

General Qualification Regulations 2012 - 14 (Registered Undergraduate Qualifications)

The General Qualification Regulations should not be read in isolation. It is important that you read them in conjunction with the following documents.

- Module Regulations
- The regulations governing your qualification
- The Student Regulations including the Code of Practice for Student Assessment and the Code of Practice for Student Discipline

These regulations are available by going online to the Open University 'Essential Documents' website at www.open.ac.uk/students/charter/essential-documents.

GQR 1 Registration

GQR 1.1 Registering as a student and for a qualification

These regulations apply if you are registered for an academic qualification of The Open University; these regulations do not apply to those awards of academic institutions, professional bodies, companies and other organisations without degree awarding powers validated by Open University Validation Services. The qualification regulations define the requirements that you must meet, as well as following the Student Regulations and Module Regulations, to register for and become eligible for a qualification of the University.

GQR 1.1.1 You may only be registered for one qualification at any one time.

GQR 1.1.2 Your registered qualification will include any available intermediate qualifications which comprise that qualification. Should you choose not to continue on your registered qualification you may be awarded an intermediate qualification if you have met all the requirements for that intermediate qualification.

GQR 1.1.3 If your registered qualification is an intermediate qualification, and on successful completion you subsequently wish to continue to a higher qualification to which the credit can count, you may register for that higher qualification, but you may be required to surrender the lower qualification on successful completion of the higher qualification.

GQR 1.1.4 When you register on a qualification we will also record the pathway that you intend to follow that is included in and satisfies the regulations of the qualification.

GQR 1.1.5 Any Access module or Openings module that you may choose to study as part of your registered qualification will be in addition to the credit requirement of

your registered qualification but will be included within the specified time limit for completion of that qualification.

GQR 1.1.6 You must enrol for all prescribed modules for your registered qualification as a part of your qualification studies only.

GQR 1.1.7 When you register for a qualification you must be able to comply with any pre-requisites, details of which will be in the specific qualification regulations.

GQR 2 Eligibility

GQR 2.1 Eligibility and registration

To become eligible for a qualification, you must register for it.

GQR 2.2 Eligibility and progression

GQR 2.2.1 Unless you have applied for credit transfer and have been awarded sufficient credits at OU first level to meet the first level credit requirement of your qualification in full, you must commence your studies towards an Open University undergraduate qualification by enrolling on one or more of the specified modules at OU first level.

GQR 2.2.2 If the regulations for your qualification specify the order of study for any module or modules or any prerequisite requirement for enrolment on any module or modules you will only be permitted to enrol for a module if it complies with those rules. In all other cases you are strongly advised to study modules in the order recommended in the guidance for the pathway through the qualification.

GQR 2.2.3 You will not be permitted to enrol on a module at OU second level unless you have been awarded at least 60 credits at OU first level. This is subject to any specific requirements of your qualification for the award of a higher minimum amount of credit at OU first level as a prerequisite for study at OU second level, and except as set out in the limited exception in GQR 2.2.7 below.

GQR 2.2.4 Subject to any specific requirements of your qualification for the award of a higher minimum amount of credit at OU second level as a prerequisite for study at OU third level, you may not enrol on a module at OU third level unless you have been awarded at least 60 credits at OU second level.

GQR 2.2.5 The requirement for a specified amount of credit referred to in paragraphs GQR 2.2.3 and GQR 2.2.4 above may also specify the module or modules for which that credit must be awarded.

GQR 2.2.6 The requirement for a specified amount of credit referred to in paragraphs GQR 2.2.3 and GQR 2.2.4 above may also specify a performance threshold, in addition to being awarded the credit.

GQR 2.2.7

- a) An exemption from GQR 2.2.3 above will be permitted if you are enrolled on a module at OU first level which will not be completed, or for which the module

result will not be available, prior to the start of the OU second-level module which is recommended as the next module to study in that qualification; and

- i. there is no other module at OU first level specified for your qualification which it would be reasonable for you to study as your next module;
 - ii. there is only one start date for the OU second-level module in each year;
 - iii. you have, by the date of your application to enrol on the OU second-level module, submitted all the work you are expected to submit by that stage for assessment for the OU first-level module.
- b) If you are permitted to enrol for an OU second-level module under this regulation you may change your enrolment to an OU first-level module (subject to the availability of places) or defer the OU second-level module at any time up to the module start date.
- c) If you are permitted to enrol for an OU second-level module under this exemption and do not subsequently achieve the award of credit for the OU first-level module at the first attempt, your enrolment for the OU second-level module may be cancelled unless your module result includes permission to continue to study the OU second-level module pending a resit or resubmission for the OU first-level module.
- d) If you are permitted to continue to study an OU second-level module pending a resit or resubmission for an OU first-level module and do not subsequently achieve the award of credit for the OU first-level module you will be permitted to complete the OU second-level module, but you will not be permitted to enrol for any further modules at OU second or third level until you have achieved credit at OU first level even if you are awarded credit for the second-level module.
- e) If your enrolment for an OU second-level module is cancelled after the module start date you will be subject to the normal rules of entitlement to any refund or credit for any fees paid as set out in the Conditions of Registrations.

GQR 2.2.8 You will be awarded a qualification once you have successfully completed its requirements. Where the same profile of modules leads to more than one designation of a qualification, the designation will be determined by your preference expressed at the last registration.

GQR 3 Qualifications

GQR 3.1 Availability

GQR 3.1.1 Time limits

- a) The University has time limits on all its undergraduate qualifications to ensure coherence of academic study, external credibility and that satisfactory academic progress is being made. You must therefore complete your qualification within the time limits set.
- b) The time limit within which you must complete your qualification starts when you begin your studies for that qualification. This will include if you start your studies

with an Access module or Openings module that does not count towards the credit requirement for your registered qualification.

- c) If you do not achieve the credit required for your qualification within the set time limit you will not be eligible for the qualification.
- d) Subject to any specific requirements of your qualification, the University has approved the following maximum time limits for all undergraduate qualifications:
- 60-credit certificates: 4 years
 - 120-credit certificates of HE: 7 years
 - 120-credit diploma: 7 years
 - 240-credit foundation degree: 12 years
 - 240-credit diplomas of HE: 12 years
 - 300-credit bachelor degrees without honours: 14 years
 - 360-credit honours degrees: 16 years
 - 480-credit honours degree: 16 years

Time limit requirements will be given in each of the specific qualification regulations.

GQR 3.1.2 Withdrawals of qualifications

If you are registered for a qualification and the University has approved the withdrawal of that qualification you will be given an opportunity to complete your study for it within the time approved for withdrawal and subject to the continued availability of the modules required to complete it. If the period for withdrawal is shorter than that of the qualification time limit, then the withdrawal date will override the qualification time limit.

GQR 3.2 Counting credit towards a qualification

- a) Within one qualification, you cannot count credit from a module that is approved as forming an excluded combination with another module that you are also counting.
- b) If you have studied a module prior to registering on a qualification, that module may count if it is included within the qualification requirement and is within the time limit for the qualification. It may be possible to use that credit against a lower level within the qualification if it is appropriate and relevant.

GQR 3.3 Qualification date

Your qualification date will be the date when you become eligible for it.

GQR 3.3.1 Eligibility by completion of OU modules

The date will depend on the date you meet the credit requirement by successfully completing Open University modules.

GQR 3.3.2 Eligibility by the award of transferred credit

If you become eligible for a qualification as a direct result of an award of transferred credit, your qualification date will be the date the transferred credit was awarded.

GQR 3.4 Unique study

All qualifications of the University have an element of unique study within them – i.e. study that has not been counted towards a previous qualification. You will be expected to comply with the unique study rules which are contained in the regulations for the specific qualification towards which you are studying. Credit counted in undergraduate-level qualifications of less than 120 credits will be treated as uncounted credit for this purpose towards any bachelor's degree.

GQR 4 Credit and certification for individual modules

GQR 4.1 Applying regulations

The qualification regulations apply to all qualifications. Credit and certification for individual modules is governed by the Student Regulations, Module Regulations and module rules.

GQR 5 Exceptions

GQR 5.1 Student categories

The qualification regulations apply to all students of The Open University who are registered for a qualification. If you are only registered for a module you should refer to the Module Regulations.

GQR 6 Credit transfer

GQR 6.1 Approved schemes

From time to time, the Senate may approve credit transfer schemes for particular Open University qualifications, and you must read these general regulations with the specific qualification regulations.

GQR 6.2 Previous study

Any award of transferred credit towards a qualification must be made in recognition of the successful completion, at another institution, of a formally assessed and certificated period of study at the higher education level. The level and content of the study must be appropriate for the Open University qualification concerned, and all applications will be subject to academic scrutiny to ensure their relevance to the qualification. Exceptionally, approval may be given for awards of credit transfer to be made towards particular qualifications in recognition of study that is not at the higher education level.

GQR 6.3 Applying transferred credit

Any award of transferred credit for study successfully completed elsewhere must be made towards a particular Open University qualification.

GQR 6.4 Claiming transferred credit

You should submit an application for credit transfer before you register for a qualification.

GQR 6.5 Fees

You must pay the credit transfer fee (if this applies) when you claim for transferred credit. When you pay the fee, you will be entitled to have your transferred credit claim considered. If you do not pay the fee, we will not consider your claim.

GQR 6.6 Forms of transferred credit

Any award of transferred credit must be:

- a. module exemption; and/or
- b. general credit exemption; or
- c. collaborative scheme credit.

Not all of these forms are approved for every Open University qualification.

GQR 6.7 General credit exemption and collaborative scheme credit

If we award general credit exemption or collaborative scheme credit, the Senate has the authority to limit your choice of Open University modules that can be counted towards a qualification if there is a significant overlap in subject matter between the content of the studies for which you were awarded the general credit exemption or the collaborative scheme credit and the content of any Open University modules.

GQR 6.8 Passing on Senate authority

The Senate may give the Qualifications Committee the power to make decisions about individual awards of transferred credit and approve individual credit transfer schemes.

GQR 6.9 More than one period of previous study

You may provide evidence of two or more periods of study to support a claim for transferred credit. In line with the regulations for particular qualifications, the Qualifications Committee can decide whether or not to take account of more than one period of study when considering an award of transferred credit. There must be no significant overlap in content between the periods of study. The total award of transferred credit (including any collaborative scheme credit) must not be more than the maximum permitted for the particular Open University qualification concerned.

GQR 6.10 Abandoning transferred credit

If you receive an award of transferred credit towards a particular Open University qualification, you may abandon all or part of it before the qualification is awarded and in line with any conditions that the Qualifications Committee might set.

GQR 6.11 Other conditions

GQR 6.11.1 Regulations in force

If you claim for transferred credit, you will have to follow the general and qualification-specific credit transfer regulations that are in force at the time of the claim.

GQR 6.11.2 Changes in policy

If you ask us to reassess a previous award of transferred credit because of a change in policy affecting the award that you would receive for a particular period of study, you will have to follow the credit transfer regulations in force at the time that you ask for the reassessment.

GQR 6.11.3 Studies not included

If you ask us to reassess a previous award of transferred credit because studies have not been included in the original application, and if you are eligible for an increased award as a result of reassessment, you will have to follow the credit transfer regulations in force at the time that you ask for the claim to be reassessed.

GQR 6.12 Time limit on transferred credit

Students will only be awarded transferred credit if the prior study has been completed within a timescale appropriate to the Open University qualification; this would normally be 16 years prior to the start of your study but some qualifications will have different time limits.

All applications to named qualifications will be subject to academic scrutiny to ensure their relevance to the qualification in question.

GQR 6.13 Time limit on a qualification with credit transfer

Subject to any specific requirements of your qualification, the University has approved the following maximum time limits for the completion of undergraduate qualifications, dependent on the amount of credit transferred and the credits still to complete:

- 30–60 credits still to complete: 4 years
- 90–120 credits still to complete: 7 years
- 150–180 credits still to complete: 9 years
- 210–240 credits still to complete: 12 years
- 270–300 credits still to complete: 14 years
- 330 credits still to complete: 16 years

Time limit requirements will be given in each of the specific qualification regulations.