



Academic Progress Policy

(Taught Courses) 2022/23

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Summary of policy

This policy defines:

- What constitutes sufficient academic progress for students to be able to register or enrol for further study
- How academic progress is monitored
- How and when study restrictions are applied to students
- How to apply for permission to undertake further study if a study restriction has been applied

Summary of significant changes since the 2021/22 version

- a) A new paragraph has been written into 'What this document covers' to address changes which may be made to this document throughout the year, and to set expectation of notification in that instance.
- b) Statements about the Commitment to Equality, Diversity, and Inclusion at The Open University and Safe Space Reporting have been added.
- c) References to Open University first, second and third levels have been revised to Open University Levels 1, 2 and 3.
- d) Section 2: Principles of Academic Progress has been revised for clarity.
- e) Section 3: How Academic Progress is monitored and additional statuses are recorded has been revised for clarity.
- f) Definitions of cancellation and withdrawal have been added to the Glossary.

Policies superseded by this document

This document replaces the Academic Progress Policy 2021/22 with effect from 1st August 2022.

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Scope

What this document covers

This document applies to students studying undergraduate modules at Open University Levels 1, 2 and 3 ('undergraduate study'). This includes all undergraduate modules studied on a standalone basis as well as undergraduate modules studied as part of a qualification. There is a separate version of this policy for Apprentices.

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

What this document does not cover

The rules on monitoring academic progress within this document do not apply to students and learners studying short courses, Microcredentials, vocational qualifications, postgraduate modules or qualifications or research degrees.

However, if you have had a study restriction applied following unsuccessful study of three consecutive undergraduate modules and you wish to register or enrol to study a short course, a Level 0 Access module or a postgraduate module, you will need to contact us for permission to study any of these courses or modules.

Related Documentation

Refer to the following documentation in conjunction with this document:

- [Academic Regulations 2022/23 \(Taught Courses\)](#)

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The Open University Student Charter Values

This policy aligns specifically with the following [Open University Student Charter](#) Values:

- 4 We communicate with each other in ways which are clear, relevant, accurate and timely.
- 7 We act ethically and transparently, providing and making use of fair and open means to deal with our concerns and grievances, learning from them.
- 9 As students, we share the responsibility for learning and make a commitment to study and research using the resources and support services available, upholding the highest standards of academic integrity.
- 11 We work to maintain and enhance the standards and reputation of our University recognising the contributions that all members make to its success.

Commitment to Equality, Diversity, and Inclusion at The Open University

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

Safe Space Reporting

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

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Introduction

This policy explains the rules for determining whether you have made sufficient academic progress in relation to the rule in The Open University's [Academic Regulations 2022/23 \(Taught Courses\)](#) D2.1 (b) which states:

“You will not be eligible to register or enrol for another module unless you have made sufficient academic progress in your previous undergraduate studies. The rules and procedures to be applied for determining your eligibility for further study are set out in the Academic Progress Policy 2022/23 (Taught Courses).”

This policy also outlines the guidance and support you will be offered to help you in an application to return to study following a restriction.

For specific guidance on how this policy may relate to your personal circumstances, please contact your Student Support Team via StudentHome or [Contact Us](#). Students living in Wales can speak with a student support advisor in Welsh on (029) 2047 1170, should they wish to do so.

Policy

1. Purpose

- 1.1 The purpose of this policy is to explain how we monitor whether sufficient academic progress is being made by individual students and how we apply study restrictions to those students who experience repeated difficulties in successfully completing study. It explains how to apply to return to study following a study restriction.

2. Principles of Academic Progress

- 2.1 You will be deemed to be making sufficient academic progress if you have successfully completed your most recent undergraduate study.
- 2.2 Successful completion of study means that having registered or enrolled on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more on the start date of that module, you remain registered or enrolled on that module until the end date, and you are awarded credit for it.

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- 2.3 If you are registered or enrolled on multiple modules in the same presentation, successful completion of one eligible module will mean you will be deemed to be making sufficient academic progress, even if you do not successfully complete the remaining module(s) being studied in that presentation.
- 2.4 If you postpone an examination or submission of an examinable component and/or receive a 'Fail: Resit' or 'Fail: Resubmission' result and are subsequently awarded credit for either the postponed module or following your resit or resubmission, you will be considered to have successfully completed your study.
- 2.5 You will be deemed not to be making sufficient academic progress if you have not successfully completed any modules for which you were enrolled, after the expiry of the cancellation period in three consecutive presentations as part of your undergraduate study.
- 2.6 You will be considered to have not successfully completed study in a presentation if having registered or enrolled on undergraduate module(s) at Open University Level 1, 2 or 3 with a value of 30 credits or more after the expiry of the cancellation period of that module, but you either do not remain registered or enrolled on at least one module until the end date, or you are not awarded credit for at least one module because you receive a fail result in either your first attempt or a resit or resubmission attempt.
- 2.7 We will monitor how many modules you do not complete successfully. If you stop studying or fail all the undergraduate module(s) on which you are registered or enrolled in two or more presentations in succession, we will apply an additional status to your student record and contact you about your plans for future study. These statuses are explained in detail in Sections 3.2 and 3.3 of this document.

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3. How academic progress is monitored and additional statuses are recorded.

3.1. If you stop studying or fail all undergraduate module(s) in a single presentation.

3.1.1 If you have not successfully completed your most recent undergraduate study, you will be considered to be 'at risk' of not making sufficient academic progress. You will however still be permitted to register or enrol for another module and there will be no additional status added to your student record.

3.1.2 You will no longer be 'at risk' when you have successfully completed a module at Open University Level 1 or above (including postgraduate level modules) with a value of 30 credits or more.

3.2. If you stop studying or fail all undergraduate module(s) in two consecutive presentations.

3.2.1 If you are considered to be 'at risk' and subsequently register or enrol for further undergraduate study, but you do not successfully complete that study you will be placed at 'alert' status.

3.2.2 If you are placed at 'alert' status, although you will be permitted to register or enrol for another module, you will also be informed that you must complete your next undergraduate module successfully, in order to freely continue your studies in future. Your Student Support Team will be able to provide you with advice and guidance about your plans for future study.

3.2.3 You will no longer be at 'alert' status or considered to be 'at risk' when you have successfully completed a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more.

3.2.4 An 'alert' status applied under these rules will show on your student record only for as long as it is in place and, once it is cleared, will not be retained in your student record. It will not appear on any certificate, transcript, or other document issued on completion of your studies.

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3.3. If you stop studying or fail all undergraduate module(s) in three consecutive presentations.

- 3.3.1 If you are at 'alert' status and subsequently register or enrol for further undergraduate study, but do not successfully complete that study, you will be placed at 'restricted' status.
- 3.3.2 If you are placed at 'restricted' status, you will be considered not to be making sufficient academic progress under Regulation D2.1 (b) and you will be notified that you are not eligible to register or enrol for further Open University study unless an application to return to study is approved, as set out in Section 4 of this document.
- 3.3.3 If, when you reach 'restricted' status, you are registered or enrolled on a module that has not yet started, your registration or enrolment will be cancelled by The Open University and any fees paid will be refunded in line with the [Fee Rules](#).
- 3.3.4 If you are placed at 'restricted' status after the start date of a module you are currently studying, you may continue to study that module. If you successfully complete that module and it is at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more, you will be deemed to be making sufficient academic progress again and the "restricted" status will be removed.
- 3.3.5 A 'restricted' status applied under these rules will show on your student record only for as long as it is in place and, once it is cleared, will not be retained in your student record. It will not appear on any certificate, transcript, or other document issued on completion of your studies.

4. Applying for permission to undertake further study whilst you are at 'restricted' status

- 4.1 If you are placed at 'restricted' status, you will not be able to register to study further modules unless you are given permission to do so.

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- 4.2 If you want to study a short course, a Level 0 Access module or a taught postgraduate module, you will be required to contact your Student Support Team in order to register to study that module. If you are otherwise eligible to study that module, you will be given permission to do so, but the restriction will remain in place for undergraduate study at Open University Levels 1, 2 and 3, unless you make an application for your restricted status to be formally lifted.
- 4.3 If you want to study further undergraduate modules, you will need to make an application to have your 'restricted' status formally lifted. The application process allows you to reflect on the reasons you did not successfully complete your previous study, and on how your circumstances or approach to study have improved. The Open University will approve your application for further study if your application demonstrates potential for you to succeed with future study.
- 4.4 You can make an application to your Student Support Team using the Application for permission to return to study after being placed at 'restricted' status form, which is available via StudentHome or the [Help Centre](#). If you would prefer to complete a hard copy of the form, please contact your Student Support Team via StudentHome or the 'Contact Us' option on the [Help Centre](#).
- 4.5 If you are given permission to study whilst you are placed at 'restricted' status, that permission may be limited to the study of a specified module, level or category of modules and there may be a limit to the amount of credit that may be studied. Any such limit may be applied where, in the academic judgement of The Open University, it would enhance the potential for successful completion of further study.
- 4.6 If you are given permission to study whilst you are placed at 'restricted' status, the restriction will remain in place during that period of study and will only be removed on the successful completion of a module at Open University Level 1 or above (including postgraduate modules) with a value of 30 credits or more.
- 4.7 If you do not successfully complete an Open University module that you have been given permission to study whilst you are placed at 'restricted' status, you will remain at restricted status. You may make a further application for permission to study if you feel that there are new reasons why that future study will be successful, which were not considered in any earlier application.

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Glossary of terms

Alert

If you are placed at 'alert' status you will be permitted to register or enrol for another module, but you will also be informed that you must complete your next undergraduate module successfully in order to freely continue your studies in the future.

At Risk

If you have not successfully completed your most recent undergraduate study you will be considered to be 'at risk' of not making sufficient academic progress, but you will be permitted to register or enrol for another module and there will be no additional status added to your student record.

Cancellation period

Under the Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013, you have a right to cancel your registration to study a module and/or qualification, without giving any reason, within 14 calendar days of the date of the email or letter confirming The Open University's acceptance of your application to register ("the Cancellation Period"). Cancelled modules do not count as uncompleted study for the purposes of this policy.

Completion of study/module

Successful completion of study means that having registered or enrolled on an undergraduate module at Open University Level 1, 2 or 3 with a value of 30 credits or more on the start date of that module, you remain registered or enrolled on that module until the end date, and are awarded credit for it. You will be considered to have not successfully completed a module if you withdraw from or defer from the module after it begins, or if you receive a fail result for the module in either your first attempt, or a resit or resubmission attempt.

Restricted

If you are placed at 'restricted' status you will be notified that you are not eligible to register or enrol for further Open University study unless an application to return to study is approved.

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Withdrawal

Withdrawal is the removal of your enrolment or registration on a module or qualification. Module withdrawal can only take place after the end of the cancellation period and before the final deferral date. Withdrawn modules, including deferred modules, count as uncompleted study for the purposes of this policy.

Alternative format and further clarification

If you require this Academic Progress Policy document in an alternative format or if you have any queries about the content provided within this document, please contact the Student Support Team via StudentHome or <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303). Students living in Wales can speak with a student support advisor in Welsh on (029) 2047 1170, should they wish to do so.

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