

- Residence requirements
- Studying modules on a standalone basis
- Ending your registration

For any issues relating to the above subjects please contact your Apprenticeship Programme Delivery Manager (APDM).

Related Documentation

Refer to the following documentation in conjunction with this document:

- Fee Rules (Undergraduate) 2019/20
- Fee Rules (Taught Postgraduate) 2019/20
- Student Privacy Notice
- Changing Your Study Plans Policy
- Code of Practice for Student Discipline
- Student Computing Policy
- Policy for the admission of applicants under the age of 18
- Academic Regulations (Taught Courses)
- Student Complaints and Appeals Procedure
- Code of Practice for Student Assessment
- Student Protection Plan

Students and apprentices studying programmes such as Nursing, Nursing Associate, Social Work and Policing are requested to be particularly aware of the Open University's [Fitness to Practise Policy](#) and the effect that this policy may have on their future and/or continued employment.

The Open University Student Charter Principles

This document aligns with the following [Open University Student Charter](#) Principles:

- Principle 2: We aim to inspire and enable learning
- Principle 3: We share the responsibility of learning
- Principle 4: We work together to secure the University's mission and to promote the University's values

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Introduction

About these Conditions of Registration

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.

These Conditions of Registration and the Registration Agreement set out the terms of the agreement between us. They refer to policies and procedures, to Open University regulations and to codes of practice. Together, these documents set out the details of your rights and obligations as a student of The Open University.

You should make sure that you understand what is expected of you and what you can expect from us. 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 us](#) before you complete your registration. You should also check the Registration Agreement carefully before you submit it to make sure that all of the details are correct.

Should any details in the Registration Agreement be incorrect:

- If you are registering online you can go back and change them;
- If you are registering by telephone, please ensure that our advisor is given the correct details and has confirmed them to you;
- If you have a printed registration form do not alter it or sign it. Please contact us to tell us what changes you want to make and we will send you a new Registration Agreement.

Summary of the main terms of the contract between us

This section sets out a brief summary of the main terms of your contract to study with The Open University. The full terms are set out throughout this document and in the other policy and regulatory documents referred to within this document.

1. This is a legally binding agreement between you and The Open University, to study an Open University module or an Open University nursing qualification.
 - a) You have a statutory right to cancel your Registration Agreement with The Open University within 14 calendar days of the date of the letter/email confirming the agreement.
 - b) If you cancel your registration more than 14 calendar days after the date of that letter or email, you may still do so but you may, in certain circumstances, remain liable to pay fees.
2. You agree to pay tuition fees for your module or qualification. If you do not pay your fees, The Open University can end this agreement and/or can take legal action to recover unpaid fees from you.

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3. There may be additional costs of study (for example, transport to an examination centre) and other charges (for example, the accommodation fee for a residential school) which you will have to pay in order to complete your studies successfully. These are outlined in the module description on our online prospectus.
4. We will use your personal information to maintain your student record, to provide support for your studies and for other facilities. Please see the [Student Privacy Notice](#) for more information. We will only share your information with others in accordance with our [Student Privacy Notice](#).
5. We will provide you with teaching and assessment materials and learning support which are described in the module description in our online prospectus.
6. You agree to study the module or qualification, make reasonable use of the support provided and to carry out the assessment activities as required for that module or qualification.
7. There is no guarantee of academic success. The Open University will use its academic judgement to decide whether you have met the learning outcomes for the module that you are studying. If you do, you will be awarded credit that can be used to count towards Open University qualifications.
8. In order to pass a module you may have to pass both a coursework assessment and an examination or end of module assessment. In some circumstances you will be given an opportunity to resit the examination or resubmit the end of module assessment but your mark may be capped at the minimum pass mark. Further information is available in the [Academic Regulations](#).
9. If you are studying for a qualification you may need to enrol for, study and pass further modules to achieve that qualification. A further fee is payable for each module that you study. The level of fees may change as set out in the [Fee Rules](#). If you do not achieve the qualification you will not be entitled to a refund of fees for the modules you have studied.
10. If you are studying for a qualification that you have registered for or declared, The Open University will make modules available to enable you to achieve that qualification. There is no guarantee that all modules that are available at the time of your registration will remain available and we may, in certain circumstances, make changes to or withdraw curriculum. If we do, we will give you notice and a reasonable opportunity to complete the qualification, as per our [Student Protection Plan](#).
11. If you wish to change the module(s) that you are studying or the qualification that you are studying towards, you may do so by following the rules in the [Changing Your Study Plans Policy](#).
12. The Open University can apply conditions to your study or cancel your registration if it is reasonably necessary to do so for reasons of health, safety and welfare of yourself or others, or to comply with statutory responsibilities.
13. There may be some exceptional circumstances in which we are unable to provide the module that you have registered or enrolled for, but we will provide you with advice and guidance and a reasonable alternative.

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14. The University can end this agreement if:
 - a) You have provided us with false or misleading information;
 - b) You have not done something you were required to do to as a condition of your registration (for example, to pass a previous module or to obtain a work placement);
 - c) You do not pay your fees;
 - d) You are found to have committed a serious breach of the [Code of Practice for Student Discipline](#) or any breach of restrictions placed on your access to study.
15. You will be given an Open University computing account, which you must use responsibly and in accordance with the [Student Computing Policy](#).
16. You must provide us with your contact details and keep them up to date.
17. We will communicate with you by email, through [StudentHome](#) and other Open University websites. It is your responsibility to check for messages regularly.

Section A: Your agreement to register as a student

A1. The terms of the agreement

When The Open University formally accepts in writing, by letter or email, your application to register to study with The Open University, we are entering into a legal agreement with each other.

- a) These Conditions of Registration and the Registration Agreement contain the terms of the agreement between us. 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 this document. Together, they set out the rights and responsibilities of each of us which will apply while you are a registered student.
- b) If you are registering for a qualification to which vocational requirements apply, you may also be required to enter into a supplementary agreement with The Open University. Any such agreement will form part of these Conditions and must be read in conjunction with them. In some circumstances, you will also be required to enter into a separate agreement with an employer, placement provider, professional body or other relevant third party.
- c) If you are registering for a qualification or module which is offered under a partnership agreement between The Open University and another educational institution ('your Local Education Centre'), some of the services and facilities provided to you under this agreement may be provided to you by the Local Education Centre on behalf of The Open University and not all services or facilities may be available. The fee arrangements may also vary, but you will be told separately about the specific arrangements that will apply to you. You may also be required to enter into a supplementary agreement with The Open University and/or the Local Education Centre.

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Any agreement made under this provision with The Open University will form part of these Conditions and must be read in conjunction with them.

- d) If you will be under the age of 18 on the start date of any module for which you are enrolling or registering, you will only be accepted as a student if you are permitted to study in accordance with the [Policy for the admission of applicants under the age of 18](#). Your registration or enrolment will be subject to any specific arrangements in connection with the proposed study which were taken into account in giving permission to study and to any additional terms or conditions required under [Section A3](#) (Additional conditions to comply with statutory responsibilities) below.
- e) The Registration Agreement, the Conditions and the rules, regulations, policies and procedures which form part of it, and any supplementary agreement required under Condition A1b), A1c) or A1d) contain the entire agreement between us. If, at any time, any Open University employees or agents have agreed anything inconsistent with the Conditions of Registration, the Conditions of Registration will take priority, unless formally agreed in writing.
- f) The Open University Senate may change rules, regulations, policies and procedures in the circumstances set out in 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 C 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.
- g) It is your responsibility as a student to ensure that the qualification or module you are registering to study is recognised by the appropriate professional body or employer and/or country within which you intend to utilise that study.
- h) These Conditions, and other policies and rules referred to within them, are governed by English Law.

A2. Additional condition for disclosure of legal restrictions and conditions

- A2.1 Disclosure of a criminal conviction is not a requirement to study at The Open University. However, students who are currently, or become, subject to an order, restriction or arrangement imposed by a court or by an authorised body must make us aware immediately of any conditions which may prevent them from fully engaging with their course and the wider University community.
- A2.2 This disclosure helps us support students in complying with any conditions while studying with The Open University and fulfils our safeguarding obligations, and includes those subject to Sex Offender Registration and Sexual Harm Prevention Orders.

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- A2.3 In circumstances where legal restrictions and conditions make a student's first choice of course impractical, The Open University will undertake to make reasonable adjustments and suggest alternative programmes of study where available.
- A2.4 The Open University provides services to give specialist advice and support to students entering our student community from many different walks of life. Students coming to The Open University with a spent or unspent conviction may find it useful to connect with these services and gain additional support as part of their study with us. Any disclosure to utilise 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. If appropriate, a referral will be made to our specialist support team who will be able to provide further guidance and support if your disclosure impacts on your study.

For further guidance on disclosure please refer to the [Appendix](#), our [Supporting Students in Secure Environments](#) web pages or contact [Community Support, Students in Secure Environments](#).

A3. Additional conditions to comply with statutory responsibilities

The Open University may impose conditions or vary the terms on which you study and/or access services and facilities. Action may be taken if, in the opinion of the University, it is reasonably necessary to do so in order to comply with its duties to protect the health and safety of students, staff, contractors and members of the public.

Conditions may be imposed or terms may be varied by The Open University in order to meet its duties with respect to the safeguarding of young persons or vulnerable adults or in order to comply with its obligations under the Equality Act 2010 or any other statutory duty or obligation.

A4. Registration

The Registration Agreement will come into force when we confirm formally (by letter or by email) that we have accepted your application to register. Your application to register as a student of The Open University is subject to you satisfying to The Open University that:

- a) you have met the general requirements for registration set out in the [Academic Regulations \(Taught Courses\)](#); and
- b) you have met any requirements for registration or enrolment for any module as set out in the [Academic Regulations \(Taught Courses\)](#); and
- c) if applicable, you have met any requirements for registration for a qualification set out in the specific regulations governing your qualification; and
- d) if applicable, you have entered into a supplementary agreement as required under Condition A1b) or A1c) above; and

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A5.6 When you register, you must provide your home address. If you live outside the UK, you should **only** give us your work or care of (c/o) address if exceptional permission has been granted to do so. This allows The Open University to accurately assess the curriculum available to you and the fee you are liable to pay, as outlined in our [Fee Rules](#). If you are unsure or would like to seek exceptional permission, please contact your [Student Support Team](#).

A6. Personal information

A6.1 The personal information which we have collected from you is shown in the profile section of your [StudentHome](#) website. We also keep records of your contact with us and your participation in learning activities.

A6.2 When you register to study with The Open University, the personal information that you have supplied will be used and processed in accordance with the [Student Privacy Notice](#). This may include using your personal information, together with the records we will keep of your participation in learning activities, to provide support to you in your studies.

A6.3 We use the information that we hold in our records to process your registration, to keep in touch with you, to support you in your studies and to provide services and facilities, so it is important that it is correct. It is your responsibility to keep your personal information up to date and to notify us of any changes or errors. You must notify us within a reasonable time if you change your name, the country where you are resident or ordinarily resident, or any of your contact details. Details of how you may change any of your personal information are set out on [StudentHome](#). We may require you to provide satisfactory evidence of any change before our records will be updated. Further details of when evidence may be required and what evidence will be accepted are also included in the information on [StudentHome](#).

A6.4 If you are awarded any qualification of The Open University, 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 not be amended or reissued in a different name if a change of name is notified after the date your qualification is conferred except in the case of an error by The Open University in recording your personal details or if a valid request is made under the Gender Recognition Act 2004. A duplicate certificate will be issued in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

A7. Our rights to make changes

A7.1 The [Academic Regulations \(Taught Courses\)](#) set out the circumstances in which The Open University may make changes to regulations, rules, curriculum or qualifications. The Open University's [Student Protection Plan](#) outlines the measures we will take to protect your continuation of study should we make changes to or

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withdraw modules, qualifications, study routes or whole disciplines. The following paragraphs outline the circumstances in which The Open University may make changes to these terms or our educational services.

A7.2 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.

A7.3 Maintenance of academic standards

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. where either too few or too many students have registered or enrolled for the module to enable The Open University to provide an appropriate learning experience and/or assessment opportunity in order to meet the learning outcomes of the module and/or accreditation requirements; or
- ii. 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 accreditation or validation, and The Open University is unable to guarantee that the appropriate academic standards will be met or that any relevant accreditation or validation will be secured by the time the module starts; or
- iii. 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 The Open University is not reasonably able to make before it starts; or
- iv. there has been an unforeseen withdrawal of accreditation or validation for a module since registration opened for that academic year that The Open University is unable to resolve before the module starts.

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.

A7.4 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, residential schools and other teaching sessions,

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assessments or examinations due to the occurrence of an event or circumstance beyond its reasonable control including, but not limited to, industrial action, whether on the part of The Open University's staff or otherwise, short notice absence of teaching or other staff, 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.

A7.5 Changes to Modules

A7.5.1 The University will not normally make changes to a module for students who are enrolled or registered on that module.

A7.5.2 A change to a module on which you are enrolled or registered will normally only be made if the change is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating or accrediting body.

A7.5.3 Where a change is made to a module on which you are enrolled or registered you will be given as much notice as possible of the change and, if there is any detriment to you as a result of the change, the opportunity to withdraw from that module without penalty.

A7.5.4 Modules on which students are not yet enrolled or registered may be changed or withdrawn at short notice.

A7.6 Limiting places available for registration

A7.6.1 There may be occasions where we need to restrict the number of places available to study a module at a particular start date. This may be as a result of a number of factors such as limited tutor availability or limited availability of study resources.

A7.6.2 We will endeavour to resolve issues to enable all interested students to study, however where this is not possible, students may be asked to consider studying an alternative module or at an alternative start date.

A7.6.3 Where the maximum capacity is reached before the final enrolment date, we will administer a waiting list and re-allocate places as and when they become available. Students placed on a waiting list will be given as much notice as possible to decide their alternative study options should these be required.

A7.7 Changes to Qualifications

A7.7.1 The Open University continually seeks to enhance its students' experience and ensure that courses remain valid, relevant and current. The modules that are made available in future will reflect **those** aims of The Open University and may therefore not include the same subject content, teaching or assessment methods as the modules available at the start of your qualification. Modules on which students are not yet registered or enrolled may also be amended in any of the circumstances referred to in [A7.2](#).

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E1.6 If you withdraw from 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 withdrawal.

E2. The Open University’s right to cancel your registration or enrolment

E2.1 The Open University may cancel your registration or enrolment at any time if:

- a) we find that you have given us information which is false or misleading;
- b) you fail to meet any academic or administrative requirements shown in the module or qualification description;
- c) you fail to pay your tuition fees as set out in [Section B](#) (“Your fees”) or are in debt to The Open University in respect of tuition fees or other academic charges;
- d) you were required to make a supplementary agreement as referred to in Condition [A1c](#)) or [A1d](#)) and you have failed to complete such an agreement;
- e) you are unable to meet any conditions in a supplementary agreement that are specified as requirements for registration or continued registration;
- f) you break any of the conditions set out in this document (and any of the other rules and regulations referred to in it) or in any supplementary agreement;
- g) you are excluded from study as a result of a breach of the [Code of Practice for Student Discipline](#) or any breach of restrictions placed on your access to study.
- h) You are resident in the UK on a visa, or you are an asylum seeker or refugee with a restriction on the length of your stay within the UK, and have been asked to supply additional evidence to enable you to study certain subjects, as required by UK Visas and Immigration (UKVI) and outlined in paragraph A5.4, but you have not supplied this evidence by the date we specify

Please note that we may also seek prosecution if you have supplied fraudulent information.

E2.2 If The Open University cancels your registration or enrolment 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.

E2.3 If your registration is cancelled under paragraph E2.1b), E2.1d) or E2.1e) after the module start date because you have not met the entry requirements or the regulatory requirements of either the module or the qualification, you may be entitled to a full or partial discretionary refund/fee waiver of those module fees, unless this is due to a default on your part. Please refer to the [Fee Rules](#) for more information. If this happens, you may register for or, if eligible, declare a different qualification and any credit you have been or are awarded for completed modules

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may, subject to the [Academic Regulations \(Taught Courses\)](#), be counted towards that other qualification.

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

- E3.1 We may cancel your qualification registration and/or your module registration if you have ceased to meet one of the following conditions where that is a requirement of that qualification and/or module:
- a) fitness to practise a specified profession;
 - b) maintenance of professional standing;
 - c) satisfactory Disclosure and Barring Service (or equivalent) clearance;
 - d) being employed by a specified employer;
 - e) being employed in a specified role, capacity or profession.
- 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.
- E3.3 If your module registration is cancelled because you have not met one of the conditions listed where that condition has been specified as an entry requirement for your module or qualification, you may be entitled to a full refund or fee waiver at The Open University's discretion.
- E3.4 If your qualification registration is cancelled under this paragraph and your module registration is not cancelled, you may continue to study that module and may be awarded credit for it.
- E3.5 If your qualification registration is cancelled under this paragraph you may register for a different qualification and any credit you have been or are awarded for completed modules may, subject to the [Academic Regulations \(Taught Courses\)](#), be counted towards that other qualification.

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Section F: Computing

F1. Your Open University computing account

The University 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](#).

F2. Keeping your account secure

F2.1 You must notify the Open University Computing Helpdesk as soon as reasonably practicable by phoning +44 (0)1908 653972 or by emailing [OU-Computing-Helpdesk](#) if you think that there has been any loss of security on your Open University computing account.

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

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, preferred email address, your Open University Computer Username 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. By email

G1.1 You must provide us with a valid email address, which we will use to correspond with you. You must inform us of any changes to your preferred email address by updating your personal profile on [StudentHome](#).

G1.2 It is your responsibility to check your 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.

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G2. Through ‘StudentHome’

Your Open University computing account will include access to a personalised Open University website called ‘[StudentHome](#)’. This website will include details of the personal information we hold about you and it 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 may not be provided by any other media. It is your responsibility to check [StudentHome](#) regularly.

G3. Through Open University websites

Your Open University studies will also provide you with access to module and qualification websites where available. These websites will provide access to learning materials and other course 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 and, if applicable, qualification website regularly.

G4. Recording telephone calls

We may monitor and record phone calls between you and The Open University to make sure that 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 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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Glossary of terms

Alternative Learning Experience (ALE)

Is an alternative way to complete the residential school requirement for a module where a student is not able to attend a face-to-face residential school. It usually involves a written assignment, online project or computer conferencing.

Certificate of Higher Education

Is an undergraduate qualification of at least 120 credits, including 60 credits at Open University first level and 60 credits at Open University first level or above.

Conferred

Is 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

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

Declared Qualification

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

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

Disclosure

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

Enhanced Learning Credit

Is a funding method provided by the Ministry of Defence to sponsor their Armed Forces personnel to improve their education.

Enrolment

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

Final Enrolment Date

Is the last date that a reservation can be made for a module in a specific presentation period. It will be published in the online prospectus and on StudentHome.

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Integrated Master's Degree

Is a four year programme that combines undergraduate and postgraduate study into a single qualification. If you plan to make an advanced technical or research career in your field, whether in industry or academia, then these courses are for you.

Module

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

Open Programme

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

Postgraduate Student

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

Registration

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

Registered Qualification

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

Research Student

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

Taught Course

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

Undergraduate Student

Is a student who is either:

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

Us

Refers to The Open University.

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Vocational Requirements

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

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

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

Further clarification

For more information about registration, enrolment and fees or to change or cancel your studies, please contact:

Student Support Team

The Open University
PO Box 197
Milton Keynes
MK7 6BJ

www.open.ac.uk/contact

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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 02920471170 neu ebost wales-support@open.ac.uk

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The Open University in Scotland

10 Drumsheugh Gardens
Edinburgh
EH3 7QJ
Phone +44 (0)131 226 3851

Email scotland@open.ac.uk

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

110 Victoria Street
Belfast
BT1 3GN
Phone +44 (0)28 9032 3718

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

For new students from outside the UK (except Republic of Ireland):

Phone +44 300 303 0266

www.openuniversity.edu

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

For more information about your residential school:

Residential Schools Team

The Open University
Hammerwood Gate
Kents Hill
Milton Keynes
MK7 6BY

Phone +44 (0)1908 653 235

Fax +44 (0)1908 659 044

Email residential-schools@open.ac.uk

For more information or support to disclose legal restrictions and conditions:

Community Support, Students in Secure Environments (SiSE)

The Open University
Hammerwood Gate
Kents Hill
Milton Keynes
MK7 6BY

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Phone +44 (0) 1908 654053

Email Community-Support@open.ac.uk

<http://www.open.ac.uk/secure-environments/>

Alternative format

If you require this document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303), or via StudentHome if you are a current Open University student.

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Appendix

Ap 1. Disclosure of legal restrictions and conditions

Ap 1.1 Disclosure of a criminal conviction is not a requirement to study at The Open University. However, students who are currently, or become subject to an order, restriction or arrangement imposed by a court or by an authorised body must make us aware immediately of any conditions which may prevent them from fully engaging with their course and the wider University community.

This includes, but is not limited to, one or more of the offences listed below:

- i. Offences listed in the Sex Offences Act 2003;
- ii. Any kind of violence including (but not limited to) threatening behaviour, offences concerning the intention to harm, or offences which resulted in actual bodily harm;
- iii. Offences listed in the Terrorism Act 2006;
- iv. The unlawful supply of controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking;
- v. Offences involving, weapons, firearms, crossbows and knives;
- vi. Offences involving arson;
- vii. Fraud.

Ap 2. Failure to disclose legal restrictions and conditions

Ap 2.1 The Open University will regard a failure to disclose as a very serious matter and may decide to take further action under the [Code of Practice for Student Discipline](#).

Ap 3. Data protection

Ap 3.1 All records and correspondence relating to your disclosure will be securely stored in accordance with the Open University's [Student Privacy Notice](#).

Ap 3.2 Any disclosure to utilise 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 3.3 Your consent will always be obtained before seeking further information about any disclosure from third parties.

Ap 4. Additional conditions for students who are in prison

The following additional Conditions of Registration are applicable to students who are in prison.

Ap 4.1 If you are prisoner in England or Wales this Registration Agreement is subject to the Prison Services Instruction PSI 32/2012 (Open University, Higher Education and Distance Learning) or any other Prison Services Instruction which replaces, amends or supplements it. If you become a prisoner while you are registered for a qualification or enrolled for a module, this agreement will become subject to that Instruction from the date on which you are imprisoned. You may not register for a

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qualification or enrol for modules or remain registered for a qualification or enrolled for modules except as permitted under the Instruction currently in force. Details of qualifications and modules that are available for study by prisoners under the Instruction will be provided in the Open University Guide for Learners in Secure Environments.

Ap 4.2 If you are a prisoner in Scotland an application to register for a qualification or enrol for modules will only be accepted if made under the Scottish Prison Service Higher Education Access Scheme and this Registration Agreement is subject to the terms of that Scheme. If you become a prisoner while you are registered for a qualification or enrolled for a module this agreement will become subject to that Scheme from the date on which you are imprisoned. You may not register for a qualification or enrol for modules or remain registered for a qualification or enrolled for modules except as permitted under the Scheme currently in force. Details of qualifications and modules that are available for study by prisoners under the Scheme will be provided in the Open University Guide for Learners in Secure Environments.

Ap 4.3 If you are a prisoner in Northern Ireland this Registration Agreement is subject to the Open University Northern Ireland Prison Service Scheme. If you become a prisoner while you are registered for a qualification or enrolled for a module this agreement will become subject to that Scheme from the date on which you are imprisoned. You may not register for a qualification or enrol for modules or remain registered for a qualification or enrolled for modules except as permitted under the Scheme currently in force. Details of qualifications and modules that are available for study by prisoners under the Scheme will be provided in the Open University Guide for Learners in Secure Environments.

Ap 4.4 If you are a prisoner in the Republic of Ireland this Registration Agreement is subject to the Open University Irish Prison Service Scheme. If you become a prisoner while you are registered for a qualification or enrolled for a module this agreement will become subject to that Scheme from the date on which you are imprisoned. You may not register for a qualification or enrol for modules or remain registered for a qualification or enrolled for modules except as permitted under the Scheme currently in force.

Ap 4.5 If you are a prisoner outside the United Kingdom or the Republic of Ireland you may not register or enrol to study with The Open University. If you become a prisoner outside the United Kingdom or Republic of Ireland while you are registered for a qualification or enrolled for a module, your registration and enrolment will be cancelled with effect from the date on which you are imprisoned.

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