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## Summary of regulations

This document presents the academic regulations which apply to taught courses at The Open University, whether you are studying a module as a standalone course or are studying a registered undergraduate or taught postgraduate qualification.

If you are completing a declared undergraduate Open Programme qualification (BD, E60, K05) for which study commenced prior to 1 August 2012 within an agreed extension to the withdrawal date of 31 December 2019, you should continue to refer to the “Regulations Applicable to Declared Undergraduate Qualifications” ([Section J](#)) of the [Academic Regulations \(Taught Courses\) 2016-2018](#) until you have completed your qualification.

The regulations in this document set out the rules for becoming a Student of The Open University, how we award academic credit if you complete a module successfully, how you can count that credit towards an Open University qualification, what you have to do to progress through an Open University qualification and how to meet the academic requirements for the award of a qualification. They include information about the structure of Open University qualifications, how and why we may make changes to courses, study restrictions, and time limits for completing your qualification. They also set out the circumstances in which you will cease to be an Open University Student, including where either you or the University are entitled to end the relationship before you have completed all of your intended studies.

If you are studying for a qualification or if you intend to study for a qualification, you should also refer to the specific regulations governing that qualification which are available at <https://www.open.ac.uk/courses> or via your StudentHome page

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## 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 undergraduate modules throughout the document have been updated from first, second and third levels to Open University Levels 1, 2 and 3.
- d) Section H1 The Maximum reuse of Credit and Minimum Unique Study Table 3 has been updated for clarity.
- e) Section H4 The reuse of Credit and Honours degree classification section has been updated for clarity.
- f) Section I9 has been added to include information about counting credit from Open University Microcredentials within specified Undergraduate qualifications.
- g) Section J3.1 has been updated to include information about counting credit from Open University Microcredentials within specified Postgraduate qualifications.

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## Summary of significant changes in the February 2023 edition

- a) Section I7 Classification of Honours degrees has been rewritten to reflect changes to the classification of Undergraduate Bachelor's degrees with Honours approved by Senate to take effect from 1<sup>st</sup> March 2023 and to improve clarity.
- b) For reference only, the replaced section was identical to Section I7 in the Academic Regulations 2021/22 (Taught Courses) available on this site. Any undergraduate Honours degrees awarded prior to 1<sup>st</sup> March 2023 will be classified under the previous regulations.

## Policies superseded by this document

This document replaces the Academic Regulations 2021/22 (Taught Courses), with effect from 1 August 2022. The change to Section I7 takes effect from 1<sup>st</sup> March 2023.

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# Scope

## What this document covers

These regulations apply to Students who register with The Open University in the academic year 2022/23 to study a taught course (module or qualification), including those studying as part of an Employer Supported Programme.

- a) If you are studying a module as a standalone course, these regulations apply to all matters concerning a module that you are registered for in the academic year 2022/2023.
- b) If you are studying for a registered undergraduate or taught postgraduate qualification, these regulations apply to all studies undertaken as part of that qualification for which study commenced before or during the academic year 2022/2023.
- c) If, having studied a module as a standalone course or as part of a previous qualification, you subsequently register for or declare a qualification and wish to count credit awarded for that module towards a qualification, the regulations that apply will be those in force at the date you register for or declare that qualification, not those in force at the time you studied the module (if different).
- d) If you have registered for an undergraduate qualification or declared a postgraduate qualification before or during the academic year 2022/2023 but cease to be registered for that qualification or cease to declare that qualification, these regulations will continue to apply for the duration of any module study commenced as part of that qualification.
- e) If you subsequently register for a taught course (module or qualification) in a subsequent academic year, including re-registering for the same qualification you were studying previously, the regulations in force at the time of that registration will apply to that further study.
- f) If you change your qualification, the regulations that apply will be those that apply at the date of the change.

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Throughout these regulations, “we/us/our” refers to The Open University, and “you/your” refers to any Student who falls under the scope of the regulations.

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.

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## What this document does not cover

These regulations do not apply to Students or Learners who:

- are completing declared Open Programme undergraduate qualifications (BD, E60, K05) for which study began before 1st August 2012 and will be completed within an agreed extension to the withdrawal date of 31st December 2019. These Students should refer to the [Academic Regulations \(Taught Courses\) 2016-2018](#)
- have registered for a research degree (who should refer to the [Research Degree Regulations](#))
- have registered for a short course (who should refer to the [Conditions of Registration: Short Courses](#))
- have registered for a Microcredential studied via the FutureLearn platform (who should refer to the [Terms and Conditions \(Microcredentials\)](#))
- are studying at other academic institutions, professional bodies, companies and other organisations towards a qualification which is validated by The Open University. If you fall into this category, you will be covered by the regulations of the organisation with which you are studying.

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## Related Documentation

Refer to the following documentation in conjunction with this document:

- [Assessment Handbook](#)
- [Academic Progress Policy 2022/23 \(Taught Courses\)](#)
- [Changing Your Study Plans Policy 2022/23](#)
- [Code of Practice for Student Assessment](#)
- [Code of Practice for Student Discipline](#)
- [Conditions of Registration](#)
- [Equality Act 2010 for England, Scotland and Wales](#)
- [Disability Discrimination Act 1995 for Northern Ireland](#)
- [Fee Rules](#) for the academic year and level that you are studying
- [Policy for the Admission of Applicants Under the Age of 18](#)
- [Safeguarding Policy - Protecting children and vulnerable adults](#)
- [Student Privacy Notice](#)
- [Understanding Your Class of Honours](#)
- Your specific qualification regulations (available via [StudentHome](#) once you are registered for a qualification, or on the [online prospectus](#)).

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## The Open University Student Charter Values

This document aligns 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.
10. As staff, we each play our role in enabling high quality learning and advancing knowledge and understanding through research and scholarly activity, ensuring every Student is supported.
11. We work to maintain and enhance the standards and reputation of our University recognising the contributions that all members make to its success.

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## 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.

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## 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.

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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.

## Introduction

This document presents the academic regulations which apply to taught courses at The Open University, whether you are studying a module as a standalone course or are studying a registered undergraduate or taught postgraduate qualification.

[Section I](#) of this document presents regulations which are specific to registered undergraduate qualifications. [Section J](#) presents regulations which are specific to postgraduate qualifications.

If you are studying for a qualification, or if you intend to study for a qualification, you should also refer to the specific regulations governing that qualification which set out the specific academic requirements that you will have to meet, including any exceptions to the general rules set out in this document. There is a link to those regulations via [StudentHome](#) or in the qualification description in our [online prospectus](#).

For specific guidance on how these regulations may relate to your personal circumstances, please contact your Student Support Team via [StudentHome](#).

Unfamiliar terms are explained in a glossary of terms at the end of this document.

## Section A: The authority of The Open University to make regulations

### A1 Making academic regulations

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

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## **A2 Making assessment rules**

- a) The Senate sets the rules governing assessment for any module, certificate, diploma, degree or other qualification of The Open University. These are set out in the [Code of Practice for Student Assessment](#) and in the assessment handbooks and specific regulations governing individual qualifications.
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## **A3 Language of instruction, teaching, assessment and administration**

- a) Unless the Senate says otherwise, or when the Welsh Language Standards Compliance Notice issued under Section 44 of the Welsh Language (Wales) Measure 2011 applies, English will be the language that is used for all materials, assessment and examinations, tuition, residential and online schools, student support, and administration at The Open University.
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## **A4 Communicating regulations**

- a) Regulations approved by the Senate will be published on The Open University website.

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

## **B1 Changes to these regulations**

### **B1.1 The circumstances when we may make changes**

- a) The Open University provides its Students with the flexibility to study towards qualifications over an extended period of time and it may therefore be necessary or desirable to make changes in the relationship between The Open University and its Students during that time. We may amend rules and regulations or the way in which we apply them, in order to:
- Improve the experience of Students
  - Ensure the efficient and economic use of Open University resources
  - Comply with changes in legal or regulatory requirements

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- Maintain the reputation, good standing and academic standards of The Open University
- Correct errors or improve clarity and accessibility of regulations
- Take advantage of new technologies, methods, ideas and opportunities.

## **B1.2 How changes will be made**

- a) Where such changes are to be made, The Open University will follow its rules for governance approval of those changes including, where possible, consultation with Students or their representative bodies.

## **B1.3 Notice of changes**

- a) We will give reasonable notice of changes to the regulations and rules, and the date they take effect.

## **B2 Changes to Open University curriculum and qualifications**

### **B2.1 Changes to Modules**

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

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## B2.2 Changes to Qualifications

- a) Availability of modules
- (i) At the time you register for or declare your qualification, the qualification information in our online prospectus will set out which modules are available to count towards your qualification, and the minimum period for which those modules will continue to be available to study.
  - (ii) If you have not completed your qualification during the time that those modules are available, we will continue to make available sufficient academically appropriate modules to enable you to complete your qualification, subject to any notice given of a change to the structure or study requirements of that qualification or for its withdrawal.
  - (iii) The Open University continually seeks to enhance its Students' experience and ensure that courses remain valid, relevant and current. The modules that are available in future will reflect those aims and may therefore not include the same subject content, teaching or assessment methods as the modules available at the commencement of your qualification. Modules that are not yet open for enrolment may also be amended in any of the circumstances listed in [Clause B1.1](#).
- b) Changes in the structure or study requirements of a qualification
- (i) In line with the aim to enhance Students' experience and ensure that courses remain valid, relevant and current, and in any of the circumstances listed in [Clause B1.1](#), we may make changes to the structure of our qualifications. These may include the balance between core, options and free choice modules; the balance between coursework, examination, and other forms of assessment; the order of study and rules for progression through the qualification; and the requirements for attendance at or participation in specified learning activities.
  - (ii) If such changes are made, you will be given the option to continue your studies under the new structure or to carry on under the original structure, subject to the teach-out arrangements set out in any notice given.

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- (iii) If you continue your studies under the new structure, you will be able to count any credit you have already been awarded, or that you are currently studying for, towards your qualification.
  - (iv) If you choose to carry on with the original structure, you may be given notice that there is a teach-out arrangement. This will mean you have a reduced time limit for completion of the qualification or a component of that qualification. Except in the circumstances set out (v), the minimum notice period that we will give you will be sufficient for you to complete the component or qualification at a study intensity of half of the full-time equivalent (FTE) rate, assuming that you do not defer or fail any module, or take any study break.
  - (v) The notice period set out in (iv) may be reduced if it is necessary to comply with the requirements of a professional, statutory or regulatory body or of any other body that accredits or validates the qualification.
  - (vi) If you are unable to complete your qualification within the notice period, you will have access to information, advice and guidance to help you move to a similar qualification under the new structure, to a related qualification or, if you are an undergraduate Student, to a qualification under The Open Programme.
- c) Changes in the classification scheme of a qualification
- (i) If a previously unclassified qualification introduces a classification scheme, this will take effect to all awards where the conferral date follows the introduction of the scheme, regardless of the date of completion or qualification date.
  - (ii) If an existing classification scheme is amended and there is no possible detriment to any Student as a result of the change, the amendment will take effect on all awards where the conferral date follows the amendment, regardless of the date of completion or the qualification date.
  - (iii) If an existing classification scheme is amended to include additional requirements, the new requirements will only apply to Students who register for or declare the qualification after the new scheme is published. Continuing Students will be classified under the existing scheme. Where this applies, details will be in the specific qualification regulations.

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### **B2.3 Withdrawal of Qualifications**

- a) In line with our aim to ensure that courses remain valid, relevant and current, we may withdraw qualifications that cease to meet those requirements. We may also withdraw a qualification if it has become uneconomic to continue to offer that qualification or its constituent modules, or if there is a strategic decision to change the curriculum or how it is delivered.
- b) If you are registered for or have declared a qualification and we have decided to withdraw that qualification, you will be given notice of the withdrawal of that qualification and a reasonable opportunity to complete your study for it in a teach-out arrangement before it is withdrawn, subject to the continued availability of the required modules. If the period for withdrawal is shorter than that of the qualification time limit, then the withdrawal date will override the qualification time limit.
- c) Except in the circumstances set out in d), the minimum notice period that we will give you will be sufficient for you to complete the qualification at a study intensity of half of the full-time equivalent (FTE) rate, assuming that you do not defer or fail any module or take any study break.
- d) The notice period set out in c) may be reduced if it is necessary to comply with the requirements of a professional, statutory or regulatory body or of any other body that accredits or validates the qualification for the change to be made in a shorter period of time.
- e) If you are unable to complete your qualification within the notice period, you will have access to information, advice and guidance to help you move to a related qualification or, if you are an undergraduate Student, to an equivalent qualification under The Open Programme.
- f) You will normally be permitted to complete your qualification up to 12 months after the published withdrawal date if you are awarded credit as a result of a resit or resubmission of your final module(s), or a retake at the earliest opportunity if your final module does not provide a resit/resubmission opportunity.

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# Section C: Becoming a Student of The Open University

## C1 Requirement for registration

- a) In order to be registered as an Open University Student and to study an Open University taught course, you must either register for a module on a standalone basis or register for a qualification and enrol onto a module as part of that qualification.

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## C2 What you have to do to register

### C2.1 Eligibility to register

- a) You may register as a Student if you are eligible to do so under the requirements in C4.

### C2.2 Provision of information

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

### C2.3 Registration Procedure and Conditions of Registration

- a) You must follow the registration procedure set out in our online and print prospectuses, and agree to our [Conditions of Registration](#).

### C2.4 Fees and other charges

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

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- b) You must pay or agree to pay any fees and other charges that are due as set out in our [Fee Rules](#). The Fee Rules also set out the circumstances in which fees and other charges may be amended.
  - c) If you do not pay your tuition fees or any other charges when they become due, we may refuse or cancel your registration, as per Clauses B4.1 and E4.1 in the [Conditions of Registration](#).
- 

### **C3 Effect of registration**

#### **C3.1 Entitlement to study**

- a) As a Student registered or enrolled on a module, you are entitled to the material, tuition and assessment for that module.

#### **C3.2 Entitlement to award of credit and qualifications**

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

#### **C3.3 Exceptional circumstances**

- a) We will take all reasonable steps to provide the educational services that you have registered or enrolled to receive. However, there may be circumstances outside of our control where we are unable to provide those services in full or in part. In some cases, we may have to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, residential or online schools and other teaching sessions, assessments or examinations.

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- b) These circumstances may include fire, flood, pandemic, terrorist acts, industrial disputes, short notice absence of teaching or other staff, short notice unavailability of premises, facilities or materials. Where those, or similar circumstances arise, we will minimise disruption so far as we are reasonably able and, wherever practicable, will provide you with reasonable alternative arrangements to continue with your studies. We will make all reasonable efforts to inform you of any such changes as early as possible.

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## **C4 Requirements for registration and/or enrolment**

### **C4.1 General Requirements**

#### **C4.1.1 Residence**

- a) You must be ordinarily resident in the European Union or in a country in which we allow registration for your chosen module or qualification.
- b) If you are not resident in the European Union and you want to declare a qualification intention or register for a qualification, you may only do so if sufficient modules are available for registration or enrolment in the country in which you are resident. Please consult the online prospectus for the country in which you are resident to find this information.

#### **C4.1.2 Age**

- a) You must normally be 16 or over at the start of the module for which you want to register or enrol. If you will be over 16 but under 18 at the start of the module for which you want to register or enrol, there are some additional requirements for registration and enrolment. In exceptional circumstances, Students under the age of 16 may be permitted to study with us.
- b) See our [Policy for the admission of applicants under the age of 18](#) for further information on this subject.

#### **C4.1.3 Study restrictions**

- a) You cannot register or enrol for modules which exceed the study restrictions set out in [Section D2](#).

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#### **C4.1.4 Suspension**

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

#### **C4.1.5 Expulsion**

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

#### **C4.1.6 Health, Safety, Safeguarding and Equality**

- a) We may apply conditions to your registration or enrolment or refuse it entirely if, in our opinion, it is reasonably necessary to do so in line with our duties:
- (i) to protect the health and safety of Students, staff, contractors and members of the public
  - (ii) with respect to the safeguarding of young persons or vulnerable adults, in line with our [Safeguarding Policy – Protecting children and vulnerable adults](#)
  - (iii) to comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland, or any other statutory duty or obligation, and
  - (iv) any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

### **C4.2 Academic, Vocational and Professional Requirements for Registration**

- a) Registration for any qualification, declaration of any qualification or registration or enrolment for any module, may be subject to academic, professional or vocational requirements. For example, you may have to confirm that you have undertaken a specified diagnostic or preparatory activity, hold a satisfactory Disclosure and Barring Service (or equivalent) record, or be fit to practise a specified profession.
- b) Any conditions decided upon by the Senate under this regulation will be set out in the relevant online prospectus or specific qualification regulations, as appropriate. Any additional vocational and professional requirements may be set out by your funding provider, if relevant.

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## **Section D: Module registration or enrolment**

### **D1 Options for module registration or enrolment**

#### **D1.1 Module registration**

- a) You may register to study a module as a standalone course (if available) or as a part of a declared postgraduate qualification.

#### **D1.2 Module enrolment**

- a) If you have registered for a qualification, you may enrol for modules within that qualification provided you have met any eligibility requirements in the online prospectus and specific qualification regulations.
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### **D2 Study restrictions**

#### **D2.1 Study restrictions for academic reasons**

- a) At any one time, you must not register or enrol to study modules that are worth a total of more than 120 credits, unless prior approval has been given under the exceptional criteria set out in D2.3. We refer to study within this limit as new study, even if you are repeating study of a module you have previously failed. The 120-credit limit excludes credit for standalone residential school modules, postponed examinations, and examination resits and resubmissions.
- b) You will not be eligible to register or enrol for another module unless you have made sufficient academic progress in your previous undergraduate studies. The rules and procedures for determining your eligibility for further study are set out in the Academic Progress Policy 2022/23 (Taught Courses).

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## **D2.2 Additional study restrictions for undergraduate Students in England only**

- a) If you are a Student in England and under The Open University [Fee Rules](#), you are liable to pay the Standard Fee, you will not be permitted to register or enrol to study undergraduate modules where the total fees payable will exceed the maximum amount we are permitted to charge in one Seasonal Academic Year. In effect, this limits your study to 120 credits in any one Seasonal Academic Year. See Section D1 of the [Fee Rules \(Undergraduate\)](#) for more information.
- b) If you defer your study of a module, the fee payable for that module will be treated as falling within the academic year in which study of that module commenced. If any additional fee is payable when you resume study of the module, the additional fee will be treated as falling within the academic year in which study resumes.

## **D2.3 Criteria for approval of exceptions to academic study restrictions**

- a) If you are not subject to the additional study restrictions for undergraduate Students in England, you may apply for approval to exceed the limit of 120 credits of new study. You will need to provide a written statement showing evidence of recent successful experience of Higher Education study at The Open University or elsewhere, previous successful completion of more than one module at the same time and a study plan that demonstrates the commitment and ability to study the chosen range of modules. You will also need to demonstrate one of the following criteria:
- (i) After taking into account all credit you have already been awarded towards a registered or declared qualification, it is only possible to complete that qualification within the study time limits specified in the Academic Regulations or the specific qualification regulations, by studying more than 120 credits at once.
  - (ii) Specific time restraints arising from your personal circumstances mean you need to study more than 120 credits at once. Supporting evidence of the personal circumstances and the need to study must be supplied.
  - (iii) The need to study more than 120 credits is due to maladministration by The Open University.

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## **D3 Modules with pre-requisite or co-requisite requirements**

### **D3.1 The pre-requisite or co-requisite requirement**

- a) Some modules, referred to as principal modules, have pre-requisite requirements. This means that you can only study them if you have completed another specified module first. Other principal modules have co-requisite requirements, which means that you can only study them if you have studied another specified module ('the co-requisite module') either prior to the start of the principal module or at the same time as the principal module.
- b) In order to study the principal module, you must either:
- (i) (for pre-requisite modules) have been awarded credit for the pre-requisite module before the start date of the principal module; or have completed study of the pre-requisite module but the result, including the result for a resit or resubmission, is not available before the start date of the principal module; or
  - (ii) (for co-requisite modules) on the start date of the principal module be either registered or enrolled on the co-requisite module for a presentation which starts on that date or which started at an earlier date and is not yet completed; or
  - (iii) have been awarded credit in recognition of prior learning which specifically exempts you from the pre-requisite or co-requisite module; or
  - (iv) have provided evidence of prior learning and/or experience which has been approved as exempting you from studying the pre-requisite or co-requisite module or from the requirement to study that module as a pre-requisite or co-requisite; or
  - (v) been exempted from the requirement to study that module as a pre-requisite or co-requisite by a decision of the Teaching Committee responsible for the module; or

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- c) If you have been exempted from the requirement to study a module as a pre-requisite or co-requisite, but not from studying a principal module which is compulsory within your qualification, you will still be required to achieve credit for the principal module in order to be awarded the qualification.

### **D3.2 Effect of non-completion of a pre-requisite or co-requisite module**

- a) If you have started to study a module with pre-requisite requirements but you do not subsequently achieve credit for the pre-requisite module, unless your specific qualification regulations state otherwise, you may continue to study and be eligible to earn credit for that principal module (upon successful completion) if you choose to do so.
- b) If you have started to study a module with co-requisite requirements and you do not successfully complete study of the co-requisite module, unless your specific qualification regulations state otherwise, you may continue to study that module if you choose to do so.

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## **D4 Modules restricted to Students studying a specific qualification**

- a) Some modules may only be available for study by Students who are registered for a specified qualification or who have declared a specified qualification intention. No other Students may register for or enrol on these modules.

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## **D5 Restrictions on repeating study of modules**

- a) If you have been awarded credit for a module, you are not allowed to repeat study of that module unless your qualification includes a module with a specified progression performance standard.
- b) If, for your qualification, you must achieve a specified progression performance standard in a specified module before you are permitted to enrol on a module at a higher Stage, and you have been awarded credit for the specified module at a grade which is below the specified performance standard, you may repeat that module, subject to meeting ALL of the following conditions:

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- (i) You were registered for the relevant qualification on the final deferral date for the module presentation in which you first studied that module, and have remained registered for that qualification up to the start date of any presentation in which you repeat that module; and
  - (ii) The module for which credit has been awarded, or a designated replacement module, is available for study to be repeated; and
  - (iii) You repeat study of the module within the two academic years following the first attempt at the module; and
  - (iv) You are otherwise eligible under [Section C4](#) and [D2](#) of these regulations to enrol on the relevant module.
- c) If you are permitted to repeat study of a module under this regulation and you do not achieve the specified performance standard within the following two academic years, you may not repeat the module again and your registration for the qualification may be cancelled.

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## Section E: Module credit

### E1 Award of credit

#### E1.1 Criteria for award of credit

- a) We will award you module credit if you successfully meet the requirements for the completion of that module. The requirements may include reaching a certain performance standard during the module and its examinable component, attending a residential school or online school, participating in specified learning and assessment activities, and meeting specified professional standards.

#### E1.2 Residential school element

- a) If a module includes a residential school element, you must satisfactorily complete the residential school or the online school (where available) in order to be awarded module credit.

#### E1.3 Specified learning and assessment activities

- a) If a module includes learning and assessment activities that require you to attend, carry out or participate in a specified activity at a specified place and time, or to participate in online activity during a specified period, you must carry out or participate in those activities to a satisfactory standard, in order to be awarded module credit.

#### E1.4 Practice hours

- a) If a module requires that you complete a specified number of hours of work-based learning or practice hours, you must fulfil this requirement in order to be awarded module credit.

#### E1.5 Specified professional standards

- a) You may need to satisfactorily demonstrate and maintain standards for suitability or [Fitness to Practise](#) as specified by an appropriate professional body. You must meet those standards in order to be awarded module credit.

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## **E2 Value and level of credit**

- a) Each module has a credit value and an Open University level of study (e.g. 60 credits, Open University level 1). We will award the appropriate number of credits to you when you have successfully completed a module for which you are registered or enrolled – so if you successfully complete a 60-credit module, you will be awarded 60 credits.

You will need to complete a specified total number of credits made up of credit from modules at specified Open University levels in order to complete your qualification, as described in your specific qualification regulations.

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## **E3 Grades of credit**

- a) We may award you module credit with a grade, as set out in the [Assessment Handbook](#).
- 

## **E4 Failure of a module**

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

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## Section F: Module credit and qualifications

### **F1 How Open University qualifications map to frameworks for Higher Education Qualifications (FHEQ)**

- a) Table 1 illustrates how Open University taught qualifications map to the frameworks for higher education qualifications in the European Qualifications Framework (EQF), the Framework for Higher Education Qualifications (FHEQ) in England, Wales and Northern Ireland, the Scottish Credit and Qualifications Framework (SCQF) in Scotland and the Irish National Framework of Qualifications (NFQ) in the Republic of Ireland. The information for each module specifies the study level with reference to the Open University level of study, FHEQ level, SCQF and NFQ levels as well as the number of credits.

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**Table 1: Open University qualifications against Frameworks for Higher Education Qualifications**

Typical qualifications at each level	Minimum total credits	Minimum credits at the same level as the qualification	European Qualifications Framework (EQF)	FHEQ Level (in England, Wales and N Ireland)	SCQF Level (in Scotland)	NFQ Level (in Republic of Ireland)
Taught Master's: MA, MSc, LLM, MBA	180	150	7	7	11	9
Postgraduate Diploma	120	90 (120)	7	7	11	9
Postgraduate Certificate	60	40 (60)	7	7	11	9
Integrated Master's: MEng	480	120	7	7	11	9
Scottish Bachelor's Degree with Honours (BA Hons, BSc Hons)	480	120	6	6	10	8
Bachelor's Degree with Honours (BA Hons, BSc Hons BEng, LLB)	360	120	6	6	10	8

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Typical qualifications at each level	Minimum total credits	Minimum credits at the same level as the qualification	European Qualifications Framework (EQF)	FHEQ Level (in England, Wales and N Ireland)	SCQF Level (in Scotland)	NFQ Level (in Republic of Ireland)
Ordinary Bachelor's degree (BA, BSc)	300	60	6	6	10	7
Foundation Degree	240	90 (120)	5	5	9	6
Diploma of Higher Education	240	90 (120)	5	5	8	6
Certificate of Higher Education	120	90 (120)	4	4	7	
Access modules	n/a	n/a	3	n/a	n/a	n/a

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## **F2 Eligibility to study a qualification**

- a) To be eligible to study for any Open University qualification, you must:
- be eligible to register as a Student of The Open University;
  - meet any specified declaration or registration requirements for your qualification;
  - register as a Student;
  - and either declare a qualification intention or register for a qualification.
- b) Subject to your specific qualification regulations, you will then be able to register or enrol for modules and count credit you are awarded towards that qualification.

### **F2.1 Need for declaration or registration**

- a) In order to count credit that you have been awarded towards a qualification, you must declare a qualification intention or register for a qualification as appropriate. The credit must be valid for the qualification as per the specific qualification regulations in force at the time of that declaration or registration.

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## **F3 Counting module credit towards a qualification**

- a) The Open University offers different types of qualification which have different study rules and rules for counting module credit. Please refer to the relevant section ([Section I](#) for undergraduate qualifications and [Section J](#) for postgraduate qualifications) for the type of qualification which applies to you.

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## **F4 Counting Open University credit awarded before a qualification is declared or registered**

- a) If you have already been awarded credit that meets all the requirements for the award of an Open University qualification, including any applicable time limits, you must declare or register for that qualification if you have not previously done so before you can be awarded the qualification. The regulations that will apply to that qualification are those that are in force at the time of that declaration or registration, not those in force at the time you studied the module.

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- b) You must claim the qualification no later than six years beyond the qualification withdrawal date.

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## **F5 Which regulations to consult regarding study of your qualification**

- a) Regulations for Students on a registered undergraduate qualification are in Section I.
- b) Regulations for Students who have declared a postgraduate qualification are in [Section J](#).

# **Section G: External Study and Experience: Recognition of Prior Learning (RPL) and Collaborative Credit**

## **G1 The Approved Scheme for Recognition of Prior Learning (RPL) and Collaborative Credit**

### **G1.1 Summary of scheme**

- a) Recognition of Prior Learning (RPL) is the identification, assessment and formal acknowledgement of prior learning and achievement which is considered when a Student registers or enrolls in an Open University qualification. There are two types of RPL which may lead to the award of credit towards qualifications offered by The Open University: Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL).
- b) In the majority of qualifications which permit RPL, we award credit for prior certificated learning (RPCL) This means that we make an award of Open University credit in recognition of Higher Education study you have successfully completed at another institution. To be eligible for Recognition of Prior Certificated Learning (RPCL), your prior learning must have been formally assessed and certificated and approved as eligible for Open University credit by the Senate. The level and content of the study must be appropriate for the Open University qualification concerned and all applications are subject to academic judgement.

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An individual award will confirm the number of credits awarded, the form of exemption approved and the modules or stage within the qualification to which the credit may be applied. An award of RPCL credit may also be referred to as 'Credit Transfer'.

- c) The specific qualification regulations will indicate whether RPCL, referred to as credit transfer, is permitted for that qualification and if so, will also stipulate the maximum permitted award of RPCL credit and the maximum age of RPCL credit.
- d) Some qualifications may recognise Prior Experiential Learning (RPEL) which is experiential or work-based learning, which is either non-certificated or is awarded by a Professional, Statutory or Regulatory Body (PSRB), but not simultaneously awarded by another recognised Higher Education Institution. The specific qualification regulations will indicate whether an award of RPEL is permitted for that qualification and if so, will also stipulate the maximum permitted award of RPEL credit and the maximum age of the relevant experiential or work-based learning.
- e) Some qualifications may include Collaborative Scheme Credit, where collaborative modules are specified modules from a particular institution with which The Open University has a formal agreement. The credit can be used as an alternative to Open University modules where they are specified as part of that Open University qualification. Your specific qualification regulations will indicate whether this is possible for your course.

## **G1.2 Forms of RPL credit**

- a) RPL credit will be awarded in the form of either:
  - (i) Module exemption, exempting you from studying specified Open University module(s) where the learning outcomes, level and amount of your previous study or experience match or exceed those of the relevant Open University module(s)
  - (ii) General credit exemption, exempting you from studying a specified amount of credit at a particular level or stage of a qualification where the learning outcomes of your previous study or experience broadly align with the learning outcomes in the relevant level or stage of the Open University qualification. The level and amount of your previous study or experience must match or exceed the amount of general credit awarded to you.

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- b) RPL in the form of either RPCL or RPEL is not approved for every Open University qualification.

### **G1.3 Age of RPL credit awarded**

- a) You will only be awarded RPL credit if your prior study or experience has been completed within a timescale appropriate to the Open University qualification you wish to study. For most Open University undergraduate qualifications this will be up to a maximum of 16 years prior to the start of study on your registered qualification, but some undergraduate qualifications and postgraduate qualifications will have different age limits. Age limits on awards of RPL credit which are shorter than the maximum age limits will be stated in specific qualification regulations.

### **G1.4 Time limit for completing qualifications which include RPL credit**

- a) Table 2 below shows the maximum time limits for the completion of undergraduate qualifications where RPL credit is used. The time you have to complete the required Open University credit will depend on the amount of RPL credit awarded and the number of credits still to complete. Your qualification may have shorter time limits than the University maximum, which will be set out in the specific qualification regulations. If you are studying a postgraduate qualification, any time limit which includes RPL credit will also be stated in the specific qualification regulations.

**Table 2: Time limit for completing undergraduate qualifications with RPL credit**

<b>Number of credits still to complete</b>	<b>Time limit for completion of these credits</b>
30-60	4 years
90-120	7 years
150-180	9 years
210-240	12 years
270-300	14 years
330 or more	16 years

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## **G2 RPL and Collaborative Credit Restrictions**

### **G2.1 Award of RPL credit to a specific qualification in a specific academic year**

- a) Any award of RPL credit will be made towards a specific Open University qualification, commenced in a specific academic year, and may only be counted toward that qualification if you commence study within that academic year. If you change your qualification or postpone study until another academic year, you may need to apply for your award to be reassessed due to potential changes to the structure or academic content of your chosen qualification. You will be advised if your award of credit remains valid, is due to expire or needs to be reassessed.

### **G2.2 Applicable regulations in force**

- a) If you apply for an award of RPL credit, you must follow the regulations that are in force at the time of the application. If you ask us to reassess a previous award, you will follow the regulations in force at the time that you ask for the reassessment.

### **G2.3 Restrictions to prevent overlap in subject matter**

- a) If we award RPL general credit exemption or you study collaborative scheme credit, you may be given limited choice of available Open University modules if there is a significant overlap in learning outcomes of the studies for which you were awarded the general credit exemption or the collaborative scheme credit and the content of any Open University modules.

### **G2.4 Restrictions on the total amount of RPL and Collaborative Credit**

- a) The total award of RPL credit and any collaborative credit must not be more than the maximum permitted for the particular Open University qualification concerned as set out in the specific qualification regulations.

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### **G3 Applying for an award of RPL credit**

#### **G3.1 How and when to apply**

- a) To apply for an award of RPCL credit (Credit Transfer), please contact the [Credit Transfer Centre](#). You will be asked to provide independent evidence in support of the application which could include:
- Evidence of the award of credit and the date of the award
  - The identity and nature of the awarding institution and its authority to award credit
  - The academic level and content of the previous study. This might be in the form of a certificate, academic transcript and/or learning outcomes.
- b) To apply for an award of RPEL credit you should follow the instructions provided in the course prospectus.
- c) If you are applying for an award of either form of RPL credit to count towards an undergraduate (registered) qualification, you must normally submit an application before you register for the qualification. If you are applying for an award of RPL credit to count towards a postgraduate (declared) qualification, you may apply at any time before the qualification is awarded.

#### **G3.2 Applying to have more than one period of previous study or experience assessed**

- a) You may provide evidence of more than one period of study or experience to support an application for an award of RPL credit. There must be no significant overlap in content between the periods of study or experience.

#### **G3.3 RPL fee**

- a) If, at the time of your application, there is an RPL fee payable, you must pay the fee to have your application considered. If you do not pay the fee where it applies, we will not consider your application.

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## G4 Abandoning an award of RPL credit

- a) If you receive an award of RPL credit towards a particular Open University qualification, you may abandon all or part of it before the qualification is awarded and in line with any other conditions that may be set. Contact the [Credit Transfer Centre](#) for more information on why and how you may do this.

## Section H: Counting Open University credit towards more than one qualification

You may be able to count some Open University credit towards more than one qualification, subject to meeting the unique study and curriculum requirements for each qualification.

Tables 3 and 4 in [Section H1](#) sets out the maximum numbers of credits from Open University modules or collaborative scheme modules that can be reused from other qualifications and the minimum number of credits from unique study for each type of qualification. If your qualification permits less than the maximum for reuse of credit and/or requires more unique study than the minimum, this will be set out in the specific qualification regulations.

### H1 Maximum reuse of credit and minimum unique study

**Table 3: Maximum reuse of credit and minimum unique study for Undergraduate qualifications**

Type of qualification	Maximum reuse of credit	Minimum unique study
Integrated Master's degree	300 credits (apart from the Bachelor of Engineering (BEng), from which no credit may be reused in the MEng)	180 credits at Stage 3 and above. 240 credits of unique study are required for classification (see I.7.7.1 d)
Scottish 480-credit Bachelor's degree with Honours	300 credits	180 credits at Stage 3 and above
Bachelor's degree with Honours	240 credits (unless regulation 17.9 applies)	120 credits at Stage 3, (unless regulation 17.9 applies)
Scottish 360-credit Bachelor's degree	240 credits	120 credits at Stage 3

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<b>Type of qualification</b>	<b>Maximum reuse of credit</b>	<b>Minimum unique study</b>
Bachelor's degree	180 credits	120 credits, including 60 credits at Stage 2 and 60 credits at Stage 3. This may include credit which has only been counted towards undergraduate qualifications of less than 120 credits (see H3).
Diploma of Higher Education	150 credits	90 credits, This may require the completion of 120 credits of study.
Foundation degree	150 credits	90 credits. This may require the completion of 120 credits of study
Certificate of Higher Education	60 credits	60 credits

**Table 4: Maximum reuse of credit and minimum unique study for Postgraduate qualifications**

<b>Type of qualification</b>	<b>Maximum reuse of credit</b>	<b>Minimum unique study</b>
Master's degree	120 credits	60 credits at postgraduate level. If the qualification includes a dissertation or project, this must be included in the unique study.
Postgraduate diploma	80 credits	40 credits at postgraduate level. This will require the completion of 60 credits of study.
Postgraduate certificate	40 credits	20 credits. This will require the completion of 30 or 60 credits of study.

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## **H2 Reuse of credit and RPL credit**

- a) The maximum reuse of credit rules include any RPL credit awarded ([Section G](#)).
- 

## **H3 Reuse of credit from undergraduate qualifications of less than 120 credits.**

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

## **H4 Reuse of credit and Honours degree classification**

- a) Module credit which has been double-weighted and counted in the Stage 3 classification requirement of a previous Honours degree or the Stage 4 classification requirement of a 480-credit Honours degree may be counted towards the credit requirement of a later qualification, but subject to the qualification classification rules (see Clause 17.2.6) may not count towards the classification requirements of a later Honours degree.
- 

## **H5 Reuse of credit and postgraduate qualification classification**

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

## **H6 Reuse of credit from the Professional Diploma in Management**

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

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# Section I: Regulations applicable to registered undergraduate qualifications

## I1 Who these regulations apply to

- a) These regulations apply to Students who are registered for a qualification designated as either undergraduate or as an Integrated Master's degree. They do not apply to Students studying for declared undergraduate qualifications as part of the Open Programme, who commenced study before the academic year 2016/17, and have an agreed extension beyond December 2019 to finish study for these qualifications. These Students should refer to the [Academic Regulations \(Taught Courses\) 2016-2018](#)

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## I2 Registration

### I2.1 Registration for a qualification

- a) You must be registered for an undergraduate qualification in order to be awarded it.
- b) In order to complete your registration for a qualification, you must either:
- (i) enrol for a module which counts towards that qualification; or
  - (ii) count credit from previous study towards that qualification which is sufficient for the award of that qualification.

### I2.2 Restriction on multiple qualification registrations

- a) You may only be registered for one Open University qualification at any one time. If you want to change your qualification, you will need to withdraw and register for a new qualification as set out in the [Changing Your Study Plans Policy](#). The only exception to this rule is if you want to claim an additional lower-level qualification for which you have all the required credit. In this case, the following rules apply:
- (i) temporary registration on a maximum of two qualifications is permitted solely to enable the process of awarding a lower-level qualification
  - (ii) all of the credit for the lower-level qualification must have already been successfully completed in order that the qualification can be awarded immediately

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- (iii) a Student who has completed enough credit for more than one lower-level qualification will only be permitted to claim the higher of those qualifications.
- 

### **I3 Enrolling on modules studied as part of your qualification**

#### **I3.1 Entitlement**

- a) When you are registered for a qualification, you will be able to enrol for modules that will enable you to achieve that qualification. The exact modules will be subject to the circumstances in which The Open University may make changes to curriculum and qualifications, as set out in [Section B](#).
- b) Subject to your specific qualification regulations, you may count credit you are awarded:
- (i) for any module for which you are enrolled;
  - (ii) for any module for which you were previously registered or enrolled which is eligible to be counted.

#### **I3.2 Module enrolment**

- a) Once you have registered for a qualification you may, subject to these regulations, enrol for modules which will count towards that qualification. These will be modules that are specified as available in the enrolment process and in the online information and prospectus for your qualification.
- b) If you wish to study a module that is not specified as available within your registered qualification, you must register for that module as a standalone course (if this is permissible) and you will not be able to count any credit awarded for that module towards your registered qualification unless exceptional permission is given by the Teaching Committee for the qualification.
- c) The published qualification information and enrolment process will show you the available compulsory and core options module(s) that are required for each Stage of your qualification, the order in which they should be studied and whether there are any pre-requisite or co-requisite requirements (see [Clause D3.1](#)).

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## **I4 Qualification Stages, Study order and Progression**

### **I4.1 Qualification Stages**

- a) If your qualification has a credit value of 120 credits or more, the modules which comprise that qualification will be assigned to a Stage of the qualification, in addition to a level of credit. Each Stage will normally be made up of modules at the equivalent level, so Stage 1 will usually be made up of 120 credits from Open University level 1 modules.
- b) A qualification may have an optional Stage 0, plus up to four Stages (1, 2, 3, 4).
- c) An optional Stage 0 comprises up to 30 credits from Access modules. Credit awarded in Stage 0 does not count towards the credit requirement of a qualification, but will appear in your diploma supplement.
- d) Each Stage at Stage 1 and above, will comprise a minimum of 120 credits for modules included in that Stage, collaborative scheme credit or RPL (recognition of prior learning) credit awarded.
- e) A Stage will be completed when you have met all the credit requirements for that Stage and any other requirements in the specific qualification regulations.

### **I4.2 Commencement of studies**

- a) You must commence your studies towards your registered qualification by enrolling on one or more of the modules included in Stage 1, unless:
  - (i) you begin your studies with the optional Stage 0. Your subsequent study for your registered qualification must be one or more of the specified modules for Stage 1 of that qualification unless you have met one of the conditions b) to f) below; or
  - (ii) you are counting Open University credit awarded prior to registration for the qualification that meets the requirements for Stage 1; or
  - (iii) you are counting an award of credit in RPL that meets the requirements for Stage 1; or
  - (iv) the specific qualification regulations permit studies to start at Stage 2 or Stage 3; or

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- (v) you are counting any combination of a)-d); or
- (vi) your registered qualification has a credit value of fewer than 120 credits and does not have Stages.

### **I4.3 Specified order of study**

- a) Stages of qualifications must be studied in order (from Stage 1 through to 3 or 4, dependent on your qualification) and you must meet the rules for progression between Stages set out in Clause I4.4, unless your qualification permits otherwise in the specific qualification regulations.
- b) For some qualifications, there are restrictions on the rate or order of study of individual modules within Stages. These can be found in the published qualification information or will be signposted during the enrolment process. You will only be permitted to enrol for module(s) in accordance with those rules unless exceptional permission is given by the Teaching Committee for the qualification.
- c) If you are counting Open University credit that was awarded before registering for the qualification, or an award of RPL credit, or if you are changing your study route within the qualification, the remaining credit must be studied in the specified order unless exceptional permission is given by the Teaching Committee for the qualification.

### **I4.4 Progression**

#### **I4.4.1 Progression between Stages**

- a) You will need to meet the requirements for progression from one Stage of your qualification to the next, unless the specific qualification regulations state otherwise, or you meet the criteria in Clause I4.4.2 or I4.4.3. That is, you must meet the requirements for progression from Stage 1 in order to remain enrolled after the start date on a module at Stage 2, and so on for all the Stages in your qualification.

#### **I4.4.2 Criteria for progression**

- a) Usually, you meet the progression requirement by being awarded all of the credit within a Stage of your qualification. Some specific qualification regulations will specify additional progression rules.

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

#### **I4.4.3 Exceptions from progression requirements**

- a) If an exception to the specified study order has been approved by the relevant Teaching Committee, this can also override progression requirements.

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## **I5 Time limits for completion of qualifications**

- a) In order to ensure coherence of academic study, external credibility and satisfactory academic progress, there are time limits on all Open University registered qualifications. You must therefore complete your qualification within the time limits set.
- b) Unless the specific qualification regulations state otherwise, the time limit within which you must complete your qualification starts at the earliest of:
- (i) the start date of the first module you study as part of that qualification, including optional Stage 0 modules. This includes any modules that you fail, defer or withdraw from after incurring a fee liability; or
  - (ii) if you are counting Open University credit or collaborative scheme credit that was awarded prior to registration for the qualification, the start date of the earliest module for which you are counting credit.
  - (iii) if you are counting an award of RPL credit, the start date allocated to you will be based upon the date your credit is awarded. If your credit is awarded between 1 January and 31 August, your start date will be 30 November. If your credit is awarded between 1 September and 31 December, your start date will be 31 August of the following year.
- c) Subject to any specific requirements of your qualification, maximum time limits for all undergraduate qualifications are as follows (Table 5):

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**Table 5: Maximum time limit for completion of qualifications**

<b>Number of credits and qualification</b>	<b>Time limit for completion of qualification</b>
60-credit certificates	4 years
120-credit certificates of HE	7 years
120-credit diploma	7 years
240-credit foundation degree	12 years
240-credit diplomas of HE	12 years
300-credit Bachelor's (Ordinary) degrees	16 years
360-credit Bachelor's degrees with Honours	16 years
480-credit Bachelor's Honours degree	16 years
480-credit Integrated Master's degree	16 years

- d) Where specific qualification time limits are shorter than the maximum time limits listed here, they will be stated in the specific qualification regulations.
- e) In exceptional circumstances, a Teaching Committee may allow you to exceed the qualification time limits set out in the specific qualification regulations.
- f) If you do not achieve the credit required for your qualification within the set Open University time limit, you will not normally be eligible for the qualification. You may be eligible for any other qualification that you met the requirements for within the time limit applicable to that other qualification.
- g) If you are counting an award of RPL credit within your qualification, you should refer to the additional information about time limits based upon the amount of credit still to complete as detailed in Table 2 in [Clause G1.4](#).

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## **I6 Counting postgraduate credit towards a registered undergraduate qualification**

- a) If the credit requirements of an undergraduate level qualification allow, you may be able to count up to 90 credits from postgraduate level modules under Clause K2 a) ii).

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## **I7 Classification of Honours Degrees**

- a) Undergraduate Bachelor's degrees with Honours, including Scottish 480 credit Undergraduate Bachelor's degrees with Honours and Integrated Master's degrees, are awarded with a classification. The classes of Honours which will be awarded are:
- (i) first class
  - (ii) upper second class (2:1)
  - (iii) lower second class (2:2)
  - (iv) third class.
- b) No other undergraduate qualifications are classified.
- c) You can find worked examples of these regulations in the [Understanding Your Class of Honours](#) guidance document.

### **I7.1 How classification is calculated**

- a) The majority of undergraduate modules award pass grades as one of: Distinction (1; the highest grade), Pass grade 2, Pass grade 3, or Pass grade 4. Module result grades approved for graded modules at postgraduate level are: Distinction, Merit and Pass.
- b) The postgraduate modules in an Integrated Master's degree, or any postgraduate credit "counted down" into an undergraduate Honours Degree as per Clause K2 a) ii) will have their grades converted to undergraduate grades for the purpose of classification as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4). Ungraded postgraduate level credit will count in classification as pass grade 4.

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- c) If you have any ungraded undergraduate or postgraduate modules, you should refer to [Clause 17.7](#)
- c) Not all of the credit included in your qualification will count towards your classification. Detailed information is included in [Clause 17.2](#).
- d) The classification of your qualification will be automatically calculated in accordance with the Open University scheme of classification.
- e) The Honours classification scheme for Bachelor's degrees is calculated using the Weighted Grade Credit score, explained in [Clause 17.3](#) and uses the thresholds and the Borderline test set out in [Clause 17.4](#) or [Clause 17.5](#) if you have an award of RPL.
- f) The Honours classification scheme for Integrated Master's degrees is calculated using the Weighted Grade Credit score explained in [Clause 17.3](#) and uses the thresholds set out in [Clause 17.6](#).

## **17.2 Which credit will count towards your classification**

- a) This section explains which credit will be used in the calculation of your Weighted Grade Credit score as part of the award of your classification.
- b) If your situation is a combination of more than one of these scenarios, for example if you have studied more credit than is required for your qualification and you have been given permission to count down higher level credit, you can contact the Qualifications Centre for an individual explanation of which credit will be counted.

### **17.2.1 360-credit Undergraduate Bachelor's Degree with Honours**

- a) We will use 240 credits from result grades from Open University or collaborative scheme modules – 120 credits of Open University level 2 modules from Stage 2 and 120 credits of Open University level 3 modules from Stage 3.
- b) If you have completed your qualification with an award of RPL credit, your performance in any work for which an award of RPL credit has been made is not taken into account in classification. See [Section G](#) for more information about RPL.
- c) If you have less than 240 credits of Open University study because of RPL credit, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit studied, as per [Clause 17.5](#).

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- d) If you have completed an Undergraduate Bachelor’s Degree with Honours which includes Exceptional Stage Credit, the Teaching Committee will determine how such modules will count within classification, irrespective of the Stage in which the module is included. The credit that will be used for classification will be included in your specific qualification regulations.

**I7.2.2 480-credit Scottish Undergraduate Bachelor’s Degree with Honours**

- a) We will use 240 credits from result grades from Open University or collaborative scheme modules, of which at least 120 credits will be Open University level 3 and a further 120 credits at Open University level 2 or above. If your qualification has more than 120 credits at Level 3, we will use your remaining Level 3 credit grade instead of your Level 2 credit grade if the remaining Level 3 credit is at a higher grade. However, only the first 120 credits of Level 3 credit used will be double-weighted. If your qualification has more than 120 credits of Level 2 credit, your best 120 credits will be used in classification, regardless of the Stage in which it is included.
- b) If you have completed your qualification with an award of RPL credit, your performance in any work for which an award of RPL credit has been made is not taken into account in classification. See [Section G](#) for more information about RPL.
- c) If you have less than 240 credits of Open University study because of RPL credit, your classification will be based on reduced thresholds to reflect the reduced amount of Open University credit studied, as per [Clause I7.5](#).

**I7.2.3 480-credit Integrated Masters Degrees with Honours**

- a) We will use 240 credits from result grades from Open University or collaborative scheme modules, of which at least 120 credits will be Open University Postgraduate level and a further 120 credits at Open University level 3 or above.

**I7.2.4 Qualifications including higher level credit “counted down”**

- a) If you have been given permission to count down credit at a higher level to fulfil the qualification credit requirement at a lower level as per [Clause K2 a\) ii\)](#) the Teaching Committee will determine if this module may also be permitted to count within classification, irrespective of the Stage in which the module is included.

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### **I7.2.5 Qualifications including credit reused from another undergraduate qualification**

- a) If you have reused credit from another Open University undergraduate qualification, modules that have been double-weighted in the classification profile for a Bachelor's degree awarded with Honours cannot be used in the classification profile of any subsequent Bachelor's degree with Honours. See [Section H](#) for more information about "reuse" of credit that has been counted towards another Open University qualification.

### **I7.2.6 Qualifications completed with more credit than is required**

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

## **I7.3 Calculation of Weighted Grade Credit score**

- a) Your Weighted Grade Credit score is calculated from the grades you have achieved from a maximum of 240 credits from Open University modules or Collaborative Scheme modules at Open University level 2 or above (see [Clause I7.2](#) for information on which modules will be used in this calculation).
- b) Your module grades are multiplied by the credit value of that module.
- c) For 360 credit Undergraduate Bachelor's Degrees with Honours and Scottish 480 credit Undergraduate Bachelor's Degrees with Honours, modules which are included in the highest Stage of your qualification will be double-weighted.
- d) For Integrated Master's Degrees, all modules are equally weighted.
- e) The total of this calculation is referred to as your Weighted Grade Credit score.

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#### **I7.4 Calculation of Classification for 360-credit Bachelor’s Degrees with Honours and 480-credit Scottish Bachelor’s degrees with Honours.**

- a) The total Weighted Grade Credit score based on 240 credits will be between 360 and 1440.
- b) The Weighted Grade Credit ranges for each classification are as follows:

<b>Weighted Grade Credits range</b>	<b>Classification</b>
360 to 630	First Class
631 to 900	Upper Second Class (2:1)
901 to 1170	Lower Second Class (2:2)
1171 to 1440	Third Class

- c) If your weighted grade credit score is within 60 credit points of a higher classification band, you will be awarded the higher classification if you have a minimum of 60 Level 3 credits with a grade of at least the same level as that higher classification.

<b>Weighted Grade Credits Borderline range</b>	<b>Requirement for higher classification</b>	<b>Classification</b>
631 to 690	60 L3 credits at Grade 1	First
901 to 960	60 L3 credits at Grade 1 or 2	Upper 2 <sup>nd</sup> (2:1)
1171 to 1230	60 L3 credits at Grade 1, 2 or 3	Lower 2 <sup>nd</sup> (2:2)

#### **I7.5 Reduced Weighted Grade Credit ranges for Undergraduate Bachelor’s Degrees with Honours and Scottish 480 credit Undergraduate Bachelor’s Degrees with Honours awarded with RPL credit or with ungraded credit.**

- a) The weighted grade credit ranges for the first element of classification are reduced pro-rata if you have been awarded RPL credit or ungraded credit and so you have less than the full 240 credits of graded Open University modules at Open University level 2 or higher available to classify your Undergraduate Bachelor’s Degree with Honours or Scottish 480 credit Undergraduate Bachelor’s Degree with Honours.
- b) The reduced Weighted Grade Credit ranges for each classification according to the amount of credit valid for classification are as follows:

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Amount of graded Open University Credit available	First Class	Upper Second class (2:1)	Lower Second Class (2:2)	Third Class
210	330 to 577	578 to 825	826 to 1072	1073 to 1320
180	300 to 525	526 to 750	751 to 975	976 to 1200
150	270 to 472	473 to 675	676 to 877	878 to 1080
120	240 to 420	421 to 600	601 to 780	781 to 960

- c) If your weighted grade credit score is within 60 credit points of a higher classification band, you will be awarded the higher classification if you have achieved at least 60 Level 3 credits at the same level as that higher classification.

Amount of graded Credit available	Borderline range and Requirement for higher classification for First Class	Borderline range and Requirement for higher classification for Upper Second class (2:1)	Borderline range and Requirement for higher classification for Lower Second Class (2:2)
210	578 to 637 60 L3 credits at Grade 1	826 to 885 60 L3 credits at Grade 1 or 2	1073 to 1132 60 L3 credits at Grade 1, 2 or 3
180	526 and 585 60 L3 credits at Grade 1	751 to 810 60 L3 credits at Grade 1 or 2	976 to 1035 60 L3 credits at Grade 1, 2 or 3
150	473 and 532 60 L3 credits at Grade 1	676 to 735 60 L3 credits at Grade 1 or 2	878 to 937 60 L3 credits at Grade 1, 2 or 3
120	421 and 480 60 L3 credits at Grade 1	601 and 660 60 L3 credits at Grade 1 or 2	781 and 840 60 L3 credits at Grade 1, 2 or 3

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## **I7.6 Calculation of classification for Integrated Master's Degrees**

- a) The total Weighted Grade Credit score based on 240 credits will be between 240 and 960.
- b) The Weighted Grade Credit ranges for each classification are as follows:

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

## **I7.7 Counting ungraded undergraduate credit towards the classification of an undergraduate qualification**

- a) If you have completed undergraduate modules with ungraded credit as part of the Stage 2, Stage 3 or Stage 4 requirements of your registered qualification, your classification will be calculated as follows:
- (i) An ungraded pass in a level 2 module being used to satisfy a Stage 2 credit requirement will not count in classification and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Clause 17.5](#)
  - (ii) An ungraded pass in a level 3 module will not count in classification if it is being used to satisfy a Stage 2 credit requirement, and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Clause 17.5](#)
  - (iii) An ungraded pass in a Stage 3 module will count in classification as pass grade 4 if it is being used to satisfy a Stage 3 or Stage 4 credit requirement.

## **I7.8 Counting postgraduate credit towards the classification of an undergraduate Bachelor's qualification**

- a) The module result grades approved for graded modules at postgraduate level are different to those approved for modules at undergraduate level. The Honours classification process for Bachelor's degrees relies on the particular grades you obtain in the modules you are counting in that qualification.

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- b) Therefore, if you count credit from postgraduate modules towards an undergraduate Bachelor's degree, you may affect the class of Honours for which you qualify.
- c) The module grades at postgraduate level will be converted to undergraduate grades as follows: Distinction (Pass 1), Merit (Pass 2) and Pass (Pass 4).
- d) Ungraded postgraduate level credit will not count in classification if it is being used to satisfy a Stage 2 credit requirement, and the classification will be calculated on the reduced Weighted Grade Credit ranges in [Clause 17.5](#).
- e) Ungraded postgraduate level credit will count in classification as pass grade 4 if it is being used to satisfy a Stage 3 or Stage 4 credit requirement in a Bachelor's qualification.

### **I7.9 Converting a BA or BSc Open degree without Honours to a classified Honours Degree**

- a) If you are converting a conferred BA or BSc Open degree without Honours to achieve an Open Degree with Honours, all of the credit contained in the Open degree must be counted towards the requirements of the Open degree with Honours. In this case, a minimum of 60 credits of unique study is required which must be at Open University level 3.
- b) If you are converting a conferred BA or BSc Open degree without Honours to achieve a named degree with Honours, all of the credits contained in the Open degree must meet the requirements of the named degree with Honours. In this case, a minimum of 60 credits of unique study is required at Open University level 3.
- c) In both cases, the BA or BSc designation of the Honours degree must be the same as for the degree awarded without Honours. This arrangement is not available for Honours degrees that are designated other than BA or BSc (for example, BEng/LLB). In such cases, Students who have previously been awarded a BA or BSc degree without Honours must complete the qualification in accordance with the rules for a second or subsequent Bachelor's degree as set out in [Section H1](#).
- d) The arrangements to convert a BA or BSc Open degree without Honours to an Honours Degree in this way can only be used once.

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## **I8 Moving to a registered qualification from a declared qualification.**

If you do not complete a declared undergraduate qualification and then register for a registered undergraduate qualification, you may only count credit towards that qualification under the rules which apply to the new qualification and are in force at the time.

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## **I9 Counting Open University Microcredential credit towards a Registered Undergraduate Qualification.**

- a) You may count credit from Open University Microcredentials towards a registered undergraduate qualification subject to the particular credit requirements for each qualification, and the maximum limits for this type of credit in I9 b). Open University Microcredential credit can only be counted towards undergraduate qualifications where this is stated in the specific qualification regulations.
- b) The standard maximum permitted amount of Open University Microcredential credit in undergraduate qualifications where permitted, is set out below:

**Table 6: The standard maximum credit permitted of Open University Microcredential credit in undergraduate qualifications**

Qualification type	OU Level	Maximum permitted OU Microcredential credit	Qualification credits required
Undergraduate Honours degree and Integrated Masters degrees	1 (60) 2 (60) 3 (60)	No more than 60 at any level. Maximum 120 across all levels	360 or 480
Diploma of Higher Education	1 (60) 2 (60)	No more than 60 at any level. Maximum 60 across all levels.	240
Certificate of Higher Education	1 (30)	Maximum 30	120

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- c) Open University Microcredential Credit at Open University Levels 2 and 3 can be used for the classification of Honours degrees in the same way as module credit as described in [Section 17](#).

## **Section J: Regulations applicable to postgraduate qualifications**

### **J1 Who these regulations apply to**

- a) These regulations apply to Students who are studying for any qualification currently available to be declared as a postgraduate qualification, regardless of when you first commenced your postgraduate studies.

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### **J2 Declaring a postgraduate qualification intention**

- a) To become eligible for a postgraduate qualification, you must declare it as an intended qualification.
- b) The entry requirements for postgraduate qualifications are included in the individual qualification regulations.
- c) Registration on some postgraduate modules is only available to Students who have declared a specified postgraduate qualification intention.

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### **J3 Completing a declared postgraduate qualification**

#### **J3.1 Counting credit**

- a) You can count credit from Open University postgraduate level modules towards any postgraduate qualification for which you have been accepted, and which is currently available to be declared as a postgraduate qualification, subject to the particular credit requirements for each qualification. The exact modules will be subject to circumstances in which The Open University may make changes to curriculum and qualifications, as set out in [Section B](#).

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- b) You may count credit from Open University postgraduate level microcredentials towards a postgraduate qualification for which you have been accepted and which is currently available to be declared as a postgraduate qualification, subject to the particular credit requirements for each qualification and the maximum limits for this type of credit in J3.1 c). Open University Microcredential credit can only be counted towards postgraduate qualifications where this is stated in the specific qualification regulations.
- c) The standard maximum permitted amount of Open University microcredential credit in postgraduate qualifications is set out below. The rules for each qualification permitting the use of this credit, including confirmation of the maximum amount will be set out in the specific qualification regulations.

**Table 7: The standard maximum credit permitted of Open University Microcredential credit in postgraduate qualifications**

Qualification type	OU Level	Maximum permitted OU microcredential credit	Qualification credits required
Masters degree	PG	60	180
Postgraduate Diploma	PG	30	120
Postgraduate Certificate	PG	15	60

### **J3.2 Time limit for completion of qualification.**

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

### **J3.3 Time limit for counting credit**

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

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## **J4 Dissertations and Projects**

### **J4.1 Material used for another qualification**

- a) You may not submit material that you have included in a previous submission for a Master's degree or other academic qualification awarded by The Open University or any other awarding body. You may refer to this material in your dissertation or project as long as you reference it in the dissertation or project and in the accompanying statement.

### **J4.2 Submission of dissertation or project and accompanying statement**

- a) You must submit your dissertation or project in accordance with the deadline and format requirements. You must submit a statement specifying what part, if any, of the material you have previously used for another degree or qualification, awarded by The Open University or any other awarding body. If you are submitting joint work, you must say what your contribution is.

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## **J5 Classification**

- a) Postgraduate qualifications can award classifications of Distinction, Merit or Pass.
- b) The classification of your qualification will be automatically awarded in accordance with the relevant Open University scheme of classification.
- c) Some postgraduate qualifications may either not award classified awards, or may have an approved exceptional scheme which varies from the Framework in J5.2.
- d) Postgraduate qualification schemes may specify which modules(s) (and Open University microcredentials if any), must be included within the credit used for classification.
- e) In all cases, Postgraduate classification schemes are included in the specific qualification regulations.

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## **J5.1 Classification Framework**

- a) The award of Distinction will normally require a minimum of 30 credits at Distinction grade for a Postgraduate Certificate, 60 credits at Distinction grade for a Postgraduate Diploma and 90 credits at Distinction grade for a Master's Degree.
- b) The award of Merit will normally require a minimum of 30 credits at Merit grade for a Postgraduate Certificate, 60 credits at Merit grade for a Postgraduate Diploma and 90 credits at Merit grade for a Master's Degree.

## **J5.2 Classification of postgraduate qualifications and the reuse of module credit**

- a) You may, subject to the conditions in Section H, be able to count postgraduate level modules or Open University microcredentials (where permitted) that have already been included in a qualification towards the credit requirement of a subsequent qualification at a higher level.

However, postgraduate level modules or Open University microcredentials that have already been used in classification of an Open University qualification cannot be used to classify a subsequent qualification at the same level or at a lower level. For example, modules used to classify a postgraduate Diploma may be used in the classification of a subsequent Master's degree, but module credit used to classify a Master's degree cannot be used to classify another Master's degree.

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## Section K: Award of qualifications

- a) When you are registered on a qualification, you will either be awarded or offered an award of a qualification when you have successfully completed all of the appropriate requirements. When an award is offered, including degree qualifications, you will need to formally accept this offer of an award.

### **K1 Eligibility**

#### **K1.1 Eligibility by completion of Open University modules**

- a) You will be awarded a qualification on which you are registered or which you have declared once you have successfully completed the requirements set out in the specific qualification regulations. You may count awarded credit towards your qualification from any module (or Open University microcredential, where permitted) that is eligible to be counted in the specification for that qualification.

#### **K1.2 Excluded combinations**

- a) Within a particular qualification, you cannot count credit from a module or Open University microcredential that is designated as an excluded combination with another module, or with module exemption credit awarded in recognition of prior certificated learning, that you are also counting. This information will be included on the online prospectus for the relevant modules.

#### **K1.3 Specified professional standards**

- a) An award of a qualification may be subject to satisfactory demonstration and maintenance of standards for suitability or [Fitness to Practise](#) specified by an appropriate professional body. If this is the case, you must meet those standards in order to be awarded that qualification. If you do not meet these standards, you may still be awarded a different qualification to which all of the credit you have been awarded can count.

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## **K2 Eligibility by exceptional arrangements**

- a) We may also exceptionally award a qualification on the recommendation of the Module Results and Qualifications Classification Panel following either:
- (i) an award of Aegrotat credit
  - (ii) an award of higher-level credit which has been counted down with the approval of the Teaching Committee
  - (iii) an award of credit from modules not normally included in the qualification, which have been assessed by the Teaching Committee as demonstrating appropriate learning outcomes.
- 

## **K3 Name of qualification**

### **K3.1 Name and letters**

- a) Specific qualification regulations will confirm the name of the qualification and the letters that holders of the qualification are permitted to use after their names once that qualification has been conferred. If your qualification can have more than one name, this will be indicated in the specific qualification regulations.

### **K3.2 Honours degrees**

- a) An undergraduate degree may be awarded with or without Honours in line with specific qualification regulations. If a degree with Honours is awarded, the classification is determined in line with those regulations and Section 17 of these regulations.
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## **K4 Date of award of your qualification**

- a) The University sets annual qualification dates to follow the dates of the award of module credit. These qualification dates are always the final day of the appropriate month.
- b) Your qualification will be awarded on the first qualification date after you become eligible for your qualification, having met the credit requirement.

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## **K4.1 How we work out the relevant qualification date**

### **K4.1.1 If you become eligible following an award of credit for (an) Open University module(s)**

- a) Your qualification date will be the first qualification date that falls after you have met the credit requirement that makes you eligible for the qualification by successfully completing Open University modules. This applies whether you complete credit after you have registered on or declared the qualification, or you completed credit before registering on or declaring the qualification.
- b) If you have successfully completed Open University modules that make you eligible for a qualification that was not available at the time that you completed that credit and you subsequently register for or declare that qualification, the qualification date will be the date that the qualification was formally approved on behalf of Senate.

### **K4.1.2 If you become eligible following an award of RPL credit**

- a) If you become eligible for a qualification as a direct result of an award of RPL credit awarded for study undertaken elsewhere towards your qualification, having already successfully completed your Open University modules, the qualification date will be the date that credit was awarded.
- b) If you have not registered for a qualification but you meet the credit requirement that makes you eligible for a qualification, including an award of RPL credit, and you subsequently register for that qualification, the qualification date will either be:
  - (i) the first qualification date that falls after you have met the credit requirement that made you eligible for the qualification by successful completion of Open University modules; or
  - (ii) the date that RPL credit was awarded, whichever was the latest.

### **K4.1.3 If you become eligible by completing a subordinate qualification**

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

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## **K5 Accepting an offer of a qualification**

- a) For some qualifications, including degrees, when you become eligible you will receive a formal offer of an award of the qualification, and will be asked to confirm that you accept the offer.
- 

## **K6 Conferral of qualifications**

### **K6.1 Conferral**

- a) Following your award date or where appropriate the acceptance of your award offer, your qualification will be formally conferred at a meeting of congregation (the Senate and the Council), after which your certificate will be issued.

### **K6.2 Student names and conferral**

- a) Your certificate will be issued in the name that we hold in our records at the point when your qualification is conferred. Certificates 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 in conjunction with the [Gender Identity Policy and Guidance](#), or if an application for a change of name on public safety grounds has been approved by The Open University. Any duplicate certificates will be issued in the same name as the original certificate (unless amended for the reasons listed earlier), even if a change of name has subsequently been notified, except in these cases.

### **K6.3 Classification schemes changes and conferral**

- a) If a qualification introduces or amends its classification scheme, the scheme which will apply will be that in force when your award is conferred, unless stated otherwise in the specific regulations governing your qualification.

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## **K7 Rescinding qualifications**

- a) Qualifications conferred by The Open University will not normally be rescinded. However, we may agree to rescind a qualification to enable a Student to claim a higher-level qualification for which they have met the credit requirements but are unable to meet the unique study and/or qualification designation rules due to a previously awarded qualification. Qualifications may also be rescinded very exceptionally on the recommendation of the Module Results and Qualifications Classification Panel.
- 

## **K8 Continuation of studies after award of a qualification**

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

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

## **L1 Duration of registration as a Student**

- a) If you are registered on a module as a standalone course and remain registered after the start date of the module, you are a registered Student of The Open University for the duration of that module and, unless you tell us otherwise, you will remain a registered Student for the two academic years following the academic year in which you began study of that module. If you have applied for an approved study break as set out in the [Changing Your Study Plans Policy](#), the period of registration will be extended accordingly.
- b) If you are registered for a qualification, you are a registered Student of The Open University during the period you remain registered for that qualification, unless your registration lapses, under the conditions in Section L2.

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## **L2 Lapse in Registration**

- a) If you are registered for a module, your registration as a Student of The Open University will lapse if you do not subsequently register for a module or qualification within two academic years following the academic year in which you began study of that module, unless you have applied for an approved study break as set out in Section 3h) and 5h) of the [Changing Your Study Plans Policy](#).
- b) If you are registered for a qualification, your registration for a qualification will lapse if:
- (i) In the case of the first module presentation following your qualification registration, you do not remain enrolled on at least one module in that presentation for at least 14 calendar days after the start date of that module.
  - (ii) You do not enrol for a module which counts towards your qualification and remain enrolled for at least 14 calendar days after the start date of that module in two successive academic years unless you have formally deferred your enrolment in at least one of those years.
  - (iii) If you have not completed the qualification within the specified maximum time limit.

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## **L3 Your right to cancel registration and/or enrolment**

- a) 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"). See Section 5a) of the [Changing Your Study Plans Policy](#) for more information on the rules, procedure and effect of cancellation.

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## **L4 Your right to withdraw from your module or qualification**

- a) Withdrawal can only take place after the end of the 14 calendar day cancellation period and before the final deferral date. After the 14 calendar 14day cancellation period, you will *withdraw* from your module or qualification, not *cancel* your registration/enrolment. See section 5b) (withdrawing from a module) and/or 5f) (withdrawing from a qualification) of the [Changing Your Study Plans Policy](#) for more information on the rules, procedure and effect of withdrawal.
- 

## **L5 Our right to end your registration and/or enrolment**

- a) We may end your registration and/or enrolment if:
- (i) you do not pay your tuition fees when they become due.
  - (ii) you do not meet or cease to meet any of the requirements set out in Section C4;
  - (iii) you have enrolled for module(s) within a registered qualification, but you do not meet either the progression requirements or the progression criteria in Section I4.4, your enrolment for modules at the next Stage may be cancelled.
  - (iv) you have registered or enrolled but not yet commenced study for module(s) with pre-requisite or co-requisite requirements and you do not successfully meet those requirements, your registration or enrolment for those module(s) may be cancelled.
  - (v) you will be unable to complete your registered qualification within the time limit specified in Section I5 without exceeding the study restrictions set out in Section D2.
  - (vi) you are expelled or suspended from The Open University under the [Code of Practice for Student Discipline](#).

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- b) We may cancel your registration, or apply conditions to your continued registration/enrolment if, in our opinion, it is reasonably necessary to do so in line with our duties:
- (i) to protect the health and safety of Students, staff, contractors and members of the public
  - (ii) with respect to the safeguarding of young persons or vulnerable adults, in line with our Safeguarding Policy – Protecting children and vulnerable adults
  - (iii) to comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland, or any other statutory duty or obligation, or
  - (iv) to comply with any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

## **L6 Effect of cancelled or lapsed registration**

- a) If your registration or enrolment for a module is ended by cancellation or withdrawal, you will no longer receive the material, tuition and assessment for the relevant module, and you will not be eligible for the award of any credit for that module.
- b) If your registration for a qualification lapses or is ended by cancellation or withdrawal, you will no longer be able to count credit towards it and you will no longer receive any information about qualification changes or withdrawals.

### **L6.1 Entitlement to re-register**

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

### **L6.2 Refunding Fees**

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

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## Glossary of terms

### **Aegrotat Credit**

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

### **Apprentice**

An apprentice is a Student aged 16 or over, who is registered on an apprenticeship programme which combines working with studying for a work-based, academic or combined undergraduate or taught postgraduate qualification. They are in paid employment for the duration of their apprenticeship.

An English apprentice will have in place a contractual Apprenticeship Agreement with their Employer, who has agreed to support and pay for the apprenticeship.

Scottish Graduate Apprentices will provide their Student qualification fees through a funding provider.

Funding arrangements and contractual agreements may vary between apprentices and their Employers within other Nations.

Apprentices studying at The Open University should refer to the [Academic Regulations \(Apprentices\)](#)

### **Award of qualification**

When you have successfully completed all of the requirements for the qualification that you are registered on, you will be identified for the award of that qualification. For some degrees, you will be offered the qualification, which you will need to accept.

See Section K for information on how qualifications are awarded at The Open University.

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## **BA/ BSc without Honours**

The Open Degree (BA/BSc Open) and the BA in Early Years may be awarded without Honours with a minimum of 300 credits, with at least 180 credits above Open University level 1 and at least 60 credits at Open University level 3. You may convert an Open Degree without Honours or a BA in Early Years without Honours to a Degree with Honours by studying additional credit.

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

The Open University's Bachelor of Arts (BA), Bachelor of Science (BSc), Bachelor of Engineering (BEng) and Bachelor of Laws (LLB) Honours degrees require 360 credits of study, with at least 240 credits above Open University level 1, and at least 120 credits at Open University level 3.

## **Certificate of Higher Education**

A Certificate of Higher Education (CertHE) is an undergraduate qualification of at least 120 credits, including 60 credits at Open University level 1 and 60 credits at Open University level 1 or above.

## **Collaborative Schemes**

Collaborative schemes give you the opportunity to study subjects not currently offered by The Open University at another institution and count the credit achieved towards some Open University qualifications. Collaborative Schemes are operated through a formal agreement between The Open University and other UK universities/institutions. If you are studying on a collaborative scheme, you must comply with the regulations of the institution with which you are studying.

## **Component of a qualification**

A component of a qualification is a defined element of a qualification. It could include a Stage, a group of modules defined by their level, modules that may be required for a particular title to be awarded, designation or classification, modules that may be required for a qualification to be accredited or recognised by an external body, or an individual module.

## **Compulsory module**

Compulsory modules must be studied for the qualification to be awarded.

## **Conferral of qualification**

This is the legal granting of the qualification following ratification by Council and Senate, after which the formal certificate is issued.

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## **Core option module**

Core option modules are those which are chosen from a restricted set of options, and together with the compulsory modules address all of the specific learning outcomes of a qualification.

## **Credit/Credits**

Credit is a means of quantifying and recognising learning; it is the “value” attached to the courses you study. Each module is assigned a credit value, which is related to the workload required to successfully complete it. One credit represents about 10 hours of study. When you successfully complete a module, you will be awarded credits – so if you pass a 60-credit module, you will be awarded 60 credits. Some modules have a zero-credit value.

## **Declared Qualification**

All Open University postgraduate certificates, diplomas and Master’s degrees are declared qualifications.

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

Prior to the academic year 2012/13, Open University undergraduate qualifications were also declared qualifications. All named declared undergraduate qualifications were withdrawn on 31 December 2017, with those in the Open Programme withdrawn on 31 December 2019. Students whose study on these Open Programme qualifications (BD, E60, K05) for which study commenced prior to the academic year 2012/13 and who have an agreed extension to complete their qualification should not refer to this document, but to the [Academic Regulations \(Taught Courses\) 2016-2018](#)

## **Diploma of Higher Education**

A Diploma of Higher Education (DipHE) is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University level 2 or above.

## **Employer Supported Programme**

In order to register and study for certain qualifications, an Open University Student may be required to be employed by, or to have sponsorship and continued support from, a particular employer for the duration of the programme. Specific information on registration requirements for these qualifications is available in the specific qualification regulations.

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## **Enrolment**

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

## **Examinable component**

An examinable component may be an assignment, examination, dissertation or project.

## **Final deferral date**

The final deferral date is the last working day before you sit the examination or submit the end- of-module assessment (EMA) or for modules which do not have an end of module assessment, the last working day before the submission deadline for the final piece of assessed work.

## **Foundation Degree**

A foundation degree is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University level 2.

## **Free choice**

Free choice indicates that a specified number of credits at an appropriate level can be counted towards a qualification from a wide range of Open University modules.

## **Full time equivalent**

Full time equivalent (FTE) refers to a study intensity of 120 credits within one academic year.

## **Graduate Diploma**

A graduate diploma (GradDip) is a qualification of at least 120 credits at Open University level 3.

## **Honours Degree (Scotland)**

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

## **Integrated Master's Degree**

An integrated Master's degree is an undergraduate qualification at FEHQ Level 7. It requires at least 480 credits, of which 360 are at undergraduate level with at least 240 credits above Open University level 1, and at least 120 credits at Open University level 3 and a further 120 credits at postgraduate level.

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## **Lapse in registration**

If your registration on a qualification or module lapses, you cease to be a registered Student of The Open University. A lapse in registration is not the same as the registration being cancelled by you or by The Open University. See Section L2 for information on how a registration may lapse.

## **Level**

Modules offered by The Open University are assigned a level of study. For undergraduate modules, these are expressed as Open University levels 1, 2 and 3. Postgraduate modules are at postgraduate level. Access modules, which do not form part of the credit requirement for qualifications, are Open University Level 0.

## **Microcredentials**

Some qualifications include credit from Open University Microcredentials. Microcredentials created by The Open University are studied on the FutureLearn platform, which is accessed via the [FutureLearn website](#). If your qualification includes Open University Microcredentials, this will be treated as module credit for the purposes of credit requirements and classification requirements. Credit from Microcredentials of other providers presented on the FutureLearn website or other platforms, are not included in Open University qualifications.

## **Module**

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

## **Online School (for Residential Schools)**

This refers to 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. This may involve a written assignment, online project and/or computer conferencing.

## **Open Programme**

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

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## **Open University Certificate**

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

## **Open University Diploma**

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

## **Options modules**

Options modules are choices from a specified group of modules from which the required number of credits must be completed.

## **Postgraduate Certificate**

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

## **Postgraduate Diploma**

A postgraduate diploma is a postgraduate qualification, normally of a minimum of 120 credits of postgraduate level study, although individual qualifications may permit up to 30 credits of Open University level 3 study.

## **Postgraduate Master's Degree**

The Open University awards postgraduate degrees of Master of Arts (MA), Master of Science (MSc) Master of Laws (LLM) and Master of Business Administration (MBA) to Students who successfully complete their academic study.

The Open University's Master's degrees are postgraduate qualifications, normally of a minimum of 180 credits of postgraduate level study, although some qualifications may permit up to 30 credits of Open University level 3 study.

## **Postgraduate Student**

A postgraduate Student is a Student who is registered for a module designated as a postgraduate module.

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## **Principal Module**

Principal modules, have pre-requisite or co-requisite requirements. This means that you can only study them if you have completed another specified module first (pre-requisite) or you can only study them if you have studied another specified module either prior to the start of the principal module or at the same time as the principal module (co-requisite).

## **Professional Certificate**

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

## **Professional Diploma**

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

## **Professional Graduate Certificate**

A professional graduate certificate is a qualification of at least 120 credits at Open University level 3.

## **Professional Graduate Diploma**

A professional graduate diploma is a qualification of at least 120 credits at Open University level 3.

## **Recognition of Prior Learning (RPL)**

RPL involves any form of recognition of any kind of prior learning and/or assessment. There are two types of RPL which you might be offered: Recognition of Prior Certificated Learning (RPCL) and Recognition of Prior Experiential Learning (RPEL).

You might see RPCL referred to as “Credit Transfer” within other parts of The Open University (for example the Credit Transfer team, or within your specific qualification regulations).

Almost all RPL at The Open University is RPCL. See Section G for more information on RPL.

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## **Recognition of Prior Certificated Learning (RPCL, also known as Credit Transfer)**

If you have previously studied elsewhere and your studies were completed at the same academic level as Open University modules, we may be able to award you RPCL credit towards an Open University qualification. This will allow you to use your previous study instead of completing more Open University modules. RPCL involves the identification, assessment and formal acknowledgement of learning and achievement that has occurred prior to the start of your qualification, and for which you have been awarded credit.

## **Recognition of Prior Experiential Learning (RPEL) or Recognition of Work-Based Learning (WBL)**

Occasionally, some courses may award you credit for prior experiential or work-based learning, whether non-certificated or is awarded by a Professional, Statutory or Regulatory Body (PSRB) but not simultaneously awarded by another recognised Higher Education Institution. Your specific qualification regulations will specify whether this is available for your qualification.

RPEL involves the identification, assessment and formal acknowledgement of learning and achievement that occurred prior to the start of your qualification, but not in the context of formal education or training. This may include work experience, voluntary activity or other occupational learning and is not usually certificated.

## **Registered Qualification**

All Open University undergraduate qualifications are registered qualifications, apart from Open Programme undergraduate qualifications for which study commenced before the academic year 2016/17. Currently, Open University postgraduate qualifications are *declared*, not *registered* qualifications.

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

## **Registration**

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

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## **Repeating study of a module (retaking a module)**

If you fail a module and are not eligible for a resit/resubmission; or if you then fail the resit/resubmission, you cannot be eligible to be awarded credit unless you repeat study of the module. This involves repeating all assessed tasks such as Tutor-Marked Assignments (TMAs) and exams.

## **Research Student**

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

## **Resit and resubmission**

In order to pass a module, you may be required to pass an exam or an end-of-module assessment (EMA) either in conjunction with or in addition to the continuous assessment assignments. If you fail this element of the module you may (in some circumstances) be offered an opportunity to resit (exam) or resubmit (EMA). However, module passes achieved following a resit or resubmission will be capped at the lowest grade of pass.

If you are eligible to resit an exam or resubmit an EMA, you will be offered one opportunity for a resit or resubmission.

## **Short course Student**

A short course Student is a Student who is registered for any of the non-credit bearing modules set out in the “short courses” sections of The Open University’s prospectuses.

## **Stage**

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

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

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

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## **Structure of a qualification**

The structure of a qualification describes the components of that qualification and how they fit together. It includes the Stages and the way that the modules within each Stage are designated as compulsory, core options, options or free choice, as described in their own glossary definitions.

## **Student of The Open University**

For the purposes of these Regulations, you are a Student of The Open University if you are currently registered for a qualification or a module, or if you have studied a module in either of the previous two academic years.

## **Subordinate qualification**

A subordinate qualification is one which has a lower credit requirement. For example, a Diploma of Higher Education is a subordinate qualification to a Bachelor's degree.

## **Taught course**

For the purpose of these regulations, a taught course is either a module studied as a standalone course, or an undergraduate or postgraduate qualification, including any module studied as part of that qualification. It does not include research degrees and short courses.

## **Teach-out arrangements**

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

## **Teaching Committee**

Teaching Committees form part of the University's academic governance structure and are responsible for decisions about exemptions and exceptions to academic regulations as outlined in this document.

## **Undergraduate Bachelor's degrees**

The Open University awards undergraduate Bachelor's degrees of Bachelor of Arts (BA), Bachelor of Science (BSc) Bachelor of Engineering (BEng) and Bachelor of Laws (LLB) to Students who successfully complete their academic study.

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## Undergraduate Student

An undergraduate Student is a student who is either:

- registered for a module designated as an undergraduate module; or
- registered for a qualification designated as an undergraduate qualification or as an integrated Master's degree. You are an undergraduate Student even if you are currently enrolled on a postgraduate module as part of that qualification.

## Unique Study

Unique study is Open University or collaborative scheme module credit which has not previously been counted towards an Open University qualification. All qualifications have a unique study requirement. Credit which has only been counted towards undergraduate qualifications of less than 120 credits may be treated as unique study for the purposes of completing a Bachelor's degree. See Section H1 for more information on unique study requirements.

### “We/us/our”

Throughout the *Academic Regulations*, “we/us/our” refers to The Open University.

### “You”

Throughout the *Academic Regulations*, “you/your” refers to any Student who falls under the scope of the regulations.

## Alternative format

If you require this Academic Regulations (Taught Courses) 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 your dedicated Student Support Team via [StudentHome](#)).

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