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FORENSIC COURSES
Presented by the Unit for Forensic Accounting,
University of Pretoria

With 2016 dates

CONTINUING EDUCATION
UNIVERSITY OF PRETORIA

www.ce.up.ac.za
Course Dates:

Session 1: 14-19 March 2016 (modules 1 & 2)
Session 2: 29 March – 1 April 2016 (modules 3 & 4)
Exam: 29 March 2016 (modules 1 & 2) 16 April 2016 (modules 3 & 4)

BRIEF DESCRIPTION

Fraud examination is one of the fastest growing areas of specialisation. This course presents an ideal opportunity for professionals from various disciplines to share their knowledge. The Certificate in Fraud Examination was successfully launched in 1998 and is continuously being refined. The composition of the programme and method of presentation is based on the training material and the methods of the Association of Certified Fraud Examiners, as well as models used by a number of universities internationally. The Association of Certified Fraud Examiners (ACFE) is an internationally recognised body. The South African Chapter has its Head Office in Brooklyn, Pretoria. Delegates wishing to write the international exam must write all the modules within a 30-day period. Course options 2 and 3 have been developed to facilitate the process and to enable the delegate to write the international exam while the subject matter is still fresh in his or her mind.

PREPARATION FOR INTERNATIONAL CFE EXAMINATION

The prescribed material will include the ACFE international manual on CD. This material forms the basis of the international examination. The presentation of the Certificate in Fraud Examination Programme will be based on this material and is customised to the South African legal milieu.

Candidates completing the certificate programme should therefore be well prepared to take the international CFE examination.

LEARNING OUTCOMES

- Lead to an understanding of the roles of accountants, auditors, lawyers and fraud examiners
- Create an awareness of the relevant legislation that governs economic crime, including common law aspects and the law of evidence
- Sensitise participants on all aspects of employee and management fraud
- Expose participants to a wide range of case studies relating to economic crime
- Provide guidance on investigative techniques and tools
-Expose participants to best practices in fraud risk management.

MODULES

1. Financial Fraud Schemes
2. Legal Aspects
3. Fraud Prevention & Detection
4. Fraud Investigation

COURSE MATERIAL

The learning process is enhanced through the use of the following material:

- The ACFE international manual on CD
- Videos, case studies and discussions at lectures
- Group assignments

LEARNING ASSUMED TO BE IN PLACE

A tertiary (post matric/grade 12) qualification and relevant work experience in fraud examination, finance or auditing.

COURSE FEE (VAT INCLUSIVE)

Option 1: This course has been presented over the past few years on the basis that delegates attend the contact sessions and then write the CE@UP exam. Delegates wishing to write the international CFE Exam must make all arrangements in that regard themselves. This option is still available at a fee of R17 800.

Option 2: In order to write the international exam application will have to be made to the international body of the ACFE. In order to write the international exam the delegate must also be a member of the ACFE. CE@UP can administer this process and arrange for the writing of the exam on the dates specified above, at a venue with computers and internet access (the international exam is written via the internet) with supervision (as required by the ACFE). The necessary documentation to apply for associate membership (in order to write the international exam) will then also be processed by CE@UP, conditional upon the provision of the required documents by the said delegate. The fee is R26 150.00.

Option 3: The same as above option 3- but in instances where the delegate is already a member of the ACFE and therefore entitled to write the international exam it is not necessary to apply for membership and the price is then adjusted accordingly to R23 200.00.

The fee includes comprehensive course material, buffet lunch and refreshments for the duration of the contact sessions. Delegates are responsible for their own transport and accommodation.

COURSE VENUE

This course is presented over 10 days (two contact sessions) on the main campus at the University of Pretoria.
2. **Course in Law for Commercial Forensic Practitioners**
   **(P003178)**
   01 – 05 February 2016

   **BRIEF DESCRIPTION**
   This course deals with the legal issues which may have an impact on the functions of a practitioner in the fraud and corruption environment.

   Legal issues and resultant risks may arise from the screening of potential employees up to the recovery of an entity's losses. In between these two phases a number of other important issues may arise, such as: is the conduct in fact criminal in nature, which legal mechanisms can we use in order to obtain evidence, what legal issues must we be aware of when witnesses and suspects are interviewed, how can we ensure that evidence obtained as a result of more unconventional investigative techniques (such as trapping and the interception of electronic and other communications) will be admissible in a subsequent court of law or disciplinary hearing, what reporting duties are activated in the course of an investigation, how do we deal with issues relating to the access of information - not only in respect of information we require for our investigations but also in respect of requests pertaining to our investigations and reports and what are the labour law-related pitfalls which stand in the way of a successful disciplinary hearing?

   This course therefore deals with pertinent legal issues which may arise in the prevention, detection and specifically the investigation of irregular conduct in the workplace.

   **COURSE CONTENT**
   1. Legal issues in managing the risk relating to the appointment of personnel
   2. General principles of Criminal law
   3. Common law – and statutory offences (including fraud, theft, misappropriation of trade secrets, corruption, cyber-related crime and money laundering.)
   4. Law of evidence and constitutional rights. Including the admissibility requirements for various types of evidence e.g. the warning of rights, dealing with privileges, ensuring the admissibility of the results of more invasive investigation techniques, such as, polygraph, search and seizure, the interception of communications and entrapment in criminal, civil and disciplinary hearings
   5. Labour law issues
   6. The liability of an entity and/or its officials
   7. Remedies available to an entity, including the recovery of ill-gotten gains
   8. Dealing with whistle-blowing in the workplace

3. **Money Laundering Detection and Investigation**
   **(P002863)**
   15 – 19 February 2016
   01 – 05 August 2016

   **BRIEF DESCRIPTION**
   On a national and international level, commercial crime poses a significant threat to the stability of financial systems and democratic institutions. Strategies have been developed globally to combat such crimes by targeting the illicit proceeds and removing the profit element. In line with international efforts, South Africa has passed legislation making money laundering one of the most serious offences with sanctions of up to one billion rand and life imprisonment. As the offence can be committed negligently, organisations and their employees are well advised to implement risk mitigating procedures and ensure compliance with the requirements of South African anti-money laundering legislation.

   This certificate course in Money Laundering Detection and Investigation has been developed to enable students to form an understanding of South African anti-money laundering legislation within the international context, to identify money laundering risks in the business environment, to design and implement effective compliance programmes and to recognise and investigate money laundering cases. Consideration will be given to both theoretical and practical aspects.

   **COURSE CONTENT**
   - Anti-money laundering laws and regulations
   - Money laundering schemes and case studies
   - Responsibilities of accountable institutions
   - Responsibilities of the Financial Intelligence Centre
   - Responsibilities of law enforcement authorities

   **COURSE PRESENTERS**
   Hannes Bezuidenhout is an Advocate and former Prosecutor. He is currently with the Unit for Forensic Accounting at the University of Pretoria where he lectures on various fraud and forensic accounting programmes. Prior to joining the Unit for Forensic Accounting Hannes was a Senior State Advocate at the Directorate Special Operations ("Scorpions"). In the course of his 17 year career as a prosecutor Hannes appeared in more than 64 High Court trials and argued more than 250 appeals in the High Courts of South Africa.

   JP Willemsen is a financial investigator and is currently the Head of Financial Investigations for the Asset Forfeiture Unit within the National Prosecuting Authority of South Africa. Prior to his employment with the NPA, JP was a detective in the South African Police Services in Durban. In March of 1999, after 13 years of service, he joined Gobodo Forensic and Investigative Accounting as a forensic investigator in their Durban office.
He has also presented nationally and internationally on financial investigation, money laundering and asset forfeiture issues.

Ursula M’Crystal is the Head of the Money Laundering Surveillance Unit for Standard Bank and is the Group Money Laundering Reporting Officer. She has been specialising in the anti-money laundering environment for 19 years and has extensive experience in this field. Ursula was a detective in the South African Police Service’s Organised Crime Unit for many years and has also conducted investigations and provided consulting services in relation to industry compliance programmes for KPMG Forensic. Ursula assisted with the establishment of the asset tracing capability within the Asset Forfeiture Unit, as well as the establishment of the Financial Intelligence Centre in South Africa. Ursula has extensive knowledge of both the law enforcement and private sector requirements in this field and has conducted country assessments for international organisations in this regard. Ursula has lectured and conducted training nationally and internationally in this field.

4. **Short Course in the Investigation of Financial Crime (P003181)**

   **22 – 26 February 2016**
   **20 – 24 June 2016**

**BRIEF DESCRIPTION**

Economic crime has always been a major risk in the workplace. Technological advances have also increased the opportunities to commit these types of crimes in the workplace. This practically-orientated course will deal with a number of investigation methodologies, techniques and tools which can lead to the more effective investigation of these crimes. A case-study approach, with ample opportunities for group-related activities, will be followed.

**COURSE CONTENT**

- Investigative methodologies
- Investigative tools, including non-conventional techniques used in the private and law enforcement sectors
- The tracing of undeclared/hidden assets
- Financial ratio-analysis
- Investigating uncompetitive behaviour
- Protecting the product of the investigation

5. **Short Course in Prevention and Detection of Corruption and Procurement Fraud (P000352)**

   **29 February – 04 March 2016**
   **05 – 09 September 2016**

**BRIEF DESCRIPTION**

All levels of government and the private sector annually procure goods and services amounting to billions of Rands. It is also common knowledge that corruption is rife, not only in RSA, but also globally. This is obviously a very high-risk area and should be managed with a high degree of vigilance. The objective of this course is to enable delegates to identify fraud and corruption schemes, specifically from a procurement process and to assist delegates in putting mechanisms in place to prevent fraud, corruption and other criminal activities.

**COURSE CONTENT**

- Various fraud schemes that can be perpetrated in the procurement process
- Common law principles relevant to the procurement process, coupled with important case law in this regard
- The statutory regime, including PRECCA, the PFMA, Treasury Regulations, the MFMA and regulations, the Competition Act and other legislation
- Fraud risks and red flags that might be indicative of fraud and corruption in the procurement process
- Effective pro-active preventive measures aimed at limiting procurement fraud, corruption and related offences
- Effective disciplinary measures that can be instituted against employees failing to comply with the legalities
- Remedies available to an aggrieved party in the tender process
6. **Course in the Investigation and Management of Cyber and Electronic Crime (P000612)**

18 – 22 April 2016  
25 – 29 July 2016

**BRIEF DESCRIPTION**

This five day practical course will explore the legal and practical issues affected by on-line criminal conduct and the successful acquisition of electronic evidence. The course is designed to empower attendees who may be involved with the investigation, litigation and/or risk management of cyber and computer-related crime with practical skills that will equip them to understand the basics of the governing legalities and technicalities.

**COURSE CONTENT**

- Conduct criminalised in the digital environment
- Investigations in the digital environment
- The acquisition of electronic evidence in a forensically sound manner
- The interception of communications
- Cyber-crime trends
- Legal duties pertaining to the protection of data
- The prevention of cyber-crime
- How corporate governance is affected by the growing incidence of cyber-crime

**COURSE PRESENTERS**

Mr. Jason Jordaan: Forensic Scientist (Digital and Multimedia Evidence)  
Special Investigating Unit (SIU).  

Adv. Hannes Bezuidenhout: Unit for Forensic Accounting, Department Auditing, University of Pretoria.

A number of other external presenters will add a practice-orientated dimension to the course.

7. **Short Course in Fraud Risk Management (P000851)**

09 – 13 May 2016  
26 – 30 September 2016

**BRIEF DESCRIPTION**

The extent of fraud and corruption is a matter of local and international concern. Managing the risk of fraud however requires commitment at all levels within an organisation, supported by organisation- specific initiatives such as effective fraud risk management strategies. By following a case-study approach some pertinent issues within the fraud risk management scenario are addressed in order to effectively manage the prevention, detection and investigation of fraud and corruption within an organisation.

**COURSE CONTENT**

- Understanding the basics of criminology seen in conjunction with the adequacy of internal controls in the management of fraud and corruption
- Fraud prevention strategies and plans
- The impact of the legal and regulatory framework on the management of fraud
- Investigative methodologies and attendant risks
- Issues in the fraud risk assessment process
8. **Short Course in the Investigation of Civil Disputes (P003180)**

**BRIEF DESCRIPTION**

In South Africa a relatively new field awaits a fraud examiner, namely the investigation into the liability for and subsequent quantification of damages. In this regard it is in the first place vital for a fraud examiner to know whether a person or entity's conduct indeed (legally and factually) caused the damage-causing event and who should take responsibility for the loss. In the second place the quantification of the loss requires knowledge relating to the legal principles applicable in a given scenario, for instance the duty of the plaintiff to mitigate his loss and the effect of collateral benefits which may influence the amount which can be claimed.

Apart from the aforesaid it is expected that fraud examiners may in future be exceedingly mandated to assist in the investigation of civil disputes relating inter alia divorce matters, liquidations, unlawful competition, theft of trade secrets/immaterial property and other disputes where it is suspected that a person is hiding assets or income. It is important for an expert witness to know how to go about his task, and also how lawyers that engage such an expert can make the best use of the help the witness can offer.

Lastly, a fraud examiner should also be aware that conduct of professionals such as themselves, attorneys and auditors may incur civil and criminal liability.

The objective of this course is to provide the delegate with sufficient practical and legal knowledge to enter this exciting field.

**COURSE CONTENT**

- The role of the expert witness in the assessment of damage and identifying the remedies available to victims
- The general principles related to the quantification of damages
- Specific forms of delicts and cases of breach of contract in which the expert witness can play a vital role
- Explain the measure of damage being used to calculate damages after an infringement of property rights, fraudulent and negligent misrepresentation cases, unlawful competition and how cases where intellectual property rights are infringed and to apply the applicable statutory measures
- Calculate loss of income in personal injury claims
- Calculate loss of profit in wrongful death claims
- Alternative Dispute Resolution
- The investigation of civil disputes and the expert’s role in this regard
- Litigation support and the liability of professionals.

9. **Short Course in Economic Crime Schemes (P003179)**

**BRIEF DESCRIPTION**

Economic crime has always been a major risk in the workplace. Technological advances have increased the opportunities to commit these types of crimes in the workplace. The course will focus on economic crime schemes directed against organisations and perpetrated by employees, management or third parties and the red flags which may be indicative of these schemes.

**COURSE CONTENT**

- Employee fraud
- Financial Institution Fraud
- Insurance Fraud
- Pyramid-, Ponzi- and other schemes aimed at defrauding the general public
- Corruption and procurement fraud
- Financial statement and other types of management fraud
- Theft of trade secrets or other immaterial property
- Internet and computer related economic crime schemes
- Uncompetitive behaviour
10. Short Course in Interviewing skills for Fraud examiners and Auditors (P000886)

10 – 14 October 2016

BRIEF DESCRIPTION

The growth in fraud and corruption seems to have achieved an almost unstoppable momentum. The successful investigation and finalisation of cases often depend on whether the interviewer has mastered the neglected art of interviewing. This course aims to enable the examiner, in a practical manner, to conduct a successful interview with a potential suspect, and a potential witness. This is a crucial skill that fraud examiners and auditors should have in order to effectively conduct any investigation.

It is also important that the interview should be conducted in a manner which will withstand subsequent judicial scrutiny and that the evidence so obtained will be admissible in a disciplinary hearing or court case. The person presenting the evidence should furthermore do so in a manner which enhances his or her credibility.

This course aims to bring convergence between the theoretical side of interviewing with practical aspects, by making use of role-plays in the interviewing process and culminating in a mock trial. A number of experts will also present lectures where they will share their practical experience in dealing with interviewing issues.

COURSE CONTENT

- The psychological basis of the interview
- The interviewing process
- Legal requirements and issues
- Techniques to detect deception
- Writing a proper report
- The disciplinary hearing and testifying in open court
- The convergence of theory and practice

11. Short Course in Basic Financial Investigation (P003182)

17 – 21 October 2016

BRIEF DESCRIPTION

As economic crimes continue to increase, forensic practitioners must expand their detection and investigative skills in order to stay ahead in this field. Internationally, Financial Investigations has indeed been identified as a new investigative methodology to strengthen the investigation of crime.

To effectively follow the money trail, forensic practitioners need to understand how funds flow through the various financial systems and how to obtain relevant evidence in a manner that will ensure its admissibility in a court of law or disciplinary hearing.

This course in basic Financial Investigations has been developed to enable delegates to conduct a basic financial investigation. It will assist the students to have a basic understanding of the concept of money banking systems and the nature of certain trading entities and will deal with a number of basic financial investigative techniques. Consideration will be given to both theoretical and practical aspects.

COURSE CONTENT

- The different types of financial crimes
- How these offences should be investigated and the tools available in that regard
- Basic techniques to detect and investigate financial crimes
- The concept of money in its different manifestations
- The banking system with an emphasis on different accounts and accounting documentation and their interpretation
- The difference between banking and non-banking systems and where to find available information pertaining to various entities
- The systems for moving money within the banking system
- An individual’s idiosyncrasies from a bank statement
- The seizure and preservation of evidence by a financial investigator

Delegates are also expected to apply the above mentioned in a given factual scenario.

COURSE PRESENTERS

Adv. Hannes Bezuidenhout is a senior lecturer at the Unit for Forensic Accounting, University of Pretoria.

Mr JP Willemse is a financial investigator and is currently the Head of Financial Investigations for the Asset Forfeiture Unit within the National Prosecuting Authority of South Africa. He has presented nationally and internationally on financial investigation, money laundering and asset forfeiture issues.
Various guest lecturers from the industry will present on some of the topics.

### COURSE STRUCTURE, ASSESSMENT, ACCREDITATION and FEES

#### COURSE STRUCTURE

These courses are presented over five days on the main campus at the University of Pretoria. A buffet lunch and refreshments for the duration of the course will be included.

A case study approach will be used to foster a practical, instead of only a theoretical approach to learning.

The number of delegates to enrol may be limited. Prior experience in the broad forensic field and qualifications may therefore be taken into account in this regard.

#### ASSESSMENT/CERTIFICATION

The courses can either be completed on a NQF level 6 or 8.

To successfully complete the course on a NQF level 6 delegates will be required to complete an assignment, for which the delegate must obtain a mark of at least 50%.

Delegates on a NQF level 8 will be required to complete an assignment and to write an examination:

The assignment will count 40% of the delegate's final mark. The two hour open-book examination will count 60% towards the delegate's final mark and will take place on a Saturday. In order to pass a delegate must obtain a final mark of at least 50%.

Delegates outside Gauteng will, as far as possible, be accommodated by arranging for the examinations to be written in major cities in the various provinces.

In terms of the Higher Education Act (Act 101 of 1997), the University of Pretoria is classified as a public higher education institution. The University of Pretoria is accredited by the Council on Higher Education (CHE) as a multi-purpose public training provider in the higher education and training band.

All delegates successfully completing the course and who comply with the relevant assessment criteria will receive a certificate of successful completion from the University of Pretoria.

#### ACCREDITATION (FOR NQF LEVEL 8)

What sets these courses apart from other similar courses offered by other academic and non-academic institutions is the fact that they're also offered on a NQF level 8, which holds articulation possibilities towards the Postgraduate programmes offered by the University of Pretoria’s Unit for Forensic Accounting. The course - work dealt with in these short courses may therefore bear credit for the formal Postgraduate Courses offered by the University of Pretoria’s Unit for Forensic Accounting, such as the Postgraduate Diploma in Forensic and Investigative Accounting and the Masters Programme in Fraud Risk Management, which will again be offered in 2015. Successful completion of these short courses therefore entail that a candidate who otherwise qualifies and is selected for any of these formal programmes may obtain credit for the relevant module offered in the formal programme.

### MPhil (Fraud Risk Management):

**Articulation & Accreditation (For Short courses completed at NQF LEVEL 8 at CE@UP).**

Only 50% of the course content of relevant short courses may articulate towards a Postgraduate programme. That means that a participant can take all the course work-related modules (FRM 801-806) as credit-bearing short courses (i.e. 90 credits). The rest of the MPhil (Fraud Risk Management) programme is made up of a research component consisting of the research module and research article (the other 90 credits).

Successful completion of these short courses at a NQF level 8, therefore entail that a candidate - who otherwise qualifies and is selected for any of these formal programmes - will receive 15 credits in respect of the equivalent module offered in the MPhil (Fraud Risk Management) Programme.

The said initiative is geared towards delegates who have a relevant LLB or Postgraduate University degree and who complete the relevant short course on a NQF level 8. The longer contact sessions enables the Unit to now make use of a number of practice-orientated outside presenters to enhance the overall learning experience.

The following short courses presented at CE@UP, as set out in Column A of the following schedule, bear credit in respect of the corresponding module set out in Column B of the following Schedule:

<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
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<tr>
<td>CE@UP Short course</td>
<td>MPhil(FRM) module</td>
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<tr>
<td>Course in Fraud Risk</td>
<td>FRM 801 Fraud risk management</td>
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<td>Management</td>
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<td>Course in Economic Crime</td>
<td>FRM 802 Economic crime schemes</td>
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<td>Schemes</td>
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<tr>
<td>Course in Law for</td>
<td>FRM 803 Law for commercial</td>
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<td>Course in the investigation</td>
<td>FRM 804 Investigation of financial</td>
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<td>of Financial Crimes</td>
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<td>Course in the investigation</td>
<td>FRM 805 Investigation and management</td>
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<td>and management of cyber &amp;</td>
<td>of cyber &amp; electronic crime</td>
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<td>electronic crime</td>
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<tr>
<td>Course in Money Laundering</td>
<td>FRM 806 Money laundering detection</td>
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<tr>
<td>Detection &amp; Investigation</td>
<td>&amp; investigation</td>
</tr>
</tbody>
</table>
Postgraduate Diploma in Investigative & Forensic Accounting

Articulation & Accreditation (For Short courses completed at NQF LEVEL 8 at CE@UP).

Only 50% of the course content of relevant short courses may articulate towards a Postgraduate programme. This means that a participant can take up to three credit-bearing short courses. The rest of the programme, (in other words the other three modules), must be taken as formal modules in the Postgraduate Diploma in Investigative and Forensic Accounting.

Successful completion of these short courses at a NQF level 8, therefore entail that a candidate - who otherwise qualifies and is selected for any of these formal programmes - will receive 20 credits in respect of the equivalent module offered in the Postgraduate Diploma in Investigative & Forensic Accounting.

The said initiative is geared towards delegates who have a University degree and who complete the relevant short course on a NQF level 8.

The following short courses presented or to be presented at CE@UP, as set out in Column A of the following schedule, may bear credit in respect of the corresponding module set out in Column B of the following Schedule:

<table>
<thead>
<tr>
<th>Column A</th>
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<tr>
<td>Short course(CE@UP)</td>
<td>Proposed module(PGD)</td>
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<tr>
<td>Course in Economic Crime Schemes</td>
<td>FRA 701 Economic Crime Schemes</td>
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<tr>
<td>Course in Fraud Risk Management</td>
<td>FRA 702 Fraud Risk Management</td>
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<tr>
<td>Course in Investigation of Financial Crime</td>
<td>FRA 703 Investigation of Financial Crime</td>
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<tr>
<td>Course in Law for Commercial Forensic Practitioners</td>
<td>FRA 704 Law for Commercial Forensic Practitioners</td>
</tr>
<tr>
<td>Course in Money Laundering Detection &amp; Investigation</td>
<td>FRA 705 Money Laundering Detection &amp; Investigation</td>
</tr>
<tr>
<td>Course in Investigation of Civil Disputes</td>
<td>FRA 706 Investigation of Civil Disputes</td>
</tr>
<tr>
<td>Course in Investigation and management of Cyber &amp; Electronic Crime</td>
<td>FRA 707 Investigation and management of Cyber &amp; Electronic Crime</td>
</tr>
<tr>
<td>Course in Interviewing skills for fraud examiners and auditors</td>
<td>FRA 708 Interviewing skills for fraud examiners and auditors</td>
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<tr>
<td>Course in Prevention &amp; detection of Corruption &amp; Procurement fraud</td>
<td>FRA 709 Prevention &amp; detection of Corruption &amp; Procurement fraud</td>
</tr>
<tr>
<td>Course in Basic financial investigation</td>
<td>FRA 710 Basic financial investigation</td>
</tr>
</tbody>
</table>

VENUE

Courses will be presented on the main campus of the University of Pretoria, from 8am to 4pm daily. Group work and practical exercises will form an integral part of each course. Courses will also offer excellent opportunity for networking and sharing of work experiences.

ADMISSION REQUIREMENTS

For NQF level 6 exposure: A senior certificate and sufficient appropriate practical or academic experience, subject to the discretion of the course leader.

For NQF level 8 exposure: A relevant bachelor degree.

COURSE FEE (VAT INCLUSIVE)

All short course fees (except for the course in Fraud Examination: Preparation for the International CFE Examination) are as follows:

The course fee is R9 500.00 per delegate and includes comprehensive course material, buffet lunch and refreshments for the duration of the course. Delegates are responsible for their own travel and accommodation.
FAQ'S

I do not have a university degree. Can I still enrol for the short courses offered by the Unit for Forensic Accounting?

Yes, certainly. You will then enrol at a NQF level 6, the level the short courses are currently offered in. The classes will be shared with persons who enrolled at a NQF level 8 and you can rest assured that your teaching experience will be intensive and of a high quality.

Your assessment requirements will differ from those enrolled at a NQF level 8. You will only be required to submit an assignment and you will not be required to write an examination.

I do not have a university degree. If I enrol for the short course and if I do really well in that course, can it count towards the Postgraduate Diploma in Investigative and Forensic Accounting (“PGD”)?

Delegates who achieve a final mark (i.e. in your assignment) of 70% or more on a NQF level 6, have the option to write an examination (free of charge) in the short course. If you achieve a mark of 65% or more the Unit will assist you in applying for the recognition of this prior learning to the University of Pretoria. If the application is successful the relevant short course could bear credit for the corresponding module in the PGD.

I did a short course at another Institution. Will this short course also be credited towards the MPhil and PGD?

Unfortunately not. Only short courses offered by the Unit Forensic Accounting, UP will be considered as credit-bearing since we know the standard and quality of the presentation.

I did a relevant short course- is admission to the PGD or the MPhil guaranteed?

As with most courses, the number of participants to the above mentioned formal programmes is limited and there is no absolute guarantee in this regard. We have however amended our selection criteria for the above mentioned formal programmes to give preference to those persons who have completed the qualifying short courses.

In order to accommodate deserving candidates the formal MPhil and PGD will now also be offered every year instead of the every two years that the programmes were offered in the past.

What are the current admission requirements for the formal programmes?

- **PGD:** The current requirements are a BCom degree with Accounting or Auditing at 3rd year level or a Bachelor’s degree in Law. We have applied for the admission requirements to be relaxed to any relevant Bachelor’s degree and/or appropriate prior learning.
- **MPhil:** An Honours degree in any relevant field of Financial Sciences or equivalent LLB degree.

When will the next intake be for the MPhil and PGD?

The next intake will be in 2015. Applications will open 1 April 2014 and close 30 September 2014. By completing short courses in 2014 you can in effect start to work towards completion of the formal programme in 2014.

How much can I expect to pay for the formal programmes?

At this stage we cannot give a clear indication. Should you obtain credit for a short course, then you will register for the related module and the formal programme fees will be reduced accordingly.

What does credit for a course mean?

You will not have to attend classes when the course work is presented.

You will not have to pay tuition fees for the relevant module presented in the formal programme.

How much of the short courses can count towards the PGD or the MPhil?

The rule is that not more than 50% of short courses can count towards the formal programme. In other words only 50% of a formal course can be made up of short courses.

**MPhil:**

It is foreseen that for the MPhil that you can do short courses in respect of all the modules offered in the MPhil and you could receive credit for those modules. The rest of the 50% is then made up of completion of a module in Research Methodology (approximately 3-5 days session) and completion of a research article to be submitted to (not “accepted by”) a recognised academic journal.

**PGD:**

It is foreseen for the PGD that you can take up to three credit-bearing short courses. The rest of the programme, in other words the other three modules, must be taken as formal modules in the PGD programme. In practice it will not make much of a difference since these modules will be presented in the same time-slot and in the same venue as the corresponding short course.
What are the advantages of completion of the relevant short courses as opposed to enrolment to the formal programmes?

**In respect of the MPhil:**

Experience has shown that students in the MPhil programme often encounter no difficulties in completion of the course-work modules. The MPhil programme must be completed within two years, although extension may be granted by the Dean in deserving cases. However, when students start with the research component they often do not know what topic to research and often run out of time to complete the research component in the MPhil.

This is a common recurring trend, not only experienced by other faculties in the University of Pretoria, but also elsewhere in South Africa and indeed globally.

Because of the more intensive and industry-related teaching on offer it is anticipated that the enhanced under-built offered in the short courses may give delegates a better scope of possible researchable topics.

Secondly, a student can buy themselves more time to complete the research component in the MPhil. Students can do the short courses without having to register for the formal programme. The two year period then only takes effect on the date of registration for the formal programme.

**In respect of the PGD:**

Candidates must complete three compulsory modules (can also complete the credit-bearing short courses in this regard) and three other elective modules in order to obtain the degree.

Depending on your areas of interest, you have a choice of other modules to complete.

As is the case with the MPhil programme candidates who have more flexibility as to when they can attend the various contact session(s) and when to complete the degree.

**Why have you not decided to stick with the status quo regarding the formal programmes which have proved to be so highly successful in the past?**

UP is continually seeking to improve its programmes and to keep up to date with developments in the forensic industry. In its proposed new format there is now enough time to build a proper academic relationship with the student. It seems incongruous to spend approximately 1.5 days on formal teaching (contact session) in a module such as cybercrime whereas delegates in the corresponding short course received formal teaching of 5–6 days. We are now in the position to offer a better teaching experience since we can now make more use of experts in the industry to share their knowledge and practical experience with the participants.

**Are there any developments in the re-structuring of the PGD and the MPhil Programmes?**

Senate approval is required to re-structure our formal programmes and this process may only be finalised by mid-2014. Candidates are advised to consult the latest Postgraduate Regulations and Rules of the University of Pretoria in this regard.

I have more queries. Who can I address my questions to?

**In respect of the formal programmes you are most welcome to contact:** Ms Lynne van Tonder 012-420 3407 or lynne.vantonder@up.ac.za (08:00 to 13:00, Mon–Fri)

**In respect of the CE programmes you are welcome to contact the person referred to in the relevant brochures.**

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<th>Course Coordinators</th>
<th>Course Content Enquiries</th>
<th>General Enquiries</th>
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Proof of Payment 2 weeks prior to the start date of each course will secure Registration.

Late applications will be accepted with proof of payment.