

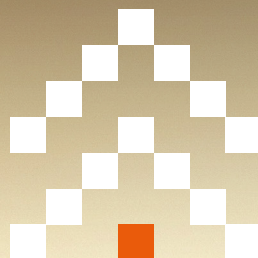
Faculty of Law

Diploma in Paralegal Studies

Centre for Continuing Education Programmes



FACULTY OF LAW



**The Future
Reimagined**

Course With Limited Contact (Distance)

More and more institutions rely on paralegals to render support services in the field of law and commerce. 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 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 and commerce.

It equips the paralegal to provide support functions in law, firms, legal advice offices, the Department of Justice, various functions in insurance companies and other entities in the commercial sector.

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 workshops**

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 workshops**

Third-Year Modules

- Civil Law 3 (Topics: Cyber Law, Personal Injury Law and Legal Writing Skills)
- Business Law 3 (Topics: Insolvency Law, Insurance Law and Law of Succession)
- **Compulsory workshops**

Course Fees for 2023

Course Fee Diploma in Paralegal Studies:

Year 1: R17 240

Year 2: R17 240

Year 3: R14 100

Non-Refundable Registration Levy and ICT Levy: R1 040.00

First Minimum payments – all students: R10 000.00

Non-Refundable International Levy – SADC Students (Residing outside South Africa): R 1000.00

The 2024 Course Fees will be confirmed at the end of 2023. Generally a 5 - 10% increase in the course fee is applicable for each new academic year.

After the application has been processed and the student is admitted to the programme the student will be notified when to make the necessary payments. The balance of the course fees must be paid via debit order, unless the course fees are being paid in full (via EFT).

This breakdown of fees DOES NOT apply to students whose fees are paid by a bursary sponsor or employer.

In these instances where the full fees must be paid, tax invoices must be requested from the Financial Officer, Mr Isaac Moagi - imoagi@uj.ac.za

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.

Students who fail to pay all fees will not be permitted to attend classes.

Assessment:

There will be a written examination for each module at the end of the academic year. Two assignments must be completed for each module during the year.

Prescribed material:

The programme fee includes all prescribed study material and textbook.

Documentation Required

- A certified National Senior Certificate or Matric Certificate (Grade 12) OR an equivalent qualification with endorsement or exemption to study towards a diploma
- A potential student who does possess a Senior or Matric Certificate (Grade 12) but which is **not** endorsed for study towards this diploma, may consider enrolling for the Paralegal Bridging programme, which is presented by our department. On completion of this Bridging programme, the successful student will be permitted to enroll for the Diploma in Law.
- 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

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 each year.
- The minimum period of study for the diploma is three years.
- The maximum period of study for the diploma is five years.
- This course comprises 10 modules and is presented over 3 years through limited contact.
- Students are assessed twice in each module by means of assignments.
- One examination is written for each module at the end of the year.
- 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 360 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
- Liquidator
- Executor of deceased estates
- Legal Secretary
- Insurance administrator
- Insurance claims facilitator
- Person equipped with basic legal drafting skills
- Corporate administrator
- Business enterprise administrator

Career Path

Note that this qualification does not articulate into the LLB course.

Administrative Enquiries

More details on the programmes are available from the Faculty of Law. Please contact the Course Coordinator, Ms Veronica Malesa, Tel: 011 559 2758, Email: vmalesa@uj.ac.za.

Online Application

Online Applications can be made from **31 August 2023**. Applications close on **15 March 2024**. Subject to space constraints, late applications received after the closing date may still be considered.

TO MAKE AN ONLINE APPLICATION (No Application Fee is payable)

- The Course Code is: **D4DLPQ**
- The Mode of Study is DB – “APK Continuing Education Programmes Part-Time”.
- For a quicker and easier application process for first-time (new) applicants use the link below: Short Web Application
https://registration.uj.ac.za/pls/prodi41/wuj012pkg.wuj012_startup
- And the RETURNING student web link is:
https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login
- For both processes above the “token” that must be used applicants is **LAWSLP**.

For assistance regarding Applications please contact the University call centre on (+27) 11 559 4555 or at mylife@uj.ac.za