa application takes 4-6 weeks to process.
- Please contact the embassy to find out more about the requirements or speak to your international advisor: <http://www.dfa.gov.za/webmissions/index.html>

2: I AM GOING TO ARRIVE LATE. WHO DO I INFORM AND DO I HAVE TO PAY A LATE REGISTRATION FEES?

- Please inform the SSA Officer for your home school, partner or Programme as soon as possible.

<http://www.uct.ac.za/apply/intlapplicants/semester/contact/>

- You may or may not have to pay late registration penalties, this depends on the situation.
- It is important that students inform the Study Abroad Office or their advisor of their late arrival in order to inform the relevant faculty and departments as early as possible.

2: HOW WILL I DEAL WITH “CULTURE SHOCK”? ARE THERE ANY SUPPORT SERVICES AVAILABLE?

- During orientation there will be a “culture shock” session.
- The IAPO office is open Monday - Thursdays from 8:30am - 4:30pm and from 8:30am - 4:00pm on Fridays.
- Staff will also be available after hours to support and advise students.
- UCT has a Wellness Centre with experienced staff who, offer support and counselling service to students.
- Please refer back to the Lime Green Emergency card you received during O week for the Emergency contact details of staff and others.

2: I JUST ARRIVED AND NEED TO USE THE INTERNET. WHERE CAN I GO?

- Upon arriving you may visit the International Academic Programmes Office (IAPO):
Masingene Building, Level 3, Cross Campus Road
Middle Campus, Rondebosch
- Reception will direct you to the computer bar. Please note during the first two weeks these computers may not be available as many students will be using the computers. Please only use this service to send a quick email as other students will be waiting in line to use the internet.
- There are various internet cafes on Rondebosch Main Road (below the university) and some coffee shops with wireless internet access.

2: I’VE HEARD THAT THE CRIME RATE IS QUITE HIGH AND THERE ARE A LOT OF MUGGINGS, HELP!

- South Africa has crime just like any other country in the world.
- During orientation students will have an opportunity to be informed about how to stay safe on and off campus.
- These talks are given by a South African Police Captain and a Campus Security Officer.
- We also include information booklets about safety on campus. We emphasize that students avail themselves for this important talk and to adhere and ask questions after the talks.
- While UCT is taking every measure to advise and inform students to stay safe, we cannot guarantee the safety off all students and staff on and off campus.
- We advise students to adhere to the advice given by the South African Police Service (SAPS) and Campus protection Services (CPS) and to make responsible decisions to ensure your safety as well as the safety of your friends.

2: DO I NEED TO INFORM THE STUDY ABROAD TEAM OF ANYTHING?

- Please inform the Study Abroad office in good time of any emergencies, late arrivals, fees queries etc.
- It is important to keep UCT informed so that you can receive the correct information processes to follow for an emergency situation.

2: I HAVE A DISABILITY, WHO DO I INFORM?

- It is important that you inform us of your disability when applying.
- We will be able to aid you in securing adequate support services for your stay here, such as academic aid, psychological support and/or comfortable housing suited as best as possible to your needs.
- When you are offered a place the SSA team can advise and make the necessary arrangements for your stay prior to your arrival in South Africa.

2: I WANT TO OPEN A BANK ACCOUNT. WHAT DO I DO?

- Please visit the administrator of your programme in the Mobility section after registration. The administrators will issue a letter for you to open a bank account.
<http://www.uct.ac.za/apply/intlapplicants/semester/contact/>

2: I WANT TO BUY A CAR. WHO DO YOU RECOMMEND?

- It is the student's discretion if and where they choose to buy a car.
- We do recommend that if you intend driving in South Africa that you take at least one driving lesson here to get used to driving a car with gears on the other side of the road!

2: WHAT SUPPORT SERVICES DO YOU OFFER TO STUDENTS?

- UCT has a student Wellness Centre. They offer support services to students.
- The international office is also available to offer advice or referrals to students.
- Upon your arrival staff will be available for emergencies. In your orientation bag you will find a lime green card with emergency contact numbers.
- The Emergency Mobility staff will be available 24 hours a day for emergencies.

2: HOW WILL I FIND MY WAY TO UCT ON THE FIRST DAY OF ORIENTATION?

- Orientation starts at **8:00am on Sunday, 2 February 2014**.
- You will meet us at the Bremner Building, Lower Campus at 7:45am. There are route maps up in the houses and Orientation Leaders (OLs), with lime green T shirts, will go to the various houses and accompany students to Bremner Building.
- For students not living in our study abroad housing: please refer to your pre-departure booklet for directions.

2: WHO ARE THE ORIENTATION LEADERS AND HOW WILL I IDENTIFY THEM?

- The Orientation Leaders (OLs) are registered UCT students.
- They are employed to assist the study abroad staff during O week.
- You can identify them in their Lime Green T shirts and the year and semester will be printed on the back of their T shirts.
- You can also request to see a student card as form of identification.

2: WHAT IS THE APPLICATIONS PROCESS FOR STAYING ON FOR ANOTHER SEMESTER AT UCT?

- Prior to your arrival you can indicate on your application form that you are interested in staying for two semesters but you will still need to contact the relevant administrator at the end of your first semester to confirm your stay for another semester.

- Students who decide during the course of the semester that they would like to stay on should inform their home school and seek permission.
- Please approach the IAPO office and speak to the Semester Study Abroad Administrator who deals with your home school.
- You will need to complete another UCT Form 6 and an internal course request form which you take to the Head of Department in order to pre -approve your courses.
- After obtaining signatures please return both forms to the Study Abroad administrators.
- You need not attend the second orientation but you **do need to pre-register and register again.**
- This means showing proof of a valid (extended) study permit, a valid medical insurance and proof of payment unless UCT has an agreement with your home school.