Faculty of Law
DIPLOMA IN LAW (PARALEGAL STUDIES)
Centre for Continuing Education Programmes
COURSE WITH LIMITED CONTACT (DISTANCE)
More and more institutions rely on paralegals to render support services in the field of law. The responsibility that rests on the shoulders of the paralegal has increased significantly over the past few years, creating a need for thorough training.

The Diploma in Law (Paralegal Studies) presented by the Faculty of Law of the University of Johannesburg is a qualification that focuses on the basic principles of law in combination with the skills that a paralegal needs to work with in the field of law.

It equips the paralegal to provide support functions in law, firms, legal advice offices and the Department of Justice.

FIRST-YEAR MODULES
Introduction to SA Law and Family Law 1
Criminal Law and Law of Criminal Procedure and Evidence 1
Civil Law 1
Business Law 1 and Communication Skills
Compulsory workshop

SECOND-YEAR MODULES
Family Law 2
Criminal Law and Law of Criminal Procedure and Evidence 2
Civil Law 2
Business Law 2 and Labour Law
Compulsory workshop

COURSE FEES
* Please contact our office to confirm the course fees.

Please note: The fee or any part thereof is not refunded or carried over to another year in respect of students who are, for any reason, not able to complete the year of study.

Application Fee:
A non-refundable administration fee for first-time UJ applicants is payable on application.

Assessment:
There will be a written examination at the end of the academic year. One or two assignments must be completed during the year.
Prescribed material:
The programme fee includes all prescribed study material.

DOCUMENTATION REQUIRED
- A certified Senior Certificate or Matric Certificate (Grade 12) OR an equivalent qualification with endorsement or exemption to study towards a diploma
- Certified marriage certificate (if applicable)
- Certified identity document
- HESA evaluation of qualifications (only for international students)

Address:
South African Matriculation Board (HESA – Higher Education South Africa)
PO Box 3854
Pretoria
South Africa, 0001

Contact details:
Tel: +27 12 481 2847/8
Fax: +27 12 481 2922
Email: exemption@hesa-enrol.ac.za
Website: www.hesa-enrol.ac.za

CURRICULUM IN GENERAL
- The course is presented in English.
- Learners are registered as limited contact learners for the modules mentioned.
- There are two 4 – day compulsory workshops during the year.
- The minimum period of study for the diploma is two years, but this minimum period of study may be reduced to one year, depending on the number of modules a learner is credited with on the grounds of previous studies.
- The maximum period of study for the diploma is four years.
- This course comprises 8 modules and is presented over 2 years through limited contact.
- Students are assessed twice in each module by means of assignments.
- Students must obtain at least an average of 40% for both the assignments in each module in order to gain admission to the examination of that module.
- The Diploma in Law: Paralegal Studies is on a NQF Level 6 with 240 credits.
QUALIFICATION AFTER COMPLETION OF DIPLOMA
You will be able to work as:
• Assessor in criminal courts – The Department of Justice pays for services done. You have to enquire at your nearest/local Magistrates’ Court.
• Mediator – contact the NPI (National Paralegal Institute), Family Life Centre, AFSA or IMSA
• Lay maintenance counsellor
• Debt collector
• Legal advisor

CONTACT DETAILS
University of Johannesburg
Faculty of Law: Paralegal Studies
PO Box 524
Auckland Park
2006

Tel: 011 559 4767 / 3739
Email: madeleins@uj.ac.za / isaacm@uj.ac.za