

FACT SHEET: Higher Certificate in Paralegal Practice



Qualification

- **Higher Certificate in Paralegal Practice**
(Qualification code: HHCLP1)
- **H.Cert. (Paralegal Practice)**
- Prospectus 2022 Programme Category: **Boston Undergraduate Programme**
- SAQA ID 118171, NQF (HEQSF) Level 5, minimum Credits 136
- This unique higher education qualification provides graduates with endorsement for admission to Bachelor's degree study from the South African Matriculation Board, subject to their rules.



Minimum Entry Requirements

A minimum requirement for admission into the higher certificate is a:

- National Senior Certificate (NSC), with English as one of the subjects passed and with endorsement for admission to Higher Certificate studies; or
- National Certificate (Vocational) (NC(V)), with English as one of the subjects passed and with endorsement for admission to Higher Certificate studies; or
- Prior to 2009, Senior Certificate with English as one of the subjects passed.

Guidelines for Alternative Entry Pathways

A number of qualifications may meet the requirements for admission or advanced placement into the certificate:

- Certificate, NQF (OQSF) Level 4/5, minimum Credits 120; or
- Higher Certificate, NQF (HEQSF) Level 5, minimum Credits 120; or
- Advanced Certificate, NQF (HEQSF) Level 6, minimum Credits 120; or
- Diploma, NQF (OQSF/HEQSF) Level 5 or 6, minimum Credits 240 or 360; or an
- Equivalent qualification from an international higher education institution, see section on International Applicants below.

Important Notes for International Applicants

See sections on *Minimum Entry Requirements for International Applicants* and *Alternative Entry Pathways for International Applicants* on page 8 of the Fact Sheet. Irrespective of meeting the *Minimum Entry Requirements for International Applicants*, international students who do not hold a South African school leaving certificate must present a Grade 12 equivalence verification with endorsement for admission to Higher Certificate study from the South African Matriculation Board. The Board can be contacted on +27-(0)10-591-4401/2 or applications@usaf.ac.za or visit <https://www.usaf.ac.za/>. Also, international applicants may be required to provide proof of proficiency in English (TOEFL score of 550, or IELTS overall band score of 6.0.) prior to admission to the qualification. Students who have qualifications from international higher education institutions must present an equivalence certificate from the South African Qualifications Authority (SAQA) who can be contacted on +27-(0)12-431-5070 or customercare@saqa.org.za or visit <http://www.saqa.org.za/index.php>

Applying to Transfer-in Credits

Boston allows students with completed credits from recognised education institutions to apply for credit accumulation and transfer (CAT). In the case of completed qualifications, a maximum of 50% of the credits may be transferred-in. Credit transfers will only be considered if accompanied by full academic records with a statement of satisfactory or good conduct. Students interested in applying will be considered individually by the Academic Committee based at Head Office; see relevant section in the Prospectus and the 'Application for Admission Form' online.

RPL Applicants

Boston admits a small number of students through Recognition of Prior Learning (RPL). Applicants interested in applying through RPL will be considered individually by the Academic Committee based at Head Office; see relevant section in the Prospectus and the 'Application for Admission Form' online.

What is the Duration of Study?

Based on the credits and notional hours of this qualification, the minimum duration is two (2) semesters over a period of one (1) year, and the maximum duration is three (3) years. For more information see, Table overleaf.

What is the Purpose of the Qualification?

The design of the qualification is informed by the critical competencies of a paralegal. It ensures that individuals are equipped with the foundational knowledge, theory and methodology suited to performing certain legal work for which a lawyer is typically responsible. This legal work, which is contextualised within the professional parameters of the paralegal, includes providing administrative assistance with the completion of official documentation, formulating fundamental legal concepts and dispensing essential legal advice, and engaging in the community by providing guidance and education related to Human Rights. Certificated students will also know when to refer matters to a Legal Practitioner. Paralegals may also perform administrative/secretarial work in support of, amongst others, Legal Practitioners (i.e. attorneys and advocates), Magistrates, Judges or within, for example, the South African Judicial System.

The skills, knowledge, attitudes and values required by paralegal practitioners are captured in this qualification while remaining, to a certain degree, a generalist programme for the field of practice rather than a specialist programme, by offering good breadth on the important topics combined with appropriate occupational and professional depth for its intended purpose. The qualification provides exciting career opportunities in all sectors of industry, including private and commercial practice, public institutions, non-governmental institutions and community based advice-offices. Possible careers within these industries may include:

- Paralegal/Paralegal Administrator
- Legal/Litigation Secretary
- Administrative Assistant
- Community-based Advice Officer
- Debt Collector
- Recoveries/Liabilities Negotiator
- Mediator
- Conveyancing Clerk

What are the Programme Outcomes?

On completion of the programme, graduates will have the necessary knowledge and practical skills required to:

- Utilise technology to communicate and conduct legal research on behalf of a legal practitioner.
- Provide rudimentary forms of legal advice and assistance to persons in conflict with the regulation.
- Demonstrate an understanding of the law, civil and criminal procedures to a specific problem within the South African legal framework.
- Apply other tools in resolving disputes rather than resorting to court-based litigation.
- Perform administrative functions in a legal office environment, guide and refer internal and external clients in a paralegal context.
- Demonstrate ethical conduct, values and professionalism when dealing with all clients.

What do I require to Pass a Module?

Students will need an overall mark of fifty percent (50%) to pass a module. Students who do not achieve a pass mark in a summative assessment (SA1 and/or SA2) may be provided one (1) further opportunity to retake (supplement) the summative assessment at an additional re-assessment fee.

How is the Overall Mark Calculated?

The overall mark will be calculated from the student's performance on formative assessments (FA's) and summative assessments (SA's).

What is the Curriculum and Fee?

The Boston Higher Certificate in Paralegal Practice programme consists of ten (10) compulsory modules. See Table overleaf. For more information, see pages 28 to 29 for the Catalogue Description of each module.

Please note that *Module Fees* listed in the Table are for the 2022 academic year.

Visit your Support Centre to find out how you save up to a third of your fees as part of the Invest in SA Subsidy.

Prescribed textbooks are included in the fees.

How many modules can I take each semester?

Minimum is one (1) module per semester; this will ensure students remain academically active. The maximum number of modules you can take in any one (1) semester is dependent on the number of credits per module. It is recommended for full-time working adults to consider completing the programme in a duration exceeding the minimum period of twelve (12) months, which implies electing to take fewer modules per semester.

What are the assessment strategies?

See Table overleaf for information on the assessment strategy per module and reference the key list below to read about each assessment strategy relevant to your programme, in detail.

Assessment Strategy C (ASC): Formative assessments (FA1 and FA2), also known as quizzes, will count fifty percent (50%) – twenty five percent (25%) each - towards the overall mark. A summative assessment in the form of a final exam (SA1), will count fifty percent (50%) towards the overall mark.

Due Performance (DP): This module is not weighted nor credit-bearing. However, the minimum hours required in continuous professional and career development must be completed before progressing to the next year of study or certification. It is vital that students in degree programmes develop greater breadth of understanding of interrelated disciplines and practices as mimicked in the world of work, and therefore participation in opportunities provided in this module is compulsory. A summative assessment in the form of reflective essay is required.

Assessment Strategy 1 (AS1): The formative assessment 1 (FA1), formative assessment 2 (FA2), formative assessment 3 (FA3) and summative assessment 1 (SA1), all in the form of practical assessments, will each count twenty five percent (25%) towards the overall mark.

Assessment Strategy 2 (AS2): The formative assessment (FA1), also known as an assignment or test, will count fifty percent (50%) towards the overall mark. The summative assessment in the form of a final exam or capstone project (SA1), will count fifty percent (50%).

Assessment Strategy 3 (AS3): The formative assessment (FA1), also known as an assignment or test, will count forty percent (40%) towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

Assessment Strategy 4 (AS4): Formative assessments (FA1 and FA2), also known as assignments or tests, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count fifty percent (50%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

Assessment Strategy 5 (AS5): Formative assessments (FA1 and FA2), also known as assignments or tests, will count thirty percent (30%) - fifteen percent (15%) each - towards the overall mark. Summative assessments in the form of a final exam or capstone project (SA1), will count sixty percent (60%), and a research or reflective essay (SA2) will count ten percent (10%) towards the overall mark.

Assessment Strategy 6 (AS6): Formative Assessments (FA1 & FA2), which may take the form of assignments, research essays or tests will count forty percent (40%) – twenty percent (20%) each – towards the overall mark. Summative Assessments (SA1 & SA2), which may take the form of capstone projects, tasks, presentations, written or oral exams, or a research proposal will count sixty percent (60%) – thirty percent (30%) each – towards the overall mark.

Assessment Strategy IS (ASIS): An integrated summative assessment 1 (SA1) in the form of a final examination will count 100% towards the overall mark.

Assessment Strategy W (ASW): Formative assessments (FA1 and FA2), also known as assignments, will count forty percent (40%) - twenty percent (20%) each - towards the overall mark. Summative assessments in the form of a practicum, will count forty percent (40%), and a research or reflective essay (SA2) will count twenty percent (20%) towards the overall mark.

Higher Certificate in Paralegal Practice (HHCLPLP1)

Semester	Module Name	Code	NQF Level	Credits	Compulsory	Academic Year / Assessment	Pre-requisite	2022 Module Fees (Cash Fees before Invest in SA Subsidy)	2022 Module Fees (Cash Fees after Invest in SA Subsidy for full registrations, CAT/RPL)	Textbook(s) and digital learning experiences included?	Student Advisor to help keep me motivated and on-track?	Full-Time Educators to assist with academic support, tuition planning, student wellness, etc.	24/7 online LMS for access to video lectures, teaching & learning, assessments, feedback, etc.	Support Centre for access to ICT, study & exam venues, if required	
1	Annual Registration Fee							R650.00	Visit your Support Centre for detailed information						
1	Annual Library Fee 1	HALIBF1						R250.00							
1	Computer Literacy (Intro to PC, Windows, Word, Outlook)	HCLT101-1	5	16	Yes	1-ASC		R4 145.00		Yes	Yes	Yes	Yes	Yes	Yes
1	Academic Literacy for Law Students	HALL130-1	5	14	Yes	1-AS4		R3 500.00		Yes	Yes	Yes	Yes	Yes	Yes
1	Introduction to South African Law	HISL130-1	5	10	Yes	1-AS4		R2 785.00		Yes	Yes	Yes	Yes	Yes	Yes
1	The Constitution and Human Rights	HCHR1181	5	16	Yes	1-AS2		R3 565.00		Yes	Yes	Yes	Yes	Yes	Yes
1	Paralegal Practice	HPPR1181	5	16	Yes	1-AS2		R3 565.00							
	Total Credits: Academic Year 1, Semester 1			72											
2	Legal Writing Skills	HLWS130-1	5	10	Yes	1-AS4		R2 785.00		Yes	Yes	Yes	Yes	Yes	Yes
2	Conveyancing Practice	HPPC1181	5	14	Yes	1-AS2		R3 500.00		Yes	Yes	Yes	Yes	Yes	Yes
2	Recoveries and Debt Collection	HRDC1181	5	14	Yes	1-AS2		R3 500.00		Yes	Yes	Yes	Yes	Yes	Yes
2	Alternative Dispute Resolution Practice	HADR1181	5	16	Yes	1-AS2		R3 565.00		Yes	Yes	Yes	Yes	Yes	Yes
2	Introduction to Legal Office Practice and Procedures	HWCPPL1181	5	14	Yes	1-ASW		R3 500.00		Yes	Yes	Yes	Yes	Yes	Yes
	Total Credits: Academic Year 1, Semester 2			68											
	Total Credits/Modules			140	10			R35 310.00	R23 560.00						

What is the language of teaching and learning?

English is the language of communication, instruction and assessment at Boston.

What is the mode of provision?

Distance Learning supported with rich-media courseware. For every module, this includes:

- Comprehensive information which consists of:
 - Overview of the qualification, exit level and critical cross field outcomes
 - Overview of the teaching, learning and assessment strategies
 - Module specific information i.e. overview, credits, notional hours, assessment specifics, etc.
 - Tuition plan and academic calendar
- Boston study guide and/or prescribed texts (whichever is applicable)
- The following is hosted/facilitated on our Learning Management System (LMS), *ColCampus*, which is available online and/or at the Support Centre
 - Filmed lectures
 - Teaching and Learning activities
 - Formal assessment and support
 - Electronic library and other resources
 - Student wellness@boston
- *ColCampus* promotes anytime, anywhere learning while connecting students to Educators and learning resources in a safe, secure online environment.

What materials/resources will I require in order to Study?

It is compulsory that students have access to a computer and internet. Certain course material and/or notes and assessments will only be accessible online or electronically.

Boston will provide all study guides and/or prescribed texts, module information, timetables, and access to *ColCampus* for filmed lectures, formal assessments, as well as teaching and learning support for each module. Therefore, there will be no requirement to purchase any additional prescribed materials.

Boston provides resources at its network of Support Centres, including speciality software or technical equipment, to accommodate programme requirements. However, students who opt not to use the Support Centres will be required to purchase the necessary software and/or equipment to complete learning and assessments.

What is a Support Centre?

Boston's network of Support Centres grants our students access to computers and *ColCampus* for assessments, filmed lectures, electronic library facilities, as well as examination venues and administrative services. Students must select a single Support Centre and may make use of the facilities for the duration of their studies; see attached list.

Where do I complete my Assessments?

Students must select the same Support Centre for assessment purposes. The venue for formative and summative assessments will depend on the specific assessment formats of each module.

- Assignments, research reports, essays, etc. will be uploaded into our online LMS *ColCampus*, which can be done from home, or at the selected Support Centre.
- Invigilated tests and examination sittings will be conducted at Support Centres or designated exam venues.
- Research presentations and orals will be conducted via MS Teams at Support Centres or designated proctored venues.

Who will provide me with Academic and Tuition Support?

Boston has appointed qualified and experienced Educators to provide support to learners. Students can contact Educators any time via *ColCampus*, through e-mail, or alternatively book a telephonic, or MS Teams appointment. Face-to-face appointments can also be arranged but these will be by appointment only and will take place exclusively at Boston's Head Office.

Can I further my studies when I graduate?

The qualification is registered at NQF (HEQSF) Level 5 and will provide for articulation options into NQF (HEQSF) Levels 6 or 7 qualifications. Graduates may proceed to Advanced Certificates, Diplomas or Degree programmes in a variety of disciplines at any number of public universities, private or international higher education institutions. In order to gain entry into these programmes students will have to meet the admission and selection criteria of the receiving institution.

Certification

Prospectus 2022 Programme Category: **Boston Undergraduate Programme.**

Upon successful completion of the qualification, students will receive a Higher Certificate in Paralegal Practice (SAQA ID 118171), NQF (HEQSF) Level 5 (minimum Credits 138) from Boston.

Important dates!

The *Academic Calendar Sem A & B 2022* outlines the most important dates for the Boston higher education offerings and will assist students to plan for success. For more information see Tables appended. Please note that *Sem A 2022* commences on Monday 14 February 2022. Please note that *Sem B 2022* commences on Monday 1 August 2022.

When can I apply and how much are the Application Fees?

Applications are open all year round. There are no application fees payable. Please visit the website <http://www.boston.co.za/> for regular updates.

For students applying to study at Boston in Semester A 2022:

The closing date for applications for 1st, 2nd, 3rd and 4th Year modules is at 17h00 on Friday 11 February 2022.

For students applying to study at Boston in Semester B 2022:

The closing date for applications for 1st, 2nd, 3rd and 4th Year modules is at 17h00 on Friday 29 July 2022.

How do I Apply?

There are two options available for applications, for more information see Diagram overleaf.

Option 1

Visit the website and follow the links provided. Complete the online 'Application for Admission Form' and upload all the necessary supporting documentation.

Option 2

Visit a Support Centre to complete the form online and upload all necessary supporting documentation.

What do I do if I am accepted?

When you are accepted you will be required to register. In order to register you will need to complete the 'Registration Contract' and pay the registration fee and first instalment or deposit. Once you have paid and completed the *Registration Contract* you must return the contract and proof of payment to your selected Support Centre or Support Centre selected for Assessment purposes. Contracts handed in at a Support Centre will be captured and submitted online on your behalf to Head Office for confirmation of your registration and student number.

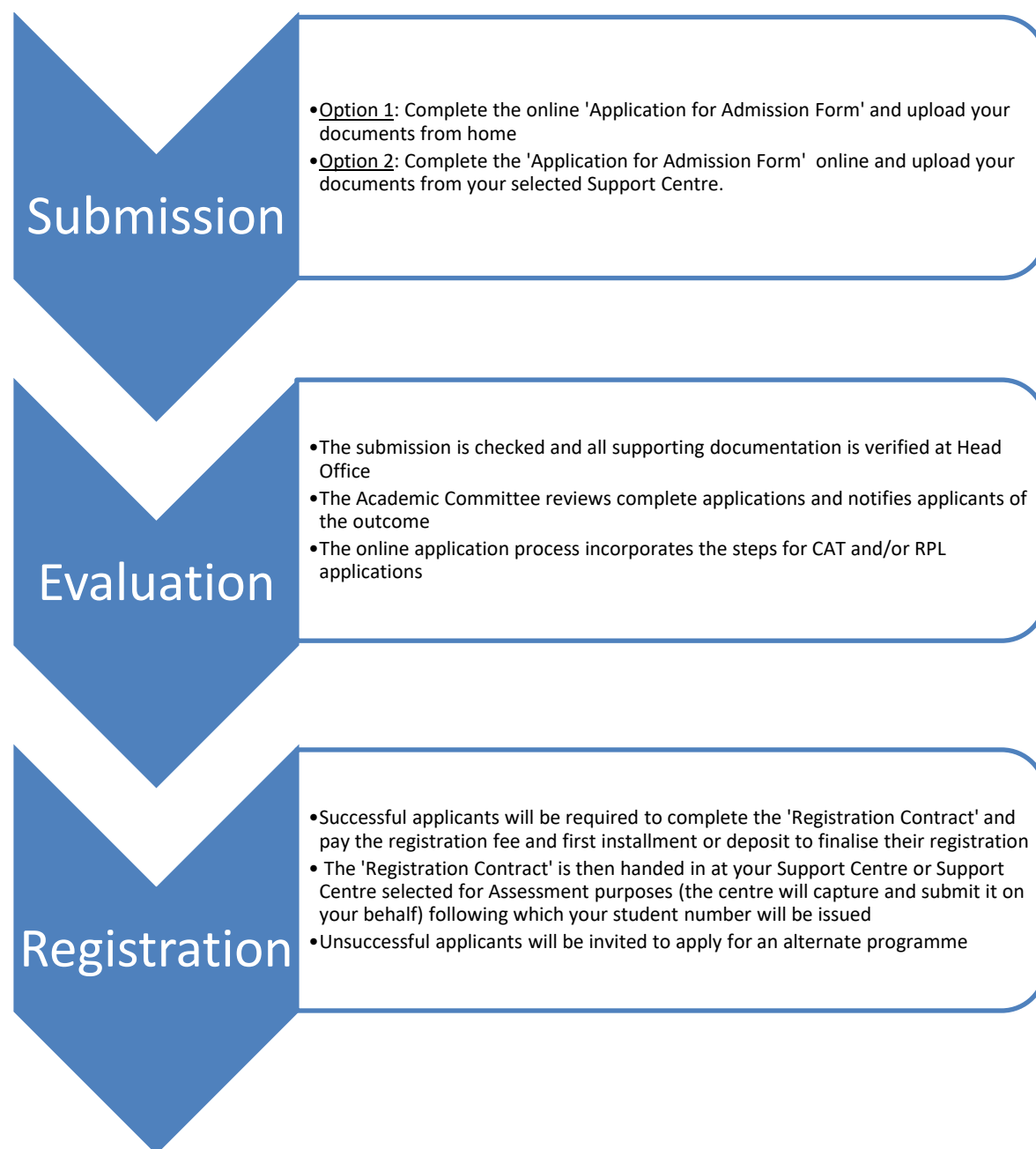
For students registering at Boston to study in Semester A 2022:

The closing date for registrations for 1st, 2nd, 3rd and 4th Year modules is at 13h00 on Saturday 12 February 2022.

For students registering at Boston to study in Semester B 2022:

The closing date for registrations for 1st, 2nd, 3rd and 4th Year modules is at 13h00 on Saturday 30 July 2022.

Admissions Process



COVID-19

During the various National Lockdown Levels, it is important that the following minimum protocols are adhered to by all staff, students and visitors:

- Participation in HEALTHCHECK and screenings;
- Completion of attendance registers;
- Maintaining of social distancing;
- Wearing of masks at all times;
- Continuation of sanitization and hygiene measures; and
- Restrictions on maximum numbers for assembly of staff and students.

For the Post-Schooling Sector, HIGHER HEALTH has a dedicated 24-hour toll-free helpline for addressing the mental health and psycho-social support needs of students and staff:

- Toll-free call 0800 36 36 36
- SMS 43336

Minimum Entry Requirements for International Applicants

A minimum requirement for admission into a higher education programme is as follows:

- Obtained a pass in a minimum of five (5) subjects, at least two (2) shall be Advanced Level and remainder Ordinary Level; or
- Obtained a pass in a minimum of four (4) subjects, at least three (3) shall be Advanced Level subjects and the remainder Ordinary Level; and
- Included in the five (5) or four (4) subjects at least one (1) subject selected from each of the following groups:
 - Group I: English Language;
 - Group II: a first Language other than Group I;
 - Group III: a first Language other than Group I or II, Biology, Botany, Chemistry, General Science, Geology, Mathematics, Physics, Physics-with-Chemistry, Zoology.

OR

- Obtained a pass in a minimum of five (5) different subjects on the Advanced Subsidiary Level and/or Higher International General Certificate of Education and/or Ordinary Level including one (1) selected from each of Groups I and II and two (2) from Groups III, IV and V:
 - Group I: English Language;
 - Group II: a second Language other than Group I,
 - Group III: a third Language other than Group I and II, Biology, Chemistry, Mathematics or Physics;
 - Group IV: Art, Biology (if not offered under Group III), Chemistry (if not offered under Group III), Economics, Geography, History, Mathematics (if not offered under Group III), Music, or Physics (if not offered under Group III)
 - Group V: Accounting, Business Studies, Computing, Design & Technology, Information Technology or Further Mathematics
- Obtained a pass in four (4) Advanced Subsidiary Level and/or Higher International General Certificate of Education subjects, of which at least one (1) shall be from Group I or II and at least two (2) shall be selected from Groups III, IV or V above, provided that any language subject from Group III may be recognised as a Group II subject satisfying the grouping requirements of that group only.

OR

- Advanced International Certificate of Education included in the subjects passed are:
 - five (5) full credit pass marks; or
 - four (4) full credit pass marks and two half (2,5) credit pass marks; and
 - satisfied the following subject requirements:
 - (i) a full credit pass mark in English; and
 - (ii) a full credit pass mark in a second language; and
 - (iii) a full credit pass mark in one (1) of Biology, Mathematics, Physics, Chemistry, History, Economics or Geography.

Symbols A, B, C and D will be regarded as pass marks only.

Alternative Entry Pathways for International Applicants

A number of other certificates and/or qualifications may meet the requirements for admission or advanced placement into the higher certificate:

- One year postsecondary certificate or diploma after passing five (5) Ordinary Level subject credits including English Language (pass marks symbol A, B or C); or
- Five (5) approved Ordinary Level subject passes including English Language as well as completion of the first year of a three year postsecondary diploma or a four year Bachelor's degree.

Boston Support Centres 2022

• Alberton	• Krugersdorp	• Randburg
• Bedfordview	• Ladysmith	• Richards Bay
• Bellville	• Mthatha	• Roodepoort
• Benoni	• Nelspruit	• Rosebank
• Bloemfontein	• Newcastle	• Rustenburg
• Braamfontein	• Orange Grove	• Sandton
• Cape Town	• Paarl	• Somerset West
• Centurion (Opening Dec 2021)	• Pietermaritzburg	• Soweto
• Durban City	• Polokwane	• Springs
• East London	• Port Elizabeth	• Stanger
• George	• Port Shepstone	• Tzaneen
• Germiston	• Potchefstroom	• Umhlanga
• Johannesburg	• Pretoria Arcadia	• Vereeniging
• Kempton Park	• Pretoria Lynnwood Glen	• Welkom
• Kimberley	• Pretoria North	• Witbank
• Klerksdorp	• Queenstown	

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
	February	11	17:00	Applications Close
	February	12	13:00	Registrations Close
1	February	14		Studies Commence - Week 1
1	February	18	23:59	HPRM441-1 FA 1 – Assignment Due Submit online via ColCampus no later than 18 February 2022 23:59. Feedback given in Week 2
2	February	25	23:59	HPRM441-1 FA 2 – Assignment Due Submit online via ColCampus no later than 25 February 2022 23:59. Feedback given in Week 3
3	March	4	23:59	HPRM441-1 FA 3 – Assignment Due Submit online via ColCampus no later than 4 March 2022 23:59. Feedback given in Week 4
4	March	11	23:59	HPRM441-1 FA 4 – Assignment Due Submit online via ColCampus no later than 11 March 2022 23:59. Feedback given in Week 5
5	March	18	23:59	HPRM441-1 FA 5 – Assignment Due Submit online via ColCampus no later than 18 March 2022 23:59. Feedback given in Week 6
6	March	25	23:59	FA 1 – Assignment Due Submit online via ColCampus no later than 25 March 2022 23:59
				HACP130-1, HADR1181, HADV100-1, HADV1181, HADV200-1, HADV300-1, HALP1181, HALT130-1, HALL130-1, HANT130-1, HAPR300-1, HAPS1181, HASD200-1, HAUD200-1, HAUD230-1, HAUD331-1, HAUD332-1, HBFB1181, HBLE300-1, HBMN100-1, HBMN102-1, HBMN1181, HBMN130-1, HBMN200-1, HBMN201-1, HBMN230-1, HBMN233-1, HBMN231-1, HBMN232-1, HBMN300-1, HBMN301-1, HBMN330-1, HBMN331-1, HBMN333-2, HBMN334-1, HBMT1181, HBRD1181, HBRD300-1, HBRD330-1, HBTB1181, HCBB1181, HCGA232-1, HCGE130-1, HCGE231-1, HCGE232-1, HCLT108-1, HCLT106-1, HCLT107-1, HCML330-1, HCMLW230-1, HCNM1181, HCONL330-1, HCOU1181, HCYLW230-1, HDBP200-1, HECM1181, HECO130-1, HECO231-1, HECO232-1, HEMK1181, HENT100-1, HENT1181, HENT130-1, HENT200-1, HENT230-1, HENT300-1, HENT330-1, HERL230-1, HERL330-1, HETA231-1, HEVM100-1, HEVM1181, HEVM200-1, HEVM300-1, HFAC130-1, HFAC131-1, HFAC132-1, HFAC201-1, HFAC231-1, HFAC232-1, HFAC301-1, HFAC302-1, HFAC331-1, HFAC332-1, HFAC333-1, HFAC334-1, HFMN230-1, HFMN233-1, HFMN300-1, HFMN301-1, HFMN302-1, HFMN330-1, HFMN331-1, HFOA100-1, HGOP330-1, HGPLC230-1, HGPLD230-1, HHIVC1181, HHM1181, HHMP1181, HHRD100-1, HHRD130-1, HHRD200-1, HHRD230-1, HHRD300-1, HHRF1181, HHRM100-1, HHRM130-1, HHRM200-1, HHRM230-1, HHRM300-1, HHRM331-1, HHRM332-1, HHRM333-1, HHS1181,

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
				HHTD1181, HHWPT1181, HIAI1181, HIAP1181, HICMA1181, HIMC300-1, HIND1181, HINT1181, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HIT1181, HLAA130-1, HLGE330-1, HLLW330-1, HLTX330-1, HLWC1181, HLWC130-1, HLWC200-1, HLWC230-1, HLWE230-1, HLWH1181, HLWI230-1, HLWL200-1, HLWL300-1, HLWM200-1, HLWP130-1, HLWS130-1, HMAC200-1, HMAC202-1, HMAC230-1, HMAC300-1, HMAC330-1, HMKR1181, HMKT100-1, HMKT1181, HMKT130-1, HMKT200-1, HMKT230-1, HMKT300-1, HMKT330-1, HMLW1181, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HODV1181, HPAA200-1, HPAD1181, HPBM440-1, HPBM441-1, HPBM442-1, HPBM443-1, HPBM444-1, HPCP440-1, HPDL230-1, HPFM440-1, HPLM1181, HPLW230-1, HPLW440-1, HPMK440-1, HPMK442-1, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPR200-1, HPRM1181, HPRM440-1, HPSW200-1, HPSW230-1, HPSY131-1, HPSY132-1, HPSY231-1, HPSY232-1, HPSY331-1, HPSY332-1, HPX100-1, HPXN200-1, HPXS200-1, HRDC1181, HRMB330-1, HRML330-1, HRMM330-1, HRMS230-1, HRMS331-1, HSAD300-1, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEC200-1, HSEM1181, HSFT300-1, HSHE1181, HSMB1181, HSMS1181, HSOC131-1, HSOC132-1, HSOC231-1, HSOC232-1, HSOC331-1, HSOC332-1, HSOS1181, HSPC230-1, HSPM300-1, HSPS1181, HSYD100-1, HSYD202-1, HSYD300-1, HTAX201-1, HTAX202-1, HTAX230-1, HTAX331-1, HTAX332-1, HTCP300-1, HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTSS100-1, HTTM1181, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWBSS330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSP1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDDBM300-1, HWDDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWF300-1, HYFT1181
6	March	25	23:59	FA 1 – Online Quiz Due Complete online via ColCampus no later than 25 March 2022 23:59
				HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HPXN301-1, HPXS301-1, HSYD201-1
9	April	13	17:00	FA 1 - Results Release
10	April	20	13:00	FA 1 - Results Appeal Close
11	April	26	17:00	FA 1 - Results Appeal Release

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
10	April	22	23:59	HPRM441-1 FA 6 – Assignment Due Submit online via ColCampus no later than 22 April 2022 23:59. Feedback given in Week 12
12	May	6	23:59	FA 2 - Assignment Due Submit online via ColCampus no later than 6 May 2022 23:59
				HACP130-1, HALT130-1, HALL130-1, HANT130-1, HAUD230-1, HAUD331-1, HAUD332-1, HBMN130-1, HBMN233-1, HBMN330-1, HCGA232-1, HCGE130-1, HCGE231-1, HCGE232-1, HCLT108-1, HCLT107-1, HECO130-1, HENT130-1, HETA231-1, HFAC130-1, HFAC131-1, HFAC132-1, HFAC231-1, HFAC232-1, HFAC331-1, HFAC332-1, HFAC333-1, HFAC334-1, HFMN230-1, HFMN330-1, HFMN331-1, HGOP330-1, HHRD130-1, HHRM130-1, HHRM332-1, HHRM333-1, HISL130-1, HLAA130-1, HLGE330-1, HLWC130-1, HMAC230-1, HMAC330-1, HMKT130-1, HMKT330-1, HPBM440-1, HPBM441-1, HPBM442-1, HPBM443-1, HPBM444-1, HPCP440-1, HPFM440-1, HPLW440-1, HPMK440-1, HPMK442-1, HPRM440-1, HPSY131-1, HPSY132-1, HPSY331-1, HPSY332-1, HSOC131-1, HSOC132-1, HSOC231-1, HSOC232-1, HSOC331-1, HSOC332-1, HTAX230-1, HTAX331-1, HTAX332-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWBSS330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSM1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDBM300-1, HWDEM300-1, HWDF300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1
12	May	6	23:59	FA 2 – Online Quiz Due Complete online via ColCampus no later than 6 May 2022 23:59
				HBMN230-1, HBMN231-1, HBMN232-1, HBMN331-1, HBMN333-2, HBMN334-1, HBRD330-1, HCLT101-1, HCLT102-1, HCLT104-1, HCLT105-1, HCML330-1, HCMLW230-1, HCONL330-1, HCYLW230-1, HECO231-1, HECO232-1, HENT230-1, HENT330-1, HERL230-1, HERL330-1, HFAC201-1, HFMN233-1, HFMN302-1, HGPLC230-1, HGPLD230-1, HHRD230-1, HHRM230-1, HHRM331-1, HIPLW130-1, HLLW330-1, HLTX330-1, HLWC230-1, HLWE230-1, HLWI230-1, HLWP130-1, HLWS130-1, HMAC200-1, HMKT230-1, HPDL230-1, HPLW230-1, HPSW230-1, HPSY231-1, HPSY232-1, HRMB330-1, HRML330-1, HRMM330-1, HRMS230-1, HRMS331-1, HSPC230-1

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
12	May	6	23:59	HPXN302-1 FA 1 Online Quiz and HPXN302-1 Draft Project Proposal Assignment Due. Submit online via ColCampus no later than 6 May 2022 23:59.
12	May	6	23:59	HPXS302-1 FA 1 – Online Quiz Due Submit online via ColCampus no later than 6 May 2022 23:59.
13	May	13	13:00	FA 2 - Results Release
14	May	16	17:00	FA 2 - Results Appeal Close
14	May	18	17:00	FA 2 - Results Appeal Release
15 to 16				SA 1 Time Table for paper-based sit down exams only (with SA 2). Accompanying SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA 1 is written
15	May	23	09:00-12:00	HTAX332-1
			09:00-11:00	HBMN201-1, HBMN200-1, HSOC231-1,
			12:00-14:00	HBMN230-1, HLWC200-1, HSOC331-1
			15:00-17:00	HCMLW230-1, HHRM331-1, HLTX330-1
	May	24	09:00-12:00	HFAC132-1, HFAC231-1, HFAC232-1, HFAC332-1
			09:00-11:00	HHRM200-1, HADV300-1, HMA300-1
			12:00-14:00	HFAC201-1, HBMN231-1, HFMN302-1
			15:00-17:00	HCGE232-1, HADV200-1, HCML330-1
	May	25	09:00-12:00	HFAC130-1, HAUD332-1
			09:00-11:00	HSOC332-1
			12:00-14:00	HCYLW230-1, HFAC301-1
			15:00-17:00	HENT200-1, HFMN330-1, HBMN300-1
	May	26	09:00-12:00	HTAX230-1, HTAX331-1
			09:00-11:00	HHRD200-1, HHRD300-1, HTAX201-1, HTAX202-1
			12:00-14:00	HEVM200-1, HEVM300-1, HFMN301-1
			15:00-17:00	HECO231-1, HECO232-1
	May	27	09:00-12:00	HETA231-1, HFAC333-1
			09:00-11:00	HPSW200-1, HGPLC230-1, HGPLD230-1, HLWC130-1
			12:00-14:00	HIMC300-1, HLWC230-1, HBMN331-1, HERL230-1
			15:00-17:00	HAUD200-1, HBLE300-1, HGOP330-1
16	May	30	09:00-12:00	HFAC331-1, HFAC302-1, HBMN233-1
			09:00-11:00	HHRM230-1, HBMN333-2, HBMN232-1
			12:00-14:00	HLWM200-1, HPSY231-1, HPSY331-1
			15:00-17:00	HENT230-1, HENT330-1, HFMN233-1, HSPC230-1
	May	31	09:00-12:00	HFAC131-1, HFMN230-1
			09:00-11:00	HLWI230-1, HBRD300-1, HPAA200-1
			12:00-14:00	HAPR300-1, HCONL330-1
			15:00-17:00	HPR200-1, HERL330-1
	June	1	09:00-12:00	HMAC230-1, HMAC330-1, HFAC334-1
			09:00-11:00	HMAC200-1, HMAC202-1, HPSY332-1
			12:00-14:00	HPDL230-1, HLWL300-1
			15:00-17:00	HRMM330-1, HPSY232-1
	June	2	09:00-11:00	HBMN301-1, HFMN300-1
			12:00-14:00	HLLW330-1, HHRD230-1
			15:00-17:00	HSEC200-1, HLWE230-1, HRMB330-1

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
	June	3	09:00-12:00	HAUD230-1, HCGA232-1, HAUD331-1 HFMN331-1
			09:00-11:00	HRMS230-1, HPLW230-1, HBRD330-1
			12:00-14:00	HMKT200-1, HMKT230-1, HLWL200-1
			15:00-17:00	HBMN334-1, HSOC232-1, HPSW230-1
15 to 16	May – June	23 – 3		SA 1 Time Table for online exams only. No SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.
				HADR1181, HADV1181, HALP1181, HAPS1181, HBFB1181, HBMN1181, HBMT1181, HBRD1181, HBTB1181, HCBB1181, HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HCLT106-1, HCNM1181, HCOU1181, HECM1181, HEMK1181, HENT1181, HEVM1181, HHIVC1181, HHM1181, HHMP1181, HHRF1181, HHS1181, HHTD1181, HHWPT1181, HIAI1181, HIAP1181, HICMA1181, HIND1181, HINT1181, HIT1181, HLWC1181, HLWH1181, HMKR1181, HMKT1181, HMLW1181, HODV1181, HPAD1181, HPLM1181, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPRM1181, HRDC1181, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEM1181, HSHE1181, HSMB1181, HSMS1181, HSOS1181, HSPS1181, HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTTP1181, HYFT1181
				SA 1 Time Table for open book online exams with SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed on the stipulated dates as indicated below. Remember to upload your SA2 via ColCampus by the stipulated due date no later than 23:59.
16	May	30	09:00-12:00	HPBM440-1
	June	1	09:00-12:00	HPMK440-1
	June	3	09:00-12:00	HPBM443-1
15 to 16	May – June	23 – 3	23:59	SA 1 & SA 2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 3 June 2022 23:59
				HASD200-1, HBMN330-1, HCGE231-1, HENT300-1, HHRM300-1, HHRM332-1, HHRM333-1, HLGE330-1, HMKT300-1, HMKT330-1, HPBM441-1, HPBM442-1, HPBM444-1, HPCP440-1, HPCPB100-1, HPFM440-1, HPLW440-1, HPMK442-1, HPRM440-1, HPRM441-1, HPX100-1, HPXN302-1, HPXS200-1, HPXS302-1, HSAD300-1, HSYD201-1, HSYD300-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181,

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
				HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSM1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDBM300-1, HWDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWBSS330-1, HRML330-1, HRMS331-1
15 to 16	May – June	23 – 3	23:59	SA 1 Time Table for online exams with SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA 2 on ColCampus by the stipulated due date.
				HACP130-1, HADV100-1, HALT130-1, HALL130-1, HANT130-1, HBMN100-1, HBMN102-1, HBMN130-1, HCGE130-1, HDBP200-1, HECO130-1, HENT100-1, HENT130-1, HEVM100-1, HFOA100-1, HHRD100-1, HHRD130-1, HHRM100-1, HHRM130-1, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HLAA130-1, HLWP130-1, HLWS130-1, HMKT100-1, HMKT130-1, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HPSY131-1, HPSY132-1, HPXN200-1, HPXN301-1, HPXS301-1, HSFT300-1, HSOC131-1, HSOC132-1, HSPM300-1, HSYD100-1, HSYD202-1, HTCP300-1, HTSS100-1, HWFM300-1
15	May	23	23:59	HCLT107-1 and HCLT108-1 FA 3 – Assignment Due. Submit online via ColCampus no later than 23 May 2022 23:59.
16	June	3	23:59	HCLT107-1 and HCLT108-1 SA 1 – Assignment Due. Submit online via ColCampus no later than 3 June 2022 23:59.
17	June	9	09:00-12:30	HBACC230-1 and HBACC330-1 SA 1 for paper-based sit down exams
19	June	21	13:00	SA 1 & 2 Results Release
19	June	24	17:00	SA 1 & 2 Results Appeal Close
20	June	28	13:00	SA 1 & 2 Results Appeal Release
21	July	4 – 8		Supplementary SA 1 Time Table for paper-based sit down exams only (with Supplementary SA 2). Accompanying Supplementary SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA 1 is written
21	July	4	09:00-12:00	HAUD332-1, HETA231-1, HTAX230-1, HTAX331-1
			09:00-11:00	HBMN230-1, HBMN300-1, HPSY332-1, HLWC130-1
			12:00-14:00	HTAX201-1, HTAX202-1, HLWC230-1, HLWC200-1, HBMN200-1, HBMN334-1
			15:00-17:00	HPAA200-1, HCMLW230-1, HCGE232-1, HADV200-1, HHRM331-1
	July	5	09:00-12:00	HFAC132-1, HFAC231-1, HFAC232-1, HFAC332-1, HFAC333-1

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
	July	5	09:00-11:00	HBMN201-1, HENT230-1, HLWI230-1, HENT200-1, HHRM230-1, HFMN330-1, HADV300-1, HMA300-1
			12:00-14:00	HFAC201-1, HRMS230-1, HBMN231-1, HCYLW230-1, HFAC301-1, HFMN302-1
			15:00-17:00	HPSW200-1, HEVM200-1, HECO231-1, HENT330-1, HECO232-1, HEVM300-1
	July	6	09:00-12:00	HFAC130-1, HFAC131-1, HFMN230-1, HFAC331-1, HFAC334-1, HFAC302-1, HBMN233-1
			09:00-11:00	HBMN333-2, HGOP330-1
			12:00-14:00	HPSW230-1, HLWM200-1, HBMN331-1, HPLW230-1, HBRD300-1, HERL330-1, HRMB330-1
			15:00-17:00	HHRM200-1, HPR200-1, HLWE230-1, HPSY231-1, HPSY232-1, HAUD200-1, HPSY331-1
	July	7	09:00-12:00	HMAC230-1, HMAC330-1, HFMN331-1
			09:00-11:00	HMAC200-1, HMAC202-1, HGPLC230-1, HGPLD230-1, HSOC332-1
			12:00-14:00	HIMC300-1, HHRD200-1, HRMM330-1, HAPR300-1, HHRD300-1, HCML330-1, HBLE300-1
			15:00-17:00	HMKT200-1, HBMN301-1, HPDL230-1, HMKT230-1, HERL230-1, HFMN233-1, HFMN300-1, HFMN301-1
	July	8	09:00-12:00	HAUD230-1, HCGA232-1, HAUD331-1, HTAX332-1
			09:00-11:00	HSEC200-1, HBMN232-1, HSPC230-1, HHRD230-1, HLTX330-1
			12:00-14:00	HLWL200-1, HSOC231-1, HSOC232-1, HLLW330-1, HCONL330-1, HLWL300-1, HBRD330-1, HSOC331-1
21	July	4 – 8		Supplementary SA 1 Time Table for online exams only. No Supplementary SA 2's. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.
				HADR1181, HADV1181, HALP1181, HAPS1181, HBFB1181, HBMN1181, HBMT1181, HBRD1181, HBTB1181, HCBB1181, HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HCLT106-1, HCNM1181, HCOU1181, HECM1181, HEMK1181, HENT1181, HEVM1181, HHIVC1181, HHM1181, HHMP1181, HHRF1181, HHS1181, HHTD1181, HHWPT1181, HIAI1181, HIAP1181, HICMA1181, HIND1181, HINT1181, HIT1181, HLWC1181, HLWH1181, HMKR1181, HMKT1181, HMLW1181, HODV1181, HPAD1181, HPLM1181, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPRM1181, HRDC1181, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEM1181, HSHE1181, HSMB1181, HSMS1181, HSOS1181, HSPS1181, HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTTM1181, HYFT1181

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
				Supplementary SA 1 Time Table for open book online exams with Supplementary SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed on the stipulated dates as indicated below. Remember to upload your Supplementary SA 2 via ColCampus by the stipulated due date no later than 23:59.
21	July	4	09:00-12:00	HPBM440-1
21	July	6	09:00-12:00	HPMK440-1
21	July	8	09:00-12:00	HPBM443-1
21	July	4 – 8		Supplementary SA 1 & Supplementary SA 2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 8 July 2022 23:59
				HASD200-1, HBMN330-1, HCGE231-1, HENT300-1, HHRM300-1, HHRM332-1, HHRM333-1, HLGE330-1, HMKT300-1, HMKT330-1, HPBM441-1, HPBM442-1, HPBM444-1, HPCP440-1, HPCPB100-1, HPFM440-1, HPLW440-1, HPMK442-1, HPRM440-1, HPRM441-1, HPX100-1, HPXN302-1, HPXS200-1, HPXS302-1, HSAD300-1, HSYD201-1, HSYD300-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSM1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDBM300-1, HWDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWBSS330-1, HRML330-1, HRMS331-1
21	July	4 – 8		Supplementary SA 1 Time Table for online exams with Supplementary SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA 2 on ColCampus by the stipulated due date.
				HACP130-1, HADV100-1, HALT130-1, HALL130-1, HANT130-1, HBMN100-1, HBMN102-1, HBMN130-1, HCGE130-1, HDBP200-1, HECO130-1, HENT100-1, HENT130-1, HEVM100-1, HFOA100-1, HHRD100-1, HHRD130-1, HHRM100-1, HHRM130-1, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HLA130-1, HLWP130-1, HLWS130-1, HMKT100-1, HMKT130-1, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HPSY131-1, HPSY132-1, HPXN200-1, HPXN301-1, HPXS301-1, HSFT300-1, HSOC131-1, HSOC132-1, HSPM300-1, HSYD100-1, HSYD202-1, HTCP300-1, HTSS100-1, HWFM300-1

Academic Calendar Sem A 2022				
SEMESTER: JANUARY - JUNE				
Week	Month	Date	Time	Activity
21	July	8	23:59	HCLT107-1 and HCLT108-1 Supplementary SA 1 – Assignment Due. Submit online via <i>ColCampus</i> no later than 8 July 2022 23:59.
22	July	13	09:00-12:30	HBACC230-1 and HBACC330-1 Supplementary SA 1 for paper-based sit down exams
22	July	15	17:00	Supplementary SA 1 & 2 Results Release
23	HE OFFICE CLOSED FROM 18 JULY - 22 JULY 2022			
24	July	25	13:00	Supplementary SA 1 & 2 Results Appeal Close
24	July	28	17:00	Supplementary SA 1 & 2 Results Appeal Release

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	July	29	17:00	Applications Close
	July	30	13:00	Registrations Close
1	August	1		Studies Commence - Week 1
1	August	5	23:59	HPRM441-1 FA 1 – Assignment Due Submit online via ColCampus no later than 5 August 2022 23:59. Feedback given in Week 2
2	August	12	23:59	HPRM441-1 FA 2 – Assignment Due Submit online via ColCampus no later than 12 August 2022 23:59. Feedback given in Week 3
3	August	19	23:59	HPRM441-1 FA 3 – Assignment Due Submit online via ColCampus no later than 19 August 2022 23:59. Feedback given in Week 4
4	August	26	23:59	HPRM441-1 FA 4 – Assignment Due Submit online via ColCampus no later than 26 August 2022 23:59. Feedback given in Week 5
5	September	2	23:59	HPRM441-1 FA 5 – Assignment Due Submit online via ColCampus no later than 2 September 2022 23:59. Feedback given in Week 6
6	September	9	23:59	FA 1 – Assignment Due Submit online via ColCampus no later than 9 September 2022 23:59
				HACP130-1, HADR1181, HADV100-1, HADV1181, HADV200-1, HADV300-1, HALP1181, HALT130-1, HALL130-1, HANT130-1, HAPR300-1, HAPS1181, HASD200-1, HAUD200-1, HAUD230-1, HAUD331-1, HAUD332-1, HBFB1181, HBLE300-1, HBMN100-1, HBMN102-1, HBMN1181, HBMN130-1, HBMN200-1, HBMN201-1, HBMN230-1, HBMN233-1, HBMN231-1, HBMN232-1, HBMN300-1, HBMN301-1, HBMN330-1, HBMN331-1, HBMN333-2, HBMN334-1, HBMT1181, HBRD1181, HBRD300-1, HBRD330-1, HBTB1181, HCBB1181, HCGA232-1, HCGE130-1, HCGE231-1, HCGE232-1, HCLT108-1, HCLT106-1, HCLT107-1, HCML330-1, HCMLW230-1, HCNM1181, HCONL330-1, HCOU1181, HCYLW230-1, HDBP200-1, HECM1181, HECO130-1, HECO231-1, HECO232-1, HEMK1181, HENT100-1, HENT1181, HENT130-1, HENT200-1, HENT230-1, HENT300-1, HENT330-1, HERL230-1, HERL330-1, HETA231-1, HEVM100-1, HEVM1181, HEVM200-1, HEVM300-1, HFAC130-1, HFAC131-1, HFAC132-1, HFAC201-1, HFAC231-1, HFAC232-1, HFAC301-1, HFAC302-1, HFAC331-1, HFAC332-1, HFAC333-1, HFAC334-1, HFMN230-1, HFMN233-1, HFMN300-1, HFMN301-1, HFMN302-1, HFMN330-1, HFMN331-1, HFOA100-1, HGOP330-1, HGPLC230-1, HGPLD230-1, HHIVC1181, HHM1181, HHMP1181, HHRD100-1, HHRD130-1, HHRD200-1, HHRD230-1, HHRD300-1, HHRF1181, HHRM100-1, HHRM130-1, HHRM200-1, HHRM230-1, HHRM300-1, HHRM331-1, HHRM332-1, HHRM333-1, HHS1181, HHTD1181, HHWPT1181, HIAI1181, HIAP1181,

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
				HICMA1181, HIMC300-1, HIND1181, HINT1181, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HIT1181, HLAA130-1, HLGE330-1, HLLW330-1, HLTX330-1, HLWC1181, HLWC130-1, HLWC200-1, HLWC230-1, HLWE230-1, HLWH1181, HLWI230-1, HLWL200-1, HLWL300-1, HLWM200-1, HLWP130-1, HLWS130-1, HMA200-1, HMA202-1, HMA230-1, HMA300-1, HMA330-1, HMKR1181, HMKT100-1, HMKT1181, HMKT130-1, HMKT200-1, HMKT230-1, HMKT300-1, HMKT330-1, HMLW1181, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HODV1181, HPAA200-1, HPAD1181, HPBM440-1, HPBM441-1, HPBM442-1, HPBM443-1, HPBM444-1, HPCP440-1, HPDL230-1, HPFM440-1, HPLM1181, HPLW230-1, HPLW440-1, HPMK440-1, HPMK442-1, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPR200-1, HPRM1181, HPRM440-1, HPSW200-1, HPSW230-1, HPSY131-1, HPSY132-1, HPSY231-1, HPSY232-1, HPSY331-1, HPSY332-1, HPX100-1, HPXN200-1, HPXS200-1, HRDC1181, HRMB330-1, HRML330-1, HRMM330-1, HRMS230-1, HRMS331-1, HSAD300-1, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEC200-1, HSEM1181, HSFT300-1, HSHE1181, HSMB1181, HSMS1181, HSOC131-1, HSOC132-1, HSOC231-1, HSOC232-1, HSOC331-1, HSOC332-1, HSOS1181, HSPC230-1, HSPM300-1, HSPS1181, HSYD100-1, HSYD202-1, HSYD300-1, HTAX201-1, HTAX202-1, HTAX230-1, HTAX331-1, HTAX332-1, HTCP300-1, HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTSS100-1, HTTM1181, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWBSS330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSP1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDBM300-1, HWDDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWFM300-1, HYFT1181
6	September	9	23:59	FA 1 – Online Quiz Due Complete online via ColCampus no later than 9 September 2022 23:59
9	September	28	17:00	HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HPXN301-1, HPXS301-1, HSYD201-1 FA 1 - Results Release
10	October	3	13:00	FA 1 - Results Appeal Close
10	October	7	17:00	FA 1 - Results Appeal Release

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
10	October	7	23:59	HPRM441-1 FA 6 – Assignment Due Submit online via ColCampus no later than 7 October 2022 23:59. Feedback given in Week 12
12	October	21	23:59	FA 2 - Assignment Due Submit online via ColCampus no later than 21 October 2022 23:59
				HACP130-1, HALT130-1, HALL130-1, HANT130-1, HAUD230-1, HAUD331-1, HAUD332-1, HBMN130-1, HBMN233-1, HBMN330-1, HCGA232-1, HCGE130-1, HCGE231-1, HCGE232-1, HCLT108-1, HCLT107-1, HECO130-1, HENT130-1, HETA231-1, HFAC130-1, HFAC131-1, HFAC132-1, HFAC231-1, HFAC232-1, HFAC331-1, HFAC332-1, HFAC333-1, HFAC334-1, HFMN230-1, HFMN330-1, HFMN331-1, HGOP330-1, HHRD130-1, HHRM130-1, HHRM332-1, HHRM333-1, HISL130-1, HLAA130-1, HLGE330-1, HLWC130-1, HMA230-1, HMA330-1, HMKT130-1, HMKT330-1, HPBM440-1, HPBM441-1, HPBM442-1, HPBM443-1, HPBM444-1, HPCP440-1, HPPM440-1, HPLW440-1, HPMK440-1, HPMK442-1, HPRM440-1, HPSY131-1, HPSY132-1, HPSY331-1, HPSY332-1, HSOC131-1, HSOC132-1, HSOC231-1, HSOC232-1, HSOC331-1, HSOC332-1, HTAX230-1, HTAX331-1, HTAX332-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWBSS330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSP1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDBM300-1, HWDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1
12	October	21	23:59	FA 2 – Online Quiz Due Complete online via ColCampus no later than 21 October 2022 23:59
				HBMN230-1, HBMN231-1, HBMN232-1, HBMN331-1, HBMN333-2, HBMN334-1, HBRD330-1, HCLT101-1, HCLT102-1, HCLT104-1, HCLT105-1, HCML330-1, HCMLW230-1, HCONL330-1, HCYLW230-1, HECO231-1, HECO232-1, HENT230-1, HENT330-1, HERL230-1, HERL330-1, HFAC201-1, HFMN233-1, HFMN302-1, HGPLC230-1, HGPLD230-1, HHRD230-1, HHRM230-1, HHRM331-1, HIPLW130-1, HLLW330-1, HLTX330-1, HLWC230-1, HLWE230-1, HLWI230-1, HLWP130-1, HLWS130-1, HMA200-1, HMKT230-1, HPDL230-1, HPLW230-1, HPSW230-1, HPSY231-1, HPSY232-1, HRMB330-1, HRML330-1, HRMM330-1, HRMS230-1, HRMS331-1, HSPC230-1

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
12	October	21	23:59	HPXN302-1 FA 1 Online Quiz and HPXN302-1 Draft Project Proposal Assignment Due. Submit online via ColCampus no later than 21 October 2022 23:59.
12	October	21	23:59	HPXS302-1 FA 1 – Online Quiz Due Submit online via ColCampus no later than 21 October 2022 23:59.
13	October	28	13:00	FA 2 - Results Release
14	October	31	17:00	FA 2 - Results Appeal Close
14	November	3	17:00	FA 2 - Results Appeal Release
15 to 17				SA 1 Time Table for paper-based sit down exams only (with SA 2). Accompanying SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA 1 is written
15	November	7	09:00-12:00	HTAX332-1
			09:00-11:00	HBMN201-1, HBMN200-1
			12:00-14:00	HBMN230-1, HLWC200-1
			15:00-17:00	HCMLW230-1, HHRM331-1, HLTX330-1
	November	8	09:00-12:00	HFAC132-1, HFAC231-1, HFAC232-1, HFAC332-1
			09:00-11:00	HHRM200-1, HADV300-1, HMA300-1
			12:00-14:00	HFAC201-1, HBMN231-1, HFMN302-1
			15:00-17:00	HCGE232-1, HADV200-1, HCML330-1
	November	9	09:00-12:00	HFAC130-1, HAUD332-1
			09:00-11:00	HSOC332-1
			12:00-14:00	HCYLW230-1, HFAC301-1
			15:00-17:00	HENT200-1, HFMN330-1, HBMN300-1
	November	10	09:00-12:00	HTAX230-1, HTAX331-1
			09:00-11:00	HHRD200-1, HHRD300-1, HTAX201-1, HTAX202-1
			12:00-14:00	HEVM200-1, HEVM300-1, HFMN301-1
			15:00-17:00	HECO231-1, HECO232-1
	November	11	09:00-12:00	HETA231-1, HFAC333-1
			09:00-11:00	HPSW200-1, HGPLC230-1, HGPLD230-1, HLWC130-1
			12:00-14:00	HIMC300-1, HLWC230-1, HBMN331-1, HERL230-1
			15:00-17:00	HAUD200-1, HBLE300-1, HGOP330-1
16	November	14	09:00-12:00	HFAC331-1, HFAC302-1, HBMN233-1
			09:00-11:00	HHRM230-1, HBMN333-2
			12:00-14:00	HLWM200-1, HPSY231-1, HPSY331-1
			15:00-17:00	HENT230-1, HENT330-1, HFMN233-1, HSPC230-1
	November	15	09:00-12:00	HFAC131-1, HFMN230-1
			09:00-11:00	HLWI230-1, HBRD300-1, HPAA200-1
			12:00-14:00	HAPR300-1, HCONL330-1
			15:00-17:00	HPR200-1, HERL330-1
	November	16	09:00-12:00	HMAC230-1, HMAC330-1, HFAC334-1
			09:00-11:00	HMAC200-1, HMAC202-1, HPSY332-1
			12:00-14:00	HPDL230-1, HLWL300-1
			15:00-17:00	HRMM330-1, HPSY232-1
	November	17	09:00-11:00	HBMN301-1, HFMN300-1
			12:00-14:00	HLLW330-1, HHRD230-1
			15:00-17:00	HSEC200-1, HLWE230-1, HRMB330-1

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	November	18	09:00-12:00	HAUD230-1, HCGA232-1, HAUD331-1 HFMN331-1
			09:00-11:00	HRMS230-1, HPLW230-1, HBRD330-1
			12:00-14:00	HMKT200-1, HMKT230-1, HLWL200-1
			15:00-17:00	HBMN334-1
17	November	21	09:00-11:00	HBMN232-1, HSOC231-1, HSOC232-1
			12:00-14:00	HPSW230-1, HSOC331-1
15 to 17	November	7 - 21		<p>SA 1 Time Table for online exams only. No SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.</p>
				<p>HADR1181, HADV1181, HALP1181, HAPS1181, HBFB1181, HBMN1181, HBMT1181, HBRD1181, HBTB1181, HCBB1181, HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HCLT106-1, HCNM1181, HCOU1181, HECM1181, HEMK1181, HENT1181, HEVM1181, HHIVC1181, HHM1181, HHMP1181, HHRF1181, HHS1181, HHTD1181, HHWPT1181, HIAI1181, HIAP1181, HICMA1181, HIND1181, HINT1181, HIT1181, HLWC1181, HLWH1181, HMKR1181, HMKT1181, HMLW1181, HODV1181, HPAD1181, HPLM1181, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPRM1181, HRDC1181, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEM1181, HSHE1181, HSMB1181, HSMS1181, HSOS1181, HSPS1181, HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTTM1181, HYFT1181</p>
				<p>SA 1 Time Table for open book online exams with SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed on the stipulated dates as indicated below. Remember to upload your SA2 via ColCampus by the stipulated due date no later than 23:59.</p>
16	November	14	09:00-12:00	HPBM440-1
16	November	17	09:00-12:00	HPMK440-1
17	November	21	09:00-12:00	HPBM443-1
15 to 17	November	7 - 21	23:59	<p>SA 1 & SA 2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 21 November 2022 23:59</p>
				<p>HASD200-1, HBMN330-1, HCGE231-1, HENT300-1, HHRM300-1, HHRM332-1, HHRM333-1, HLGE330-1, HMKT300-1, HMKT330-1, HPBM441-1, HPBM442-1, HPBM444-1, HPCP440-1, HPCPB100-1, HPFM440-1, HPLW440-1, HPMK442-1, HPRM440-1, HPRM441-1, HPX100-1, HPXN302-1, HPXS200-1, HPXS302-1, HSAD300-1, HSYD201-1, HSYD300-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1,</p>

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
				HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSM1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDDBM300-1, HWDDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWBSS330-1, HRML330-1, HRMS331-1
15 to 17	November	7 - 21		SA 1 Time Table for online exams with SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA 2 on ColCampus by the stipulated due date.
				HACP130-1, HADV100-1, HALT130-1, HALL130-1, HANT130-1, HBMN100-1, HBMN102-1, HBMN130-1, HCGE130-1, HDBP200-1, HECO130-1, HENT100-1, HENT130-1, HEVM100-1, HFOA100-1, HHRD100-1, HHRD130-1, HHRM100-1, HHRM130-1, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HLA130-1, HLWP130-1, HLWS130-1, HMKT100-1, HMKT130-1, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HPSY131-1, HPSY132-1, HPXN200-1, HPXN301-1, HPXS301-1, HSFT300-1, HSOC131-1, HSOC132-1, HSPM300-1, HSYD100-1, HSYD202-1, HTCP300-1, HTSS100-1, HWFM300-1
15	November	7	23:59	HCLT107-1 and HCLT108-1 FA 3 – Assignment Due. Submit online via ColCampus no later than 7 November 2022 23:59.
17	November	21	23:59	HCLT107-1 and HCLT108-1 SA 1 – Assignment Due. Submit online via ColCampus no later than 21 November 2022 23:59.
17	November	25	09:00-12:30	HBACC230-1 and HBACC330-1 SA 1 for paper-based sit down exams
19	December	5	13:00	SA 1 & 2 Results Release
19	December	8	17:00	SA 1 & 2 Results Appeal Close
20	December	13	13:00	SA 1 & 2 Results Appeal Release
HE OFFICE CLOSED FROM 17:00 ON 15 DEC 2022. WILL RE-OPEN 2 JAN 2023				
21 to 22	January 2023	4 - 10		Supplementary SA 1 Time Table for paper-based sit down exams only (with Supplementary SA 2). Accompanying Supplementary SA 2's to be submitted online via ColCampus no later than 23:59 on day that SA 1 is written
21	January 2023	4	09:00-12:00	HAUD332-1, HETA231-1, HTAX230-1, HTAX331-1
			09:00-11:00	HBMN230-1, HBMN300-1, HPSY332-1, HLWC130-1
			12:00-14:00	HTAX201-1, HTAX202-1, HLWC230-1, HLWC200-1, HBMN200-1, HBMN334-1

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
	January	4	15:00-17:00	HPAA200-1, HCMLW230-1, HCGE232-1, HADV200-1, HHRM331-1
	January	5	09:00-12:00	HFAC132-1, HFAC231-1, HFAC232-1, HFAC332-1, HFAC333-1
			09:00-11:00	HBMN201-1, HENT230-1, HLWI230-1, HENT200-1, HHRM230-1, HFMN330-1, HADV300-1, HMA300-1
			12:00-14:00	HFAC201-1, HRMS230-1, HBMN231-1, HCYLW230-1, HFAC301-1, HFMN302-1
			15:00-17:00	HPSW200-1, HEVM200-1, HECO231-1, HENT330-1, HECO232-1, HEVM300-1
	January	6	09:00-12:00	HFAC130-1, HFAC131-1, HFMN230-1, HFAC331-1, HFAC334-1, HFAC302-1, HBMN233-1
			09:00-11:00	HBMN333-2, HGOP330-1
			12:00-14:00	HPSW230-1, HLWM200-1, HBMN331-1, HPLW230-1, HBRD300-1, HERL330-1, HRMB330-1
			15:00-17:00	HHRM200-1, HPR200-1, HLWE230-1, HPSY231-1, HPSY232-1, HAUD200-1, HPSY331-1
22	January	9	09:00-12:00	HMAC230-1, HMAC330-1, HFMN331-1
			09:00-11:00	HMAC200-1, HMAC202-1, HGPLC230-1, HGPLD230-1, HSOC332-1
			12:00-14:00	HIMC300-1, HHRD200-1, HRMM330-1, HAPR300-1, HHRD300-1, HCML330-1, HBLE300-1
			15:00-17:00	HMKT200-1, HBMN301-1, HPDL230-1, HMKT230-1, HERL230-1, HFMN233-1, HFMN300-1, HFMN301-1
	January	10	09:00-12:00	HAUD230-1, HCGA232-1, HAUD331-1, HTAX332-1
			09:00-11:00	HSEC200-1, HBMN232-1, HSPC230-1, HHRD230-1, HLTX330-1
			12:00-14:00	HLWL200-1, HSOC231-1, HSOC232-1, HLLW330-1, HCONL330-1, HLWL300-1, HBRD330-1, HSOC331-1
21 to 22	January 2023	4 - 10		Supplementary SA 1 Time Table for online exams only. No Supplementary SA 2's. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period.
				HADR1181, HADV1181, HALP1181, HAPS1181, HBFB1181, HBMN1181, HBMT1181, HBRD1181, HBTB1181, HCBB1181, HCLT101-1, HCLT102-1, HCLT103-1, HCLT104-1, HCLT105-1, HCLT106-1, HCNM1181, HCOU1181, HECM1181, HEMK1181, HENT1181, HEVM1181, HHIVC1181, HHM1181, HHMP1181, HHRF1181, HHS1181, HHTD1181, HHWPT1181, HIAI1181, HIAP1181, HICMA1181, HIND1181, HINT1181, HIT1181, HLWC1181, HLWH1181, HMKR1181, HMKT1181, HMLW1181, HODV1181, HPAD1181, HPLM1181, HPPC1181, HPPL1181, HPPR1181, HPPS1181, HPR1181, HPRM1181, HRDC1181, HSAP1181, HSCI1181, HSDJ1181, HSEC1181, HSEM1181, HSHE1181, HSMB1181, HSMS1181, HSOS1181, HSPS1181,

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
				HTDP1181, HTDS1181, HTDSA1181, HTOP1181, HTTM1181, HYFT1181
				Supplementary SA 1 Time Table for open book online exams with Supplementary SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed on the stipulated dates as indicated below. Remember to upload your Supplementary SA 2 via ColCampus by the stipulated due date no later than 23:59.
21	January	4	09:00-12:00	HPBM440-1
21	January	6	09:00-12:00	HPMK440-1
22	January	10	09:00-12:00	HPBM443-1
21 to 22	January 2023	4 - 10	23:59	Supplementary SA 1 & Supplementary SA 2 Time Table for projects/internship/assignments only. Submit online via ColCampus no later than 10 January 2023 23:59
				HASD200-1, HBMN330-1, HCGE231-1, HENT300-1, HHRM300-1, HHRM332-1, HHRM333-1, HLGE330-1, HMKT300-1, HMKT330-1, HPBM441-1, HPBM442-1, HPBM444-1, HPCP440-1, HPCPB100-1, HPFM440-1, HPLW440-1, HPMK442-1, HPRM440-1, HPRM441-1, HPX100-1, HPXN302-1, HPXS200-1, HPXS302-1, HSAD300-1, HSYD201-1, HSYD300-1, HWBAC230-1, HWBHR330-1, HWBLW330-1, HWBMM330-1, HWCACP1171, HWCBMP1171, HWCGMT1181, HWCHAP1181, HWCHCM1171, HWCHMP1181, HWCHPR1181, HWCHRM1171, HWCHRP1181, HWCLSP1171, HWCMDM1181, HWCMP1171, HWCMSM1181, HWCMSM1181, HWCMSM1181, HWCMTM1181, HWCPLP1181, HWCTTMP1181, HWDDBM300-1, HWDDEM300-1, HWDFA300-1, HWDHR300-1, HWDMM300-1, HWDPR300-1, HWBSS330-1, HRML330-1, HRMS331-1
21 to 22	January 2023	4 - 10		Supplementary SA 1 Time Table for online exams with Supplementary SA 2's to submit. Please book to sit for these online exams as soon as you are ready. These exams must be completed within the exam period. Remember to upload your SA 2 on ColCampus by the stipulated due date.
				HACP130-1, HADV100-1, HALT130-1, HALL130-1, HANT130-1, HBMN100-1, HBMN102-1, HBMN130-1, HCGE130-1, HDBP200-1, HECO130-1, HENT100-1, HENT130-1, HEVM100-1, HFOA100-1, HHRD100-1, HHRD130-1, HHRM100-1, HHRM130-1, HIPLW130-1, HIPM300-1, HISL130-1, HISM100-1, HISM200-1, HISM300-1, HLAA130-1, HLWP130-1, HLWS130-1, HMKT100-1, HMKT130-1, HNTS201-1, HNTS202-1, HNTS203-1, HNTS300-1, HPSY131-1, HPSY132-1, HPXN200-1, HPXN301-1, HPXS301-1, HSFT300-1, HSOC131-1, HSOC132-1, HSPM300-1, HSYD100-1, HSYD202-1, HTCP300-1, HTSS100-1, HWFM300-1

Academic Calendar Sem B 2022				
SEMESTER: JULY - DECEMBER				
Week	Month	Date	Time	Activity
22	January	10	23:59	HCLT107-1 and HCLT108-1 Supplementary SA 1 – Assignment Due. Submit online via <i>ColCampus</i> no later than 8 July 2022 23:59.
22	January	13	09:00-12:30	HBACC230-1 and HBACC330-1 Supplementary SA 1 for paper-based sit down exams
23	January	18	17:00	Supplementary SA 1 & 2 Results Release
23	January	20	13:00	Supplementary SA 1 & 2 Results Appeal Close
24	January	24	17:00	Supplementary SA 1 & 2 Results Appeal Release

Catalogue Descriptions

Computer Literacy (HCLT101-1):

The purpose of Computer Literacy is to introduce students to a general overview and introduction to the world of computers and computing terminology. The module will provide the student with a proficiency in the functions of a Computer Hardware and Software and how information is processed in a computer. Students are also introduced to the Windows 10 operating system – a set of computer programs that manage the computer’s hardware and software interactions. The approach adopted in this module enables the learner to become a competent user of Windows 10, by balancing theory with extensive practice through a rich collection of “hands-on” tasks and activities. Students also receive an overview of one of the most sophisticated word-processing programmes available today, Microsoft Word 2016. The student will gain capabilities in producing professional documents, creating letters, memorandums, faxes, annual reports, and newsletters. Lastly, students are introduced to Outlook 2016, a personal information manager. Although often used mainly as an email application, it also includes a calendar, task manager, contact manager, note taking, journal, and web browsing.

Academic Literacy for Law Students (HALL130-1):

The purpose of this module is to provide students with the requisite foundation, and a practical how-to guide, for gaining the communicative skills required when studying law.

Introduction to South African Law (HISL130-1):

The purpose of this module is to expose students to South African law for the first time. It provides a broad, user-friendly view of the law written in simple language and elucidated by examples and descriptions. Practical skills, which are necessary for studying law, making use of the sources of law, and conducting legal research, are emphasised. A critical approach to the law is cultivated.

The Constitution and Human Rights (HCHR1181):

South Africa has suffered from a history of human rights abuses. Fortunately, however, we now live in a new Constitutional Dispensation where human rights are protected. The purpose of this module is to foster an understanding of the South African Constitution, the Bill of Rights contained therein, and human rights in general.

Paralegal Practice (HPPR1181):

Paralegals play an integral role in successfully running law practices and an ever-increasing role in community-based advice offices. The relationship between the attorney and their administrative staff is essential for the successful management of a practice. The purpose of this module is to introduce students to the foundational principles, concepts and practices required to be a successful paralegal, community-based advice officer, legal secretary, or office administrator.

Legal Writing Skills (HLWS130-1):

The purpose of this module is to equip students with the knowledge, skills and applied competence (encompassing foundational, practical, and reflexive competence) as well as the requisite values, attitudes, and professional behaviour to enter the world of work or postgraduate studies. The module emphasises conceptual knowledge relevant to the fields of commerce and law, focusing on knowledge of and critical thinking about the application of the most important concepts, facts, principles, and theories in the relevant fields of study. In this module, the focus is to cover the grammatical points that law students find most problematic.

Conveyancing Practice (HPPC1181):

Conveyancing practice deals with all aspects of conveyancing without presupposing any previous knowledge of conveyancing. This module aims to explain all the relevant concepts carefully and provide the students with a step-by-step explanation of the conveyancing process.

Recoveries and Debt Collection (HRDC1181):

Recoveries and Debt collection will most likely form a large portion of the day to day tasks of many paralegal practitioners. The purpose of this module is to introduce the students to the relevant processes, procedures, sources of law and ethical considerations they will face when dealing with recoveries and debt collection.

Alternative Dispute Resolution Practice (HADR1181):

The purpose of the module is to explore alternative dispute resolution mechanisms, which include negotiation, mediation, arbitration, ombudspersons, and administrative dispute resolution. These alternative dispute resolution mechanisms are crucial to resolving disputes more quickly and confidentially than litigation. In most cases, alternative dispute resolution is a cheaper method of dispute resolution than litigation and preserves the parties' relationships.

Introduction to Legal Office Practice and Procedures (HCPLP1181):

The purpose of this course is to introduce the student to the practices and procedures that persons employed in the legal office environment will be faced with on a day-to-day basis to better prepare the student for entering the work environment.

About the Institution

The Boston City Campus (Pty) Ltd (Boston) Higher Certificate in Paralegal Practice is accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Boston is registered with the Department of Higher Education and Training (DHET), as a private higher education institution, No. 2003/HE07/002, in terms of Section 54(1)(c) of the Higher Education Act, 1997 (Act No 101 of 1997), and Regulation 14(4)(a) of the Regulations for the Registration of Private Higher Education Institutions, 2016.

International Recognition

Boston is accredited as an independent higher education institution with the British Accreditation Council (BAC). This qualification is accredited by the Council on Higher Education (CHE), is registered on the NQF (HEQSF) by the South African Qualifications Authority (SAQA) and the institution is registered by the Department of Higher Education and Training (DHET) as a Private Higher Education Institution (PHEI) to offer the qualification.

The DHET is a department of National Government, and both the CHE and SAQA are statutory bodies, as such these entities are recognised globally. Therefore the qualifications/institutions that are accredited/licensed by them are accepted/recognised throughout the world by other government departments and by their respective agencies such as World Educational Services (WES) and other prominent authorities for purposes of equivalence/articulation i.e. employment/labour certification or further studies. This is a *quid pro quo* arrangement amongst United Nations Member States; as the DHET, CHE and SAQA similarly recognises other nation/states' qualifications/institutions for equivalence/transferring to South Africa i.e. a United Kingdom or Zambian Bachelor of Arts awarded by a public university or private degree granting college which is accredited/licensed in accordance with the United Kingdom or Zambian legislative and statutory requirements, will be equivalated/recognised as such in South Africa.

Similarly the *SADC Protocol on Education and Training*, which is a legal framework for regional cooperation, provides for the recognition of the equality of all Member States. It must be noted that qualifications will be recognised and that curricula specific evaluations may lead to additional requirements for students to meet in order to gain entry into international programmes or professions, which is the prerogative of the receiving institution/body. For more information pertaining to direct international linkages/relationships visit the websites of the DHET, CHE, SAQA, CHEA and WES.

Disaster Management Act and Academic Services

Boston recognises the need to deploy whatever reasonable measures necessary to obviate any negative impact on academic provisioning that might attend the invocation of the Disaster Management Act (Act No. 57, 2002) and the consequent gazetting of regulations. While Boston will attempt to minimise disruption to academic services, this could result in changes to academic calendars, procedures, processes, services, etc., all of which will be communicated to students and relevant stakeholders.

Disclaimer

This Fact Sheet together with the Prospectus and Student Rulebook are accurate at the time of publication. Boston City Campus (Pty) Ltd reserves the right to alter any of the content due to changes in regulations, market requirements and other reasons. Please note that meeting any of the admission requirements does not necessarily guarantee entry into the qualification. All applications will be evaluated on an individual basis and acceptance will depend on the decision of the Academic Committee at Head Office.

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