

## **Guidelines for Registration 2019**

The Faculty of Law encourages its students to **register online** if possible at all, since it will save a great deal of time (not only mine, but also yours). The purpose with this document is to give important information which will assist students in order to enable them to register **successfully**. Students are advised to **read the entire document** which contains important arrangements concerning the registration process for 2019 before they register.

Online registration opens on the 16<sup>th</sup> January and must be completed by the 1<sup>st</sup> February 2019. Kindly follow the guidelines mentioned below (see 3. *Self-registration online*). If you **experience any difficulties** with online registration, or should you have any queries regarding your registration, you must attend the **information session** mentioned below. However, unlike previous years, attendance of the sessions is not obligatory.

If you managed to register successfully online, you need not attend. If you wish to register over the counter instead of online, you need to have your registration documents signed, which will be done on the day whereupon the information session will be held (refer to the registration schedule). Since this date is reserved to assist students who wish to register over the counter, to answer queries and to have registration documentation signed, you are urged to attend the sessions, or to turn up at the venues indicated for advice by Faculty advisors.

It is the student's responsibility to see to it that he registers correctly. Since important information will be conveyed to students during the information session you are advised to attend the session on the 31<sup>st</sup> January. The purpose is to ensure that you complete the forms properly and register correctly. Even if you intend to register online, you are welcome to attend these sessions. A defective registration can cause financial difficulties, amongst other things, in the future.

The Faculty's calendar which contains details of the curricula offered by the faculty is available on the NWU's webpage at (see Academic Yearbooks under the heading *Study at NWU* on the landing page).

### **1 Registration Programme and schedule**

Students should attend the activities indicated in the table below for specific groups of students. Please note that registration should be finalised by the 1<sup>st</sup> February. I myself, as well as other faculty advisors, set the week from 28<sup>th</sup> January to 1<sup>st</sup> February aside to assist

and advise students with the registration process. Furthermore, classes start on the 4<sup>th</sup> February 2018. Therefore, students must strictly adhere to the registration schedule, and no student will be advised on a one on one basis as from the 4<sup>th</sup> February.

<b>Date</b>	<b>Activity</b>	<b>Venue &amp; Time</b>
16 Jan – 8 Feb	Online registration	Wherever you have internet access
21 January	Registration 1 <sup>st</sup> years	E8 G42 8:00 – 16:00
29 January	Students from other universities	F5 G27 9:00 - 16:00
30 January	Students whose registration are blocked	F5 G27 9:00 – 16:00
30 January	NWU students from non-law curricula	F5 G24 9:00 - 16:00
31 January	Information session & registration	E8 G42 9:00 & 13:00
1 February	Advice by faculty advisors	F5 (to be confirmed)
4 & 5 February	Students with clashes on timetable	F5 101E Ms Le Roux

### **Arrangements for specific groups**

Students who are transferred from the **Vaal Triangle and Mafikeng** campuses should join the session mentioned above on 31 January.

**Continuation of studies:** Students who completed the BA Law and B Com Law in 2018, and will be continuing their studies in 2019 by registering for LL B, should join the session on 31 January 2019. They must register for the following curricula:

- students who completed the BA Law register for 607 107 (3)/R412P
- students who completed the B Com Law register for 607 107 (3) /R413P

**NWU students** from other **non-law curricula** who have received permission to change to BA Law, B Com Law or LL B need to attend the sessions for 1<sup>st</sup> year students on 21<sup>st</sup> January 2018 in building F8 G42. Furthermore, they should report to Mrs Alpha Marais on 30<sup>th</sup> January 2018 in building F5 room 116. It is not possible for these students to register online.

Students who wish to switch **from BA Law or B Com Law to LLB**, or from LLB to one of the other curricula should complete a student's request available on e-Fundi. Whether or not they will be allowed to do so depends on capacity and their academic records.

Students **from other universities** who register in 2019 for the first time at the NWU for BA Law, B Com Law or LLB, must attend the session on 30<sup>th</sup> January. Furthermore, they must

report to Prof Flip Schutte in building F5 room G27 on the 29<sup>th</sup> January 2018 who will, *inter alia*, attend to registration and the recognition of modules passed. It is not possible for these students to register on the web.

Students whose studies have **been blocked** but not yet terminated, should report to Prof Flip Schutte in building F5 room G27 on 30<sup>th</sup> January 2019. It is not possible for these students to register on the web.

NB! If a student will exceed the maximum study period, he should apply for an extension.

## **2 Information sessions and registration over the counter**

The information session on the 31<sup>st</sup> of January which is open to all students are not compulsory, unlike previous years. If you managed to register successfully online, you need not attend. However, if you experience difficulties to register online, or if you wish to register over the counter for some reason, or should you have any queries of whatever nature, or if you need personal advice and need to speak to a faculty advisor, or if you come from another campus or another university, or if you were enrolled for another programme at the NWU in 2018, you are advised to attend the session scheduled on the 31<sup>st</sup> January. Directly after the sessions Prof Flip Schutte, Mrs Alpha Marais, and faculty advisors will be available to give advice and to sign your registration documentation.

At conclusion of the information session you must take the registration documentation to a faculty advisor who will check and sign the form. The signed documents then need to be taken to Academic Administration (F1) on the 31<sup>st</sup> January or the 1<sup>st</sup> February 2019 in order for you to register, unless you register on the web.

## **3 Curriculum forms**

Other than in the past, the registration documentation, including your academic record and curriculum control form, will not be handed out on the 31<sup>st</sup> of January at the venue mentioned above (nor on any other date). The curriculum control form will be made available on e-Fundi, or on the Faculty's website, while students can access their academic records via the DIY portal at <http://diyservices.nwu.ac.za/apps/undergraduate-students>. Use this information to confirm modules passed and modules which you must register for.

## **4 Students register for one of the following curriculums**

### **BA in Law**

BA Law students register for a different curriculum according the major non-law subject

NB! All second year students register for IURI174 in 2019 instead of ABCD111/121, as well as for IURI 274.

BA LAW I and II – new curriculum: 6DC H02 – H06 (depending on the non-law major) R301P

BA LAW III – old curriculum: 100 145 R303P.

### **B Com in Law**

B COM LAW I and II - new curriculum: 6DD H01 R301P

All second year students register for IURI174 in 2019 instead of IURI111 as well as for IURI 274

B COM LAW III - old curriculum: 500 183 R302P

### **LLB**

LLB I and II - new curriculum: 6 DE H01 R401P

LLB III and IV - old curriculum: 607107 R411P

### **LLB after BA and B COM**

LLB after BA Law - old curriculum: 607107 R412P

LLB after B Com Law - old curriculum: 607107 R413P

### **Rules for pipeline students who have not passed IURI 172, IURI 121, IURI 212 and IURI 223 yet.**

Students who have not passed **IURI 172** (Legal History) yet, should register once again for IURI 172 in 2019, but they will receive class exemption, will have to acquire a new participation mark, and will need to write a special exam in the June examination.

Students who have not passed **IURI 121** (Indigenous law) yet, should register for IURI 121 again in 2019 but will receive class exemption, will have to acquire a new participation mark, and will need to write a special exam in June 2019. Learners who passed IURI 121 will not receive any credits in the new curriculum if they switch.

**IURI 212** (Constitutional Law) and **IURI 223** (Fundamental Rights) are combined into a year module as from 2019 with a new code, namely **IURI 275** (Constitutional Law and the Bill of Rights). Students who did not pass the third examination opportunity for either of the modules, must register for the New Year module (IURI 275) in 2019. If they failed IURI 212 but passed IURI 223, they will write a special exam paper in June, and if they pass, they will receive credits for IURI 212 and receive class exemption for the second semester. If they pass IURI 212 but fail IURI 223, they will receive class exemption for the first semester (IURI 275) and write a special exam paper in the November exam on the work covered in IURI 223.

**BA and B Com Law** students who have to register for IURI 223 in their 3<sup>rd</sup> year in 2019, register for IURI 275. They will receive class exemption for the first semester and write a special exam paper in the November exam on the work covered in IURI 223.

Students who enrol for the **two year LL B programme after they completed B Com Law** (607 107 3 R413P and R403M) in 2018 still need to register for IURI 212 in 2019 and 2020. However, as indicated above, they will have to register for IURI 275, will write a special exam in June, and receive class exemption for the second semester if they pass IURI 223.

Students will receive recognition for IURI 212 and IURI 223 if they pass IURI 275. Similarly, they will receive credits for IURI 275, where appropriate, if they pass IURI 212 and IURI 223.

## 5 Self-registration online

Students are encouraged to register online. If you register successfully online, it is not necessary to attend the information sessions mentioned above. Kindly read the following remarks, as well as the rest of this document, before you endeavor to register online.

1. A manual for *dummies* regarding online registration and general information can be found on the NWU website to assist with web registration. See the steps for self-registration on the NWU's website which is available at the following link: <http://www.nwu.ac.za/pc/undergraduate-and-honours-admin>.
2. If you have difficulties to register online, you should attend the information session on the 31<sup>st</sup> January and register over the counter in the Joon van Rooy building (F1). You should submit your registration documents which have been signed by a faculty advisor.
3. Final year students choose 'February/March' for graduation month; if you will graduate in the second semester choose 'September'.
4. If you are in a university residence, you need not provide a home address – the system will automatically update it from your residence application.
5. Students are allowed to register online even if the minimum registration fee has not been paid yet. However, it must be paid before the classes start, or else your name will not appear on the class list. Should you have any challenges in this regard, you should contact Mrs Alta van Zyl in building F1, room G40.
6. "Proof of Registration" may be printed upon successful registration or will be sent via e-mail (only once you have paid the applicable minimum registration fees). If you made an electronic transfer, you should give more or less 4 days before it will be reflected on your account.
7. Your academic record containing a list of all modules passed is available on the NWU DIY portal to assist you in determining for which modules you should register (this should be used as a curriculum control form and registration document).
8. A student first registers for modules from a previous year which he/she had not passed and then for modules in the curriculum of the following year. See point 4 *Modules to be repeated from a previous year* directly below for the relevant faculty rules in this regard.

9. Any changes to be affected after web registration should be done via an electronic student's request form which can be found on e-Fundi.
10. Very important! Read the paragraph below with regard to registration of modules carried over from previous years.

## **6 Modules to be repeated from a previous year**

In terms of rule 1.2.14 of the Faculty Rules, a student who failed modules may be allowed to register for a maximum of two modules per semester, or two year modules, or one semester module and one year module, additional to the modules required by the curriculum. If you register online, you will, for example, be allowed to register for your 2nd, 3rd or 4th year (as the case may be), plus 2 modules carried over as described above.

*A student must first register for the modules he has to repeat from the previous year.* Your attention is drawn to rules 1.2.12 (d) and 1.2.14 (d) found in the Faculty calendar in this regard. The implications of this rule is that, should there be a clash between a module to be repeated and a module that should be registered for in the year of study, then only the module which will be repeated may be registered for. Kindly refer to the section on timetables below.

Students that need to repeat 3 or more modules from the previous year may find that web registration is not in accordance with the rules described above. You will, for instance, be allowed to register for your complete 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> year, and only 2 additional modules which you failed in the previous year. You will not be allowed to register for other modules from the previous year that should be repeated.

**Important!** Although you will be allowed to register online as explained above, you must affect changes with an electronic student's request which is available on e-Fundi. You should add those modules from your previous year that still need to be completed, and cancel those modules in the year of registration which is in excess of the maximum 2 modules described above (with reference to rule 1.2.14). Alternatively, you may register online for those modules which you carry over from your previous years and which the system allows you to register for. You may then add the other modules from the year for which you register for via a student's request on e-Fundi.

If you are in doubt, you should attend the information sessions on the 31<sup>st</sup> January 2019.

## **7 Class exemption**

A student who failed a module and has to repeat it, may apply in writing to the Director Undergraduate Programmes to be exempted from class attendance. If she has complied with the attendance requirements during the preceding year, he may be exempted from

class subject to the conditions determined by the Dean and the Director Undergraduate Programmes. One such requirement is that the student should write the scheduled tests and do the assignments in order to build a new participation mark. A student may receive exemption for a maximum of one module per semester or, one year module, and a final year student may receive exemption for a maximum of 2 modules.

## **8 Student Requests**

All requests which relate to registration, such as: class exemption, addition or cancelation of modules, additional modules, modules carried over from a previous year, consent to register modules at UNISA, applications to register for two different qualifications, for instance for BA Law or B Com Law and LLB will be dealt with electronically online.

If you experienced difficulties to register online according to our guidelines, most issues/challenges can be addressed with a student's requests on e-Fundi. My advice is that you should first try to solve your issues in this way, and only attend the information session if your problem cannot be solved via this process. However, should you need to speak to a faculty advisor in person, you are most welcome to attend the session, or merely pitch up at the venues on the dates indicated on the programme.

The necessary forms and guidelines concerning the process are available on e-Fundi. Use the following documents:

- internal student's request – please state your request in clear terms and give a proper motivation
- a separate form for addition or cancellation of modules after registration together with the internal student's request
- a separate form for simultaneous registration at more than one institution (for instance at the NWU and UNISA) together with the internal student's request
- a separate form for simultaneous registration of more than one qualification at the NWU (for instance BA in Law or B Com in Law and LLB) together with the internal student's request

**If you do not receive feedback within 7 days, please follow up your request by sending an email to [LAW-PC@nwu.ac.za](mailto:LAW-PC@nwu.ac.za)**

## **9 Amendments**

All module, curriculum and qualification modifications to be affected after registration should be done before 15 February via an electronic student's request which can be found on eFundi (see par. 7 above). After a decision has been taken at the faculty, it will be forwarded to Academic Administration (F1) and you will be informed.

## **10 Timetables**

Please note that students will **not be allowed to register for a module that clashes** with other modules on the lecture and test timetable. Before registering for a module, students must thus consult ALL mentioned timetables for the 1<sup>st</sup> and 2<sup>nd</sup> semester so as to ensure that no clashes occur (meaning the lecture and venue timetable, the test and examination timetables AND the timetable group classifications- all available on the NWU website). In the event that there is a clash between the specified choices, the said combination of modules will not be permitted. Please consult rule 1.2.12 (d) as found in the Faculty calendar.

## **11 Class attendance and apologies due to valid reasons**

Please note that all students are compelled to attend all the classes for law modules for the entire duration of the enrolment for the qualification. A student may be refused admission to the examination if he does not meet the requirements for class attendance.

Apologies for not participating in formative assessments (e.g. medical certificates, participation in sport activities), or in teaching and learning activities to accumulate a participation mark, must be submitted to the lecturer concerned within 7 days after each scheduled assessment. Alternative arrangements must be made with the lecturer for assessments that has been missed out on. Students who do not comply with this rule may be refused to write an examination.

## **12 Registration at other tertiary institutions**

Should you wish to take a particular module through another tertiary institution (such as UNISA), you have to obtain permission from the faculty to do so. Complete the electronic form for simultaneous registration at more than one institution. Your attention is drawn to the fact that you must apply and register at such other institution, and you should familiarise yourself with the closing dates for applications and registrations. Please determine whether the institution will allow you to register for non-degree purposes.

Please also bear in mind that not all the NWU modules offered have an equivalent at such other institution. It may also happen that there may be clashes between UNISA modules and NWU modules pertaining to examination dates. Unfortunately, in such instances we will not be able to help you.

Students will only be allowed to register at another tertiary institution under the following circumstances:

- 1) they failed the module they now want to register for at the other institution (such as UNISA);



2) there is a timetable clash because of this failed module(s).

If a student does qualify to register for a module at another institution in terms of the above-mentioned exceptions, the following restrictions are applicable:

- Students that register for LLB can complete a maximum of 4 modules at another institution during the 4 years of their study of which a maximum of 2 modules may be registered at another tertiary institution in their final year.
- BA in Law and B Com in Law students can complete a maximum of 2 modules at another institution, and this can only be done during their final year.

### **13 Minimum and maximum duration of studies**

Take note that the minimum duration of the qualifications offered by the Faculty is determined in the faculty rules. The minimum duration for an LLB degree is 4 years. If a student has already attained a BA Law or B Com Law degree, the minimum duration is 2 years. The minimum duration for a BA Law or a B Com Law degree is 3 years. Students can therefore not register for additional modules other than the prescribed modules in the certain year group, thinking that they will complete the qualification in a shorter period. If a student takes longer than the maximum duration to complete his studies (view the faculty calendar in this regard) he has to submit a written request in terms of Rule 1.2.20 for the extension of studies.

**Continuation of LLB after completing BA Law or B Com Law:** Students who exceed the prescribed maximum duration for the completion of the B Com in Law or the BA in Law programmes or who have already received 3 warnings can be denied admission to the LLB program based on their poor academic performance.

### **14 Research Project (IURI 471)**

All fourth-year students must complete a research project under supervision of a lecturer in the second semester. The registration of topics has already taken place and students who have not yet registered a title or for whom no supervisor has been allocated, are requested to visit Room F5, room 116 or send an email to [LAW-PC@nwu.ac.za](mailto:LAW-PC@nwu.ac.za). Additionally, students' attention is also drawn to the fact that a compulsory workshop will be presented at the beginning of 2019. Full details will be made known later.

In 2019 students may choose one of the following modules:

1. Research Project (IURI 471) which is a year module and carries 12 credits. If a student chooses this module, he/she needs not register for another module in the second semester; or

2. Moot Court (IURE 412/IURE 416) which carries 12 credits each. If a student chooses Moot Court, he/she may do so either in the first or second semester);

### **15 Commencement of classes**

Classes will commence on **4 February 2019**. Students are urged to attend lectures right from the start seeing that many lecturers will commence with the academic syllabus during the first week. Should you fall behind you will encounter difficulties later.

### **16 Results**

Please note that your examination results will be sent to your e-mail address provided during registration. Results are also available at: <http://diyservices.nwu.ac.za/apps/undergraduate-students>.

### **17 Official communication with students**

Take note that all announcements, assignments, test information, study material, additional reading material and marks are posted on e-Fundi on a continuous basis. You may also receive and send email correspondence.

All official feedback regarding student requests and student enquiries will be sent to your e-mail address. Thus, make sure you read your emails regularly and that you forward any changes regarding your address to administration.

Prof Flip Schutte

Director Undergraduate Studies