

# Academic Regulations (Taught Courses) from 2016 onwards

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## About these regulations

These regulations set out what you have to do to become and remain a student of The Open University to study a taught course, whether you are studying a module as a standalone course or as part of an Open University qualification.

They set out the rules for how we award academic credit if you complete a module successfully, how you can count that credit towards an Open University qualification, what you have to do to progress through an Open University qualification and to meet the requirements for the award of a qualification on successful completion of the academic requirements. They also set out the circumstances in which you will cease to be an Open University student, including where either you or the University are entitled to end the relationship before you have completed all of your intended studies.

If you are studying for a qualification or if you intend to study for a qualification or if you are studying with a view towards achieving a qualification, you should also refer to the specific regulations governing that qualification, which set out the detailed academic requirements that you will have to meet to study for and be awarded it. There is a link to those regulations in the qualification description in our online prospectus.

These regulations and, unless stated otherwise, all of the rules, regulations, policies and procedures referred to in these regulations are available from the [Essential Documents](#) section of The Open University Student Charter website. We recommend that you download them and save them to your own computer for reference or for printing your own copy.

## Definitions

### Student of the University

You will be a student of the University for the purposes of these regulations if you are currently registered for a qualification or, if you are not registered for a qualification, you are either currently registered for a module or you have studied a module in either of the previous two academic years.

### Taught course

A taught course may be either a qualification including any module studied as part of that qualification or a module studied as a standalone course. It does not include research degrees and short courses.

### Undergraduate student

An undergraduate student is a student who is either:

- registered for a module which is designated as an undergraduate module; or
- registered for or has declared a qualification which is designated as an undergraduate qualification or as an integrated Master's degree. You will be an undergraduate student even if you are currently enrolled on a postgraduate module as part of that qualification.

### Postgraduate student

A postgraduate student is a student who is registered for a module which is designated as a postgraduate module.

### **Research student**

A research student is a student who is registered for a qualification which is designated as a research degree.

### **Short course student**

A short course student is a student who is registered for any of the non-credit bearing modules set out in the short courses sections of our prospectuses.

### **Apprenticeship student**

An apprentice is a student aged 16 or over, who is in paid employment for the duration of their apprenticeship and who has in place an Apprenticeship Agreement with their employer. The apprentice will combine working with studying for a work-based, academic or combined qualification. An apprenticeship student is an apprentice registered for an undergraduate or taught postgraduate qualification.

### **Registration**

Registration is the process by which you become a student of the University. Subject to these regulations you may register for a module or for a qualification.

### **Enrolment**

Enrolment is the process by which a student who is registered for a qualification is allocated to a module which will be studied as part of that qualification.

### **Award of qualification**

You will be awarded a qualification when you have successfully completed all of the appropriate requirements for a qualification for which you have registered or declared as a qualification intention. For some qualifications, you will need to formally accept an offer of the award of a qualification.

### **Conferral of qualification**

A qualification is conferred when the award of the qualification has been formally ratified at a meeting of congregation (Council and Senate), following which the formal certificate is issued.

### **Declared Qualification**

A declared qualification is a qualification that you have told us that you are studying towards and to which you are linking the modules that you study and are awarded credit for.

Declared undergraduate qualifications are the qualifications offered prior to 2012 which we have given notice are being phased out. Most declared undergraduate qualifications were withdrawn on 31 December 2017. Declared Open Programme qualifications will continue to be available until 31 December 2019.

All postgraduate certificates, diplomas and Master's degrees are declared qualifications.

### **Registered Qualification**

A registered qualification is a qualification that you have formally registered to study and that you have enrolled on modules for and are counting credit towards.

## **Module**

A module is a self-contained unit of teaching, learning and assessment which may be studied as a standalone course or in combination to form qualifications. Each module other than a short course is assigned a credit value and a level of study.

## **Credit/Credits**

Each module is assigned a credit value, which is related to the workload required to successfully complete it. One credit represents about 10 hours of study. You will be awarded credits when you successfully complete a module, so if you pass a 60-credit module you will be awarded 60 credits. Some modules have a zero credit value.

## **Level**

Modules offered by The Open University are assigned a level of study. These are expressed as Open University first, second and third levels for undergraduate modules, and postgraduate level for postgraduate modules. Access modules which do not form part of the credit requirement for qualifications are Open University Level 0.

## **Stage**

Registered Undergraduate qualifications of 120 credits or more are divided into Stages. A qualification may have an optional Stage 0 which is not included in the credit requirement of a qualification. Each Stage at Stage 1 or above will include 120 credits. Each Stage will normally be made up of modules at the equivalent level, so Stage 1 will usually be made up of 120 credits from Open University first level modules.

Some Stages of some qualifications may include modules of different levels. This is referred to as **Exceptional Stage Credit** and details will be included in the specific regulations governing the qualification.

Postgraduate qualifications may also include Stages of study of 60 or 120 credits. If this applies, details will be set out in the specific regulations governing the qualification.

## **Recognition of Prior Certificated Learning (Credit Transfer)**

If you have previously studied elsewhere and your studies were completed at the same academic level as Open University modules, we may be able to award you credit towards an Open University qualification. This will allow you to use your previous study instead of completing some of the modules required through The Open University. Credit awarded in recognition of prior certificated learning may be awarded with restrictions and if that is the case, these will be set out in the award confirmation. Credit awarded in this way will not count towards the classification requirements of any classified award unless it is collaborative scheme credit, described below.

## **Collaborative Schemes**

Collaborative schemes give you the opportunity to study subjects not currently offered by The Open University at another institution and count the credit achieved towards some Open University qualifications. Collaborative Schemes are operated through a formal agreement between The Open University and other UK universities/institutions. You must comply with the regulations of the institution with which you are studying. Credit from a collaborative scheme will count towards the maximum credit awarded in recognition of your prior certificated learning rules for each qualification. Grades awarded for collaborative credit at Open University second and third level can count towards the classification requirements of undergraduate degrees

grades awarded for collaborative credit at postgraduate level can count towards any classification requirements of postgraduate awards.

### **Undergraduate Bachelor's degrees**

The University awards undergraduate degrees of Bachelor of Arts (BA), Bachelor of Science (BSc) Bachelor of Engineering (BEng) and Bachelor of Laws (LLB).

### **BA/ BSc/ BEng/LLB with Honours**

The University's BA, BSc, BEng and LLB Honours degrees require 360 credits, with at least 240 credits above Open University first level, and at least 120 credits at Open University third level.

### **BA/ BSc without Honours**

The Open Degree (BA/BSc Open) and the BA in Early Years may be awarded without Honours with a minimum of 300 credits, with at least 180 credits above Open University first level and at least 60 credits at Open University third level. You may convert an Open Degree without Honours or a BA in Early Years without Honours to a Degree with Honours by studying additional credit.

### **Honours Degree (Scotland)**

In addition to standard Honours degrees, the University offers some 480 credit Honours degrees in order to meet specific requirements of professional bodies in Scotland.

### **Integrated Master's Degree**

An integrated Master's degree is an undergraduate qualification at FEHQ Level 7. It requires at least 480 credits, of which 360 are at undergraduate level with at least 240 credits above Open University first level, and at least 120 credits at Open University third level and a further 120 credits at postgraduate level.

### **Graduate Diploma**

A graduate diploma is a qualification of at least 120 credits at Open University third level.

### **Professional Graduate Certificate**

A professional graduate certificate is a qualification of at least 120 credits at Open University third level.

### **Professional Graduate Diploma**

A professional graduate diploma is a qualification of at least 120 credits at Open University third level.

### **Professional Certificate**

A professional certificate is a qualification of at least 60 credits. The requirements vary, and are included in the specific regulations governing that qualification.

### **Foundation Degree**

A foundation degree is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University second level.

### **Diploma of Higher Education**

A diploma of higher education is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University second level or above.



## **Open University Diploma**

An Open University diploma is a qualification unique to The Open University. The requirements vary, and are included in the specific regulations governing that qualification.

## **Certificate of Higher Education**

A certificate of higher education is an undergraduate qualification of at least 120 credits, including 60 credits at Open University first level and 60 credits at Open University first level or above.

## **Open University Certificate**

An Open University certificate is a qualification unique to The Open University. The requirements vary, and are included in the specific regulations governing that qualification.

## **Postgraduate Master's Degree**

The University awards postgraduate degrees of Master of Arts (MA), Master of Science (MSc) Master of Laws (LLM) and Master of Business Administration (MBA).

The University's Master's degrees are postgraduate qualifications, normally of a minimum of 180 credits of postgraduate level study, although some individual qualifications may permit up to 30 credits of study at Open University third level.

## **Postgraduate Diploma**

A postgraduate diploma is a postgraduate qualification, normally of a minimum of 120 credits of postgraduate level study, although individual qualifications may permit up to 30 credits of study at Open University third level.

## **Postgraduate Certificate**

A postgraduate certificate is a postgraduate qualification of at least 60 credits of postgraduate level study.

## **Professional Diploma**

A professional diploma is a postgraduate qualification of a minimum of 60 credits of postgraduate level study.

## **Open Programme**

The Open Programme allows students to design their own qualification to study a wide range of subjects. Qualifications offered within the Open Programme are BA/BSc (Honours) Open, BA/BSc Open, Diploma of Higher Education Open and Certificate of Higher Education Open.

## **Structure of a qualification**

The structure of a qualification includes the Stages and the way that the modules within each stage are designated as compulsory, core options, options or free choice. Compulsory modules must be studied for the qualification to be awarded. Core option modules are those which are chosen from a restricted set of options, and together with the compulsory modules address all of the specific learning outcomes of a qualification. Options modules are from a group of module choices from which a specified number of credits must be counted, and free choice indicates that a specified number of credits at an appropriate level can be counted from a wide range of modules offered by the University.

### **Component of a qualification**

A component of a qualification is any part of a qualification which is more than a single module and less than an entire qualification. It includes a Stage of a qualification, groups of modules defined by their level, modules that may be required for a particular title, designation or classification of a qualification and modules that may be required for a qualification to be accredited or recognised by an external body.

### **Unique Study**

Unique study is Open University or collaborative scheme module credit which has not previously been counted towards an Open University qualification. All qualifications have a unique study requirement. Credit which has only been counted towards undergraduate qualifications of less than 120 credits may be treated as unique study for the purposes of completing a Bachelor's degree.

### **Teach-out arrangements**

Teach-out arrangements apply where the University has given notice of a change to the structure or study requirements of a qualification or for its withdrawal. They are the arrangements for students who have registered for or declared that qualification to enable them to complete that qualification within the notice period before the change or withdrawal takes effect.

### **Aegrotat Credit**

An aegrotat is a credit that may under certain conditions be awarded posthumously, or if a student is too ill to complete the assessment for module(s) that comprise up to the final 20% of the credit requirement for a registered or declared qualification. An aegrotat can only be awarded where there is evidence that the student no longer has capacity to study.

### **Full time equivalent**

Full time equivalent refers to a study intensity of 120 credits within the same academic year.

## **Section A: The authority of the University to make regulations**

### **A1 Making academic regulations**

The Royal Charter and Statutes of The Open University set out its legal status and powers as a University. They give the Senate authority for academic matters and the power to make regulations and rules regarding students who are studying a taught course, the registration and enrolment of students, the continuation of study, the content of studies, the teaching or supervision of students, the assessment of students, the award of Open University credit and credit awarded in recognition of your prior certificated learning, the structure and content of qualifications and the award and classification of a qualification. The Senate may delegate the power to make and vary the academic regulations.

### **A2 Making assessment rules**

The Senate sets the rules governing continuous assessment (assignments) and examination for any module, certificate, diploma, degree or other qualification of the University. These are set out in the Code of Practice for Student Assessment and in the assessment handbooks and specific regulations governing individual qualifications.

### **A3 Language of instruction, teaching, assessment and administration**

Unless the Senate says otherwise, or the Welsh Language Act 1993 or the Welsh Language (Wales) Measure 2011 apply, English will be the language that is used for and in all tuition, materials, residential schools, student support, examinations, assessment and administration in the University.

### **A4 Communicating regulations**

Regulations made by the Senate will be published on the Open University website.

## **Section B: Who these regulations apply to**

### **B1 Who these regulations apply to:**

All students who register with The Open University to study a taught course commencing from the academic year 2016/17.

These regulations do not apply to students who have registered for a research degree or who have registered for a short course.

These regulations do not apply to students who are studying in other academic institutions, professional bodies, companies and other organisations towards a qualification which is validated by The Open University.

### **B2 When these regulations will apply to you**

#### **B2.1 Students who are registered for a module as a standalone course**

- a) These Regulations will apply to all matters concerning a module for which you are registered in the academic year 2016/17, 2017/18 or 2018/19. If you register for a taught course in a subsequent year, the regulations in force at the time of that registration will apply to that further study.

- b) If, having studied a module as a standalone course, you subsequently register for or declare a qualification and wish to count credit awarded for that module towards a qualification, the regulations that will apply to your qualification will be those in force at the date you register for or declare that qualification, not those in force at the time you studied the module (if different).

## **B2.2 Students who have registered for or declared a qualification**

- a) These Regulations will apply to all matters concerning studies undertaken as part of a qualification for which study commenced before or during the academic year 2016/17, 2017/18 or 2018/19 and will continue to apply for so long as you remain registered for that qualification or declare that qualification intention and remain a student of the University, whichever is applicable.
- b) If you cease to be registered for that qualification or cease to declare that qualification intention these regulations will continue to apply for the duration of any module study commenced as part of that qualification. If you subsequently register for a taught course in a subsequent year, including re-registering for the same qualification you were studying previously, the regulations in force at the time of that registration will apply to that further study.
- c) If, having studied a module as part of a previous qualification, you subsequently register for a further qualification and wish to count credit awarded for that module towards that further qualification, the regulations that will apply to your qualification will be those in force at the date you register for the further qualification, not those in force at the time you studied the module (if different).
- d) Where there are time limits for completion of specific qualifications, unless the specific qualification regulations state otherwise, that time limit is calculated from the start of the earliest module you are counting credit from, or the date of any credit awarded in recognition of prior certificated learning.
- e) You must also comply with any time limits for counting modules.

## **B2.3 Which regulations apply if you change your qualification**

- a) If you change your qualification, the regulations that will apply to you will be those which apply at the date of the change.
- b) Where there are time limits for completion of specific qualifications, that time limit is calculated from the start of the earliest module you are counting credit from or the date of any award of credit in recognition of prior certificated learning.

# **Section C: Changes to regulations and curriculum**

## **C1 Changes to these regulations**

### **C1.1 The circumstances when we may make changes**

The Open University provides its students with the flexibility to study towards qualifications over an extended period of time and it may therefore be necessary or desirable to make changes in the relationship between the University and its students during that time. The University may amend regulations and rules or the way in which it applies them from time to time in order to:

- Improve the experience of students
- Ensure the efficient and economic use of University resources
- Comply with changes in legal or regulatory requirements
- Maintain the reputation, good standing and academic standards of the University
- Correct errors or improve clarity and accessibility of regulations
- Take advantage of new technologies, methods, ideas and opportunities

### **C1.2 How changes will be made**

Where such changes are to be made the University will follow its rules for governance approval of those changes including, where appropriate, consultation with students or their representative bodies.

### **C1.3 Notice of changes**

The University will give reasonable notice of changes to the regulations and rules, and the date they take effect.

## **C2 Changes to Open University curriculum and qualifications**

### **C2.1 Changes to Modules**

- a) The University will not normally make changes to a module for students who are enrolled or registered on that module.
- b) A change to a module on which you are enrolled or registered will normally only be made if the change is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating or accrediting body.
- c) Where a change is made to a module on which you are enrolled or registered you will be given as much notice as possible of the change and, if there is any detriment to you as a result of the change, the opportunity to withdraw from that module without penalty.
- d) Modules on which students are not yet enrolled or registered may be changed or withdrawn at short notice.

### **C2.2 Changes to Qualifications**

- a) Availability of modules
  - (i) The modules that are available to count towards your qualification and the minimum period for which those modules will continue to be available to study are set out in the qualification information in our online prospectus at the time you register for or declare your qualification.
  - (ii) If you have not completed your qualification during the time that those modules are available, the University will continue to make available sufficient academically appropriate modules to enable you to complete your qualification, subject to any notice given of a change to the structure or study requirements of that qualification or for its withdrawal.
  - (iii) The University continually seeks to enhance its students' experience and ensure that courses remain valid, relevant and current. The modules that are

made available in future will reflect those aims of the University and may therefore not include the same subject content, teaching or assessment methods as the modules available at the commencement of your qualification. Modules on which students are not yet registered or enrolled may also be amended in any of the circumstances listed in C1.1.

- b) Changes in the structure or study requirements of a qualification
- (i) In line with its aim to enhance its students' experience and ensure that courses remain valid, relevant and current, and in any of the circumstances listed in C1.1, the University may make changes to the structure of its qualifications. These may include such matters as the balance between core, options and free choice modules, the balance between coursework and examination or other forms and types of assessment, the order of study and rules for progression through the qualification, the requirements for attendance at or participation in specified learning activities.
  - (ii) Where such changes are approved after the 1<sup>st</sup> August 2016, you will be given the option to continue your studies under the new structure or to carry on under the original structure, subject to the teach-out arrangements set out in any notice given.
  - (iii) If you continue under the new structure you will be able to count any credit that you have already been awarded or that you are currently studying for towards your qualification.
  - (iv) If you choose to carry on with the original structure you may be given notice that there is a teach-out arrangement which will mean a reduced time limit for completion of the qualification or a component of that qualification. Except in the circumstances set out below, the minimum period of notice that you will be given will be sufficient for you to complete the qualification or component at a study intensity of half of the full-time equivalent rate assuming that you do not defer or fail any module or take any study break.
  - (v) The notice period set out above may be reduced if it is necessary to comply with the requirements of a professional, statutory or regulatory body or of any other body that accredits or validates the qualification.
  - (vi) If you are unable to complete your qualification within the notice period you will be able to obtain advice and guidance to help you move to a similar qualification under the new structure, to a related qualification or, if you are an undergraduate student, to a qualification under The Open Programme.

### **C2.3 Withdrawal of Qualifications**

- a) In line with its aim to ensure that courses remain valid, relevant and current, the University may withdraw qualifications that will cease to meet those requirements. The University may also withdraw a qualification if it has become uneconomic to continue to offer that qualification or the modules required to complete it or if the University has made a strategic decision to change the curriculum or how it is delivered.
- b) If you are registered for or have declared a qualification and the University has approved the withdrawal of that qualification you will be given notice of the withdrawal and a reasonable opportunity to complete your study for it before it is withdrawn,

subject to the continued availability of the required modules. If the period for withdrawal is shorter than that of the qualification time limit, then the withdrawal date will override the qualification time limit.

- c) Except in the circumstances set out below, the minimum period of notice that you will be given will be sufficient for you to complete the qualification at a study intensity of half of the full-time equivalent rate assuming that you do not defer or fail any module or take any study break.
- d) The notice period set out above may be reduced if it is necessary to comply with the requirements of a professional, statutory or regulatory body or of any other body that accredits or validates the qualification for the change to be made in a shorter period of time.
- e) If you are unable to complete your qualification within the notice period you will be able to obtain advice and guidance to help you move to a related qualification or, if you are an undergraduate student, to an equivalent qualification under The Open Programme.
- f) You will normally be permitted to complete your qualification up to 12 months after the published withdrawal date if you are awarded credit as a result of:
  - (i) a resit or resubmission of your final module(s)
  - (ii) a retake at the earliest opportunity if your final module does not provide a resit/resubmission opportunity

## **Section D: Becoming a Student of the University**

### **D1 Requirement for registration**

In order to study an Open University taught course you must either register for a module or you must register for a qualification and enrol for a module.

### **D2 What you have to do to register**

#### **D2.1 Entitlement to register**

You are entitled to register as a student if you are eligible to do so under these regulations.

#### **D2.2 Provision of information**

You must provide us with any information we ask you for that it is reasonable for us to know in order to establish your eligibility to register. Any information you provide must be accurate and not omit anything which might result in the University being misled as to your eligibility. Your information will only be used for the purposes set out in our [Data Protection Policy](#).

#### **D2.3 Registration Procedure**

You must follow the registration procedure which is set out in our online and print prospectuses.

#### **D2.4 Conditions of Registration**

You must agree to our [Conditions of Registration](#).

## **D2.5 Fees and other charges**

You must pay or agree to pay any fees and other charges that are due as set out in our [Fee Rules](#). The Fee Rules set out the circumstances in which fees and other charges may be amended.

Details of the applicable fees and other charges are set out in our online prospectus. We will tell you when you register how much you have to pay and how you should pay it.

If you do not pay your tuition fees or any other charges when they become due the University may cancel your registration.

## **D3 Effect of registration**

### **D3.1 Entitlement to study**

Being registered or enrolled as a student on a module entitles you to the material, tuition and assessment for the relevant module.

### **D3.2 Entitlement to award of credit and qualifications**

You may only be awarded credit for a module for which you are registered or enrolled and upon successful completion of the academic requirements for that module. You may count the credit from modules that you have completed successfully towards an Open University qualification subject to the rules set out below and the requirements of the specific regulations governing your qualification.

### **D3.3 Exceptional circumstances**

The University will take all reasonable steps to provide the educational services that you have registered or enrolled to receive. There may be circumstances outside of our control where we are unable to provide those services in full or in part for reasons such as fire, flood, pandemic, terrorist acts or industrial disputes. Where those, or similar, circumstances arise we will minimise disruption so far as we are reasonably able and, wherever practicable, will provide you with reasonable alternative arrangements to continue with your studies.

The University may have to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, residential schools and other teaching sessions, assessments or examinations due to the occurrence of an event or circumstance beyond its reasonable control including, but not limited to, industrial action, whether on the part of the University's staff or otherwise, short notice absence of teaching or other staff, short notice unavailability of premises, facilities or materials. The University will make all reasonable efforts to inform you of any such changes as early as possible and to provide reasonable alternative arrangements wherever practicable to do so.

## **D4 Requirements for registration and/or enrolment**

### **D4.1 General Requirements**

#### **a) Residence**

You must be ordinarily resident in the European Union or in a country in which we have agreed to allow registration for your chosen module or qualification.

If you are not resident in the European Union you may only declare a qualification intention or register for a qualification if sufficient modules are available for registration or enrolment in the country in which you are resident to enable the credit requirements for that qualification to be met.



**b) Age**

You must normally be 16 or over at the start of the module presentation for which you want to register or enrol.

If you will be under 18 at the start of the module presentation for which you want to register or enrol there are some additional requirements for registration and enrolment set out in our [Policy for the admission of applicants under the age of 18](#), including the exceptional admissions process for students under the age of 16.

**c) Study limits**

You cannot register or enrol for modules which exceed the study limits set out in these Regulations.

**d) Suspension**

You cannot register or enrol while you are suspended or temporarily expelled from the University under the provisions of the [Code of Practice for Student Discipline](#).

**e) Expulsion**

You cannot register or enrol if you are permanently expelled from the University under the provisions of the [Code of Practice for Student Discipline](#).

**f) Health and Safety, Safeguarding etc.**

The University may refuse to allow you to register or enrol or may apply conditions to your registration or enrolment if, in the opinion of the University, it is reasonably necessary to do so in order to comply with its duties to protect the health and safety of students, staff, contractors and members of the public, its duties with respect to the safeguarding of young persons or vulnerable adults or in order to comply with its obligations under the Equality Act 2010, any other statutory duty or obligation or any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

#### **D4.2 Academic Requirements**

The Senate may decide that registration for any qualification, declaration of any qualification or registration or enrolment for any module, shall be subject to:

- a) Your confirmation that you possess a skill or ability at a specified standard; or
- b) Your confirmation that you have undertaken a specified diagnostic or preparatory activity; or
- c) Successful completion of any Open University modules which you have previously studied; or
- d) An award of Open University credit for a specified module; or
- e) An award of Open University credit at or above a specified threshold; or
- f) An award of credit in recognition of prior certificated learning at a specified level or for a specified module; or
- g) An award of a specified qualification, including award of that qualification at a specified grade or level; or

- h) Attainment of a specified academic standard expressed as equivalent to an award of credit or qualification, such attainment to be determined in a way approved by the Senate.

Any conditions decided upon by the Senate under this regulation shall be set out in the relevant online prospectus or specific qualification regulations, as appropriate.

#### **D4.3 Vocational and professional requirements**

The Senate may decide that registration for any qualification, declaration of any qualification or registration or enrolment for any module, shall be subject to:

- a) fitness to practise a specified profession;
- b) maintenance of professional standing;
- c) a satisfactory Disclosure and Barring Service (or equivalent) record;
- d) being employed by a specified employer;
- e) being employed in a specified role, capacity or profession;
- f) confirmation by an authorised third party that any specified requirements for study will be met.

Any conditions decided upon by the Senate under this regulation shall be set out in the relevant module description in our online prospectus or in specific qualification regulations as appropriate.

## **Section E: Studying modules**

### **E1 Options for module registration or enrolment**

#### **E1.1 Module registration**

You may register to study a module as a standalone course or as a part of your studies for a declared undergraduate qualification or a declared postgraduate qualification (as applicable).

#### **E1.2 Module enrolment**

If you have registered for a qualification you may enrol for a module provided you have met any requirements in the specific qualification regulations to be eligible to enrol for that module.

### **E2 Study restrictions**

#### **E2.1 Study restrictions for academic reasons**

- a) At any one time, you must not register or enrol to study modules that are worth a total of more than 120 credits unless prior approval has been given under the exceptional criteria set out in [Appendix 1](#). The 120 credit limit excludes credit for standalone residential school modules, postponed examinations and examination resits and resubmissions.
- b) You will not be eligible to register or enrol for another module unless you have made sufficient academic progress in your previous studies. The rules and procedures to be applied for determining your eligibility for further study are set out in [Appendix 2](#).

## **E2.2 Study restrictions for undergraduate students in England only**

- a) If, under the Open University [Fee Rules](#), you are a student in England and you are liable to pay the Standard Fee, you will not be permitted to register or enrol to study undergraduate modules starting within any academic year (as defined in Regulation 2(1) of the Education (Student Support) Regulations 2011) which count towards a registered or declared qualification and for which the total fees payable will exceed the maximum amount specified pursuant to section 24 of the Higher Education Act 2004.
- b) If you defer your study of a module the fee payable for that module will be treated as falling within the academic year in which study of that module commenced. If any additional fee is payable when you resume study of the module, the additional fee will be treated as falling within the academic year in which study resumes.

## **E3 Modules with pre-requisite requirements**

### **E3.1 The pre-requisite requirement**

- a) Some modules have pre-requisite requirements, that is to say that they can only be studied where students have first completed a particular specified module. These modules are referred to as principal modules. In order to study the principal module, students must have either:
  - (i) been awarded credit for the pre-requisite module; or
  - (ii) been awarded credit in recognition of prior certificated learning which specifically exempts you from the pre-requisite module; or
  - (iii) provided evidence of prior learning and/or experience which has been approved as exempting you from studying the pre-requisite module or from the requirement to study that module as a pre-requisite; or
  - (iv) been exempted from the requirement to study that module as a pre-requisite by a decision of the Teaching Committee responsible for the module; or
  - (v) completed study of the pre-requisite module and the result, including the result for a resit or resubmission, is not available before the start date of the principal module.
- b) If you are studying for a qualification and you have been exempted from the requirement to study a module as a pre-requisite, but not from studying that module, you will still be required to achieve credit for that module in order to be awarded the qualification.

### **E3.2 Effect of non-completion of a pre-requisite module**

If you have started to study a module with pre-requisite requirements under paragraph (v) above but you do not subsequently achieve credit in the pre-requisite module you may, unless the specific qualification regulations for your qualification (if any) state otherwise, continue to study that module if you choose to do so.

## **E4 Modules with co-requisite requirements**

### **E4.1 The co-requisite requirement**

- a) Some modules have co-requisite requirements, that is to say that they can only be studied by students who have either studied another module (‘the co-requisite

module') prior to the start of the principal module or will be studying at the same time as the principal module. In order to study the principal module, students must have either:

- (i) been awarded a result for the co-requisite module before the start date of the principal module; or
  - (ii) been awarded credit in recognition of prior certificated learning which specifically exempts you from the co-requisite module; or
  - (iii) provided evidence of prior learning and/or experience which has been approved as exempting you from studying the co-requisite module or from the requirement to study that module as a co-requisite; or
  - (iv) been exempted from the requirement to study that module as a co-requisite by a decision of the Teaching Committee responsible for the module.
  - (v) on the start date of the principal module be either registered or enrolled on the co-requisite module for a presentation which starts on that date or which started at an earlier date and is not yet completed.
- b) If you are studying for a qualification and you have been exempted from the requirement to study a module as a co-requisite, but not from studying that module, you will still be required to achieve credit for that module in order to be awarded the qualification.

#### **E4.2 Effect of non-completion of a co-requisite module**

If you have started to study a module with co-requisite requirements under paragraph (v) above and you do not successfully complete study of the co-requisite module you may, unless the specific qualification regulation for your qualification (if any) state otherwise, continue to study that module if you choose to do so.

#### **E5 Modules restricted to students studying a specific qualification**

You may not enrol or register on any module that the Senate has decided will only be available for study by students registered for a specified qualification or who have declared a specified qualification intention, unless you are registered for that qualification or, if eligible, have declared that qualification intention.

#### **E6 Restrictions on repeating modules**

##### **E6.1 General Restriction on repeating modules**

If you have been awarded credit for a module, you are not allowed to repeat that module unless paragraph E6.2 below applies.

##### **E6.2 Repeating a module with a specified performance standard**

- a) If The Senate has decided that, for your qualification, a performance standard must be achieved in a specified module before you are permitted to enrol on a module at a higher level and you have been awarded credit for the specified module at a grade which is below the specified performance standard, you may repeat that module subject to meeting all of the following conditions:
- (i) You were registered for the relevant qualification on the final deferral date for the module presentation in which you first studied that module and have

remained registered for that qualification up to the start date of any presentation in which you repeat that module;

- (ii) The module for which credit has been awarded, or a designated replacement module, if any, is available for study to be repeated;
  - (iii) Study of the module is repeated within the 2 academic years following the first attempt at the module;
  - (iv) You are otherwise eligible under these regulations to enrol on the relevant module.
- b) If you are permitted to repeat study of a module under this regulation and you do not achieve the specified performance standard within the following 2 academic years you may not repeat the module again and your registration for the qualification may be cancelled.
- c) If you repeat a module under this regulation, your assessment record will include the grade that was first awarded together with the grade awarded for the repeat.

## **Section F: Module credit**

### **F1 Award of credit**

#### **F1.1 Criteria for award of credit**

We will award you module credit if you achieve the required performance standard during the module and, where applicable, the examinable component of the module. An examinable component can be an assignment, examination, dissertation, project or other academic work. The Senate may set other conditions for the award of module credit including a residential school element, participation in specified learning and assessment activities and meeting specified professional standards.

#### **F1.2 Residential school element**

The Senate may decide that a module will have a residential school element. If this is the case, you cannot be awarded module credit if you have not satisfactorily completed the residential school element. This will require you to attend a residential school or to complete the Alternative Learning Experience, where available.

#### **F1.3 Specified learning and assessment activities**

The Senate may decide that a module will have learning and assessment activities which require you to carry out a specified activity, to attend and participate at a specified place and time, or to participate in online activity during a specified period. If this is the case, you cannot be awarded module credit if you have not carried out or participated in those activities to a satisfactory standard.

#### **F1.4 Specified professional standards**

The Senate may decide that an award of module credit may be subject to satisfactory demonstration and maintenance of standards for suitability or fitness to practise specified by an appropriate professional body. If this is the case, you cannot be awarded module credit if you have not met those standards.

## **F2 Value of credit**

The Senate gives each module a credit value. Depending on the credit value of the module, the Senate will award the appropriate number of credits to you when you have successfully completed a module for which you are registered or enrolled.

## **F3 Level of credit**

The Senate gives each module a level of study.

## **F4 Grade of credit**

We may award you module credit with a grade. The Senate sets out the scheme and conditions for deciding which grade is awarded, which are published in the Assessment Handbook.

## **F5 Failure of a module**

We will consider you to have failed a module that you are registered or enrolled for if you do not fulfil the academic requirements of the module. You will not be awarded credit for a module that you have failed.

## **Section G: Counting Open University credit towards a qualification**

### **G1 Counting credit awarded before a qualification is declared or registered**

This regulation applies if you are or have been studying a module as a standalone course or if you have studied a module under a previous qualification declaration or registration that is no longer current under the criteria in [Section N](#).

#### **G1.1 Need for declaration or registration**

You will only be able to count credit that you are or have been awarded towards a qualification if you declare a qualification intention or register for a qualification and, under the regulations that apply to that qualification that are in force at the time of that declaration or registration, the credit can be counted towards it.

#### **G1.2 Claiming a qualification for credit you have already been awarded**

If you have already been awarded credit which meets all the requirements for the award of an Open University qualification, including any applicable time limits, and you have not previously declared or registered for that qualification, you must do so before you can be awarded the qualification. The regulations that will apply to that qualification are those that are in force at the time of that declaration or registration. **You must claim the qualification no later than six years beyond the qualification withdrawal date. For qualifications with a withdrawal date prior to 1<sup>st</sup> August 2016, you may register or declare and claim the qualification no later than 1<sup>st</sup> August 2022.**

### **G2 Studying for a qualification and counting credit towards it**

To be eligible to study for any Open University qualification, you must be eligible to register as a student of the University, you must meet any specified declaration or registration requirements for your qualification, register as a student and either declare a qualification intention or register for a qualification. Subject to the specific qualification regulations, you will

then be able to register or enrol for modules and count credit you are awarded towards that qualification.

### **G3 Declaring or registering for a qualification**

The Open University offers different types of qualification which have different study rules and rules for counting module credit. Please refer to the relevant section for the type of qualification which applies to you.

#### **G3.1 Which regulations apply**

- a) If you first registered to study as an undergraduate student before 1st August 2012 you may be able to declare an undergraduate qualification. Please see [section J](#) for more information.
- b) If you first registered to study as an undergraduate student after 1st August 2012, you must register for a qualification in order to count credit towards it, please see [section K](#) for more information.
- c) If you wish to declare a postgraduate qualification please see [section L](#) for more information.

## **Section H: Recognition of Prior Certificated Learning (Credit Transfer)**

### **H1 The Approved Scheme for Recognition of Prior Certificated Learning (Credit Transfer)**

#### **a) Summary of scheme**

An award of Open University credit may be made in recognition of study completed at another institution, which is formally assessed and certificated, at the higher education level and has been approved as eligible for Open University credit by the Senate. The study must have been successfully completed and the level and content of the study must be appropriate for the Open University qualification concerned. Exceptionally, approval may be given for awards of credit to be made towards particular qualifications in recognition of study that is not at the higher education level. All applications will be subject to scrutiny to ensure their relevance to the qualification. Any award made is a matter of academic judgement. The specific regulations governing that qualification will include whether the scheme is available for the qualification and the maximum permitted award of credit awarded in recognition of prior certificated learning.

#### **b) Forms of credit for recognition of prior certificated learning**

Any award of credit must take the form of:

- (i) Module exemption, exempting you from studying a particular Open University module. To be eligible for this type of exemption there must be an adequate match between the learning outcomes of the previous study and those of the Open University module in the context of the Open University qualification. This credit will be awarded following academic scrutiny of the application.
- (ii) General credit exemption, exempting you from studying a number of modules in a qualification. To be eligible for this type of exemption the learning outcomes of the previous study must align with the learning outcomes of the overall Open

University qualification or the relevant stage of the Open University qualification. This credit will be awarded following academic scrutiny of the application.

- (iii) Collaborative scheme credit, where collaborative modules are specified modules from a particular institution with which The Open University has a formal agreement. The credit can be used as an alternative to Open University modules where they are specified as part of that Open University qualification.
- (iv) Not all of these forms are approved for every Open University qualification.

**c) Age of credit awarded in recognition of prior certificated learning**

Students will only be awarded credit in recognition of prior certificated learning if the prior study has been completed within a timescale appropriate to the Open University qualification. For registered undergraduate qualifications this will be a maximum of 16 years prior to the start of your study on your registered qualification but declared undergraduate and postgraduate qualifications may have different age limits. Age limits on credit awarded in recognition of prior certificated learning which are shorter than the maximum age limits will be stated in specific qualification regulations.

**d) Time limit to complete declared undergraduate qualifications with credit awarded in recognition of prior certificated learning**

If your declared undergraduate qualification has a time limit which includes a limit of credit awarded in recognition of prior certificated learning, this will be stated in the specific qualification regulations.

**e) Time limit to complete registered undergraduate qualifications with credit awarded in recognition of prior certificated learning**

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 awarded in recognition of prior certificated learning 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 or more credits still to complete: 16 years

Where specific time limit requirements are shorter than the maximum time limits, they will be stated in specific qualification regulations.

**f) Time limit to complete postgraduate qualifications with credit awarded in recognition of prior certificated learning**

If your declared postgraduate qualification has a time limit which includes credit awarded in recognition of prior certificated learning, this will be stated in the specific qualification regulations.

**H2 Restrictions**

**a) Credit is awarded to a specified qualification**



Any award of credit in recognition of prior certificated learning will be made towards a particular Open University qualification and may only be counted toward that qualification. If you change your qualification, you will need to apply for your award to be reassessed. An individual award will confirm the number of credits awarded, the form of exemption approved and the modules within the qualification to which the credit may be applied. The maximum award of credit awarded in recognition of prior certificated learning for each qualification is in the specific qualification regulations.

**b) Applicable regulations in force**

If you apply for credit to be awarded in recognition of prior certificated learning, you will have to follow the regulations that are in force at the time of the application. If you ask us to reassess a previous award of credit in recognition of prior learning you will have to follow the regulations in force at the time that you ask for the reassessment.

**c) Restrictions to prevent overlap in subject matter**

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 learning outcomes 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.

### **H3 Applying for credit recognition (Credit Transfer)**

**a) How to apply**

An application for an award of Open University credit in recognition of your prior certificated learning must be made in the prescribed form. You will normally be asked to provide independent evidence in support of the application including:

- Evidence of the award of credit and the date of the award
- The identity and nature of the awarding institution and its authority to award credit
- The academic level and content of the previous study.

**b) When to apply**

- (i) If you are applying for an award of credit in recognition of your prior certificated learning to count towards a declared qualification, you may apply at any time before the qualification is awarded.
- (ii) If you are applying for an award of credit in recognition of your prior certificated learning towards a registered qualification, you are normally required to submit an application before you register for a qualification. An award of credit will be valid for the named registered qualification commenced within that academic year. If you do not commence your Open University studies within that academic year, it may be necessary for your award of credit to be reassessed if there have been any changes to the structure or academic content of your qualification. You will be advised if your award of credit remains valid, is due to expire or needs to be reassessed.

**c) Applying to have more than one period of previous study assessed**

You may provide evidence of two or more periods of study to support an application for an award of credit in recognition of your prior certificated learning. In line with the

regulations for particular qualifications, the Senate can decide whether or not to take account of more than one period of study when considering an award. There must be no significant overlap in content between the periods of study. The total award of credit in recognition of your prior certificated learning (including any collaborative scheme credit) must not be more than the maximum permitted for the particular Open University qualification concerned.

**d) Credit recognition fee**

You must pay the fee (if this applies) when you apply for recognition of your prior certificated learning. When you pay the fee, you will be entitled to have your application considered. If you do not pay the fee where it applies, we will not consider your application.

**H4 Abandoning credit awarded in recognition of your prior certificated learning**

If you receive an award of credit towards a particular Open University qualification in recognition of your prior certificated learning, you may abandon all or part of it before the qualification is awarded and in line with any conditions that the Senate might set.

**Section I: Counting Open University credit towards more than one qualification**

You may be able to count some Open University credit towards more than one qualification, subject to meeting the unique study requirements and the curriculum requirements for each qualification. Unique study is Open University or collaborative scheme module credit which has not previously been counted towards an Open University qualification. Credit which has only been counted towards undergraduate qualifications of less than 120 credits may be treated as unique study for the purposes of completing a Bachelor's degree.

You must comply with the unique study rules for your qualification.

**I1 Registered Undergraduate qualifications: Maximum reuse of credit**

**a) Integrated Master's degree**

A maximum of 300 credits from Open University modules or collaborative scheme modules can be reused from another undergraduate qualification, other than the Bachelor of Engineering (BEng), from which no credit may be reused.

**b) Bachelor's degree with Honours**

A maximum of 240 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification, unless regulation [K7.11](#) applies.

**c) Bachelor's degree**

A maximum of 180 credits from Open University modules or collaborative scheme modules can be reused from any undergraduate qualification.

**d) Diploma of Higher Education**

A maximum of 150 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**e) Foundation Degrees**

A maximum of 150 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**f) Certificate of Higher Education**

A maximum of 60 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**I2 Registered Undergraduate qualifications: Unique Study**

**a) Integrated Master's degree**

A minimum of 180 credits of unique study at Stage 3 and above is required.

**b) Bachelor's degree with Honours**

A minimum of 120 credits of unique study is required. The unique study must be at Stage 3, unless regulation [K7.11](#) applies.

**c) Bachelor's degree**

A minimum of 120 credits of unique study including 60 credits at Stage 2 and 60 credits at Stage 3 is required.

**d) Diploma of Higher Education**

A minimum of 90 credits of unique study is required.

**e) Foundation Degrees**

A minimum of 90 credits of unique study is required.

**f) Certificate of Higher Education**

A minimum of 60 credits of unique study is required.

**I3 Declared Undergraduate Qualifications: Maximum reuse of credit**

**a) Bachelor's degree with Honours**

A maximum of 240 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification, unless regulation [J5.2](#) applies.

**b) Bachelor's degree**

A maximum of 200 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**c) Diploma of Higher Education**

A maximum of 160 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**d) Foundation degree**

A maximum of 160 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

**e) Certificate of Higher Education**

A maximum of 80 credits from Open University modules or collaborative scheme modules can be reused from any other undergraduate qualification.

#### **I4 Declared Undergraduate Qualifications: Unique Study**

##### **a) Bachelor's degree with Honours**

A minimum of 120 credits of unique study is required. The unique study must be at Open University third level, unless regulation [J5.2](#) applies.

##### **b) Bachelor's degree**

A minimum of 100 credits of unique study above Open University first level including at least 60 credits at Open University third level is required. This may require the completion of 120 credits of study.

##### **c) Diploma of Higher Education**

A minimum of 80 credits of unique study is required. This may require the completion of 90 or 120 credits of study.

##### **d) Foundation degree**

A minimum of 80 credits of unique study is required. This may require the completion of 90 or 120 credits of study.

##### **e) Certificate of Higher Education**

A minimum of 40 credits of unique study is required. This may require the completion of 60 credits of study.

#### **I5 Postgraduate qualifications: Maximum reuse of credit**

##### **a) Master's degree**

A maximum of 120 credits from Open University modules or collaborative scheme modules can be reused from any other postgraduate qualification.

##### **b) Postgraduate Diploma**

A maximum of 80 credits from Open University modules or collaborative scheme modules can be reused from any other postgraduate qualification.

##### **c) Postgraduate Certificate**

A maximum of 40 credits from Open University modules or collaborative scheme modules can be reused from any other postgraduate qualification.

#### **I6 Postgraduate qualifications: Unique Study**

##### **a) Master's degree**

A minimum of 60 credits of unique study at postgraduate level is required. If the qualification includes a dissertation or project, this must be included in the unique study.

##### **b) Postgraduate Diploma**

A minimum of 40 credits of unique study at postgraduate level is required. This may require the completion of 60 credits of study.

**c) Postgraduate Certificate**

A minimum of 20 credits of unique study at postgraduate level is required. This may require the completion of 30 or 60 credits of study.

**I7 Reuse of credit and credit credit awarded in recognition of prior certificated learning**

The maximum reuse of credit rules include any credit awarded in recognition of prior certificated learning ([Section H](#)).

**I8 Reuse of credit from undergraduate qualifications of less than 120 credits.**

If you have an undergraduate qualification of fewer than 120 credits, for example an Open University certificate, you may count that credit as unique study for any Bachelor's degree.

**I9 Reuse of credit and Honours degree classification**

Module credit which has been counted in the Stage 3 classification requirement of a previous qualification may be counted towards the credit requirement of a later qualification, but subject to the qualification classification rules (see [Section J5.1](#) or [Section K7.2.6](#)) may not count towards the classification requirements of a later qualification.

**I10 Reuse of credit and postgraduate qualification classification**

Module credit which has been counted in the classification of a previous qualification may be counted towards the credit requirement of a later qualification, but subject to the qualification classification rules (see [Section L5.1](#)) may not count towards the classification of a later qualification.

**I11 Reuse of credit from the Professional Diploma in Management**

The Professional Diploma in Management is restricted to counting as no more than 60 credits towards another qualification, even where a higher value of credit was awarded for the modules studied towards it.

## **Section J: Regulations applicable to declared undergraduate qualifications**

**J1 Who these regulations apply to**

The regulations in this section apply only to undergraduate students who have studied with The Open University prior to 1st August 2012 and who have declared a qualification which has not yet been withdrawn or completed.

**J2 Option to declare or register for an undergraduate qualification**

If you first studied with The Open University on a module which started before 1st August 2012 you may either:

- a) declare a qualification intention (your declared qualification) as set out in [Section G](#) and, if eligible under the qualification regulations which apply to your declared qualification, link a module for which you are or have been registered to your declared

qualification and count any credit you are awarded for that module toward that qualification; or

- b) register for a qualification and count credit towards that qualification as set out in [Section G](#). If you register for a qualification you will no longer be able to count credit toward a declared qualification.

### **J3 Availability of declared undergraduate qualifications**

- a) You must declare an undergraduate qualification intention in order to become eligible for that qualification. For some qualifications, you must make the declaration before you start.
- b) The Open University has given notice that all declared undergraduate qualifications will be withdrawn. Unless notice of an earlier withdrawal was given, all qualifications with a named subject title were withdrawn on 31 December 2017. Qualifications in the Open Programme will be withdrawn on 31 December 2019.
- c) The rules about extending completion by up to 12 months after the published withdrawal date for students with resits and retakes in [Section C](#) will apply.
- d) In specified exceptional circumstances, you may be given permission to complete a qualification with a named subject title up to 12 months after the published withdrawal date.
- e) You may continue to study modules towards a declared qualification within the time approved for withdrawal and subject to the continued availability of the modules required to complete it.
- f) If your declared qualification has a time limit for completion, you must complete your study within that time limit or before the date for withdrawal, whichever is the soonest. You must also comply with any time limits for counting modules.
- g) If you have not gained sufficient credit to be awarded your declared qualification by the withdrawal date, you will no longer be able to complete that qualification. If you wish to complete an Open University undergraduate qualification after that date, you will be required to either change your declared qualification to one which has not yet been withdrawn, or to register for a qualification. You may only count credit towards that qualification under the rules which apply to that qualification and are in force at the time, unless you register by 31 December 2019 and are given exceptional permission by the Teaching Committee for your registered qualification to:
  - (i) include up to 120 Stage 1 credits outside of the registered qualification time limit and/or
  - (ii) include up to 60 Stage 1 credits from 30 credits combinations of short credit-bearing modules.
- h) Teaching Committees may approve in [J3 g\) \(i\)](#) in the following circumstances:
  - (i) the registered qualification is an undergraduate degree, an Integrated Master's degree, a Diploma of Higher Education or a Foundation Degree. Some of these qualifications may be excluded.

- (ii) A maximum of 120 Stage 1 credit which can include level 1 credit, equivalent credit awarded in recognition of prior certificated learning and/or higher level credit counted down into Stage 1, irrespective of the age of the credit.
  - (iii) All Stage 2 credit must be within the time limit for the qualification.
  - (iv) All Stage 3 credit must be within the time limit for the qualification.
  - i) If [J3 g\) \(i\)](#) applies, any credit outside of the time limit will be treated as an award of credit in recognition of prior certificated learning for the purposes of determining the period of time in which the remaining credit must be completed, and the time limit for completion of the credits still to complete in the registered qualification will be those outlined in [H1e\)](#) in Section H, or in the specific regulations governing your qualification if its time limit requirements are shorter than the maximum time limits.
- j) Teaching Committees may approve [J3 g\) \(ii\)](#) in the following circumstances:
- (i) Short credit bearing modules at Levels 1, 2 and 3 in combinations of 30 credits, up to a maximum of 60 credits within free choice at Level 1 and within Level 1 options if appropriate to the qualification. The maximum permitted will depend on the structure of the qualification and may be less than 60 credits, including none permitted. The Level 2 and 3 modules can be counted down or can count at those higher levels if appropriate to the qualification.
  - (ii) Up to a maximum of 30 credits from Openings modules may be included within the overall maximum of 60 credits for short modules, except where the qualification permits a lower overall maximum.
  - (iii) The age of the credit must be within the qualification time limit, unless [J3 g\) \(i\)](#) applies.

#### **J4 Counting postgraduate credit towards a declared undergraduate qualification**

If the credit requirements of an undergraduate level qualification allow, you can count up to 90 credits from postgraduate level modules.

#### **J5 Classification**

The classification schemes for declared Bachelor's degrees with Honours are included in the specific regulations governing that qualification. No other undergraduate qualifications are classified.

##### **J5.1 Classification of declared Bachelor's degrees with Honours and the reuse of module credit**

You may, subject to the conditions in [Section I](#) be able to count modules that have already been included in a qualification towards the credit requirement of a subsequent qualification.

Modules that have been used to meet the Open University third level requirement of the classification profile for a Bachelor's degree awarded with Honours cannot be used in the classification profile of any subsequent Bachelor's degree with Honours, although they may be used to count towards the overall credit requirement.

## **J5.2 Converting a BA or BSc Open Degree without Honours to a classified Honours Degree**

If you are converting a conferred BA or BSc Open degree without Honours to achieve an Open Degree with Honours, you must count all of the credit contained in the Open degree towards the requirements of the Open degree with Honours. In this case, a minimum of 60 credits of unique study is required which must be at Open University third level.

If you are converting a conferred BA or BSc Open degree without Honours to achieve a named degree with Honours, all of the credits contained in the Open degree must meet the requirements of the named degree with Honours. In this case, a minimum of 60 credits of unique study is required which must be at Open University third level.

In both cases, the BA or BSc designation of the Honours degree must be the same as for the degree awarded without Honours. This arrangement is not available for Honours degrees that are designated other than BA or BSc; for example, BEng/LLB. In such cases, students who have who have previously been awarded a BA or BSc degree without Honours must complete the qualification in accordance with the rules for a second or subsequent Bachelor's degree as set out in [13 a\)](#) and [14 a\)](#).

These arrangements to convert a BA or BSc Open degree without Honours to an Honours Degree in this way can only be used once.

## **J5.3 Counting ungraded undergraduate credit towards the classification of a declared undergraduate qualification**

If you have completed undergraduate modules with ungraded credit as part of the Open University second and third level requirements of your declared qualification, your classification will be calculated as follows.

An ungraded pass in an Open University second level module will not count in classification and the classification will be calculated on reduced thresholds.

An ungraded pass in an Open University third level module will not count in classification if it is being used to satisfy an Open University second level credit requirement, and the classification will be calculated on reduced thresholds.

An ungraded pass in an Open University third level module will count in classification as pass grade 4 if it is being used to satisfy an Open University third level credit requirement.

## **J5.4 Counting postgraduate credit towards the classification of a declared undergraduate qualification**

The module result grades approved for graded modules at postgraduate level are different to those approved for modules at undergraduate level. The Honours classification process for Bachelor's degrees relies on the particular grades you obtain in the modules you are counting in that qualification. Therefore, if you count credit from postgraduate modules towards an undergraduate degree, you may affect the class of Honours for which you qualify. The module grades at postgraduate level will be converted to undergraduate grades as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4).

Ungraded postgraduate level credit will not count in classification if it is being used to satisfy an Open University second level credit requirement, and the classification will be calculated on reduced thresholds.



Ungraded postgraduate level credit will count in classification as pass grade 4 if it is being used to satisfy an Open University third level credit requirement.

## **Section K: Regulations applicable to registered undergraduate qualifications**

### **K1 Who these regulations apply to**

The regulations in this section apply to students who are registered for an academic qualification of The Open University designated either as an undergraduate qualification or as an Integrated Master's degree.

### **K2 Registration**

#### **K2.1 Registration for a qualification**

Unless you are eligible to declare a qualification intention or you are a postgraduate student, you must be registered for a qualification in order to be awarded it.

#### **K2.2 Completion of qualification registration**

In order to complete your registration for a qualification, you must either:

- a) enrol for a module which counts towards that qualification; or
- b) count credit from previous study towards that qualification which is sufficient for the award of that qualification.

#### **K2.3 Restriction on multiple qualification registration**

You may only be registered for one qualification at any one time. If you want to change your qualification, you will need to withdraw and register for a new qualification as set out in the [Deferrals and Withdrawals](#) Policy. The only exception to this rule is if you want to claim an additional lower-level qualification for which you have all the required credit. The following criteria must be met:

- a) temporary registration on a maximum of two qualifications is permitted solely to enable to process of awarding a lower-level qualification
- b) all of the credit for the lower-level qualification must have already been successfully completed in order that the qualification can be awarded immediately
- c) a student who has completed enough credit for more than one lower-level qualification will only be permitted to claim the higher of those qualifications.

### **K3 Enrolling on modules studied as part of your qualification**

#### **K3.1 Entitlement**

- a) If you are registered for a qualification, subject to our powers to change curriculum and qualifications, we will provide you with the opportunity to enrol for modules which will enable you to achieve that qualification.
- b) Subject to the specific regulations governing your qualification, you may count credit you are awarded:
  - for any module for which you are enrolled;

- for any module for which you were previously registered or enrolled which is eligible to be counted.

### **K3.2 Module enrolment**

- Once you have registered for a qualification you may, subject to these regulations, enrol for modules which will count towards that qualification. You will need to enrol for modules that are specified as available in the enrolment process and in our online information and prospectus for your qualification in order to count credit for those modules.
- If you wish to study a module that is not specified as available within your registered qualification you must register for that module as a standalone course and you will not be able to count any credit awarded for that module towards your registered qualification unless exceptional permission is given by the Teaching Committee for the qualification.
- The published qualification information and enrolment process will show you the available compulsory and options module(s) which are included in the credit requirements for each Stage of your qualification, the order in which they should be studied and whether there are any pre-requisite or co-requisite requirements.

## **K4 Studying for a qualification**

### **K4.1 Qualification stages**

- If your qualification has a credit value of 120 credits or more the modules which comprise that qualification will be assigned to a Stage of the qualification.
- A qualification may have an optional Stage 0 and up to 4 qualification Stages each to be studied in the prescribed sequence.
- An optional Stage 0 comprises up to 30 credits from Access or Openings modules. Credit awarded in Stage 0 does not count towards the credit requirement of a qualification.
- Each Stage at Stage 1 and above will comprise a minimum of 120 credits to be awarded for modules included in that Stage, collaborative scheme credit or credit awarded in recognition of prior certificated learning and will be completed when you have met all the credit requirements for that Stage and any other requirements in the specific qualification regulations.

### **K4.2 Commencement of studies**

#### **K4.2.1 General requirement to start at Stage 1**

You must commence your studies towards your registered qualification by enrolling on one or more of the modules included in Stage 1.

#### **K4.2.2 Circumstances in which studies may commence at a Stage other than Stage 1:**

- you begin your studies with the optional Stage 0; or
- you are counting Open University credit awarded prior to registration for the qualification that meets the requirements for Stage 1; or

- c) you are counting an award of credit in recognition of prior certificated learning that meets the requirements for Stage 1; or
- d) you are counting a combination of Open University credit awarded prior to registration for the qualification and an award of credit in recognition of prior certificated learning that meets the requirements for Stage 1; or
- e) the specific qualification regulations permit studies to start at Stage 2 or Stage 3; or
- f) your registered qualification has a credit value of fewer than 120 credits and does not have Stages.

#### **K4.2.3 Progression from Stage 0**

If you begin your studies with the optional Stage 0, your subsequent study for your registered qualification must be one or more of the specified modules for Stage 1 of that qualification unless you have met one of the conditions b) to f) above.

#### **K4.3 Specified order of study**

- a) Stages of qualifications must be studied in order and you must meet the rules for progression between Stages set out below. If your qualification permits an order of study which does not require you to study Stages in sequence, this will be in the specific regulations governing your qualification.
- b) If the published qualification information or enrolment process specifies an order of study or restrictions on the rate of study for individual modules within Stages, you will only be permitted to enrol for module(s) in accordance with those rules unless exceptional permission is given by the Teaching Committee for the qualification. In all other cases you are strongly advised to study modules in the order recommended in the guidance in our online prospectus for each Stage of the qualification.
- c) If you are counting Open University credit that was awarded before registering for the qualification or an award of credit in recognition of prior certificated learning, or if you are changing your study route within the qualification, the remaining credit must be studied in the order, if any, specified in the enrolment process, unless exceptional permission is given by the Teaching Committee for the qualification.

#### **K4.4 Progression**

##### **K4.4.1 Progression between stages**

If your registered qualification comprises two or more Stages you will need to meet the University requirements for progression from one Stage to the next unless the specific qualification regulations state otherwise. If you have been awarded all of the credit within a Stage of your qualification, you have met the University progression requirement unless your specific qualification regulations include any additional progression rules.

- a) You may not be permitted to remain enrolled after the start date on a module at Stage 2 (if any) unless you have met the requirements for progression from Stage 1 or you meet the criteria in paragraph K4.4.2 or K4.4.3 below.
- b) You may not be permitted to remain enrolled after the start date on a module at Stage 3 (if any) unless you have met the requirements for progression from Stage 2 unless you meet the criteria in paragraph K4.4.2 or K4.4.3 below.

- c) You may not be permitted to remain enrolled after the start date on a module at Stage 4 (if any) unless you have met the requirements for progression from Stage 3 unless you meet the criteria in paragraph K4.4.2 or K4.4.3 below.

#### **K4.4.2 Criteria for progression**

- a) If you have not met the requirements for progression, you will be permitted to study at the next Stage of a qualification if you have been awarded at least 60 credits for the previous Stage of the qualification and either:
- (i) you are enrolled on the final module in a Stage and that module will not be completed, or the module result will not be available, prior to the start of the next Stage in your registered qualification; or
  - (ii) you have completed study of the remaining modules for that Stage subject only to a discretionary postponement or outstanding resit or resubmission of the examinable component; or
  - (iii) you intend to study a next Stage module at the same time as the final module(s) in the previous Stage
- b) If you are permitted to enrol for a module in the next Stage under this regulation you may change your enrolment to a module in the previous Stage (subject to the availability of places) or defer the next Stage module at any time up to the module start date as set out in the [Deferrals and Withdrawals Policy](#).
- c) If you are permitted to continue to remain enrolled after the start date on a next Stage module pending a result for a previous Stage module and do not subsequently achieve the award of credit for the previous Stage module you will be permitted to complete the next Stage module on which you are enrolled. However, you will not be permitted to enrol for any further modules at the higher Stage until you have completed, or are repeating study of the outstanding credit at the lower Stage, even if you are awarded credit for the next Stage module.
- d) You will not be permitted to enrol for a module at Stage 3 of your registered qualification until you have completed the credit requirement for Stage 1 of that qualification unless the specific qualification regulations state otherwise.
- e) You will not be permitted to enrol for a module at Stage 4 of your registered qualification until you have completed the credit requirement for Stage 1 and 2 of that qualification unless the specific qualification regulations state otherwise.

#### **K4.4.3 Exceptions from progression requirements**

The University may also exceptionally permit progression with the approval of the Teaching Committee.

#### **K5 Time limits for completion of qualification**

- a) The University has time limits on all its registered qualifications to ensure coherence of academic study, external credibility and satisfactory academic progress. You must therefore complete your qualification within the time limits set.
- b) Unless the specific qualification regulations state otherwise, the time limit within which you must complete your qualification starts at the earliest of:

- (i) the start date of the first module, including optional Stage 0 modules you study when you begin your studies for that qualification. This includes any modules that you fail, defer or withdraw from after incurring a fee liability; or
  - (ii) if you are counting Open University credit or collaborative scheme credit that was awarded prior to registration for the qualification, the start date of the earliest module for which you are counting credit.
  - (iii) if you are counting an award of credit awarded in recognition of prior certificated learning, the start date allocated to you if you are counting an award of credit awarded in recognition of prior certificated learning. If your credit is awarded between January 1 and August 31 your start date will be November 30, if your credit is awarded between September 1 and December 31 your start date will be August 31 of the following year.
- c) If you do not achieve the credit required for your qualification within the set time limit you will not normally be eligible for the qualification. You may be eligible for any other qualification that you met the requirements for within the time limit applicable to that other 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's degrees without Honours: 16 years
  - 360-credit Bachelor's degrees with Honours: 16 years
  - 480-credit Bachelor's Honours degree: 16 years
  - 480-credit Integrated Master's degree: 16 years
- Where specific time limit requirements are shorter than the maximum time limits they will be stated in specific regulations governing your qualification.
- e) If you are counting an award of credit in recognition of prior certificated learning, you should also refer to the additional information about time limits based upon the amount of credit still to complete as detailed in the Recognition of Prior Certificated Learning (Credit Transfer) [section H](#) of these regulations.

## **K6 Counting postgraduate credit towards a registered undergraduate qualification**

If the credit requirements of an undergraduate level qualification allow, you may be able to count up to 90 credits from postgraduate level modules under Regulation [M2 b](#)).

## **K7 Classification of Honours Degrees**

Undergraduate Bachelor's degrees with Honours, including Scottish 480 credit Undergraduate Bachelor's degrees with Honours and Integrated Master's degrees are awarded with a classification. The classes of Honours which will be awarded are:

- first class
- upper second class (2:1)
- lower second class (2:2)
- third class.

No other undergraduate qualifications are classified.

### **K7.1 How classification is calculated**

Not all of the credit included in your qualification will count towards your classification. Detailed information is included in [Section K7.2](#).

The classification of the qualification will be automatically awarded in accordance with the scheme of classification prescribed by the Senate. There are two elements in the Honours classification scheme.

The first element is a score referred to as your Weighted Grade Credit score. The calculation of this score is explained in [Section K7.3](#).

The second element is a Quality Assurance test based on your best module result grade for 60 credits of the highest level of credit in your qualification. There is more information about this in [Section K7.4](#).

You must meet the appropriate thresholds of **both** elements of the scheme to be awarded a particular classification. If you do not meet the minimum threshold for one of the elements, you will be awarded the lower classification.

### **K7.2 Which credit will count towards your classification**

This section explains which credit will be used in the calculation of your Weighted Grade Credit score as part of the award of your classification. Only credit used in the calculation of your Weighted Grade Credit score is eligible for use in the quality assurance test.

If your situation is a combination of more than one of these scenarios, for example if you have studied more credit than is required for your qualification **and** you have been given permission to count down higher level credit, you can contact the Qualifications Centre for an individual explanation of which credit will be counted.

#### **K7.2.1 If you have completed 360 credits for an Undergraduate Bachelor's Degree with Honours, including 120 credits of Level 1 modules in Stage 1, 120 credits of Level 2 modules in Stage 2 and 120 credits of Level 3 modules in Stage 3**

We will use 240 credits from result grades from Open University or collaborative scheme modules – 120 credits of Open University second level modules from Stage 2 and 120 credits of Open University third level modules from Stage 3.

#### **K7.2.2 If you have completed 480 credits for a Scottish 480 credit Undergraduate Bachelor's Degree with Honours**

We will use 240 credits from result grades from Open University or collaborative scheme modules, of which at least 120 credits will be Open University third level and a further 120 credits at Open University second level or above. The Stage credit which will be used for classification will be included in the specific regulations governing your qualification.

### **K7.2.3 If you have completed 360 credits in an Undergraduate Bachelor's Degree with Honours which includes Exceptional Stage Credit**

For some qualifications, Open University second level credit studied in Stage 1 may count towards the classification requirements. In other qualifications, Open University third level credits studied in Stage 2 may count towards the classification requirements with either single or double weighting. The Teaching Committee will determine how such modules will be permitted to count within classification, irrespective of the Stage in which the module is included. The credit which will be used for classification will be included in the specific regulations governing your qualification.

### **K7.2.4 If you have been given permission to count down higher level credit**

If you have been given permission to count down credit at a higher level to fulfil the qualification credit requirement at a lower level as per Regulation [M2 b\)](#) the Teaching Committee will determine if this module may also be permitted to count within classification, irrespective of the Stage in which the module is included.

### **K7.2.5 If you have completed your qualification with an award of a credit transfer**

In some of our degrees, up to 240 credits can come from an award of credit transfer in recognition of study successfully completed elsewhere. Your performance in any work for which an award of credit transfer has been made is not taken into account in classification. If you have less than 240 credits of Open University study because of credit transfer, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit studied, as per [Section K7.8](#).

### **K7.2.6 If you have reused credit from another undergraduate qualification**

You may, subject to the conditions in [Section I](#) be able to count modules that have already been included in a qualification towards the credit requirement of a subsequent qualification. Modules that have been double-weighted in the classification profile for a Bachelor's degree awarded with Honours cannot be used in the classification profile of any subsequent Bachelor's degree with Honours.

### **K7.2.7 If you have completed your qualification with more credit than is required**

Your classification will be based upon a maximum of 240 credits. Compulsory modules within Stage 2 and Stage 3 (and Stage 4 if applicable) will always be included in classification, irrespective of result grade. You may also be required to include modules from specified groups or subject areas. We then select modules for classification in grade order, starting with your best grades. If you have the same grade for several modules, we start with the earliest. If you have more than one module with the same grade awarded at the same time, we take them in alpha-numeric order of their module code.

## **K7.3 Weighted Grade Credit score**

[Section K7.2](#) explains which credit will be used in the calculation of your Weighted Grade Credit score as part of the award of your classification.

Your Weighted Grade Credit score is calculated from the grades you have achieved from a maximum of 240 credits from Open University modules or Collaborative Schemes modules. Only modules at Open University Level 2 or above are included in this score. Your module grades are multiplied by the credit value of that module. For 360 credit Undergraduate Bachelor's Degrees with Honours and Scottish 480 credit Undergraduate Bachelor's Degrees

with Honours, modules which are included in the highest Stage of your qualification will be double-weighted. The total of this calculation is referred to as your Weighted Grade Credit score and this score is the first element of the classification calculation.

If you have less than 240 credits of Open University study because of credit transfer, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit studied, as per [Section K7.8](#).

The majority of undergraduate modules award pass grades as one of Distinction (1), Pass grade 2, Pass grade 3 or Pass grade 4. Module result grades approved for graded modules at postgraduate level are Distinction, Merit and Pass. The postgraduate modules in an Integrated Master's degree, or any postgraduate credit counted down into an undergraduate Honours Degree will have their grades converted to undergraduate grades for the purpose of classification as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4).

#### **K7.4 Quality Assurance Test**

In the quality assurance test we check that your best result from 60 credits of the highest level of modules studied is as good as, or better than, the class of Honours indicated by the range of your weighted grade credits. If your best module result is of a lower grade than your Weighted Grade Credit score, you will be awarded the lower classification.



## K7.5 Calculation of Classification for 360 credit Undergraduate Bachelor's Degrees with Honours

**K7.5.1** To calculate your Weighted Grade Credit score for an Undergraduate Bachelor's Degree with Honours, we multiply the credit value by your grade for Open University second or third level modules included in Stage 2 of your qualification and we multiply the credit value by your grade x 2 for Open University third level modules included in Stage 3 as per the table below. The third level credit within Stage 3 is therefore double-weighted.

The total Weighted Grade Credit score based on 240 credits will be between 360 and 1440.

**Table 1** Calculation table for Undergraduate Degrees with Honours

Module Level and Stage	Credit size	Grade	Weighting	Calculation	Weighted grade credit
Level 3 included in Stage 3	60	1	Double	60 x (1x2)	120
		2	Double	60 x (2x2)	240
		3	Double	60 x (3x2)	360
		4	Double	60 x (4x2)	480
Level 3 included in Stage 3	30	1	Double	30 x (1x2)	60
		2	Double	30 x (2x2)	120
		3	Double	30 x (3x2)	180
		4	Double	30 x (4x2)	240
Level 2 or Level 3 included in Stage 2	60	1	Single	60 x 1	60
		2	Single	60 x 2	120
		3	Single	60 x 3	180
		4	Single	60 x 4	240
Level 2 or Level 3 included in Stage 2	30	1	Single	30 x 1	30
		2	Single	30 x 2	60
		3	Single	30 x 3	90
		4	Single	30 x 4	120

### K7.5.2 Weighted Grade Credit ranges (240 credits)

Table 2 Weighted Grade Credit ranges (240 credits)

Classification Element 1	Weighted Grade Credits range
First Class	630 or less
Upper Second Class (2:1)	Between 631 and 900
Lower Second Class (2:2)	Between 901 and 1170
Third Class	Between 1171 and 1440

### K7.5.3 Quality Assurance Test thresholds

Table 3 Quality Assurance Test thresholds

Classification Element 2	Highest Grade Requirement
First Class	at least 60 credits at Distinction grade
Upper Second Class (2:1)	at least 60 credits at Grade 2 Pass or Merit Grade or higher
Lower Second Class (2:2)	at least 60 credits at Grade 3 Pass or higher
Third Class	at least 60 credits at Grade 4 Pass or Pass Grade or higher

## K7.6 Calculation of classification for Scottish 480 credit Undergraduate Bachelor's Degrees with Honours

**K7.6.1** To calculate your Weighted Grade Credit score for a Scottish 480 credit Undergraduate Bachelor's Degrees with Honours we will use 240 credits from result grades from Open University or collaborative scheme modules, of which at least 120 credits will be Open University third level and a further 120 credits at Open University second level or above. Depending on the study route you have followed, and the specific Stage-based rules for your qualification, the second and third level modules may be from Stages 2, 3 or 4. The Stage credit which will be used for classification and the Stage weightings will be included in the specific regulations governing your qualification.

The total Weighted Grade Credit score based on 240 credits will be between 360 and 1440.

### K7.6.2 Weighted Grade Credit ranges (240 credits)

Table 4 Weighted Grade Credit ranges (240 credits)

Classification Element 1	Weighted Grade Credits range
First Class	630 or less
Upper Second Class (2:1)	Between 631 and 900
Lower Second Class (2:2)	Between 901 and 1170
Third Class	Between 1171 and 1440

### K7.6.3 Quality Assurance Test thresholds

Table 5 Quality Assurance Test thresholds

Classification Element 2	Highest Grade Requirement
First Class	at least 60 credits at Distinction grade
Upper Second Class (2:1)	at least 60 credits at Grade 2 Pass or Merit Grade or higher
Lower Second Class (2:2)	at least 60 credits at Grade 3 Pass or higher
Third Class	at least 60 credits at Grade 4 Pass or Pass Grade or higher

## K7.7 Calculation of classification for Integrated Master's Degrees

### K7.7.1

To calculate your Weighted Grade Credit score for an Integrated Master's degree, we multiply the credit value by your grade for Open University third level and postgraduate level modules included in Stage 3 and Stage 4 of your qualification. All results are equally weighted irrespective of level or Stage.

The postgraduate modules in an Integrated Master's degree will have their grades converted to undergraduate grades for the purpose of classification as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4). Ungraded postgraduate level credit will count in classification as pass grade 4 if it is being used to satisfy a Stage 3 or Stage 4 credit requirement.

The total Weighted Grade Credit score based on 240 credits will be between 240 and 960.

Table 6 Calculation Table Integrated Masters Degrees

Module Level	Credit size	Grade	Calculation	Weighted grade credit	
Postgraduate	60	1	60 x 1	60	
		M	60 x 2	120	
		P	60 x 4	240	
3	30	1	30 x 1	30	
		M	30 x 2	60	
		P	30 x 4	120	
3	60	1	60 x 1	60	
		2	60 x 2	120	
		3	60 x 3	180	
		4	60 x 4	240	
	30	30	1	30 x 1	30
			2	30 x 2	60
			3	30 x 3	90
		4	30 x 4	120	

### K7.7.2 Weighted Grade Credit ranges (240 credits)

Table 7 Weighted Grade Credit ranges (240 credits)

Classification Element 1	Weighted Grade Credits range
First Class	420 or less
Upper Second Class (2:1)	Between 421 and 600
Lower Second Class (2:2)	Between 601 and 780
Third Class	Between 781 and 960

### K7.7.3 Quality Assurance Test thresholds

Table 8 Quality Assurance Test thresholds

Classification Element 2	Highest Grade Requirement
First Class	at least 60 credits at Distinction grade
Upper Second Class (2:1)	at least 60 credits at Grade 2 Pass or Merit Grade or higher
Lower Second Class (2:2)	at least 60 credits at Grade 3 Pass or higher
Third Class	at least 60 credits at Grade 4 Pass or Pass Grade or higher

### K7.8 Reduced Weighted Grade Credit ranges for Undergraduate Bachelor's Degrees with Honours and Scottish 480 credit Undergraduate Bachelor's Degrees with Honours awarded with credit transfer or with ungraded credit.

The weighted grade credit ranges for the first element of classification are reduced pro-rata if you have either an award of transferred credit ([Section K7.9](#)) or ungraded credit ([Section K7.10](#)) that means you have less than the full 240 credits of graded Open University modules at Open University second level or higher available to classify your Undergraduate Bachelor's Degree with Honours or Scottish 480 credit Undergraduate Bachelor's Degree with Honours

Table 9 Reduced Weighted Grade Credit ranges less than (240 credits)

Amount of graded Open University Credit available	Weighted Grade Credit range			
	First Class	Upper Second class (2:1)	Lower Second Class (2:2)	Third Class
210	330 to 577.5	577.6 to 825	825.1 to 1072.5	1072.6 to 1320
180	300 to 525	525.1 to 750	750.1 to 975	975.1 to 1200
150	270 to 472.5	472.6 to 675	675.1 to 877.5	877.6 to 1080
120	240 to 420	420.1 to 600	600.1 to 780	780.1 to 960

You must also meet the relevant Quality Assurance Test threshold in [Section K7.6.3](#) or [Section K7.7.3](#).

### **K7.9 Counting ungraded undergraduate credit towards the classification of a registered undergraduate qualification**

If you have completed undergraduate modules with ungraded credit as part of the Stage 2 or Stage 3 requirements of your registered qualification, your classification will be calculated as follows:

- An ungraded pass in a Stage 2 module will not count in classification and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Section K7.8](#)
- An ungraded pass in a Stage 3 module will not count in classification if it is being used to satisfy a Stage 2 credit requirement, and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Section K7.8](#)
- An ungraded pass in a Stage 3 module will count in classification as pass grade 4 if it is being used to satisfy a Stage 3 credit requirement.

### **K7.10 Counting postgraduate credit towards the classification of a registered undergraduate qualification**

The module result grades approved for graded modules at postgraduate level are different to those approved for modules at undergraduate level. The Honours classification process for Bachelor's degrees relies on the particular grades you obtain in the modules you are counting in that qualification. Therefore, if you count credit from postgraduate modules towards an undergraduate degree, you may affect the class of Honours for which you qualify. The module grades at postgraduate level will be converted to undergraduate grades as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4).

Ungraded postgraduate level credit will not count in classification if it is being used to satisfy a Stage 2 credit requirement, and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Section K7.8](#).

Ungraded postgraduate level credit will count in classification as pass grade 4 if it is being used to satisfy a Stage 3 or Stage 4 credit requirement.

### **K7.11 Converting a BA or BSc Open degree without Honours to a classified Honours Degree**

If you are converting a conferred BA or BSc Open degree without Honours to achieve an Open Degree with Honours, you must count all of the credit contained in the Open degree towards the requirements of the Open degree with Honours. In this case, a minimum of 60 credits of unique study is required which must be at Open University third level.

If you are converting a conferred BA or BSc Open degree without Honours to achieve a named degree with Honours, all of the credits contained in the Open degree must meet the requirements of the named degree with Honours. In this case, a minimum of 60 credits of unique study is required which must be at Open University third level.

In both cases, the BA or BSc designation of the Honours degree must be the same as for the degree awarded without Honours. This arrangement is not available for Honours degrees that are designated other than BA or BSc; for example, BEng/LLB. In such cases, students who

have previously been awarded a BA or BSc degree without Honours must complete the qualification in accordance with the rules for a second or subsequent.

Bachelors degree as set out in [I1 b\)](#) and [I2 b\)](#).

The arrangements to convert a BA or BSc Open degree without Honours to an Honours Degree in this way can only be used once.

### **K8 Moving to a registered qualification from a declared qualification.**

If you do not complete a declared qualification and then register for a qualification, you may only count credit towards that qualification under the rules which apply to that qualification and are in force at the time, subject to Regulation [J3 g\)](#).

## **Section L: Regulations applicable to declared postgraduate qualifications**

### **L1 Who these regulations apply to**

These regulations apply to students who are studying for a postgraduate qualification. They apply to all qualifications which are currently available to be declared as a postgraduate qualification. These regulations apply to all postgraduate students regardless of when you first commenced your postgraduate studies.

### **L2 Declaring a postgraduate qualification intention**

To become eligible for a postgraduate qualification, you must declare it as an intended qualification.

The Senate may specify that registration on a particular postgraduate module is only available to a student who has declared a specified postgraduate qualification intention. The entry requirements for postgraduate qualifications are included in the individual qualification regulations.

### **L3 Availability of declared postgraduate qualifications**

#### **L3.1 Counting credit**

You can count credit from Open University modules towards any postgraduate qualification for which you have been accepted and which is currently available to be declared as a postgraduate qualification and subject to the particular credit requirements for each qualification.

#### **L3.2 Time limit for completion of qualification.**

If your qualification has a time limit for completion, this will be included in the specific qualification regulations.

#### **L3.3 Time limit for counting credit**

Credit awarded for a specified module may cease to be countable towards a qualification at a specified point in time after the final presentation of that module.

## **L4 Dissertations and Projects**

### **L4.1 Material used for another qualification**

You may not submit material which you have included in a previous submission for a higher degree or other academic qualification of this or any other awarding body. You may refer to this material in your dissertation or project as long as you say so in the dissertation or project and the accompanying statement.

### **L4.2 Submission of dissertation or project and accompanying statement**

You must submit the dissertation or project in accordance with the deadline and format requirements. You must submit a statement as to what part, if any, of the material you have previously used for another degree or qualification of this or any other University or institution. If you are submitting joint work, you must say what your contribution is.

## **L5 Classification**

If a postgraduate qualification has a classification scheme, this will be included in the specific regulations governing that qualification.

### **L5.1 Classification of postgraduate qualifications and the reuse of module credit**

You may, subject to the conditions in [Section I](#), be able to count postgraduate-level modules that have already been included in a qualification towards the credit requirement of a subsequent qualification. However, modules that have been used to classify a first taught Master's degree cannot be used to classify a later taught Master's degree.

## **Section M: Award of qualifications**

### **M1 Eligibility**

#### **M1.1 Eligibility by completion of Open University modules**

You will be awarded a qualification which you have declared or on which you are registered once you have successfully completed its requirements. The credit requirement for each qualification is set out in the specific regulations governing your qualification. You may count awarded credit towards your qualification from any module that is eligible to be counted in the specification for that qualification. If you have already been awarded credit which meets all the requirements for the award of an Open University qualification, including any applicable time limits, and you have not previously declared or registered for that qualification, you must do so before you can be awarded the qualification. The regulations that will apply to that qualification are those that are in force at the time of that declaration or registration. **You must claim the qualification no later than six years beyond the qualification withdrawal date. For qualifications with a withdrawal date prior to 1 August 2016, you may register or declare and claim the qualification no later than 1 August 2022.**

#### **M1.2 Applicability of modules**

Credit from an optional Stage 0 (where applicable) does not count towards the credit requirements of qualifications but will appear on your diploma supplement.

### **M1.3 Excluded combinations**

Within a particular qualification, you cannot count credit from a module that is designated as an excluded combination with another module or module exemption credit awarded in recognition of prior certificated learning that you are also counting.

### **M1.4 Specified professional standards**

The Senate may decide that an award of a qualification may be subject to satisfactory demonstration and maintenance of standards for suitability or fitness to practise specified by an appropriate professional body. If this is the case, you cannot be awarded that qualification if you have not met those standards. You may be awarded a different qualification to which all of the credit you have been awarded can count.

## **M2 Eligibility by exceptional arrangements**

The University may also exceptionally award a qualification on the recommendation of the Module Results and Qualifications Classification Panel following either:

- a) an award of Aegrotat credit
- b) an award of higher level credit which has been counted down with the approval of the Teaching Committee
- c) award of credit from modules not normally included in the qualification which have been assessed by the Teaching Committee as demonstrating appropriate learning outcomes.

## **M3 Name of qualification**

### **M3.1 Name and letters**

The relevant specific qualification regulations will confirm the name of the qualification and the letters that holders of the qualification are permitted to use after their names. If your qualification can have more than one name, this will be indicated in the specific qualification regulations.

### **M3.2 Honours degrees**

A degree may be awarded with or without Honours in line with specific qualification regulations. If a degree with Honours is awarded the classification is determined in line with those regulations.

## **M4 Date of award**

### **M4.1 Qualification Dates**

- a) There are four qualification dates each year: 31st March, 31st July, 30th September and 31st December.
- b) Your qualification will be awarded on the first qualification date after you become eligible for your qualification.

### **M4.2 How we work out the relevant qualification date**

- a) If you become eligible following an award of credit for an Open University module  
The qualification date will depend on the date you meet the credit requirement by successfully completing Open University modules. Your qualification date will be the



qualification date following the date that you meet the credit requirement that makes you eligible for the qualification by successfully completing Open University modules. This applies if you complete credit after registration on or declaration of the qualification or if the credit was completed before registration on or declaration of the qualification. If you have successfully completed Open University modules that make you eligible for a qualification that was not available at the time that you completed that credit and you subsequently register for or declare that qualification, the qualification date will be the date that the qualification was formally approved on behalf of Senate.

- b) If you become eligible following an award of credit awarded in recognition of prior certificated learning

If you become eligible for a qualification as a direct result of an award of credit awarded in recognition of prior certificated learning for study undertaken elsewhere towards your registered or declared qualification, the qualification date will be the date that credit was awarded. If you have not registered for a qualification but you meet the credit requirement that makes you eligible for a qualification, including an award of credit awarded in recognition of prior certificated learning, and you subsequently register for that qualification, the qualification date will either be (i) the qualification date following the date that you met the credit requirement that made you eligible for the qualification by successful completion of Open University modules or (ii) the date that credit was awarded, whichever was the latest.

- c) **If you become eligible by completing a subordinate qualification**

If you become eligible for a qualification as a direct result of completion of a subordinate qualification, your qualification date will be the date the subordinate qualification was awarded.

## **M5 Accepting an offer of a qualification**

For some qualifications you will be notified that you are eligible and will be asked to confirm that you are accepting the award of the qualification.

## **M6 Conferral of qualifications**

### **M6.1 Conferral**

Your qualification will be formally conferred at a meeting of congregation, following which your certificate will be issued.

### **M6.2 Student names and conferral**

Your certificate will be issued in the name that we hold in our records at the point when your qualification is conferred. A certificate will not be amended or reissued in a different name if a change of name is notified after the date your qualification is conferred except in the case of an error by The Open University in recording your personal details or if a valid request is made under the Gender Recognition Act 2004. A duplicate certificate will be issued in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

## **M7 Rescinding of qualifications**

Qualifications conferred by the University will not normally be rescinded. The University may agree to rescind a qualification in order that a student can claim a higher level qualification for

which they have met the credit requirements but are unable to meet the unique study and/or qualification designation rules due to a previously awarded qualification. Qualifications may also very exceptionally be rescinded on the recommendation of the Module Results and Qualifications Classification Panel.

## **M8 Continuation of studies after award of a qualification**

If you have been awarded a qualification and wish to continue to another qualification for which the credit can count, you must register for or declare that other qualification.

## **Section N: Ending your registration or enrolment**

### **N1 Duration of registration as a student**

#### **N1.1 Module registration**

- a) If you are registered on a module and remain registered after the start date of the module, you are a registered student of the University during that module and, unless you tell us otherwise, you will remain a registered student of the University for the following 2 academic years.
- b) Your registration as a student of the University will lapse if you do not register for a module or qualification within the period specified above, unless you have applied for an approved study break as set out in the [Deferrals and Withdrawals](#) policy.

#### **N1.2 Qualification Registration**

- a) If you are registered for a qualification you are a registered student of the University during the period you remain registered for that qualification.
- b) Your registration for a qualification will lapse:
  - (i) If, in the case of the first module presentation following your qualification registration, you do not remain enrolled on at least one module in that presentation until at least 14 days after the start date of that module.
  - (ii) If you do not enrol for a module which counts towards that qualification and remain enrolled on at least one module in that presentation until at least 14 days after the start date of that module in 2 successive academic years unless you have formally deferred your enrolment in at least one of those years.
  - (iii) If you have not completed the qualification within the specified maximum time limit.

### **N2 Your right to cancel registration and/or enrolment**

#### **N2.1 Cancelling your module registration**

- a) You may cancel your module registration at any time up to the final deferral date.
- b) Cancellation will take effect only if you follow the specified cancellation procedure.
- c) If you cancel your module registration you may register for another module or register for a qualification, subject to any applicable time limits.

#### **N2.2 Cancelling your qualification registration**

- a) You may cancel your qualification registration at any time.

- b) Cancellation will take effect only if you follow the specified cancellation procedure.
- c) The Senate may specify circumstances in which you may transfer your registration from one qualification to another and may specify conditions and restrictions for such a transfer.
- d) If you cancel your qualification registration you may, if you wish, continue to study any module for which you are enrolled and, if eligible, count that module towards any other qualification which you register for.
- e) If you cancel your qualification registration and all the modules for which you are enrolled (if any) you will cease to be a registered student of the University.

### **N2.3 Cancelling your module enrolment**

- a) You may cancel your module enrolment at any time before the final deferral date.
- b) Cancellation will take effect only if you follow the specified cancellation procedure.
- c) Except where paragraph [N2.2 e\)](#) of this section applies, if you cancel your module enrolment this will not affect your qualification registration and, subject to these regulations, you will remain a registered student of the University.
- d) The Senate may specify circumstances in which you may transfer your enrolment from one module to another and may specify conditions and restrictions for such a transfer.

### **N3 Our right to cancel your registration and/or enrolment**

We may cancel your registration and/or enrolment in the following circumstances:

- a) If you do not pay your tuition fees when they become due.
- b) If you do not meet or cease to meet any of the requirements set out in [Section D](#) above;
- c) If you have enrolled for module(s) within a registered qualification but you do not meet either the progression requirements or the progression criteria, your enrolment for modules at the next Stage may be cancelled.
- d) If you have registered or enrolled but not yet commenced study for module(s) with pre-requisite or co-requisite requirements and you do not successfully meet those requirements your registration or enrolment for those module(s) may be cancelled.
- e) If you will be unable to complete your registered qualification within the time limit specified in [Section K](#) without exceeding the study limits prescribed under [Section E](#).
- f) If you are expelled or suspended from the University under the Code of Practice for Student Discipline.
- g) The University may cancel your registration or may apply conditions to your continued registration if, in the opinion of the University, it is reasonably necessary to do so in order to comply with its duties to protect the health and safety of students, staff, contractors and members of the public, its duties with respect to the safeguarding of young persons or vulnerable adults or in order to comply with its obligations under the Equality Act 2010, any other statutory duty or obligation or any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

## **N4 Effect of cancelled or lapsed registration**

### **N4.1 Cancellation of module enrolment or registration**

If your registration or enrolment for a module is cancelled you will no longer receive the material, tuition and assessment for the relevant module and you will not be eligible for the award of any credit for that module.

### **N4.2 Lapse or cancellation of qualification registration**

If your registration for a qualification lapses or is cancelled you will no longer be able to count credit towards it.

### **N4.3 Entitlement to re-register**

If you become eligible to do so, you may subsequently register on a module or qualification, by following the regulations and procedures in force at the time. We will maintain your record of study and if you are eligible to do so under the regulations and time limits in force at the time, you may be able to count any credit you have been awarded in an earlier period of study to an Open University qualification.

### **N4.4 Refunding Fees**

You may be entitled to a refund of your fees if you cancel your module registration or enrolment in circumstances where you have a statutory right of cancellation. Information on this right, where it applies, is set out in The Open University's Conditions of Registration and in the letter or email you are sent to confirm your registration.

In other circumstances, unless you are entitled to a refund or cancellation of fees under the [Fee Rules](#) we do not refund or cancel module fees, qualification fees or other fees, or any part of them.

## Appendix 1

### Section E2.1 (a) Exceptional criteria for prior approval to study more than 120 credits

Approval to exceed the limit of 120 credits of new study may be given if either

- a) one or more of Criterion A or Criterion B applies and, in either case, you satisfy Criterion C
- or*
- b) Criterion D applies.

#### A. Time limits

- 1. A time-limit specified in the Qualification Regulations means that a student who is registered for a qualification or who has declared a qualification intention may only complete that qualification within that time limit, after taking into account all credit already awarded that is eligible to be counted towards that qualification, by studying more than 120 credits.

*or*

- 2. Specific time restraints on a student, arising from personal circumstances, result in the need to study more than 120 credits. Supporting evidence of the personal circumstances and the need to study must be supplied.

#### B. Maladministration

The need to study more than 120 credits is due to maladministration by the University.

#### C. Ability to study

A request to exceed the 120 credit study limit is accompanied by:

- 1. a written statement which shows evidence of:
  - a) recent successful experience of Higher Education study in The Open University or elsewhere; and
  - b) previous successful completion of more than one module at the same time;

*and*
- 2. a study plan which demonstrates the commitment and ability to study the chosen range of modules.

#### D. An application to study a Master's degree within 12 months is accepted.

## Appendix 2

### Section E2.1 (b) Academic Progress Policy

This appendix explains the rules for determining whether you have made sufficient academic progress in relation to The Open University's Academic Regulation E2.1 (b) which states:

“You will not be eligible to register or enrol for another module unless you have made sufficient academic progress in your previous studies. The rules and procedures to be applied for determining your eligibility for further study are set out in Appendix 2.”

The purpose of this policy is to identify students who are experiencing repeated difficulties in successfully completing study in order that the University is able to offer appropriate support and guidance.

#### Part A: Introduction

1. Any study restriction under these rules applies to the study of Open University undergraduate modules at level 1 or above (“undergraduate study”) only. For the avoidance of doubt, all modules that are studied towards a registered undergraduate qualification or an Integrated Master’s degree are treated as undergraduate modules for the purpose of this regulation.
2. If a study restriction has been applied under these rules and you wish to study a non-credit bearing module, a level 0 access module or a postgraduate module you will be required to apply for the restriction to be lifted under part C below to enable you to register to study that module.
3. You will be deemed to be making sufficient academic progress if you have successfully completed all of your previous undergraduate study.
4. Successful completion of study means that if you are registered or enrolled on a module on the start date of that module you must remain registered or enrolled on that module until the end date and be awarded credit for it.
5. If you postpone an examination or submission of an examinable component or receive a Fail: Resit or Fail: Resubmission result you will be considered to have successfully completed your study if you are subsequently awarded credit for the postponed module following the resit or resubmission.
6. An ‘Alert’ or ‘Restricted’ status applied under these rules will show on your student record only for as long as it is in place and, once it is cleared, will not be retained in your student record. It will not appear on any certificate, transcript, or other document issued on completion of your studies.

#### Part B: How the study restriction is applied

1. Stage 1 Becoming ‘at risk’
  - a) If you have not successfully completed your most recent undergraduate study you will be considered to be ‘at risk’ of not making sufficient academic progress, but you will be permitted to register or enrol for another module.
  - b) If your most recent undergraduate study involved more than one module in the same presentation you will not be considered to be ‘at risk’ if you have

successfully completed at least one of those modules with a value of 30 credits or more.

- c) Once you are considered to be 'at risk' you will remain so unless or until you have successfully completed an Open University module at level 1 or above (including postgraduate modules) with a value of 30 credits or more.

## 2. Stage 2 'Alert' status

- a) If you are considered to be 'at risk' and subsequently register or enrol for further undergraduate study but you do not successfully complete that study you will be placed at 'alert' status.
- b) If your further undergraduate study involved more than one module in the same presentation you will not be placed at 'alert' status if you have successfully completed at least one of those modules with a value of 30 credits or more.
- c) If you are placed at 'alert' status you will be permitted to register or enrol for another module but you will also be given a warning that you must complete your next undergraduate module successfully in order to freely continue your studies in the future. Your Student Recruitment and Support Centre will be able to provide you with advice and guidance about your plans for future study.
- d) You will remain at 'alert' status unless or until you have successfully completed an Open University module at level 1 or above (including postgraduate modules) with a value of 30 credits or more.

## 3. Stage 3 'Restricted' status

- a) If you are at 'alert' status and subsequently register or enrol for further undergraduate study but you do not successfully complete that study you will be placed at 'restricted' status.
- b) If your further undergraduate study involved more than one module in the same presentation you will not be placed at 'restricted' status if you have successfully completed at least one of those modules with a value of 30 credits or more.
- c) If you are placed at 'restricted' status you will be considered not to be making sufficient academic progress in your previous studies under Regulation E2.1 (b) and you will be notified that you are not eligible to register or enrol for further Open University study unless an application to return to study is approved as set out in Part C.
- d) If you are registered or enrolled on a module that has not yet started, your registration or enrolment will be cancelled and any fees paid will be refunded.
- e) If you are placed at 'restricted' status after the start date of a module that you are currently studying, you may continue to study that module, but you will not be able to register or enrol for further modules unless either:
  - You successfully complete that module, or
  - You are given permission to study following a successful application to return to study under Part C

### **Part C: Applying for permission to undertake further study whilst you are at 'restricted' status**

1. If you are placed at restricted status you are not eligible to study a further Open University module unless you are given permission to do so.
2. If you are applying to study a short course, a level 0 access module or a postgraduate module you will be required to contact your Student Recruitment and Support Centre in order to register to study that module. If you are otherwise eligible to study that module you will be given permission to do so, but the restriction will remain in place in respect of undergraduate study.
3. Permission to enrol or register for further undergraduate study will be based upon an application that allows you to reflect on the reasons you did not successfully complete your previous study, and on how your circumstances or approach to study have improved. If permission is given it may be limited to the study of a specified module, level or category of modules and may specify a maximum amount of credit that may be studied. Any such limit may be applied where, in the academic judgement of The Open University, it would enhance the potential for successful completion of further study.
4. You must make an application to your Student Support Team using the prescribed form which is available from:  
<http://www3.open.ac.uk/forms/academic-progress-application/> and on  
<https://help.open.ac.uk/implications-of-unsuccessful-study>.  
If you prefer to complete a hard copy of the form please contact your Student Support Team. Contact information for your SST will be on your Studenthome page. Please contact Student Recruitment or your Nation Office if you require further assistance.
5. If you are given permission to study whilst you are placed at 'restricted' status, the restriction will remain in place during the period of that study and will only be removed on the successful completion of an Open University module at level 1 or above (including postgraduate modules) with a value of 30 credits or more.
6. If you do not successfully complete an Open University module that you have been given permission to study whilst you are placed at 'restricted' status you will remain at that status. You may make a further application for permission to study, if you feel that there are new reasons why you believe that future study will be successful which were not considered in any earlier application.



## Appendix 3

### Frameworks for Higher Education Qualifications

This appendix illustrates how the levels assigned to Open University taught qualifications map to the frameworks for higher education qualifications in the European Qualifications Framework (EQF), the Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland, the Scottish Credit and Qualifications Framework (SCQF) in Scotland and the Irish National Framework of Qualifications (NFQ) in the Republic of Ireland. The information for each module specifies the study level with reference to the Open University level of study, FHEQ level, SCQF and NFQ levels as well as the number of credits.

**Table 10. Qualifications Framework Table**

Typical Qualifications with each level	Minimum Credits	Minimum credits at the level of the qualification	European Qualifications Framework (EQF)	FHEQ Level (in England, Wales and N Ireland)	SCQF Level (in Scotland)	NFQ Level (in Republic of Ireland)
Taught Master's: MA, MSc, LLM, MBA	180	150	7	7	11	9
Postgraduate Diplomas	120	90 (120)	7	7	11	9
Postgraduate Certificates	60	40 (60)	7	7	11	9
Integrated Masters: MEng	480	120	7	7	11	9
Some Scottish Bachelor's Degrees with Honours (BA Hons, BSc Hons)	480	120	6	6	10	8
Bachelor's Degrees with Honours (BA Hons, BSc Hons BEng, LLB)	360	120	6	6	10	8
Ordinary Bachelor's degree (BA, BSc)	300	60	6	6	10	7
Foundation Degree	240	90 (120)	5	5	9	6
Diploma of Higher Education	240	90 (120)	5	5	8	6
Certificate of Higher Education	120	90 (120)	4	4	7	
Access modules	n/a	n/a	3	n/a	n/a	n/a

## Appendix 4

### Academic Regulations (Taught Courses) from 2016

#### Summary of changes February 2016

The Academic Regulations (Taught Courses) from 2016 are a consolidation of The Student Regulations 2014, The Module Regulations 2014, The General Qualification Regulations (Registered Qualifications) 2014, The General Qualification Regulations (Declared Qualifications) 2012, Schedule A to the Qualification Regulations (Registered Undergraduate Qualifications), Schedule A to the Qualification Regulations (Declared Undergraduate Qualifications) and Schedule B to the Qualification Regulations. The Academic Regulations (Taught Courses) from 2016 also includes material transferred from the specific qualification regulations for Registered Qualifications, in order that these documents may be simplified.

The consolidation of the regulations includes the restructuring and ordering of the regulations, changes to titles and numbering of regulations. The regulations have been edited to remove duplication and redundant clauses and to improve the clarity and consistency of the regulations. Other than as set out below it is not intended that those changes will affect the interpretation and application of the regulations.

#### Substantive changes

##### Index:

An index has been added.

##### Introduction:

An introduction to the consolidated regulations has been added to provide information about the content of the regulations, the situations in which they apply and their context within other rules, policies and procedures.

##### Definitions:

A range of definitions of terms used in the regulations has been added to improve understanding for students and staff.

##### Section A:

Section A1 includes an explanation of the Royal Charter and Statutes of the University and the authority of Senate. An amendment to A3 includes reference to the Welsh Language (Wales) Measure 2011 legislation.

##### Section B:

Section B1 clarifies that these regulations do not apply to research degree students, to whom the Research Degree Regulations apply. These academic regulations will not apply to students studying courses for which credit cannot be awarded (non-accredited learning). A revised shorter form of the Conditions of Registration, incorporating the Code of Practice for Student Discipline, will apply to those students.

The regulations enable different regulations to be applied to students who register in later academic years.

Section B2 has been amended.

The previous regulation stated:

*“OU 1.6 Application of OU regulations*

*b) If you are currently studying with The Open University the rules and regulations that apply to you at any time will be those set out in the Conditions of Registration which you agreed to when you registered or enrolled for that study, subject to any amendments permitted in the circumstances set out in those Conditions.*

*If you are a registered student of the University, but you are not currently studying, the most recent published edition of any rules and regulations will apply to you notwithstanding that those rules and regulations may have altered since the last occasion on which you studied.”*

The revised regulations make explicit that this version will continue to apply for the duration of a student's study for a qualification unless their registration as a student of the University lapses or if they change their qualification. The version current at the time of study will always apply (if different) to a student who studies a module as a standalone course.

## **Section C:**

Sections C1 and C2 have been amended. The previous regulations stated:

### *OU 1.7 Changes in regulations*

*The Senate may alter the regulations and rules referred to in OU 1.1, or the way in which it applies them. The Academic Regulations may be changed at any time. Changes will not usually affect modules for which students are registered or enrolled at the time of the change.*

*The Qualification Regulations that apply to you are those that are in force at any time:*

- when you apply for entry to the qualification;
- when you enrol or register for any module which may count towards that qualification;
- when you progress through the qualification;
- when you are assessed or examined for the qualification; and
- when you become eligible for and, where necessary, apply to receive the qualification.

*The Senate gives reasonable notice of changes to the regulations and rules, and the date they take effect.*

The amended regulations set out, in line with Competition and Markets Authority guidance, the specific and limited circumstances in which the University can make changes to a version of the regulations and the procedure they are required to follow in order to make those changes, including a requirement for consultation with students where appropriate.

### **C2 Changes to Open University curriculum and qualifications**

The amended regulations set out, in line with Competition and Markets Authority guidance, the specific and limited circumstances in which changes to modules and qualifications which are in progress can be made and for the withdrawal of qualifications which are in progress. The procedure for notifying changes to students is set out including a requirement to provide a minimum teach out period and to enable credit awarded prior to the change to still be counted following the change. The date of 1<sup>st</sup> August 2016 from which approval of changes to qualifications must enable a suitable transition route has been included in order that approved changes made between qualifications in the old academic framework and the new academic framework for undergraduate qualifications are not retrospectively affected. The established practice of permitting resit/resubmission/some retake students to complete a qualification up to 12 months after the published withdrawal date has been included.

## **Section D:**

Sections D2.2, D3.3 and D4.1 have been amended.

### **D2.2 Provision of information**

This is a new clause to make explicit the requirement for students to provide the information we require in the registration process and not to make a misleading material omission in that information.

D3.3 Exceptional circumstances. The previous clause stated:

*“OU 1.8 University liability*

*We are not liable for any failure to perform any or all of our obligations if the failure (or delay) is due to the actions of someone else or to any cause beyond our reasonable control.”*

This amended regulation sets out, in line with Competition and Markets Authority guidance, the circumstances in which the University may be unable to deliver educational services as agreed with the student and the steps that we will take to minimise any disruption or adverse effects.

### **D4.1 (f) Health and Safety, Safeguarding etc.**

This is a new clause to provide regulatory backing for a provision that is already included in the Conditions of Registration to enable the University to take appropriate measures to protect people who may be affected by a person studying with the OU, including risks to that person.

## **Section E:**

Section E6 has been amended. The previous regulation stated:

*“OU 4.2.5 Repeating modules*

*If you are permitted to repeat study of a module under paragraph (b) above and you do not achieve the specified performance standard within the time limit set out in the relevant Qualification Regulations you may not repeat the module again and your registration for the qualification may be cancelled under Student Regulation OU9.”*

The amended regulation introduces a specified time limit of 2 academic years in which to attempt to improve a grade in a ‘threshold’ module.

## **Section F:**

Clauses F1.3 and F1.4 have been added.

These are new regulations, which mirror an existing regulation for residential schools and which are added for completeness.

## **Section G:**

A new sub-clause has been added to G1.1 for clarity

## **Section H:**

A new paragraph has been added to H1 (f) to signpost that information about credit awarded in recognition of prior certificated learning and time limits for postgraduate qualifications, where applicable, will be in the specific qualification regulations.

## **Section I:**

Sections I4 b) to e) and I6 a), I6b) and I6c) have been amended. The amendments to I4b) to I4e) are to clarify that the credit values of available modules to fulfil the unique study requirement may be more than the unique study minimum requirements. The amendment to I6a clarifies a requirement that where a Master's degree includes a dissertation module, this must be included in the 60 credits of unique study required. The amendments to I6b) and I6c) are to clarify that although the minimum requirements for unique study for postgraduate diplomas and certificates are expressed as a third of the credit requirement for the qualifications, the credit value of available modules may be more than this.

## **Section J:**

Sections J3 and J5 have been amended.

The amendments to section J3 are:

- J3 (b) to include the arrangements for the phased withdrawal of all declared qualifications by 31 December 2019
- J3 (c) to include the established practice of permitting resit/resubmission/some retake students to complete a qualification up to 12 months after the published withdrawal date
- J3 (d) to include reference to an exceptions process for named qualification completion agreed by QAC for students who have deferred, and
- J3 (f) to clarify the relationship between withdrawal dates and qualification time limits.
- J2 (g) to clarify that students whose named declared qualification has been withdrawn may still declared an Open Programme qualification until withdrawal date
- J2 (h) to give notice of a six year time limit for claiming a declared qualification.

The amendments to section J5 are:

- The amendment to J5.1 provides more explicit information about the reuse of credit which has already been used in the classification of a previous qualification and the effect on classification of exceptional counting down of credit.
- The amendment to J5.2 provides more explicit information about converting an Open Degree without Honours to either an Open Degree with Honours or a named Degree with Honours.
- The amendment to J5.3 provides explicit information about the effect of ungraded undergraduate credit on classification.
- The amendment to J5.4 provides additional information about the conversion of postgraduate grades to undergraduate grades in relation to the counting down of credit and the potential impact on classification.

## **Section K:**

Sections K2.2, K7.2, K7.3 and K7.5 have been amended.

A new sub-clause has been added to K2.2 for the avoidance of doubt, to permit registration on a qualification for students for whom no further study is required. The regulation previously required that a student also enrol on a module but was not enforced in these circumstances.

The amendments to K7.2 and K7.3 provide anticipatory regulations to support proposals for adjustments to the policy for Stage based classification which will be submitted for approval by academic governance in early 2016.

The amendment to K7.5 provides additional information about the conversion of postgraduate grades to undergraduate grades in relation to the counting down of credit and the potential impact on classification.

### **Section L:**

Sections L4.1 has been amended.

The amendment to L4.1 clarifies that modules used to classify a first Master's degree cannot be used to classify any subsequent Master's degree.

### **Section M:**

Sections M1.5, M2, M6 and M7 have been amended.

M1.5 is a new clause to enable a qualification which is subject to a student meeting professional standards to be withheld in certain circumstances, even if the student has achieved all the credit required. This clause is required in order to meet professional body requirements for certain qualifications where award of the qualification gives direct entry to a regulated profession.

M2 has been amended to reflect the governance body on behalf of whom decisions are taken by an individual (PVC, Programme Director)

M6 is a new section about conferral.

M7 is a new section about the rescinding of qualifications.

### **Section N:**

Sections N1.1 and N3 have been amended. The previous regulation stated:

*“OU 2.5 Duration of registration as a student*

*a) Module registration*

*If you are registered on a module, you are a registered student of the University during that module and, unless you tell us otherwise, you will remain a registered student of the University for a period of 2 calendar years from the end date of the last module for which you registered and remained registered after the start date of the module.*

*Your registration as a student of the University will lapse if you do not register for a module or qualification within the period specified above. ”*

The amendment to N1.1 changes the period after which registration as a student of the University lapses to one based on academic years and brings it into line with the rules for the lapsing of a student's qualification registration. For most students this extends the period, but for those whose last study presentations started later in an academic year it may be up to 4 months shorter, depending on the presentation.

N3 (c) is a new clause to make explicit the power to deregister a student who is continuing to study in certain circumstances without having met progression requirements or criteria.

N3 (d) is a new clause to make explicit the power to deregister a student who is continuing to study in certain circumstances without having met pre- or co-requisite requirements.

N3 (f) is a new clause equivalent to Section D 4.1(f) to permit the University to cancel a registration or apply conditions to continued registration where the relevant circumstance have arisen or come to light after registration.

## **Appendix 2:**

Appendix 2 includes amendments to the current Insufficient Academic Progress regulations.

Part C adds a regulation that the University may limit study to a specified module, level or category of modules and may specify a maximum amount of credit that may be studied. This replaces the current advice to do so. Students will have a right of appeal against this decision.

Table 1 sections 9 and 10 include new policy that permits restricted students who achieve success in an Open University Access module or credit awarded in recognition of prior certificated learning to study an Open University first level module.

## **Appendix 3:**

Appendix 3 has been added to illustrate how Open University qualifications map to external frameworks for higher education qualifications.

## **Summary of changes August 2016**

A number of editorial changes have been made for clarity and to reflect changes to the governance structure of the University.

The six-year limit for claiming withdrawn qualifications has been extended from declared qualifications only to all qualifications.

Information about the rules for students converting a BA/BSc without Honours to an Honours degree which does not have a BA/BSc designation (eg. LLB) has been added.

## **Summary of changes March 2017**

The period of validity of this document has been extended to apply beyond the end of the 2016/17 academic year.

## **Section H:**

The terminology in Section H, and the references to the content of this section throughout the document has been updated to reflect the University's Recognition of Prior Learning Policy.

## **Section J:**

Sections J3 has been expanded.

The additions to section J3 are:

- J3 g) to specify potential exceptions agreed by the Education Committee to time limits and the use of short course credit for students who transfer from a declared undergraduate qualification to a registered undergraduate qualification before 31 December 2019
- J3 h) has been added to specify the potential time limit exception
- J3 i) has been added to specify the additional rules of the potential time limit exception
- J3 j) has been added to specify the potential short courses credit exception.

## **Section K:**

Section K5 has been amended to clarify that only a withdrawal where a fee liability has been incurred will count for the purposes of a qualification start date.

Section K8 has been added to refer back to Section J3 g) for students who have moved from a declared undergraduate qualification to a registered qualification.

## **Summary of changes August 2017**

Appendix 2 has been revised to reflect the renamed Academic Progress Policy and the revised rules and procedures for applying for an academic study restriction applied under Regulation E2.1 (b) to be lifted.

## **Summary of changes March 2018**

The period of validity of this document has been extended to apply beyond the end of the 2016/17 academic year.

### **Definitions:**

The definitions of Apprenticeship Student, Declared Qualifications and Collaborative Schemes have been edited for clarity.

### **Section C:**

Section C2 has been edited for clarity and to provide additional information about the circumstances in which the University may make changes to modules and qualifications.

### **Section I:**

Section I9 has been edited for clarity.

### **Section J:**

Section J has been edited to reflect that the notified withdrawal date of named declared undergraduate qualifications has now expired and that only the declared qualifications in the Open Programme remain available until 31 December 2019.

### **Section K:**

Section K2.3 has been amended to permit the temporary registration on more than one registered undergraduate qualification in specified circumstances.

Section K7 has been revised to provide additional information about the classification of Honours degrees.

### **Section L:**

Section L has been edited to clarify that only a withdrawal where a fee liability has been incurred will count for the purposes of a qualification start date.