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## Alternative format

If you require this Conditions of Registration document in an alternative format, please [Contact Us](#) (visit [www.open.ac.uk/contact](http://www.open.ac.uk/contact)), telephone us on +44 (0)300 303 5303, or get in touch with your Student Support Team (SST) via StudentHome if you are a current Open University student.

Welsh-speaking Students and Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170. Rydym yn croesawu cyswllt yn Gymraeg.

## Introduction

These Conditions of Registration and the Registration Agreement set out the terms of the agreement between you and The Open University. They refer to relevant Open University policies, procedures, regulations, and codes of practice listed in the Related Documentation section below. Together, these documents explain your rights and obligations as a Student of The Open University.

It is important that you understand the commitment you are making, so please read the Conditions and all other documents carefully. Please also check your Registration Agreement to make sure all details are correct. 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.

[A list of Definitions](#) is included to explain the terms used in this document. Throughout this document, where you see references to 'we,' 'us,' or 'our' this means The Open University. 'You' refers to you as the Student.

## Scope

These Conditions apply to Students who register for qualifications and associated modules as part of either the Degree Holder Entry Programme (DHEP) or Police Constable Entry Programme (PCEP) which start in the academic year 2025/26.

For those who began study towards the DHEP or PCEP and any modules within either qualification that started before 1 August 2025,

you should refer to the Conditions of Registration Degree Holder Entry Programme (DHEP) and Police Constable Entry Programme (PCEP), or the Conditions of Registration Degree Holder Entry Programme (DHEP) for the relevant academic year in which your programme started. If you need any help, please [contact us](#).

All other Students and Learners not covered by these Conditions should refer to the [Student Policies and Regulations website](#) to access the Conditions of Registration or Terms and Conditions that apply to them. If you need any help, please [contact us](#).

## **Support and Information**

### **How to contact us**

If you have any queries about these conditions and how to interpret them, please [Contact Us](#). To check our contact details, please see [Open University Offices](#).

Welsh-speaking Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

### **Your Student Support Team**

Your Student Support Team phone number and email contact can be found on [StudentHome](#) or Help Centre [Your contacts](#).

### **Your Nation Office**

To check the latest contact details please see [Open University offices](#).

If you are a Learner in Ireland, Wales or Scotland please contact your Nation Office:

### **The Open University in Ireland**

110 Victoria Street

Belfast

BT1 3GN

Phone +44 (0)28 9032 3718

## **The Open University in Scotland**

10 Drumsheugh Gardens  
Edinburgh  
EH3 7QJ

Phone +44 (0)131 226 3851

## **The Open University in Wales**

18 Custom House Street  
Cardiff  
CF10 1AP

Phone +44 (0)29 2047 1170

Rydym yn croesawy cyswllt yn Gymraeg.

## **Bullying, Harassment & Sexual Misconduct**

We are dedicated to fostering a welcoming and inclusive environment for everyone; for this reason, we do not tolerate bullying, harassment, or sexual misconduct. We are committed to investigating issues of concern and will take appropriate disciplinary actions when necessary to ensure that our students and staff feel safe and respected when working with one another.

Information, support tools and resources for students and staff are available through the webpage [Bullying, harassment & sexual misconduct: it's never OK](#). Through this page you can also report any concerns about bullying, harassment, or sexual misconduct that you have experienced or have witnessed.

## **Reporting Bullying and Harassment**

The Open University is committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. We encourage students, learners, visitors and staff to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#).

This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

## **Section A: Your agreement to register as a Student**

### **A1. The terms of the agreement**

Your legal agreement with The Open University will come into effect when we formally confirm in writing (by letter or email) that we have accepted your application to register as a Student of The Open University.

During the registration process, we will send you a Registration Agreement to confirm your personal details and the details of the module on which you have registered to study. It is your responsibility to make sure that all details on the Registration Agreement are correct and keep us informed of any relevant changes.

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

- a) 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.
- b) 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.

- c) 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 on policing programmes 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 programme, 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 programme.

## **A3. Complying with statutory responsibilities**

### **A3.1 Health and Safety**

We have 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 children, young persons and at risk or protected adults under the [Equality Act 2010](#) (for England, Scotland and Wales), [Section 75 of the Northern Ireland Act 1998](#) 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**

To fulfil our Safeguarding duty (in line with the [Safeguarding Policy](#)), our 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**

To fulfil our Prevent duty (in line with our [Prevent Principles](#)), our employees or agents have a statutory obligation to report concerns that an Open University Student or staff member 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).

## **A4. Registration**

### **Registration requirements**

A4.1 Your legal agreement with us 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 with us is subject to you satisfying us 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 your programme as set out in [Section D](#).
- c) you have met the eligibility criteria as set out by your Employer Police Force and, if you are registering for the DHEP, you have provided the required evidence of your degree.
- d) you have met the requirements for registration as set out in the specific regulations governing the qualification associated with your programme.
- e) your Employer Police Force has committed to pay the relevant fees.
- f) you have not been suspended or excluded from participating in study or expelled from The Open University or a subsidiary organisation.

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

A4.3 Please note that any additional registration requirements that are applicable for your qualification will be presented on the online prospectus and will be available within the specific qualification regulations (available on the online prospectus and via StudentHome once you are registered for a qualification).

## **A5. Personal information**

A5.1 When you register to study with us, we collect and record certain personal information about you. The information you have supplied will be used by your Employer Police Force to obtain your Employer Police Force Provided Identities; this includes your work email address, work mobile number and work address. We use this information to process your registration, keep in touch with you and provide services and facilities, so it is important that it is correct. If you are required to share your Employer Police Force Provided Identities with us, you will be informed of how to do this.

A5.2 Once we have received your Employer Police Force Provided Identities, we will amend our student systems to reflect these 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 be retained within a secure area in our systems, but these details will not be used to communicate with you about your Policing Programme. We retain your personal information as we have a regulatory duty to report certain information to the Higher Education Statistics Agency (HESA). Should you leave your Employer Police Force and the Programme, we will be able to contact you using your personal information (with your consent) about any other studies you may wish to undertake with us.

A5.3 We also keep records of your contact with us, as well as records of your academic progress and participation in learning activities. This may be used to provide support to you in your studies. Your personal information and Employer Police Force Provided Identities will be used, processed and retained in accordance with clauses A5.1, A5.2, A5.3 and the [Student Privacy Notice](#).

- A5.4 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 us of these changes, so that we can update your Student record. It is your responsibility to notify your Employer Police Force without delay of any changes to or errors with your contact details, for example your name or address.
- A5.5 Throughout your programme, we will share your data with your Employer Police Force in line with our [Student Privacy Notice](#). 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.
- A5.6 If you are awarded a qualification, 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 us when recording your personal details; or
  - ii) a valid request is made under the Gender Recognition Act 2004 in conjunction with the [Gender Identity Policy and Guidance](#); or
  - iii) we approve an application for a change of name on public safety grounds.

## **A6. Our right to make changes**

- A6.1 The [Academic Regulations \(Taught Courses\)](#) sets out in Section B the circumstances in which we may make changes to regulations, rules, curriculum or qualifications. Our [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 we may make changes to these terms or our educational services.

## **A6.2 Circumstances outside our reasonable control**

A6.2.1 We 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.

A6.2.2 The reasonable steps we may need to take to mitigate the above circumstances may include making short term changes to learning, teaching or assessment arrangements such as having to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, residential schools, online schools, field schools, lab schools or alternative learning environments and other teaching sessions, assessments or examinations (this is not an exhaustive list).

A6.2.3 In circumstances where we are 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. We will work with staff and the Unions to seek a resolution to any such disputes.

## **A6.3 Maintenance of academic standards**

a) We 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) We 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**

A6.4.1 We 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 our staff or individuals external to The Open University, short notice absence of teaching or other staff, or short notice unavailability of premises, facilities or materials. We 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 we are impacted by industrial action, we will seek to mitigate any impact as outlined in sub-section A7.2.

## **A6.5 Changes to Modules**

- A6.5.1 We will not normally make changes to a module for Students who are enrolled on that module.
- A6.5.2 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 request you are withdrawn from that module without penalty ([see Section E1](#)).
- A6.5.3 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.

## **A6.6 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 qualification.
- A6.6.2 However, in any of the circumstances referred to in [Clause A6.2](#), and if required by the College of Policing, we may make changes to the structure of qualifications. 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 we 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 qualification and we, 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.

- A6.7.2 If we decide to withdraw your qualification 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.
- A6.7.4 We will manage any withdrawal of a module or qualification in accordance with our [Academic Regulations](#) and [Student Protection Plan](#). Where appropriate, we will offer compensation and/or refund in accordance with our [Refunds and Compensation Policy](#).

## **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 your programme. It is your Employer Police Force's responsibility to inform us of your withdrawal from the Programme. (To note, your Employer Police Force's eligibility for a fee refund 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 study, you must discuss this with your Employer Police Force, who will advise you of the options that are available to you. Once agreement has been reached with your Employer Police Force, the Apprentice Enrolment and Support Team 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](#).

## **A8. Complaints and appeals**

- A8.1 We have 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 We also have 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 We have a [Fitness to Practise Procedure](#) which should be followed where a professional programme offered by us is governed by a Professional, Statutory or Regulatory Body (PSRB) that requires us 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 us on a policing programme, 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 programme. This means that:
- a) We will share information about your academic performance and professional standards relating to your study 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 our [Fitness to Practise Procedure](#), however this procedure may also be invoked in respect of those matters.

- b) We may consider any concern through our [Fitness to Practise Procedure](#) and this may lead to conditions being applied to your continued registration, your suspension, deregistration, 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 our [Fitness to Practise Procedure](#).
- d) You agree to notify us 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 qualification has been awarded and any matters occurring before the award 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 our Central Disciplinary Committee who has the power to withdraw the qualification, 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 with us on the modules for a policing 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 all tuition, study materials (excluding set books and postage costs for study materials) 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 us.

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.

## **B2. Failure to pay fees and charges**

B2.1 Your Employer Police Force must 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 a policing programme and associated modules as shown in the registration agreement(s), you and The Open University each share a responsibility for learning and commit 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 your 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 you have faced difficult

circumstances during your studies that has affected your behaviour and the way you interact with The Open University community and raise concerns with us about your health, safety or wellbeing;

- 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 us not recommending you for registration.

C1.2 We agree to:

- a) provide a safe and supportive study environment that welcomes and values diversity, where everyone is treated with dignity and respect. We encourage students, learners, visitors, and staff to report incidents of assault, bullying, harassment, hate crime, or sexual harassment using Report + Support 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. Students Living in Wales**

C2.1 If you live in Wales, you have the right to ask us to allocate you a Welsh speaking Practice Tutor.

- C2.2 Where we provide policing programmes in Wales, we will actively attempt to recruit Welsh-speaking Practice Tutors.
- C2.3 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.
- C2.4 Students living in Wales have the right to submit written work in Welsh. Your work, whether written in Welsh or English, will be treated no less favourably.

### **C3. Tutorials**

- C3.1 You will be required to attend tutorials either face-to-face or online. Where we provide face-to-face tutorials as part of your module, we 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 equivalent alternative to any face-to-face tutorials, so that Students who are unable to attend are not disadvantaged.
- C3.2 The rules for the recording of online tutorials are set out in the [Policy for the recording of online tutorials](#).

### **C4. Counting credit towards a qualification**

You will only be awarded your registered qualification if you successfully complete all modules within the qualification. If you do not successfully complete all modules, you may be eligible to transfer credit for successful study to a qualification 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).

### **C5. Telling us about a disability**

- C5.1 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 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](#) (for England, Scotland and Wales), and both the [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) (Amendment) and [Section 75 of the Northern Ireland Act 1998](#) for Northern Ireland, or any other statutory duty or obligation.

- C5.2 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](#) (for England, Scotland and Wales), and both the [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) (Amendment) and [Section 75 of the Northern Ireland Act 1998](#) for Northern Ireland to provide reasonable adjustments.

## **C6. 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](#).

## **Section D: Your Programme and Qualification**

### **D1. Degree Holder Entry Programme (DHEP) and the Graduate Diploma in Professional Policing Practice (V21)**

- D1.1 If you are on the DHEP programme, 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). We will register you on the two modules that comprise the qualification.
- D1.2 We allow 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 your Employer Police Force.

## **D2. Police Constable Entry Programme (PCEP) and the Diploma of Higher Education in Professional Policing Practice (W27)**

D2.1 If you are on the PCEP programme, your registered qualification is the Diploma of Higher Education in Professional Policing Practice (W27); this information is also shown on your [StudentHome](#) (whilst you are a current Open University Student). We will register you on the four modules that comprise the qualification.

D2.2 We allow for a maximum period of 72 months to complete the PCEP. However, your Employer Police Force requires that you complete the PCEP 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 PCEP, you will need to discuss this with your Employer Police Force.

## **Section E: Ending your registration**

### **E1. Withdrawing from your Qualification**

E1.1 You and your Employer Police Force may withdraw you from your programme 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 programme before it is completed, you must discuss this with your Employer Police Force. If you have deferred a module, we 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 programme 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. Our right to cancel your registration**

E2.1 We may cancel your registration at any time if:

- a) 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”);
- b) your Employer Police Force does not pay your tuition fees when they become due;
- c) you fail to meet any academic or administrative requirements shown in the [module or qualification description](#);
- d) you have been enrolled for module(s) within your registered qualification, 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 registered qualification within the time limits specified in [Section D and the qualification regulations](#);
- f) you are suspended, excluded or expelled from The Open University (or from a subsidiary organisation) as a result of a breach of 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) we are made aware that you have been excluded from study at a subsidiary organisation;

- h) you fail to disclose any legal restrictions or conditions required by your employing Police Force.

Please note that we 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 children, young persons and at risk or protected adults, in accordance with our [Safeguarding Policy](#).
- c) comply with our obligations under the [Equality Act 2010](#) in England, Scotland and Wales, the [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and [Section 75 of the Northern Ireland Act 1998](#) 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 we end 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.

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

E3.1 We may cancel your programme registration if you have ceased to meet one or more 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 us, 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 [Student Social Media Policy](#).

### **F2. Keeping your account secure**

- F2.1 If you think that the security of your account has been compromised, you must notify our Computing Helpdesk as soon as possible by phoning +44 (0)1908 653972 or by emailing [OU-Computing-Helpdesk](#).
- F2.2 If you do not comply with Condition F2.1, you will be liable for any fraudulent transactions relating to your registration.
- F2.3 If you do not comply with Clause F2.1, you may be held responsible for any fraudulent activity where someone else accesses your account because they have been given your sign-on credentials or have obtained your sign-on credentials by other means, and you haven't informed us.

### **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.

## **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 an email from us 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. We will not be responsible for any failure to receive emails if these Conditions of Registration are not adhered to.

### **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 contact routes. 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 contact routes. 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 us 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**

When you use our 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**

We do 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.

### **Section J: Affiliation with Third-Party Organisations**

- J1. Any affiliation or promotion of The Open University must be initiated by us.
- 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. Students are not permitted to make use of our logo, shield, or crest, without obtaining prior consent from us and demonstrating a legitimate reason to do so. An exception may be made where the logo appears as an incidental component of a photograph of an Open University event or where an Open University building is in the background.
- J6. 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 us you are agreeing to comply with the [Student 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.
- J7. If you are approached by a third-party organisation to represent The Open University, you should refer the third-party organisation to contact us directly with their request.
- J8. Any failure to meet Clauses J2-J7 could be treated as a breach of the [Code of Practice for Student Discipline](#) (see clause C1d).

## Definitions

### Award of qualification

We will award your qualification 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**

The Degree Holder Entry Programme.

## **Disclosure**

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

## **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 the four UK nations - England, Scotland, Wales, and Northern Ireland.

## **PCEP**

The Police Constable Entry Programme.

## **Practice Tutor**

Your Practice Tutor is your first point of contact for dealing with any matter related to your programme. We 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 your programme.

## **Registered Qualification**

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

## **Registration**

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

## **Registration Agreement**

The document we will send you as part of the registration process in order to confirm your personal details and the details of the module on which you have registered to study. Such details will include the name, duration and delivery method of the module and the applicable module fees.

## **Resubmission**

In order to pass a module, you will be required to pass an end-of-module assessment (EMA) or an end of module tutor marked assignment (emTMA) in conjunction with continuous assessment assignments. If you fail this element of the module, you will be offered the opportunity to resubmit your EMA or emTMA. 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) or end of module tutor marked assignment (emTMA), you will not 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) or end of module tutor marked assignment (emTMA).

## **Subsidiary organisation**

An organisation owned by The Open University. Currently, The Open University owns The Open College of the Arts (OCA).

## **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 Open University 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.

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.

## Related Policies and Legislation

Refer to the following policies 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 our [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](#)

### Information and Guidance:

- a) [Safeguarding Policy – Protecting children and vulnerable adults](#)
- b) [Student Computing Policy](#)
- c) [Student Privacy Notice](#)
- d) [Student Protection Plan](#)
- e) [Student Social Media Policy](#)

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

## **Welsh language standards**

### [Yr iaith Gymraeg \(Welsh Language Standards\)](#)

We are one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the Open University in Welsh. These are outlined in the [Open University's Welsh language standards](#).

This means that you can speak to our student recruitment and support team in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [Open University in Wales website](#).

## **Our Student Charter Values**

The [Student Charter](#) was developed jointly by The Open University and the Open University Students Union. It is a declaration of our shared values and the commitments we make to each other. This document has been developed with the Student Charter values as its foundation.

## **Our commitment to Equality Diversity and Inclusion**

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods, and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

## **Charity Statement**

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.

# About this Document

## Summary of Significant Changes since last version

There are several significant changes from the previous version of this document ([Conditions of Registration for Degree Holder Entry Programme \(DHEP\) 2024/25](#)).

These are:

- a) General restructuring of the document to align with the new Student Policy template, including new sections 'Alternative Format' and 'How to contact us', and moving list of related policies and legislation to the end of the document.
- b) Reordering of paragraphs within 'Introduction' to align with the wider Conditions of Registration suite; the meaning of this section has not changed.
- c) References to the 'Glossary' has been amended to 'Definitions'.
- d) References to 'The Open University' throughout this document have been replaced by 'we', 'us' or 'our' to improve readability.
- e) Removal of paragraph in 'Introduction' stating that The University will notify Students by email of any significant changes to this document.
- f) Amendment within the section 'Scope' to reflect that the document covers students on the DHEP and PCEP programmes.
- g) New paragraph within the section 'Scope' to signpost all other students to review the Conditions of Registration or Terms and Conditions that apply to them.
- h) New section 'Bullying, Harassment & Sexual Misconduct'.
- i) Section 'Safe Space Reporting' has been renamed to 'Reporting Bullying and Harassment', with references to 'Safe Space Reporting' amended to 'Report + Support'.
- j) New second paragraph within section A1 outlining how students can register at The Open University.

- k) Removal of clause in A1.1 stating that these Conditions will take priority over any agreement with any Open University employee or agent (unless formally agreed in writing by The Open University).
- l) Updates throughout document replacing terminology 'vulnerable adults' with 'at risk adults'.
- m) Updates throughout document to references of UK equality legislation.
- n) Update to clause A4.1 replacing reference to 'The Registration Agreement' with 'Your legal agreement with us'.
- o) Removal in clause A4.1 of a requirement that, unless exceptional permission has been obtained, the module and qualification is available to study in the country in which an apprentice is resident.
- p) Addition to clause A4.1 stating that students must not be suspended or excluded from participating in study or expelled from The Open University or a subsidiary organisation.
- q) New clause A4.3 stating that additional registration requirements will be presented on the online prospectus.
- r) Significant amendments to section A5 to better clarify how The Open University will use a student's personal information and Employer Police Force Provided Identity.
- s) Amendment to clause A5.5 to confirm that any sharing of data will be in line with the Student Privacy Notice.
- t) New clause within section A6.2 outlining the reasonable steps The Open University may take to mitigate circumstances outside of our control.
- u) Clarification within section A6.4 better clarifying that the clause refers to industrial action on the part of The Open University's staff or individuals external to The Open University.

- v) New clause A6.7.4 outlining that any withdrawal of a module or qualification will be managed in accordance with the Academic Regulations and Student Protection Plan.
- w) Amendment to clause B1.2 clarifying that the tuition fee does not cover postage costs for study materials.
- x) Amendment to clause B2.1 to state that an Employer Police Force must pay any due fees and charges.
- y) Amendment to clause C1.2a) replacing reference of 'Safe Space Reporting' to 'Report + Support'.
- z) Amendment to clause C4.1, removing the sentence stating that The Open University cannot guarantee face-to-face tutorials, clarifying that the alternative tutorial may not be online, and improving clarity.
- aa) Amendment to clause E2.1f) to improve clarity and include reference to suspension, exclusion or expulsion from a subsidiary organisation.
- bb) New clause E2.1g) stating that The Open University may cancel a student's registration if we are made aware that they have been excluded from study at a subsidiary organisation.
- cc) Removal of Section F4 'The Computing Policy and Social Media Policy'.
- dd) New clause J5 outlining appropriate use of The Open University logo, shield and crest.
- ee) 'Glossary' section has been renamed to 'Definitions'.
- ff) New definition of 'Registration Agreement'.
- gg) Reference to 'The Open University Students Association' has been amended to 'The Open University Students Union'.

## **Policies Superseded by this Document**

These Conditions replace the previous version of [Conditions of Registration for Degree Holder Entry Programme \(DHEP\) 2024/25](#).

## **Document Information**

Version number: 1.0

Approved by: Delegate of Director, Academic Services

Effective from: 1 August 2025

Date for review: March 2026

# Appendix

## Ap 1. Information sharing and Data protection

Ap 1.1 All records and correspondence relating to any disclosure from you will be securely stored in accordance with our [Student Privacy Notice](#).

Ap 1.2 Your consent will always be obtained before seeking further information about any disclosure from third parties.

Ap 1.3 Please see our [Student Privacy Notice](#) for full information on how data is collected and used by us. There are some additional points that relate to this Policing Programmes Conditions of Registration document. By entering into this Conditions of Registration document, please note that:

- a) We will share information with your Employer Police Force about your academic performance and professional standards relating to your study. 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 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and [Section 75 of the Northern Ireland Act 1998](#) 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.
- c) We 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 us of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).