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Alternative format of the Conditions of Registration for Degree Holder Entry Programme (DHEP)

If you require this Conditions of Registration, Degree Holder Entry Programme (DHEP) document in an alternative format, please contact the Student Support Team via [Contact us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University Student.

Summary of Conditions

The Conditions of Registration 2024/25 Degree Holder Entry Programme (DHEP) set out the terms and conditions (“Conditions”) that apply to registration for the Open University Graduate Diploma in Professional Policing Practice (V21) and associated undergraduate taught modules taught through this DHEP programme.

These Conditions set out the terms of the agreement between you and The Open University. They also reference other policies, procedures, guidance documents, The Open University regulations and codes of practice listed in [Related Documentation](#). Together, these documents set out the details of your rights and obligations as a Student of The Open University.

Scope

These Conditions of Registration apply to Students who register for the Graduate Diploma in Professional Policing Practice (V21), and associated modules as part of the DHEP. The Conditions of Registration set out the terms of the agreement between you and The Open University, including your rights and obligations as a Student.

These Conditions apply to your registration and study of The Open University Graduate Diploma in Professional Policing Practice (V21) and modules within this qualification which start in the academic year 2024/25.

For any modules and the Graduate Diploma in Professional Policing Practice (V21) which started before 1 August 2024 or are due to start after 31 July 2025 you should refer to the Conditions of Registration (DHEP) for the relevant academic year in which your DHEP programme started.

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What these Conditions do not cover

These Conditions do not apply to the following groups of Students and Learners:

- a) Students studying non-DHEP modules or qualifications.
- b) Students studying the Police Constable Degree Apprenticeship (PCDA) or the Police Community Support Officer (PCSO) Apprenticeship, please refer to the [Conditions of Registration \(Apprentices\)](#).
- c) Those studying a Vocational Qualification. Please refer to the [Conditions of Registration \(Vocational Qualifications\)](#).
- d) Those studying Higher Technical Qualifications (HTQs).

Introduction

About these Conditions of Registration

These Conditions of Registration and the Registration Agreement set out the terms of the agreement between you and The Open University. They also reference other policies, procedures, guidance documents, Open University regulations and codes of practice listed in [Related Documentation](#). Together, these documents set out the details of your rights and obligations as a Student of The Open University.

When you register to study with The Open University you are entering into a legal agreement with us which places legally binding obligations on each of us. It is important that you understand the commitment you are making, so please read the Conditions and all other documents carefully. You should also check the Registration Agreement carefully before you submit it to make sure that all of the details are correct.

The qualification you will study as part of the DHEP programme is the Graduate Diploma in Professional Policing Practice (V21). Throughout this document we will use the word DHEP to reference both the Programme and the Graduate Diploma in Professional Policing Practice (V21) qualification.

A [Glossary](#) is included to explain any terms that may be unfamiliar to you. Throughout this document, where you see references to 'we', 'us', or 'our' this means The Open University. 'You' refers to you as the Student.

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If there is anything in the Registration Agreement, in these Conditions, or in any of the documents that are referred to that you do not understand, or that you wish to discuss, please [contact the Corporate and Partnership Registration Team](#), before you complete your registration.

These Conditions may be updated throughout the year to correct errors, improve clarity or accessibility, or reflect changes in legal or regulatory requirements. If these amendments occur after you have registered, you will be notified by email of any significant changes.

Related Documentation

Refer to the following documentation in conjunction with this document:

Documents that govern your study:

- [Academic Conduct Policy](#)
- [Academic Regulations \(Taught Courses\)](#)
- [Code of Practice for Student Discipline](#)
- [The College of Policing Code of Ethics](#)
- [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#)
- [Equality Act 2010 for England Scotland and Wales](#)
- [Fitness to Practise Procedure](#): Students studying programmes such as Policing in particular should familiarise themselves with The Open University's [Fitness to Practise Procedure](#) and the effect this policy may have on their future and/or continued employment.
- [Fitness to Study Policy](#)
- [Student Complaints and Appeals Procedure](#)

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Information and Guidance:

- [Retention of Student Data and Records](#)
- [Safeguarding Policy – Protecting children and vulnerable adults](#)
- [Social Media Policy](#)
- [Student Computing Policy](#)
- [Student Privacy Notice](#)
- [Student Protection Plan](#)

The full suite of Open University policies is available on the [Student Policy and Regulations website](#).

The Open University Student Charter Values

The [Student Charter](#) was developed in partnership by The Open University and the Open University Students Association (OUSA). It sets out our shared values and the commitments we make to each other as a community of students and staff. This document has been developed with the Student Charter values as its foundation.

Section A: Your agreement to register as a Student

A1. The terms of the agreement

A1.1 You are responsible for completing the Registration Agreement which your Employer Police Force will return to The Open University. When your Employer Police Force returns the completed Registration Agreement, on your behalf, you as the Student and The Open University are entering into a legal agreement with each other.

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- a) The Conditions of Registration and the Registration Agreement set out the terms of the agreement between you and The Open University. They incorporate and are subject to the rules, regulations, policies and procedures which are made under the Charter and Statutes of The Open University and which are referred to in [Related Documentation](#). Together, they set out the details of your rights and obligations of both parties which will apply while you are registered as a Student of The Open University.
- b) In addition, as you are registering for a qualification to which vocational requirements apply, you will also be required to enter into a separate agreement with your Employer Police Force.
- c) If, at any time, any Open University employees or agents have agreed (verbally or in writing) anything inconsistent with the Conditions, the Conditions will take priority, unless formally agreed in writing by The Open University.
- d) The Open University Senate may change rules, regulations, policies and procedures in the circumstances set out in Section B of the [Academic Regulations \(Taught Courses\)](#). The Senate gives reasonable notice of changes to the regulations and rules, and the date they take effect. You will be informed of any such changes as set out in Section B of the [Academic Regulations \(Taught Courses\)](#), and these Conditions will incorporate and be subject to changes that take effect during the period for which these Conditions apply.
- e) These Conditions, and other Open University rules, regulations, policies, and procedures referred to herein shall be governed and interpreted in accordance with the laws of England and Wales, and all disputes arising from these documents or in relation to them shall be subject to the exclusive jurisdiction of the English courts.

A2. Additional condition for disclosure of legal restrictions and conditions

Students studying the DHEP will go through the recruitment process with their Employer Police Force and will need to satisfy all relevant requirements and conditions stipulated by their Force. To remain on the DHEP you will need to continue to meet all the requirements of your Employer Police Force, failure to do so may affect your ability to continue on the DHEP programme.

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A3. Complying with statutory responsibilities

A3.1 Health and Safety

The Open University has a duty to protect the health and safety of our Students, staff, contractors, and members of the public. This includes statutory duties and obligations to safeguard young persons or vulnerable and protected adults, to comply with our obligations under the Equality Act 2010 in England, Scotland, and Wales; Section 75 of the Northern Ireland Act 1988 for Northern Ireland; or any other statutory duty or obligation.

We may impose conditions or vary the terms on which you study and/or access services and facilities if we consider it reasonably necessary to do so to comply with these duties and obligations.

A3.2 Safeguarding Duty

In order to fulfil The Open University's Safeguarding duty (in line with the [Safeguarding Policy](#), Open University employees or agents have a statutory obligation to disclose relevant information to the internal Safeguarding team or external parties (for example, Child and Adult Protection Services, or the emergency services).

A3.3 Prevent Duty

In order to fulfil The Open University's Prevent duty (in line with [The Open University Prevent Principles](#)), Open University employees, Students or agents have a statutory obligation to report concerns that an Open University staff member or Student is at risk of being drawn into terrorism. Relevant information can be shared with our Prevent team or external parties for example the Police and Channel (a programme that supports people who are vulnerable to radicalisation).

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A4. Registration

A4.1 The Registration Agreement will come into force when we confirm formally in writing (by letter or email), that we have accepted your registration, and your Employer Police Force has confirmed that you have met all entry requirements and assessments. Your application to register as a Student at The Open University is subject to you satisfying the University of the following:

- a) you have met the general requirements for registration as set out in [Section C](#);
- b) you have met any requirements for registration on the modules which comprise the DHEP as set out in [Section D](#);
- c) you have met the eligibility criteria as set out by your Employer Police Force and have provided the required evidence of your degree;
- d) you have met the requirements for registration for the DHEP as set out in the specific regulations governing the Graduate Diploma in Professional Policing (V21) qualification;
- e) your Employer Police Force has paid the relevant fees;
- f) unless exceptional permission has been obtained, the modules and the Graduate Diploma in Professional Policing Practice (V21) as part of the DHEP are available for study in England and Wales.

A4.2 For residency requirements please refer to your Employer Police Force.

A5. Personal information

A5.1 When you register to study with The Open University, the personal information you have supplied will be used to verify and obtain your Employer Police Force Provided Identities, which will be used and processed in accordance with clause A5.2, and the [Student Privacy Notice](#) and retained according to our [Retention Policy](#). This may include using the records we will keep of your participation in learning activities and your academic progress, to provide support to you in your studies.

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- A5.2 We collect certain personal information from you at the point of registration. Once we have received your Employer Police Force Provided Identities (i.e., your work email address, and work mobile number) we amend our student systems to reflect the Employer Police Force Provided Identity details as your primary contact details. This will include recording your primary address as your Employer Police Force's headquarters. Personal information (such as your home address) will remain within a secure area in our systems. If you are required to share your Employer Police Force Provided Identities with us, you will be informed how to do this. We will also keep records of your contact with The Open University, as well as records on your academic progress and your participation in learning activities.
- A5.3 You must not update your contact records via [StudentHome](#). Instead, you must inform your named contact within your Employer Police Force of any change to your personal information. Your Employer Police Force will notify The Open University of these changes, so that we can update your Student record. We use the information that we hold in our records to process your registration, keep in touch with you, support you in your studies and provide services and facilities, so it is important that it is correct. It is your responsibility to notify your Employer Police Force of any changes or errors. You must notify them without delay if you change your name, address, or any of your contact details.
- A5.4 Throughout your DHEP, we will share your data with your Employer Police Force. This data may relate to your study engagement, progress, conduct, health, disability, reasonable adjustments, practice-based assignments, placements, and fitness to practise. The sharing of this data forms part of our legal and contractual requirement with your Employer Police Force for the funding, delivery and monitoring of your studies. See also [Appendix Ap 1](#) for further information.
- A5.5 If you are awarded a Graduate Diploma in Professional Policing Practice (V21), any certificate in respect of that qualification will be issued in the name that we hold in our records at the point when your qualification is conferred. A certificate will only be amended or reissued in a different name after the date your qualification is conferred if:
- i) an error was made by The Open University when recording your personal details; or

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- ii) a valid request is made under the Gender Recognition Act 2004 in conjunction with the [Gender Identity Policy and Guidance](#); or
 - iii) The Open University approves an application for a change of name on public safety grounds.
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A6. Our right to make changes

A6.1 The [Academic Regulations \(Taught Courses\)](#) sets out in Section B the circumstances in which The Open University may make changes to regulations, rules, curriculum or qualifications. The Open University Student Protection Plan outlines the reasonable measures we will take to support you to continue studying if changes become necessary or there are circumstances which affect your study. The following paragraphs outline the circumstances in which The Open University may make changes to these terms or our educational services.

A6.2 Circumstances outside our control

The Open 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 to and, wherever practicable, will provide you with reasonable alternative arrangements to continue with your studies.

In circumstances where The Open University is impacted by industrial disputes, we will always seek to mitigate any impact upon your student experience. When we are made aware of future industrial action, we will communicate with you to make you aware of any potential impact upon your studies and the support that is available to you. The Open University will work with staff and the Unions to seek a resolution to any such disputes.

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A6.3 Maintenance of academic standards

- a) The Open University may suspend or cancel registrations and enrolments for a module where it is unable to guarantee academic standards at the start date of the module:
- i) in the case of the first presentation of a module only, where notice has been given during the registration process that the module is under development or subject to validation, and The Open University and your Employer Police Force is unable to guarantee that the appropriate academic standards will be met or that any relevant validation will be secured by the time the module starts; or
 - ii) for any other module, there has been an unforeseen development in the subject area, teaching or assessment methods since registration opened for that academic year that requires significant change in order to maintain the currency or academic standards of the module or the academic reputation of The Open University that we are not reasonably able to make before it starts; or
 - iii) there has been an unforeseen withdrawal of validation for a module since registration opened for that academic year that The Open University and your Employer Police Force is unable to resolve before the module starts.
- b) The Open University will make all reasonable efforts to inform you of any such changes as early as possible.

A6.4 Short-term changes to learning, teaching and assessment arrangements

The Open University may have to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, and other teaching sessions, or assessments 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, or short notice unavailability of premises, facilities or materials. The Open 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.

If The Open University is impacted by industrial action, we will seek to mitigate any impact as outlined in sub-section A7.2.

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A6.5 Changes to Modules

- A6.5.1 The Open University will not normally make changes to a module for Students who are enrolled on that module.
- A6.5.2 A change to a module on which you are enrolled 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 body.
- A6.5.3 Where a change is made to a module on which you are enrolled, you and your Employer Police Force will be given as much notice as possible of the change and, if there is any detriment to you or your Employer Police Force as a result of the change, you or your Employer Police Force will be given the opportunity to withdraw from that module without penalty ([see Section E1](#)).

A6.6 Changes to Qualifications

- A6.6.1 We will not normally make changes to the structure or study requirements of a qualification for Students who are registered on a DHEP.
- A6.6.2 However, in any of the circumstances referred to in [Clause A6.2](#), and if required by the College of Policing, The Open University may make changes to the structure of the DHEP. These may include such matters as the balance between coursework and other types of assessment, the order of study and rules for progression through the qualification, or the requirements for attendance at or participation in specified learning activities.

A6.7 Withdrawal of Qualifications

- A6.7.1 The circumstances in which The Open University may withdraw a qualification are set out within Section B of the [Academic Regulations \(Taught Courses\)](#), “Changes to regulations and curriculum”. If you are registered on a Graduate Diploma in Professional Policing Practice (V21) as part of the DHEP and The Open University in agreement with your Employer Police Force has approved the withdrawal of that qualification, you will be given notice of the withdrawal and a reasonable opportunity to complete your study before it is withdrawn.

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- A6.7.2 If The Open University decides to withdraw the Graduate Diploma in Professional Policing Practice (V21), you will still be able to complete it if you successfully pass all related assessments, academic, and practice or work-based modules as specified in the individual qualification description within the withdrawal period.
- A6.7.3 You will normally be permitted to complete your qualification up to 12 months after the published withdrawal date.

A7. Your cancellation rights

- A7.1 If you wish to withdraw from this agreement, you must discuss this with your Employer Police Force who will make arrangements to withdraw you from the DHEP. It is your Employer Police Force's responsibility to inform the Open University of your withdrawal from the Programme. (To note, your Employer Police Force's eligibility for a fee refund or a fee credit is set out in the contract we have with them.)
- A7.2 Any decision to withdraw from this agreement may impact your employment. You must discuss any intended withdrawal from study and the potential impact of that on your employment status with your Employer Police Force.
- A7.3 If you wish to defer your DHEP and associated modules, you must discuss this with both your Employer Police Force and The Open University, who will advise you of the options available. Once agreement has been reached with your Employer Police Force, The Open University will make arrangements for you to be withdrawn from the current presentation(s) of your module(s), and then re-registered on a later presentation of the modules. You will be asked to confirm your deferral by signing a deferral withdrawal form.
- A7.4 Further information about cancelling or ending your registration including the actions you must take to do so, can be found in [Section E](#).

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A8. Complaints and appeals

- A8.1 The Open University has a [Student Complaints and Appeals Procedure](#) which you can use to raise a complaint or appeal. We are a member of the Scheme of Independent Adjudication for Higher Education established by the Higher Education Act 2004.
- A8.2 The Open University also has a specific complaints procedure for complaints relating to Welsh Language Standards. Details on this procedure are available in the document [“Welsh Language Standards – Dealing with Complaints and Comments”](#). A Welsh language version of this procedure is also available. Mae fersiwn Gymraeg o’r polisi hwn ar gael.

A9. Professional Standards and Fitness to Practise

- A9.1 The Open University has a [Fitness to Practise Procedure](#) which should be followed where a professional programme offered by The Open University is governed by a Professional, Statutory or Regulatory Body (PSRB) that requires The Open University to declare that a Student is not only academically qualified to practise, but also suitable or fit to practise in that profession.
- A9.2 When you register to study with The Open University on the DHEP, you explicitly acknowledge that you understand and agree to conform with the [College of Policing Code of Ethics](#), as detailed in the [Fitness to Practise Procedure](#). Failure to do so may result in this procedure being followed and can lead to your removal from the DHEP. This means that:
- a) The Open University will share information about your academic performance and professional standards relating to your study on the DHEP with your Employer Police Force. In particular, information about issues relating to your conduct may be shared where it might affect your professional suitability or fitness to practise and your continued employment. Your Employer Police Force has the right to deal with employment related matters under their own procedures, independently of The Open University’s [Fitness to Practise Procedure](#), however this procedure may also be invoked in respect of those matters.

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- b) The Open University may consider any concern through its [Fitness to Practise Procedure](#) and this may lead to conditions being applied to your continued registration on the DHEP, your suspension, deregistration from the DHEP, or your expulsion from The Open University.
 - c) If a concern is raised that you are not achieving or maintaining those standards at a level appropriate to your studies for the qualification, you may be referred under The Open University's [Fitness to Practise Procedure](#).
 - d) You agree to notify The Open University as soon as practicable of any matter that may give rise to any concern about your ability to meet [The College of Policing Code of Ethics](#), referring any such matter verbally, electronically or in writing to your Practice Tutor and/or Tutor Constable.
- A9.3 If a Graduate Diploma in Professional Policing Practice (V21) has been awarded and any matters occurring before the award of the Graduate Diploma in Professional Policing Practice (V21) subsequently come to light that, in the opinion of a Fitness to Practise panel, ought to have been declared and would have resulted in the withholding of the qualification, the matter shall be referred to the University's Central Disciplinary Committee who has the power to withdraw the Graduate Diploma in Professional Policing Practice (V21), which may impact your ability to continue in employment with your Employer Police Force.

Section B: Your fees

B1. Agreement to pay tuition fees and other charges

- B1.1 When you register as a Student of The Open University on the modules for the DHEP programme, your Employer Police Force agrees to pay the tuition fees and other charges that are due in respect of your studies.
- B1.2 The tuition fee covers the tuition, materials (excluding set books) and assessment for the module(s). Please note that if you are required to purchase set books relevant to your studies, these do not need to be purchased from The Open University.
- B1.3 There may be extra costs in addition to the tuition fee, such as a computer, internet access, travel to tutorials and set books.

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B2. Failure to pay fees and charges

B2.1 Your Employer Police Force must pay or agree to pay any fees and other charges that are due upon your registration onto a module and the qualification.

B2.2 If your Employer Police Force does not pay your tuition fees or any other charges when they become due, we may withdraw your registration, even if you have started studying.

Section C: Your learning

C1. Registration and enrolment on a module

When you are registered for the DHEP and associated modules shown in the registration agreement(s), you and The Open University each share a responsibility and commitment to upholding the highest standards of academic integrity

C1.1 You agree to:

- a) study the module materials, submit the module assessments at the times and in the manner specified (including maintenance of Electronic Portfolio);
- b) complete your work-based learning in accordance with the rules of your Employer Police Force. If you have any questions regarding the rules please contact your Practice Tutor and/or Tutor Constable;
- c) comply with the [Academic Conduct Policy](#);
- d) comply with the [Code of Practice for Student Discipline](#) which sets out behaviour that may be considered unacceptable, and the action we may take in response;
- e) engage with our [Fitness to Study Policy](#) if requested. The policy aims to support you with your study goals if, as a result of facing difficult circumstances during your studies, your behaviour affects the way you interact with The Open University community and raises concerns with us about your health, safety or wellbeing;

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- f) abide by the [College of Policing Code of Ethics](#), as detailed in [Section A9 Professional Standards and Fitness to Practice](#). The [Fitness to Practise Procedure](#) will be followed if you do not do so, which could lead to your registration being withdrawn by your Employer Police Force, or The Open University not recommending you for registration.

C1.2 The Open University agrees to:

- a) provide a safe and supportive study environment that welcomes and values diversity, where everyone is treated with dignity and respect. We encourage staff, students, learners, and visitors to report incidents of assault, bullying, harassment, hate crime, or sexual harassment using Safe Space Reporting available through an [online tool](#). The online tool also provides information about what you can do if these incidents happen to you, or to someone you know, and where you can find support;
- b) provide you with module materials, module assessments and module tuition as described in the [module descriptions](#);
- c) offer you one opportunity to resubmit, if eligible an assessment component as part of your module registration. However, in the event that you fail a resubmission, it will incur an additional cost and will be at the discretion of your Employer Police Force as to whether you have the option to retake the module;
- d) use our academic judgement to determine the extent (if any) to which the learning outcomes of the module(s) have been met.

C2. Counting credit towards a qualification

Due to the nature of the DHEP, you will only be awarded the Graduate Diploma in Professional Policing Practice (V21) if you successfully complete all modules within the qualification. If you do not successfully complete all modules, you may be able to transfer credit for successful study to a DHEP at another Higher Education Institution, with the prior consent of your Employer Police Force, The Open University, and the institution to which you wish to transfer (dependent upon their admission requirements).

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C3. Telling us about a disability

If you have a disability that might affect your studies or assessments, we encourage you to tell us about it and provide any relevant information that we ask for. This will enable us to work together with you to understand your needs, and to make any reasonable adjustments that may be required in line with our obligations under the Equality Act 2010 in England, Scotland, and Wales; the Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004, or any other statutory duty or obligation.

Information about any disability you have told us about may be shared with your Employer Police Force. This is so that any reasonable adjustments that may be required for your on-the-job training can be made by your Employer, in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland to provide reasonable adjustments.

C4. Tutorials

C4.1 You will be required to attend tutorials either face-to-face or online. The Open University cannot guarantee face-to-face tutorials will be available for your module; where they are available, the University cannot guarantee they will be close to where you live. However, the location will be agreed with your Employer Police Force, and you may need to travel some distance to attend these. We will provide an online alternative to any face-to-face tutorials so that Students who are unable to attend are not disadvantaged.

C4.2 The rules for the recording of online tutorials are set out in the [Policy for the recording of online tutorials](#).

C5. Monitoring study

We will collect information about your participation in your studies to provide support services. We will share this information with your Employer Police Force. Further information is available in the [Student Privacy Notice](#).

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C6. Students Living in Wales

- C6.1 If you live in Wales, you have the right to ask The Open University to allocate you a Welsh speaking Practice Tutor.
- C6.2 Where we provide the DHEP in Wales, we will actively attempt to recruit Welsh-speaking Practice Tutors.
- C6.3 You can also update your language preferences using [the Language preferences form](#). If you have indicated to us that you speak Welsh, we will match you with a Welsh speaking tutor if they have been recruited. You may choose to communicate with the tutor in Welsh or English or use both languages.
- C6.4 Students living in Wales have the right to submit written work in Welsh, and your work will not be treated less favourably if you do this.

Section D: Your Graduate Diploma in Professional Policing Practice (V21)

D1. Time limits for completing your Graduate Diploma in Professional Policing Practice (V21)

- D1.1 Your registered qualification is the Graduate Diploma in Professional Policing Practice (V21); this information is also shown on your [StudentHome](#) (whilst you are a current Open University Student). The Open University will register you on the two modules that are part of the qualification, which will enable you to achieve the Graduate Diploma in Professional Policing Practice (V21).
- D1.2 The Open University allows for a maximum period of 72 months to complete the DHEP. However, your Employer Police Force requires that you complete the DHEP within 24 months as specified by the College of Policing. Should you consider at any time that you will require longer than 24 months to complete the DHEP, you will need to discuss this with both your Employer Police Force and The Open University.

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Section E: Ending your registration

E1. Withdrawing from your Qualification

- E1.1 You and your Employer Police Force may withdraw you from DHEP at any time. This will result in immediate withdrawal of your registration on all of the modules and the qualification.
- E1.2 If you intend to defer or withdraw from your DHEP before it is completed, you must discuss this with your Practice Tutor at The Open University and Employer Police Force. If you have deferred a module, The Open University will liaise with your Employer Police Force, who may be liable for any additional fees when you resume studying the module.
- E1.3 If you are made redundant by your Employer Police Force or leave your employment by resigning, you will not be able to complete the study and assessment of any module(s) you are currently studying, or the qualification overall.
- E1.4 If you or your Employer Police Force withdraw from the DHEP and your qualification registration and module enrolment are withdrawn as a result, you will cease to be a registered Student of The Open University unless you are studying other Open University modules.
-

E2. The Open University's right to cancel your registration

- E2.1 The Open University may cancel your registration at any time if:
- we find that you or your Employer Police Force have given us information which is false or misleading, or you do not inform your Employer Police Force of a change in your Personal Information as set out in [Section A5](#) ("Personal Information");
 - your Employer Police Force does not pay your tuition fees when they become due;
 - you fail to meet any academic or administrative requirements shown in the [module or qualification description](#);

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- d) you have been enrolled for module(s) within the DHEP, but you do not successfully complete your current modules, and your Employer Police Force does not wish to pay for a retake;
- e) you will be unable to complete your DHEP within the time limits specified in [Section D](#);
- f) you are excluded or suspended from The Open University under the [Code of Practice for Student Discipline](#); or due to a voluntary or imposed study break following a Fitness to Study Stage 3 Case Conference Panel as outlined within the [Fitness to Study Policy](#); which may also have implications on your continued employment.
- g) you fail to disclose any legal restrictions or conditions required by your employing Police Force.

Please note that The Open University may consider prosecution if you have supplied fraudulent information.

E2.2 We may withdraw your registration or apply conditions to your continued registration if, in our opinion, it is reasonably necessary to do so in line with our duties to:

- a) protect the health and safety of Students, staff, contractors and members of the public;
- b) respect the safeguarding of young persons or vulnerable adults, in accordance with our [Safeguarding Policy – Protecting children and vulnerable adults](#);
- c) comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland or any other statutory duty or obligation;
- d) comply with 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.

E2.3 If The Open University ends your registration for a module, we will not send you any further module materials and you may not participate in any learning or assessment activities for that module after the date of cancellation.

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E3. Cancelling your registration when vocational and professional requirements are not met

E3.1 We may cancel your DHEP registration if you have ceased to meet one of the following conditions:

- a) [fitness to practise](#) for Policing;
- b) maintenance of professional standing e.g. [College of Policing Code of Ethics](#);
- c) being employed by an Employer Police Force;
- d) being attested as a Police Constable.

E3.2 You must tell us if, at any time while you are a registered Student, you cease to meet any of these conditions that apply to you in connection with your studies.

Section F: Computing

F1. Your Open University computing account

When you register to study with The Open University, we will provide you with a secure Open University computing account. It is your responsibility to keep your account secure and confidential. You must comply with our [Student Computing Policy](#) and [Social Media Policy](#).

F2. Keeping your account secure

F2.1 You must notify The Open University Computing Helpdesk as soon as possible by phoning +44 (0)1908 653972 or by emailing [OU-Computing-Helpdesk](#) if you think that the security of your account has been compromised.

F2.2 If you do not comply with Condition F2.1 above, you will be liable for any fraudulent transactions relating to your registration.

F2.3 If you do not comply with Clause F2.1 above, you may be held responsible for fraudulent activity if someone else accesses your account because they have been given or have obtained your sign-on credentials, and you haven't informed us.

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F3. Sharing information in online activities

Your Open University computing account enables you to participate in online activities. These may include compulsory activities for your module. When you participate in these activities, your name and the content you contribute will be displayed online to Students and Open University staff who have a need to see the information concerned.

F4. The Computing Policy and Social Media Policy

When you register to study with The Open University you agree to comply with the [Student Computing Policy](#) and [Social Media Policy](#).

Section G: How we will communicate with you

G1. Students Living in Wales

If you live in Wales and would like to receive correspondence in Welsh, please indicate this on your [StudentHome](#) profile. You can also update your language preferences using the [Language preferences form](#).

G2. By email

G2.1 You must provide us with a valid personal email address, which we will use to correspond with you in the first instance. Once we have received your Employer Police Force Provided Identities, which includes your work email address, we amend our student systems to reflect the Employer Police Force Provided Identity details as your primary contact details. Once we have your work email address, this will be the only email address we will use to correspond with you.

G2.2 It is your responsibility to check your work email regularly. You will be sent important information about your registration and about your studies by email. It is also your responsibility to manage any filters on your account to ensure that email from The Open University is sent into your 'Inbox' and not to a 'spam' or 'junk' email folder. You should ensure that your inbox has an adequate amount of space to receive messages from The Open University. The Open University will not be responsible for any failure to receive emails if these Conditions of Registration are not adhered to.

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G3. Through StudentHome

Your Open University computing account will include access to a personalised Open University website called [StudentHome](#) (whilst you are a current Open University Student). This website will provide you with access to some study materials and a range of other resources that will support your studies. We will also use [StudentHome](#) to post messages that will be relevant to you, and that may not be provided by any other media. It is your responsibility to check [StudentHome](#) regularly. Please note that access to [StudentHome](#) may be removed if we cancel your registration, in line with [Section E2](#).

G4. Through Open University websites

Your Open University studies will also provide you with access to module and qualification websites. These websites will provide access to learning materials and other learning resources and may be used to post messages about your modules and/or qualification that may not be provided by any other media. It is your responsibility to check your module(s) and qualification websites regularly.

G5. By phone

We may monitor and record phone calls between you and The Open University to make sure we have carried out your instructions correctly and to help us improve our services through staff training.

Section H: Using library facilities

If you use The Open University library services, you will be bound by our [Copyright Regulations](#) which you will be asked to agree to when you first use those services.

Section I: Indemnity insurance

The Open University does not have indemnity insurance for Students carrying out research related to their studies (except for Postgraduate Research Students who register directly through us). If you need indemnity cover (for example, to meet the conditions of an ethics committee), you will need to arrange this yourself.

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Section J: Affiliation with Third-Party Organisations

- J1. Any affiliation or promotion of The Open University must be initiated by The Open University.
- J2. You are not permitted to promote anything for payment or other remuneration purposes on behalf of, or purporting to be on behalf of, The Open University.
- J3. You should not promote any product or service via our computing services for which you are paid either financially or in kind.
- J4. You are not permitted to promote your views as representing or on behalf of The Open University.
- J5. You are free to express your political, religious, social and academic views both in private and in public provided this is explicitly done in their own name and not in the name of The Open University. By registering to study with The Open University you are agreeing to comply with the [Social Media Policy](#) as outlined in [Clause F1](#). However please note that your Employer Police Force will also have standards in this regard, and you must also comply with your Employer Police Force's social media policy.
- J6. If you are approached by a third-party organisation to represent The Open University, you should refer the third-party organisation to contact The Open University directly with their request.
- J7. Any failure to meet Clauses J2-J6 could be treated as a breach of the [Code of Practice for Student Discipline](#) (see clause C1d).

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Section K: Summary of significant changes since previous version

There are several significant changes from the previous version of this document ([Conditions of Registration for Degree Holder Entry Programme \(DHEP\) 2022/23 and 2023/24](#)). These are:

- a) The “Alternative format of the Conditions of Registration for DHEP” section has been moved to the start of the document.
- b) The “What these Conditions do not cover” section has been condensed.
- c) The Open University’s Equality Diversity and Inclusion commitment statement and information about Safe Space Reporting has been added to Section C and to the end of this document.
- d) The Student Charter Values paragraph has been revised for conciseness.
- e) Throughout this document we have used the word DHEP to reference both the programme and the Graduate Diploma in Professional Policing Practice (V21) qualification.
- f) The summary of the main terms of this contract section has been removed.
- g) References to ‘Employer’ or ‘Police Force’ have been changed to ‘Employer Police Force’ for consistency.
- h) Clarification that you are responsible for completing the Registration Agreement and your Employer Police Forces is responsible for returning the Registration Agreement to the Open University, in Clause A1.1.
- i) Clarification that the Conditions take priority if an Open University employee or agent has said something inconsistent either in writing or verbally, in Clause A1.1c.
- j) For clarity, Section A3 has been split into 3 subsections, covering Health and Safety, Safeguarding duty and Prevent duty.
- k) Wording in Clause A3.1 “Health and Safety” has been amended without changing the message.

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- l) Clarification that relevant information, relating to Prevent, can be shared with external parties for example the Police and Channel in Clause A3.3.
- m) Section A3 has incorporated information about Safeguarding Duty and Prevent Duty, previously located in Section G, for clarity and conciseness.
- n) Addition of Clause A4.2 containing residency information as the “Residence Requirements” section has been removed.
- o) Clarification in sections A5 “Personal information” and G2 “By email” that the Employer Police Force Provided Identities will be used as your primary contact details.
- p) The Open University will keep records of your academic progress which has been reflected in Clause A5.1.
- q) Clause A5.2 has been updated to include reference to The Open University’s [Retention Policy](#).
- r) The Open University use and process your personal information created as a result of your study, as detailed in Clause A5.2.
- s) You must notify without delay of changes or errors to your contact details (Clause A5.3).
- t) The [Student Protection Plan](#) has been referenced in section A6 “Our right to make changes”.
- u) Additional information in Clauses A6.2 and A6.4 about how The Open University will communicate with you and support you if there is industrial action.
- v) If you wish to defer your DHEP and associated modules, you will be asked to sign a deferral withdrawal form as noted in Clause A7.3.
- w) Clause A8.2 has been updated to highlight that a Welsh language version of the Welsh Language Standards Complaints procedure is available.
- x) If the Graduate Diploma in Professional Policing Practice (V21) qualification is withdrawn under circumstances in Clause A9.3, it may also impact your ability to continue in employment with your Employer Police Force.

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- y) Section C1 has been reordered into what The Open University agrees to and what you agree to, for clarity.
- z) Section C1 “Registration and enrolment on a module” has incorporated information about Student Discipline, Academic Misconduct and Fitness to Study previously located in Section A, for clarity and conciseness.
- aa) Addition of Clause C1.1f referencing the College of Policing Code of Ethics and the Fitness to Practice Procedure.
- bb) Addition of information in Section C4 “Telling us about a disability”, about The Open University sharing disability information with your Employer Police Force.
- cc) Revised wording in Section C4 “Telling us about a disability”.
- dd) Section C6 “Students living in Wales” has been updated with a link to the Language Preferences form.
- ee) Addition of Clause C7.4 which was previously in C2.
- ff) References to the Code of Practice for Student Assessment have been removed. This document is being decommissioned from the [Student Policy and Regulations website](#). The information will be incorporated into the Assessment Policies.
- gg) Section D “Your Graduate Diploma in Professional Policing Practice (V21)” has been retitled and restructured without changing the message given.
- hh) Clarification in Clause E1.3 that The Open University will withdraw you from the qualification and modules if you leave your employment by resigning.
- ii) Clarification in Clause E2.1d that your employer may not wish to pay for a retake if you do not successfully complete your current modules, which may result in The Open University cancelling your registration.
- jj) If you are expelled or suspended from The Open University under Clause E2.1f, it may also impact your ability to continue in employment with your Employer Police Force.
- kk) Addition of Clause F2.3 detailing your responsibility in keeping your Open University account secure.

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- ll) Addition of section F4, detailing your obligation to comply with the [Student Computing Policy](#) and [Social Media Policy](#).
- mm) Revised title of section G5 “By phone”.
- nn) Addition of Clause J3 in Section J “Affiliation with Third-Party Organisations”.
- oo) A “Summary of significant changes since previous version” section and a “Conditions of Registration superseded by this document” section has been added.
- pp) Revised definition of “Case Conference Panel” in the Glossary.
- qq) Addition of a “Feedback” section welcoming feedback about this document.

Conditions of Registration superseded by this document

These Conditions replace the previous version of [Conditions of Registration \(DHEP\) 2022/23 and 2023/24](#).

Commitment to Equality, Diversity and Inclusion at The Open University

Our policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

Safe Space Reporting

The Open University is committed to creating a diverse and inclusive environment in which everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. Safe Space Reporting is available through [an online tool](#) through which staff, students, learners and visitors are encouraged to report incidents of assault, bullying, harassment, hate crime, or sexual harassment. It also provides information about what you can do if these incidents happen to you, or to someone you know, and where you can find support.

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Glossary

Award of qualification

The Open University will award your Graduate Diploma in Professional Policing Practice (V21) when you have successfully completed and passed all modules that lead to the award of the qualification. See the [Academic Regulations \(Taught Courses\)](#) for information on how qualifications are awarded at The Open University.

Case Conference Panel

A Case Conference Panel is convened at Stage 3 of the Fitness to Study process to review your case where there are continuing concerns about your health, safety and wellbeing, or about your behaviours, which have not been fully resolved at an earlier Stage. The panel will comprise academic and student support staff. One possible outcome of a Stage 3 Panel meeting can be a voluntary or imposed break in study for you. Please see the Procedure section (Stage 3, Significant Concerns) of the Fitness to Study Policy for more information.

Conferred

This refers to 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.

Credit/Credits

A value which is related to the workload required to successfully complete a module. One credit represents about 10 hours of study. Your qualification has an academic value of 120 credits.

DHEP

A Degree Holder Entry Programme.

Disclosure

To make current legal restrictions, conditions or arrangements related to criminal convictions known to The Open University during your time studying with us.

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Electronic Portfolio

Assessment for the work-based learning modules will be facilitated by an electronic portfolio that will require Students to evidence skills competencies and the application of knowledge to operational policing environments for credit attainment. This is also known as an Evidence of Operational Competence Portfolio ('OCP').

Employer Police Force

This term for the purpose of this agreement refers to the Police Force working in partnership with The Open University that has employed you to complete the DHEP.

Employer Police Force Provided Identity

The work email address and work mobile phone number provided by your Employer Police Force.

Enrolment

The process by which a Student who is registered for a qualification is allocated to a module to be studied as part of that qualification.

Module

A self-contained unit of teaching, learning and assessment which is studied in combination with others to form qualifications. Each module is assigned a credit value and a level of study.

Nation

Nation refers to England, Scotland, Wales and Northern Ireland.

Practice Tutor

Your Practice Tutor is your first point of contact for dealing with any matter related to your DHEP. The Open University will assign you a named person who will support you to plan, monitor and control your progress towards meeting each of the skill, knowledge and behaviour outcomes of the DHEP.

Registered Qualification

A qualification that you have formally registered to study and that you have enrolled on modules for and are counting credit towards. The qualification in this instance is the Graduate Diploma in Professional Policing Practice (V21).

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Registration/Registration Agreement

The process by which you become a Student of The Open University. Subject to these conditions you may register for a qualification and modules.

Resubmission

In order to pass a module, you will be required to pass an end-of-module assessment (EMA) in conjunction with continuous assessment assignments. If you fail this element of the module, you will be offered the opportunity to resubmit your EMA. Module passes achieved following a resubmission will be capped at the lowest grade of pass.

Retake

If you fail a resubmission of your end-of-module assessment (EMA), you cannot be eligible to be awarded credit unless you repeat study of the module. This involves repeating all assessed tasks such as Tutor-Marked Assigned (TMAs) and your end-of-module assessment (EMA).

Tutor Constable

An operationally competent Police Constable assigned to you as you develop your operational competence.

Undergraduate Student

A Student who is registered for a qualification designated as an undergraduate qualification.

Us/We/Our

This refers to The Open University.

Vocational Requirements

The Senate may decide that registration for any qualification or 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.

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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.

Work-Based Learning (WBL)

Work-Based Learning enables Learners to apply academic and technical skills to their real-life work duties. It allows for theoretical concepts to be put into practice.

Further clarification

To check the latest postal address and other contact details, please see [Open University offices](#).

For more information about registration please contact:

The Corporate and Partnership Registration Team

The Open University

PO Box 197

Milton Keynes

MK7 6BJ

Phone +44 (0)300 303 5777

Email: corporate-enquiries@open.ac.uk

For more information about deferring or withdrawing from your studies please contact your Employer Police Force and/or Open University Practice Tutor.

For more information about the DHEP, please contact:

The Student Support Team

The Open University

PO Box 197

Milton Keynes

MK7 6BJ

www.open.ac.uk/contact

Phone +44 (0)300 303 5303

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The Open University in Wales

18 Custom House Street

Cardiff

CF10 1AP

Phone +44 (0)29 2047 1170

Email wales-support@open.ac.uk

I siaradwyr Cymraeg

Os rydych yn siarad Cymraeg a fyddai'n well gennych trafod eich anghenion drwy gyfrwng y Gymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru yng Nghaerdydd os gwelwch yn dda

ffôn +44 (0)29 2047 1170

ebost wales-support@open.ac.uk

Students living in Wales

You can speak to a Student support adviser in Welsh.

Phone +44 (0)29 2047 1170

The Open University in Scotland

10 Drumsheugh Gardens

Edinburgh

EH3 7QJ

Phone +44 (0)131 226 3851

Email scotland-apprenticeships@open.ac.uk

The Open University in Ireland (Northern Ireland and Republic of Ireland)

110 Victoria Street

Belfast

Northern Ireland

BT1 3GN

Phone +44 (0)28 9024 5025

Email northernireland@open.ac.uk or ireland@open.ac.uk

Or email us from our website www.open.ac.uk/contact

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Feedback

If you have any comments about this policy document and how it might be improved, please submit these to SPR-Policy-Team@open.ac.uk. Comments and feedback about these conditions and how they might be improved are welcomed. Please submit these to SPR-Policy-Team@open.ac.uk.

Appendix

Ap 1. Information sharing and Data protection

- Ap 1.1 All records and correspondence relating to your disclosure will be securely stored in accordance with The Open University's [Student Privacy Notice](#).
- Ap 1.2 Any disclosure to use a service (e.g. careers advice) is dealt with confidentially, and you will only be asked for the information relevant to the service you require.
- Ap 1.3 Your consent will always be obtained before seeking further information about any disclosure from third parties.
- Ap 1.4 Please see The Open University's [Student Privacy Notice](#) for full information on how data is collected and used by The Open University. There are some additional points that relate to this DHEP Conditions of Registration document. By entering into this DHEP Conditions of Registration document, please note that:
- a) The Open University will share information with your Employer Police Force about your academic performance and professional standards relating to your study on the DHEP. In particular, information about issues relating to your conduct may be shared where it might affect your professional suitability or fitness to practise and your continued employment, as per A9 '[Professional Standards and Fitness to Practice](#)'.
 - b) Information about your health and any declared disability may be shared with your Employer Police Force in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland to provide reasonable adjustments. Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out your duties.

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- c) The Open University will keep any information that has been shared secure, and will process all data in line with the [Student Privacy Notice](#). Your Employer Police Force will store and process information in accordance with their Privacy Notices.

- d) Your Employer Police Force may notify The Open University of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).

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