

Kindly read the below very carefully regarding the requirements of this program before taking the final decision to register.

Dear Student

The Faculty of Law of the North-West University wholeheartedly welcomes you to the CCMA-accredited Postgraduate Diploma in Labour Law. If you are joining our program, we trust that you will enjoy taking part in it and that you will find it valuable. Herewith we wish to communicate a few important details regarding the program. More details, further aspects, and questions will be addressed during an introductory Microsoft Teams meeting early in February 2025.

Semester program

Please see below the preliminary seminar dates for the first and second semesters. Once the NWU Academic Calendar for 2025 becomes available, the seminar dates can be confirmed (or slightly changed if necessary). All seminars in the first semester and some (those coloured black) in the second semester will be conducted online via Microsoft Teams and can be attended on a distance basis. Please ensure that you have a strong, stable internet connection and sufficient data at the place from where you will connect. To enhance the interactiveness of the experience on your computer, it is strongly recommended that you also ensure to have a microphone installed on your computer to be able to communicate with the lecturer during the seminars.

Please note: In the second semester, it is required of students to report at the North West University Potchefstroom Campus in person for practical training sessions with senior commissioners of the CCMA. Read the following carefully, please. This part of the program forms the crux of the Diploma and is a culmination of all substantive knowledge acquired up to that point. Please note that the attendance of ALL these practical training sessions is compulsory to successfully complete the Diploma, and is non-negotiable. The dates where such in-person attendance is required are marked in **RED** on the below seminar program. During these contact sessions, work done on a Friday builds on role-plays done on the following Saturday. The importance of your attendance on the particular Fridays can therefore not be overstated. (Upon request, the Faculty of Law will gladly assist with letters that could be presented to a student's employer to assist with the application for study leave on the relevant days.)

The NWU will not be recording these practical training sessions for distribution afterward. Kindly also take note that the NWU is not responsible for travelling arrangements and costs, and for accommodation in Potchefstroom whilst attending in-person training.

PGDL 511 : The Constitution and other Labour Law sources

PGDL 512 : Individual Labour Law

1ST SEMESTER 2025

MODULE	STUDY UNIT	DATE	TIME	LECTURER
PGDL 511	1 + 2	2025-02-21	09:00 - 16:00	Comm. Elsabé Harmse
PGDL 511	3	2025-02-22	09:00 - 16:00	Comm. Elsabé Harmse

PGDL 512	1 + 4	2025-03-01	09:00 - 16:00	Dr. Anri Botes
PGDL 511	4	2025-03-14	09:00 - 16:00	Comm. Elsabé Harmse
PGDL 511	5	2025-03-15	09:00 - 16:00	Comm. Elsabé Harmse
PGDL 512	2 + 3	2025-03-29	09:00 - 16:00	TBA
PGDL 512	5	2025-04-12	09:00 - 16:00	TBA
PGDL 511	6	2025-05-03	09:00 - 16:00	Comm. Elsabe Harmse
PGDL 512	6	2025-05-10	09:00 - 16:00	Prof Paul Smit
PGDL 512	7	2025-05-17	09:00 - 16:00	Mr De Witt Kotze

PGDL 521 : Collective Labour Law

PGDL 522 : Dispute Resolution Practice and Procedure

2ND SEMESTER 2025

MODULE	STUDY UNIT	DATE	TIME	LECTURER
PGDL 521	1 + 2	2025-07-12	09:00 - 16:00	TBA
PGDL 521	3 + 4	2025-07-26	09:00 - 16:00	TBA
PGDL 522	1, 2 + 5	2025-08-02	09:00 - 16:00	TBA
PGDL 522	3.1	2025-08-15	09:00 - 16:00	Conciliation - Mrs Elsabe Harmse
PGDL 522	3.1	2025-08-16	09:00 - 16:00	Conciliation - Mrs Elsabe Harmse
PGDL 522	3.3	2025-08-30	09:00 - 16:00	Mr De Witt Kotze
PGDL 522	3.2	2025-09-12	09:00 - 16:00	Rulings - Adv Ronald Bracks
PGDL 522		2025-09-13	09:00 - 16:00	Rulings - Adv Ronald Bracks
PGDL 521	5	2025-09-20	09:00 - 16:00	TBA
PGDL 522	3.4	2025-09-26	09:00 - 16:00	Arb. And Role-Plays - Adv Ronald Bracks
PGDL 522		2025-09-27	09:00 - 16:00	Arb. And Role-Plays - Adv Ronald Bracks
PGDL 522	4	2025-10-10	09:00 - 16:00	Evidence - Mrs Elsabe Harmse
PGDL 522		2025-10-11	09:00 - 16:00	Evidence - Mrs Elsabe Harmse
PGDL 522	3.5	2025-10-17	09:00 - 16:00	Legal drafting - Mrs Elsabe Harmse
PGDL 522		2025-10-18	09:00 - 16:00	Legal drafting - Mrs Elsabe Harmse

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Details regarding compulsory observations of real CCMA conciliations and arbitrations (as per instruction from the CCMA) will be communicated during the first seminars.

Assessments

Formative assessments (assignments)

Each module requires the completion of two assessments for the purpose of accumulating a participation mark. **All assessments** should be passed with a minimum of 40% to gain access to the examination. The average participation mark required for access to the examination is thus at minimum 40%. Where the assessments take the form of assignments, such assignments will require intensive research, proper reference to and acknowledgment of sources, and adherence to the NWU Faculty of Law reference and style requirement guidelines – for this purpose the NWU library website (and the libraries on the respective campuses) should be utilised. The guidelines containing the reference style and other style requirements of the Faculty of Law will be uploaded under "Resources" on eFundi. Said "Resources" can be found in the list on the left-hand side of the screen of every module's eFundi site. The relevant eFundi sites will be created early in February 2025, and you will have access to them after you have registered. (See below general information regarding eFundi as the primary method of communication from the Faculty of Law. You will also receive a short tutorial on how to use eFundi when we have our Microsoft Teams Meet & Greet in early February 2025.)

All assignments must be submitted on Efundi in the relevant module's site under the "Assignment" tab on the dates provided.

Please take note in advance that no late submissions will be accepted. Dates will be communicated long in advance, and therefore it can be expected that they be adhered to. Please do not leave the completion and submission of the assignments for the eleventh hour, to avoid a situation where the assignment cannot be completed in time for whatever reason.

Summative assessments (examination)

As stated above, a minimum of 40% should be obtained for each assessment to be granted access to the examination of the particular module. The minimum participation mark needed for each module is thus 40%. The participation mark is calculated by determining the average of the two marks of the assessments completed in a particular module. Please take note again: Both assessments for each module must be completed and a minimum pass mark of 40% must be obtained for each. The failure to do so will result in a refusal to allow you to write the examination in that module – it then follows that this module was not passed and must be repeated in the following year.

The examination dates will be communicated as soon as they become available. Upon your registration at the NWU, you will be provided with a list of examination centres spread across South Africa. You are required to choose a centre nearest to you where you will report for a sit-down examination on the dates to be communicated. Please take note that if you have selected a particular examination centre, you may not report to another examination centre. The NWU will have a record of how many students will be writing at a specific centre, and only that number of examination papers and examination scripts will be couriered to the particular location. Should you attempt to write at another location, the invigilators will not be able to assist you with an examination paper and scripts. Examination centres can only be changed up to the end of April 2025.

Plagiarism

It is extremely important to note here, and for you to remember, that every assignment submitted on eFundi will be tested for plagiarism by using the program "Turnitin". A tutorial on what plagiarism is and how to not commit it will be uploaded to eFundi for your careful perusal. In the meantime, take note of the following:

- Do NOT transplant the law or the arguments of another author from another source into your assignments. Thus, refrain from using the words of another source exactly as is in your assignment, even if you refer to the source in a footnote.
- You may not use the arguments of another author as if it is your own. Do not simply change a word or phrase here and there, as this exhibits an intent to deceive, and we will be able to identify these types of academic dishonesty.
- You are required to interpret the law and other sources, formulate your own ideas and perceptions around the information gathered, and write your own arguments whilst completing the assignments or examination.

- You must as a matter of necessity, continuously and regularly refer to your sources when information contained therein has been applied in your own discussions and arguments.
- You are allowed to make use of direct quotes, but only if you identify them as such in line with the prescribed style requirements, and if the source is properly referenced. This being said, direct quotes must be short (no longer than a fifth of a page) and must be used VERY sparingly. More than three quotes in a document of 5 pages are too many and call the originality of the piece into question.
- When a level of plagiarism of sufficient concern is identified in one of your assignments or examination papers, disciplinary steps will be taken, ranging from a mark of 0 for the assignment, issuance of warnings, to formal disciplinary action instituted by the Student Judicial Office of the NWU.

The primary method of communication from the Faculty of Law

The primary method of communication with students as a group will take place via eFundi. eFundi is linked to your NWU email address (to be generated upon your registration). You will be added to sites within eFundi, one site for each module. When an announcement is posted on eFundi on one of these sites, you will receive an email from eFundi, which informs you of the announcement, and which also contains the announcement for ease of access. Please read your emails at least twice a day to ensure that you do not miss important information or instructions. For your convenience, please see here tutorials on how to use the various functions of eFundi relevant to you. It is especially important for when you need to upload assignments. During the online Meet & Greet in February 2025, you will again be briefly shown how to navigate the most important functions of eFundi relevant to you.

<http://efundi.nwu.ac.za/portal/site!/gateway/page/895c0368-a3bd-48fd-b4e6-21127c62e572>

How to access the tutorials:

On the above webpage, click on the blue block that says "eFundi Tutorials for Students". On the new page, you will find a list of functions of eFundi in a table, with either a PDF or video tutorial for guidance. Kindly especially look at the tutorials for accessing eFundi, changing your password, navigating eFundi, how to access resources and how to submit an assignment. You will find links for all these functions within the mentioned table.

A manual for the use of the various functions of eFundi can also be found on the home page of eFundi under the "Help" tab on the left-hand side of the screen.

Study materials and prescribed textbooks

The study guides for the first semester modules will be uploaded under "Resources" of each of the modules' eFundi sites. Further, a combination of CCMA study materials and textbooks will be used in the postgraduate program. The CCMA study materials will also be uploaded on eFundi under "Resources" of the modules' eFundi sites. The prescribed textbooks will be eBooks as far as possible (accessible via JUTA or Butterworths on the NWU Library website). You will have access once you are a registered student of the NWU. If hard-copy textbooks have to be purchased, such will be communicated by the particular lecturers.

Regarding eBooks: Where to find them? A tutorial for where to find the eBooks on the NWU Library website will be provided during the Meet & Greet in February 2025.

Research methodology seminar

As stated, all assignments will require thorough research and critical legal arguments. The assignments will also be subjected to testing for plagiarism and must adhere to the NWU Faculty of Law style requirements and reference style. Due to the importance of the aforementioned, a brief online research methodology seminar will be conducted in February. The specific dates and times will be communicated. During this seminar, all new postgraduate students will receive training on how to navigate the NWU Library website, how to do proper research and use scientifically sound authority, how to avoid committing plagiarism, and how to use the style and reference requirements. Attendance of this seminar is very important, as you will then be sure where to find legislation, case law, and electronic law journals for purposes of research for assignments, and where such sources have expressly been prescribed in the study guides.

More information?

Please visit the UDL website at <http://distance.nwu.ac.za/PGDIP> for further details on the Post Graduate Diploma in Labour Law.

We trust that you will enjoy your postgraduate journey with the North West University.

Warm regards

FACULTY OF LAW

North-West University

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25 January 2021