

**Congratulations on your selection to the Erasmus MUNDUS programme.  
This booklet contains essential information relevant to all students and staff.**

**We are pleased to welcome you.**

### **ABOUT ERASMUS MUNDUS**

The Erasmus Mundus programme aims to enhance the quality of higher education and promote dialogue and understanding between people and cultures through mobility and academic cooperation. The Education, Audiovisual and Culture Executive Agency (EACEA) is responsible for the management of The Erasmus Mundus programme.

Erasmus Mundus scholarships are for students (Undergraduate, Master, Doctorate, Post-doc), Administrative Staff and Academic Staff from specific countries for studies or work placements in partner Universities. The Erasmus Mundus grant covers a monthly allowance, a return flight ticket, tuition fees, and insurance costs.

### **About CUT**

Central University of Technology, Free State (CUT) is the foremost higher education institution in the heartland of South Africa, dedicated to quality education and training in science, engineering and technology. CUT has developed into a leading institution able to take its place on the national, as well as international, higher education landscape. CUT, then still known as the Technikon Free State, opened its doors in 1981 with 285 students enrolled in mainly secretarial, art and design programmes. With the restructuring of the higher education landscape a few years ago, CUT embraced its new status as a university of technology and thus positioned itself to succeed as such. On 26 March 2004 the former Technikon Free State officially exchanged its “technikon” status to Central University of Technology, Free State (CUT).

#### **International Office Profile**

The Internationalization of higher education is a phenomenon that has arrived on the doorstep of almost all higher education institutions in the world, least of which the Central University of Technology, Free State (CUT), through its long history of providing a home for African and other international scholars. Each year the university welcomes a ranger of international visitors to our campuses, from diverse backgrounds

and cultures, the word over. This situation necessitates engagement with the world, thus, making internationalization, a distinct imperative.

The response to this ever increasing phenomenon, as well as the appeal for international best practice and benchmarking resulted in the establishment of the International Office (IO) at the CUT. It is clear that this intervention is a very important link in the CUT commitment to excellence through scholarship and relevance. To this end, capacitating the institution and strategically positioning the office and the university, its scholarship, research, service and operations in the international education landscape.

The IO is the first port of call for international experts, researchers, visitors and international students and subsequently, the internationalisation of the institution plays a pivotal role in positioning the institution's profile and international stature. This Directorate would not only be seen as a support service at home and abroad but would be considered a glance into the prospect that is the CUT. It is paramount to acknowledge the vitality and importance of the IO in the positioning of the institution as a preferred destination which not only provide excellence in scholarship but also excellence in service.

## General information

### 1. TRAVEL ARRANGEMENTS

Information related to your flight arrangements will be communicated to you by your project coordinators. You will have to complete a standardized form with your data and passport number as well as the date you are supposed to start your mobility.

Please note that once your flight ticket will be booked and edited, no changes can be done except in cases of "force majeure". If you have not yet received information on your flights, please contact your relevant project coordinator. At the airport, please feel free to take a taxi. **But don't forget to ask for a receipt.** This will be reimbursed to you.

### BOARDING PASSES

**It is extremely important that you submit all of your boarding passes to the UPS Erasmus Mundus team.** The boarding passes are a proof that you have been on your mobility and are an essential part of your scholarship contract.

### SCHOLARSHIP

The scholarship holder receives a monthly allowance for a specific period of time (mobility period) depending on the level of study. The mobility period is stated in your Invitation Letter. If you have any queries regarding your start and end dates, please contact the UPS Erasmus Mundus team immediately.

Your EU University will be in charge of transferring your monthly allowance. Please note that Third country students will have to open an EU bank account upon their arrival.

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**Please note that all scholarships are paid on time but there is no fixed date for the payment**

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#### ADDITIONAL COSTS

Scholars may submit an “Additional Cost Claim Form” to their host University contact person upon arrival. Please note, payment of approved costs may take a number of weeks. Costs which may be claimed include:

- Visa costs related to the mobility
- Residency permit costs related to mobility
- Transport to/from airport related to the mobility

Refunding of all costs is not guaranteed, each case will be assessed independently. **Scholars must submit ORIGINAL receipts for all claims being made.**

#### MOBILITY DOCUMENTS

Mobility documents vary from one project to another. Please ensure to follow instructions carefully and complete and submit all documents when requested. Failure to submit requested documents may result in delays in the processing of scholarship stipend payments. Some of the mandatory documents are listed below. This is not an exhaustive list and other documents may be requested during your mobility. Please check your e-mails regularly and follow all instructions carefully.

- Beneficiary agreement
- Learning Agreement / Work Plan
- Boarding Passes for all flights related to your mobility
- Scholarship report
- End-of-mobility summary / Outcomes / Grades
- End-of-mobility evaluation / survey

All beneficiaries must ensure that they have completed and submitted their relevant learning agreement for students and work plan for staff and Post-Doc BEFORE their mobility begins.

#### INSURANCE

a. Medical aid:

In terms of the Immigration Amendment Act (Act 19 of 2004), any prospective international student planning to study at a South African higher education institution must provide proof of medical cover with a medical scheme registered in South Africa in terms of the Medical Schemes Act (Act 131 of 1998). CUT requires proof of medical aid cover for at least 12 months with a South African-based

medical aid service provider. All international students are advised to make the necessary financial arrangements for medical aid cover prior to their entry into South Africa.

**NB: No international student will be registered at CUT unless they provide proof of valid and comprehensive medical aid cover. No hospital plans will be accepted. Medical aid cover must be for a period of mobility.**

### MOBILITY PERIOD

Please contact your HOST University to define your exact mobility period abroad. Once it will be defined inform UPS and update it online.

Please note that the EU regulations state that to receive your monthly allowance you have to spend at least 16 days at the Host institution.

For instance, if you have a 6 months mobility period to achieve you will have to be abroad for **at least 5 months and 16 days**.

### VISA

You will need a visa to study abroad so you should begin your visa application process as soon as possible after receiving your Invitation Letter.

Please contact the national Embassy and your Host University to know what you will need to obtain your visa

#### **Passport:**

All international students who intend to enrol at CUT must be in possession of a valid passport.

#### **Study visa:**

All international students are required to have a valid study visa in order to study in South Africa. A study visa can be obtained from the South African Embassy, High Commission or Consulate in your home country. A study visa should be valid for the period of your studies in South Africa.

Please visit <http://www.vfsglobal.com/dha/southafrica/> for more information. You cannot apply for a new study visa within South Africa's borders.

**NB: No international student will be registered as a student at the Central University of Technology, Free State (CUT) without a valid study visa issued specifically for CUT.**

It may take up to three months to obtain a study visa. Prospective and current international students are advised to apply for a visa as early as possible.

## 1. VISA PROCESS

If you need a visa, you should begin your visa application process as soon as possible after receiving your Invitation Letter. You will apply for a « visa de long séjour valant titre de séjour étudiant » (VLS-TS étudiant).

### a. VLS-TS student process

**Step 1.** Make an appointment with the French Consulate South Africa consultation information.

**Step 2.** Fill in and sign the « Application form for VLS-TS étudiant »<sup>1</sup> and the « Demande d'attestation OFII »<sup>2</sup> for your appointment with the French consulate. Letter of invitation, passport, health insurance.

**Step1 & 2 should be made on-line<sup>3</sup> if you are from**

Algeria, Argentina, Benin, Brazil, Burkina Faso, Cameroon, Chile, China, Colombia, Comoros, Congo-Brazzaville, South Korea, Cote d'Ivoire, United States, Gabon, Guinea, India, Indonesia, Japan, Lebanon, Madagascar, Mali, Morocco, Mauritius, Mexico, Peru, Senegal, Russia, Taiwan, Tunisia, Turkey, Vietnam

**Step 3.** Once you are in your France, you have to complete **within 2 months** the form called « Demande d'Attestation OFII » and send the following documents to the OFII office in Toulouse :

- « Demande d'Attestation OFII »
- A copy of your passport with official stamp

Before sending these documents, please check with the UPS European Office !

**Step 4.** The OFII will send you a certificate and notification for a medical appointment in order to complete your request. To this appointment, you will have to bring :

- Your passport with official stamp
- One passport photo
- A proof of residency (electricity bill, rent receipt, etc.)
- A OFII stamp (58€) that you can buy online<sup>4</sup> or in a "tabac office".

Obtain the visa application fee

### b. Visa Renewal

If you stay more than 12 months in France, you will have to renew your visa within 2 months before the end of your current visa. Vis requirements (renewal)

***If you will only stay one more year***

You will apply for a one year residence permit.

**Step 1.** Make an appointment with the prefecture online<sup>5</sup>.

**Step 2.** Fill in the document « Demande de renouvellement de titre étudiant »<sup>6</sup> and bring all the documents needed with you. For information, a one year residence permit will cost you 49€.

## 1. CONTACTS

### **Institutional Exchange Coordinator**

The departmental coordinator is responsible for incoming and outgoing support and facilitation for the institution. He/she holds a key function in matters of the internationalisation of CUT and who are significantly involved in facilitating the faculty placement decision making process. They support incoming and outgoing students in terms of academic issues such as selection of the study courses and accreditation.

<b>Title Name</b>	<b>First Name</b>	<b>Department</b>	<b>Phone</b>	<b>E-mail</b>
Academic Exchange/Study Abroad Coordinator	R.Masiba	International Office	Tel:+27 51 507 3886 Mobile: +27 73 509 2132	<a href="mailto:Imasiba@cut.ac.za">Imasiba@cut.ac.za</a>

### **INTERNATIONAL OFFICE**

The International Office is located at:

Central University of Technology Free State  
Advancement and Marketing Building  
01 Park Weg Street, Willows, 9301, South Africa

**OR**

Private Bag X20539,  
9300,  
South Africa

## 2. REGISTRATION

### **a. Administrative and academic registration**

All relevant information about administrative and academic registrations will be communicated by e-mail by the UPS team. Both will take place once you arrive in France. However, you have to choose your modules before your mobility begins in order to complete and submit your learning agreement (for students) or work plan (for staff).

Please note for doctorate students : you need to complete the “Dossier de première inscription administrative à ‘University Paul Sabatier’”<sup>7</sup> and bring with you the required documents<sup>8</sup>.

<sup>5</sup> <http://www.haute-garonne.gouv.fr/content/download/6973/43863/file/Dossier+%C3%A9tudiant+renouvellement.pdf>

<sup>7</sup> <http://www.univ-tlse3.fr/servlet/c>

om.univ.collaboratif.utils.LectureFichier?CODE\_FICHER=1416219666153&ID\_FICHE=205664

WARNING : A 6 month doctorate exchange will have the “visiting researcher” status and won’t be registered as a student of the University Paul Sabatier.

The most important document for the administrative registration is your last diploma obtained. Please bring a copy with you because we will not be able to register without this.

### **b. Civil liability insurance**

During your stay in France, you will also need a civil liability insurance for the registration. Usually, this insurance is included in your Erasmus Mundus insurance but if not: you may already have one in your own country but it has to cover you at an international level. If you are in this position, please bring a document in English proving that your civil liability insurance covers you in France. If you don’t, your civil liability insurance can be included in your student accommodation insurance. You have to ask for it when you open your bank account.

## **ACCOMMODATION**

### **c. Accommodation**

#### **APARTMENTS**

##### **Unilofts**

Unilofts is a much sought-after luxury student accommodation concept. Unilofts aim to provide safe and secure student accommodation in close proximity to the CUT campus with easy access to all faculties, sport and recreational facilities.

Unilofts Bloemfontein’s fully furnished apartments provide a sound and secure platform for students to complete their Studies. Meticulous attention to the students’ needs has been addressed in the Unilofts Concept, and has created an investment opportunity that works very well for both owner and occupant. The unique student accommodation zoning that has been specially created for Unilofts protects this concept.

## **LIFESTYLE**

#### **MUSEUMS AND GALLERIES**

##### **✓ Freshford House Museum**

This house was built in 1897 by architect John Edward Harrison and depicts the charming lifestyle of the late 1800s in Bloemfontein. It has been restored and furnished by the National Museum.

##### **✓ THE NATIONAL MUSEUM**

- Bloemfontein is – a natural history, cultural history and art museum – was established in 1877 and is a Declared Cultural Institution.

##### **Unique displays include:**

- A cast of the 260 000 year-old Florisbad skull; the only relatively complete example in southern Africa of

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<sup>8</sup> [http://www.univ-tlse3.fr/91773424/0/fiche\\_\\_\\_pagelibre/&RH=1181046850877](http://www.univ-tlse3.fr/91773424/0/fiche___pagelibre/&RH=1181046850877)

a pre-modern phase in human evolution.

- The Malvern meteorite, possibly originating from Mars.
- A life-size fibreglass replica of an adult elephant bull.
- A Bloemfontein street scene from the early 1900s.
- The largest selection of live animals on display in a South African museum.
- The history of Bloemfontein/Mangaung (1846 – 2000).
- The only complete skeleton (with skull) of the dinosaur Melanorosaurus that lived about 215 million

## **BLOEMFONTEIN MALLS/ SHOPPING CENTERS**

### **LOCH LOGAN**

Conveniently close to most of Bloemfontein's upmarket accommodation, Loch Logan Waterfront offers a good selection of retail and entertainment choices. The lively mall houses more than 100 shops, 17 restaurants and coffee shops, 10 fast food outlets, cinemas, salons, banks, and a medical center.

Loch Logan Waterfront is centrally situated in King's Park, a few blocks west of the City Hall and National Afrikaans literary Museum. The Bloemfontein Zoo, home to a fair amount of African wildlife, is also found in King's Park.

The convenient situation of Loch Logan Waterfront places it in close proximity to the Free State Stadium, Free State Cricket Stadium, Sand du Plessis Theatre, Bloemfontein Medi-Clinic, and Bloemfontein Rose Gardens. Bloemfontein International Airport is only a ten-minute drive away.

### **MIMOSA MALL**

Mimosa Mall is one of the Free State's most desirable and luxurious shopping centers. Fashionable shops bring leading brands within grasp of Bloem's trendy set. With 120 leading stores, there are numerous tempting choices coupled with an indulgent ambience. Big name chain stores include Game, Woolworths, Foschini, Truworths, twelve (12) major restaurants and a Ster-Kinekor theatre.

Mimosa Mall is perfect for families with various eateries open for breakfast. There is a wide range of restaurants, shops and cafes. Most restaurants are open until late so there is sure to be something suitable for everyone.

Positioned in the heart of Bloemfontein, the center is a characteristic landmark and is one of the most successful malls in South Africa. Parking is plentiful with 1 800 secure bays. All car parks provide easy, direct access into the center for consumers with kids.

Mondays to Fridays: 09:00 - 18:00

Saturdays: 08:30 - 17:00

Sundays: 10:00 - 14:00

Public holidays: 09:00 - 14:00

Restaurants: 07:00 - till late

### **CURRENCY**

The South African Rand is the currency of South Africa. The currency code for Rand is ZAR, and the currency symbol is R.

Coins: Freq Used: R1, R2, R5, 50c, 10c, 20c

Banknotes: Freq Used: R10, R20, R50, R100, R200

### **CREDIT CARDS AND TRAVEL CARDS**

Most international credit cards such as American Express, Diners Club, MasterCard and Visa are accepted, as well as travel cards. Foreign currency is accepted in South Africa, and may be converted into local currency.

### **SAFETY**

To ensure that you are safe at all times, please be aware of the following:

- Always avoid walking in dark and deserted areas.
- Avoid parking your car in isolated areas.
- Avoid carrying large sums of cash, carrying cameras or videos cameras in plain sight and leaving belongings unattended.
- Do not allow strangers to assist you in any way at ATM's
- At night, park in a secure, well-lit area.
- Your life is more valuable than your possessions.
- Keep photocopies of all valuable documents in a safe place.
- You might be approached by Street children and Beggars for hand-outs. Many social workers counsel against giving money to the children as it usually gets handed over to an older person or it is used to purchase drugs. If you wish to do good rather give food, donate your change to a registered charity.