

# Faculty of Law

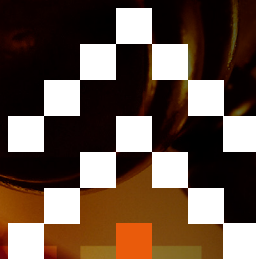
## Higher Certificate in Criminal Justice and Forensic Investigations

Non-subsidised Programmes (NSP)



UNIVERSITY  
OF  
JOHANNESBURG

FACULTY OF LAW



Our Future  
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## Programme Overview

- The lectures will be presented in English.
- The four modules aim to sensitise forensic investigators about the legal implications of their investigations as well as the important tools available for successful investigations.
- The programme seeks to provide the student with an initial basic understanding of applicable legal theory and thereafter deal with legal problems involved in the important practical situations that may be encountered in one's professional capacity.
- Persons involved in the internal investigation of financial records, improper conduct or criminal activities such as fraud and theft will find this programme interesting.
- Students will be kept abreast of the latest legal developments.

The Higher Certificate in Criminal Justice and Forensic Investigations is a one-year extra-curricular programme.

## Programme Content

### Basic Criminal Law and Specific Offences

Forensic investigators of crime must have a basic understanding of the general principles of criminal law. The economic crime investigator must also have detailed knowledge of the specific elements of those crimes that will be investigated. Crimes that will be addressed are the so-called "white collar" or economic crimes. Topics include:

- General principles of criminal law
- Fraud, with emphasis on management and employee fraud

- Theft, also identity theft
- Review of the Cybercrimes Act No.19 of 2020
- Prevention and Combating of Corrupt Activities Act No. 12 of 2004
- Prevention of Organised Crime Act No. 121 of 1998
- Other statutory offences

### Forensic Investigations

This topic not only deals with the gathering of evidence but also emphasises interviewing techniques. Students are provided with hints on where to obtain evidence, as well as how to handle it for evidentiary purposes. Students must also know how to report the results of examinations, how to evaluate the veracity of potential witnesses and numerous other matters relating to investigations. Categories included in this topic are:

- Basic methods of investigation
- The crime investigation process
- Evidence gathering and preservation
- Interviewing of witnesses and suspects
- Artificial intelligence as evidence
- The nature, investigation and combating of economic crime
- Practical guidelines on the prevention of fraud
- Implementing and managing a hotline
- The Protected Disclosures Act No. 26 of 2000 and the Amendment Act No. 5 of 2017 and Whistleblowing

### Law of Evidence and the Constitution

Topics in this section mainly deal with issues of admissibility of evidence. Apart from a discussion on different important legal concepts, many practical examples and case studies of what the legal system

might expect from investigators will be included. The possible consequences of any conduct or action considering our Constitution will form a very important part of the lectures. Some of the topics include:

- Rules of evidence in general
- Previous consistent statements
- Similar fact evidence
- Opinion evidence and expert witnesses
- Hearsay evidence
- Documentary and real evidence (also computer print-outs)
- Competence, compellability and privilege
- Admissions and confessions
- Entry, search and seizure of articles vs fundamental rights
- Review of Protection of Personal Information Act No. 4 of 2013

### **Basic Auditing Principles**

Particular emphasis is placed on the changing roles of internal auditors and fraud investigators. Accountants and auditors will be more familiar with this area. Topics that are addressed may serve to refresh the memory, but students are also provided with new preventative and detection techniques. Most of the time allocated will be spent on practical issues and case studies. Sub-topics include:

- Introduction to forensic auditing
- Key factors to put forensic auditing into perspective.
- Auditing principles and standards
- Identifying illicit or suspect transactions
- Fraud deterrence
- Statement taking and document analysis

### **Assessments**

There will be a written examination at the end of the academic year. Three Individual assignments must be submitted during the year.

### **Programme Presenters**

The programme director and presenter is Prof Dawie de Villiers (UJ - Criminal Law and Law of Evidence), Dr Marna Jackson (Criminal Law) and Prof Peter Goss (The Crime Investigation Process).

### **Admission Requirements**

The following persons qualify for admission to this course:

- Practicing accountants
- Forensic auditors and economic crime investigators (public and private sectors)
- Matric with at least 3 years' work experience in investigations
- Persons in the Banking and Insurance Industry are also welcome to apply
- Applicants will be subject to a selection process and numbers will be limited.

### **Application Dates**

Online application can be made from 31 August 2024 to 28 February 2025 unless the date is extended.

### **Documents Required**

1. An abridged CV of no more than 3 pages outlining your work experience;
2. **Certified** copy of ID Document;
3. **Certified** copy of Matric Certificate. Any other school leaving certificate must be evaluated by SAQA: Tel No. 012 431 5000;
4. **Certified** copy of Tertiary qualification certificate/s (if applicable);

5. **Certified** copy of the Academic Transcript of your qualification/s (if applicable);
6. **Certified** copy of Marriage/Decree of Divorce Certificate (if applicable)

## Online Application

- The course code is: **F4CJFQ**.
- Go to the UJ website [www.uj.ac.za](http://www.uj.ac.za) and follow these steps:
  - Choose: - Study@UJ
  - Select category below to apply: Select – Non-subsidised Programmes (NSP) / Short Learning Programmes (SLP) / Choose New Applicant / Submit OR Returning Internal Applicant / Submit
  - Use token: **LAWSLP**
- Password/Pin reset: If you have previously created a password/pin, you will be prompted to login with that password/pin. You can click on the “Forgot Password/Pin” button if you cannot remember your password/pin and follow the instructions to reset your password/pin.

Should you encounter any difficulty with this process you can call the Student Enrolment Centre on 011 559 4555 or **Email:** [mylife@uj.ac.za](mailto:mylife@uj.ac.za)

## Programme Fees

Fees for 2024	% increase for 2025
R15 870.00	Generally, between 5-10%

A full upfront payment of the course fees is required upon registration. It is advised that students start making payments towards their fees by depositing money into their student account on a monthly basis upon being admitted for the programme. The course fee includes the cost of the textbook.

The UJ registration levy and ICT levy is not refundable if registration is canceled: R1 150.00

Non-refundable International Levy - SADC students: R1 000.00

Contact your course coordinator for the final course fees.

Please be aware that SADC students also pay an international levy. SADC/International students must also contact the International Office of UJ on 011 559 4399 or **Email:** [international1@uj.ac.za](mailto:international1@uj.ac.za) prior to registration.

Students whose fees are paid by a bursary sponsor or employer must request for a tax invoice from the NSP financial officer, Mr Isaac Moagi - [imoagi@uj.ac.za](mailto:imoagi@uj.ac.za)

Students who do not pay the full fees will not be permitted to register and thus will not be able to attend classes.

## Administrative Enquiries

For administrative assistance regarding this programme, please contact: the faculty of Law: NSP **Tel:** 011 559 3739, **Email:** [lawnspp@uj.ac.za](mailto:lawnspp@uj.ac.za)

<https://www.uj.ac.za/faculties/law/Pages/Short-Courses.aspx>