

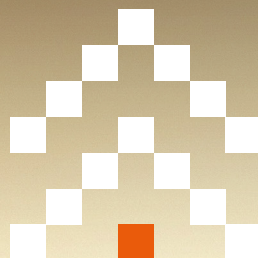
# Faculty of Law

## Diploma in Paralegal Studies

Non-subsidised Programmes (NSP)



FACULTY OF LAW



**Our Future  
Reimagined**

## Programme Overview

“Everyone is equal before the law and has the right to equal protection and benefit of the law.” – *section 9 of the Constitution of South Africa, 1996*. Despite this fundamental protection and guarantee of access to the law, the South African legal environment still reflects a disconnect between society’s unmet legal needs and the limited access to available legal services.

The Diploma in Paralegal Studies, offered by the Faculty of Law at the University of Johannesburg, is designed to contribute to the legal empowerment of South Africans, aiming to address the inequality gap in legal services and drive transformation within the legal environment.

The paralegal ‘profession’ plays a crucial role in the South African legal landscape. Paralegals, also known as legal assistants or legal secretaries, are entrusted with vital administrative and legal support functions within law firms, legal departments, and an array of institutions in the field of law and commerce. The scope of responsibilities for paralegals has expanded significantly in recent years, making it essential for them to have a thorough understanding of the South African legal framework and be equipped with the skills necessary to excel in diverse legal contexts.

## 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 and Communication Skills 1

## 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

## 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)

## Assessments

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.

## Lectures and Workshops

- The course is presented in English.
- Learners are registered as limited contact learners for the modules mentioned.
- There are two compulsory workshops per module during the 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 Paralegal Studies is at NQF Level 6 with 360 credits.

## Application Dates

Online applications can be made from **31 August 2024** and closes **20 March 2025**. Subject to space constraints, late applications received after the closing date may still be considered.

## 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 Paralegal Studies.
- 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](mailto:exemption@hesa-enrol.ac.za)

## Online Applications

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](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](https://registration.uj.ac.za/pls/prodi41/w99pkg.mi_login)

- For both processes above the “token” that must be used by applicants is **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.

For assistance regarding Applications please contact the University of Johannesburg call centre (+27) 11 559 4555 or [mylife@uj.ac.za](mailto:mylife@uj.ac.za)

## Programme Fees

Fees for 2024	% increase for 2025
R18 560.00	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.

## Career Path 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

## Administrative Enquiries

More details on the programme are available from the Faculty of Law: NSP. Please contact the course coordinator, Ms Veronica Malesa, **Tel:** 011 559 2758 or **Email:** [vmalesa@uj.ac.za](mailto:vmalesa@uj.ac.za).