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Summary

The regulations in this document set out:

- 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;
- how to meet the academic requirements for the award of a qualification;
- information about the structure of Open University qualifications;
- how and why we may make changes to modules and qualifications;
- information about study restrictions;
- time limits for completing your qualification;
- in what circumstances you will stop being a student. We describe when you can end your registration with us. We also describe when we can end your registration.

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. These regulations are available on the [Course information](#) page or via your StudentHome page.

The terms ‘register’ and ‘enrol’ that we use in our Academic Regulations

- You enrol on a module if you have registered on an undergraduate qualification, and the module is part of that qualification. All undergraduate qualifications are registered qualifications.
- If you want to study a standalone undergraduate module we say that you ‘register’ for that module. It is not part of your registered undergraduate qualification.

- We say that you ‘register’ on postgraduate modules if you are studying a postgraduate module, irrespective of whether you have declared a postgraduate qualification or not.

We include a list of [definitions](#) for the terms used in this document. Throughout this document, where you see references to ‘we’, ‘us’, or ‘our’ this means The Open University. ‘You’ refers to you as the Student.

Scope

What this policy covers

These regulations apply to Students who register with us in the academic year 2026/27 to study a taught course (module or qualification), including those studying as part of an Employer Supported Programme and those studying under a Collaborative Provision Arrangement.

- a. If you are studying a module as a standalone course, these regulations apply to all matters concerning the module you registered for in the academic year 2026/2027.
- b. If you are studying for a registered undergraduate or declared 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 2026/2027 and will continue to apply for the duration of module study even if you cease your qualification registration or declaration.
- c. If you register for an undergraduate qualification or declare a postgraduate qualification, and you wish to count module credit previously awarded towards that qualification, the regulations that apply will be those in force at the date you register for or declare the qualification, not those in force at the time when you studied the module (if different).
- d. 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 re-registration will apply to that study.

- e. If you change your qualification, the regulations that apply will be those that apply at the date of the change.

What this policy does not cover

These regulations do not apply to Students or Learners who:

- 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 an Open University Microcredential (who should refer to Conditions of Registration 2026/2027 (Microcredentials). This policy will only apply if and when you are counting Open University Microcredential credit towards an Open University qualification.
- are studying with other academic institutions (including the Open College of the Arts), professional bodies, companies or other organisations, towards a qualification that we have validated. You should refer to the regulations of the organisation you are studying with.

There is a separate version of these [Academic Regulations](#) for Apprentices.

Support and Information

How to contact us

If you have any queries about this policy, please [Contact Us](#). To check the contact details for the Open University, please see [OU Offices](#).

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

Section A: Our authority 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 Open University 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 academic regulations and to consider exceptional permissions to other Senate Committees in line with our published Governance structures.

A2 Making assessment rules

- a. The Senate sets the rules governing assessment for any module, certificate, diploma, degree or other qualification offered by us. These are set out in the Assessment Policies and specific regulations governing individual qualifications. Links to the Assessment Policies are provided in the [Related Policies and Legislation](#) section of this document.

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. Welsh-speaking Students may choose to speak with a student support adviser in Welsh on (029) 2047 1170 at any point during their studies, should they wish to do so; they may also request to be assessed in the medium of Welsh as described in our [Assessment through the medium of Welsh policy, Aseiad drwy gyfrwng y Gymraeg](#).

A4 Communicating regulations

- a. Regulations approved by the Senate will be published on the [Student Policies and Regulations](#) webpage, and regulations for individual qualifications will be published on the online prospectus and linked from StudentHome.

Section B: Changes to regulations and curriculum

B1 Changes to these regulations

B1.1 The circumstances when we may make changes

- a. We provide our Students with the flexibility to study towards qualifications over an extended period, and it may therefore be necessary to make changes to 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
 - Maintain our reputation, good standing and academic standards
 - Correct errors or improve clarity and accessibility of regulations
 - Take advantage of new technologies, methods, ideas and opportunities.

B1.2 How we make changes

- a. We will follow our rules for governance approval for changes and where possible we will consult 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.

B1.4 Minimum notice period for teach out arrangements

- a. If you are enrolled or registered on a qualification with teach out arrangements due to a change in the structure, requirements or classification of a qualification ([B2.2](#) b or c) or your qualification is being withdrawn ([B2.3](#)), 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 of 120 credits per year (60 credits each year), or one module each year if your qualification includes modules of 90 or 120 credits. This assumes that you do not defer or fail any module, or take any study break.
- b. Exceptionally, the notice period for teach out arrangements 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.

B2 Changes to Open University curriculum and qualifications

B2.1 Changes to Modules and withdrawal of Modules

- a. We will not normally change a module with enrolled or registered Students.
- b. We can change or withdraw modules that students are not yet enrolled or registered on at short notice. This includes modules which have not yet opened for enrolment.
- c. We will make a change to a module you enrolled or registered on:
 - if it we must immediately correct a significant error or omission
 - as the result of a legal or regulatory requirement
 - in order to meet the requirements of a validating or accrediting body
- d. We will give you as much notice as possible of the change. If there is any detriment to you as a result of the change, you have the opportunity to withdraw from that module without penalty.

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. We continually aim to enhance our Students' experience and ensure that qualifications remain valid, relevant and current.
- iv. 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.

b. Changes in the structure or study requirements of a qualification:

- i. In line with the aim to enhance Students' experience and ensure that qualifications 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. The structure of a qualification includes 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 we make such changes, you can choose 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.
 - iii. If you continue your studies under the new structure, you will be able to count any credit you have already received, or that you are currently studying for, towards your qualification.
 - iv. If you choose to continue with the original structure, we may give 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.
 - v. 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 for all awards where the conferral date follows the introduction of the scheme, regardless of the date of study of modules or qualification date (see [Section K4](#)).
 - 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 study of modules or the qualification date see Section K4).
 - 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, or become eligible for it as a lapsed exit qualification (see [Section L7.2](#)) after the new scheme is published.

We will classify Continuing Students under the existing scheme. Where this applies, details will be in the specific qualification regulations.

B2.3 Withdrawal of Qualifications

- a. We may withdraw qualifications:
 - that are no longer valid, relevant or current
 - that are no longer economic to offer
 - if there is a strategic decision to change the curriculum or how we deliver it.
- 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 its withdrawal and a reasonable opportunity to complete your study for it in a teach-out arrangement before the qualification is withdrawn, subject to the continued availability of the required modules. Refer to [section B1.4 Minimum notice period for teach out arrangements](#) for details.
- c. If the notice period for teach out arrangements is shorter than that of the qualification time limit, the withdrawal date overrides the qualification time limit.
- d. If you cannot 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. You may be able to count your existing credit towards the new qualification, subject to the academic regulations in place at the time.
- e. 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, resubmission or postponement of your final module(s), or you need to retake your final module(s) at the earliest opportunity if it does not provide a resit/resubmission opportunity.

Section C: Becoming a Student

C1 How to become a Student with us

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

C2 Requirements for registration and/or enrolment

C2.1 General Requirements

C2.1.1 Residence

- a. You must be ordinarily resident in the UK or in a country in which we allow registration for your chosen module or qualification.
- b. If you are not resident in the UK 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.

C2.1.2 Age

- a. You must normally be 16 or over at the start of the module for which you want to register or enrol.
- b. 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 additional requirements for registration and enrolment.
 - The registration process for applicants under the age of 18 takes longer than standard entry due to additional checks we must make. Please ensure you contact us well in advance of the final enrolment date.
 - Please note that we may not always be able to approve an application to study for someone under the age of 18.

- c. In exceptional circumstances, we may permit Students under the age of 16 to study with us.
 - We will make strict entry checks
 - If we approve you for study with us, we will offer appropriate, limited study options
- d. See our [Policy for the admission of applicants under the age of 18](#) for further information on this subject.

C2.1.3 Study restrictions

- a. You cannot register or enrol for modules that exceed study restrictions as set out in [Section D](#).

C2.1.4 Suspension

- a. You cannot register or enrol on a new qualification or module while you are suspended from The Open University or a subsidiary organisation under the provisions of the [Code of Practice for Student Discipline](#).

C2.1.5 Expulsion

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

C2.1.6 Health, Safety, Safeguarding and Equality

- a. We may apply conditions to your registration or enrolment or refuse it entirely if necessary in line with our duties:
 - i. to protect the health, welfare and safety of Students, staff, contractors and members of the public
 - ii. with respect to the safeguarding of young persons and at risk or protected adults, in line with our [Safeguarding Policy](#).
 - iii. to comply with the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 (Amendment) Regulations

(Northern Ireland) 2004, and Section 75 of the Northern Ireland Act 1998 for Northern Ireland, or any other statutory duty or obligation, and

- iv. to conform 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.

C2.2 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
- a satisfactory Disclosure and Barring Service (or equivalent) record
- evidence of fitness to practise for a specified profession

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.

C3 What you have to do to register

C3.1 Eligibility to register

- a. You may register as a Student if you are eligible to do so under the requirements in [Section C2](#).

C3.2 Provision of information

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

C3.3 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](#).

C3.4 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 can pay it.
- 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 we can amend fees and other charges.
- 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 described in Clauses B4.1 and E2.1 in the [Conditions of Registration](#).

C4 Effect of registration

C4.1 Entitlement to study

- a. As a Student registered or enrolled on a module we grant you access to the material, tuition and assessment for that module.

C4.2 Entitlement to award of credit and qualifications

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

C4.3 Exceptional circumstances

- a. We will take all reasonable steps to provide the educational services that you have registered or enrolled to receive. There may be circumstances outside of our control where we are unable to provide those services in full or in part for reasons such as fire, flood, pandemic, war, terrorist acts,

or industrial disputes. Where those or similar circumstances arise, we will minimise disruption as much as possible and provide you with reasonable alternative arrangements to continue with your studies where this is possible.

- b. The reasonable steps we may need to take to mitigate the above circumstances may include making short term changes to learning, teaching or assessment arrangements. This may include postponement, re-location, re-structuring or cancellation of tutorials, forums, day schools, residential schools, online schools, field schools, laboratory schools or alternative learning environments and other teaching sessions, assessments or examinations (this is not an exhaustive list).
- c. You should refer to the [Conditions of Registration](#) for additional information about circumstances beyond our control.

Section D: Module restrictions

D1 General study restrictions

D1.1 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 we give you prior approval under the exceptional criteria set out in D1.3.
 - i. We refer to study within this limit as 'new study', even if you are repeating study of a module you have previously failed without receiving a resit or resubmission opportunity.
 - ii. The 120-credit limit excludes credit for:
 - standalone residential school modules
 - postponed examinations
 - 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 2026/27 \(Taught Undergraduate Courses\)](#)

D1.2 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 ([see D1.3](#)), you may apply for approval to exceed the limit of 120 credits of new study.
- b. You will need to provide a written statement to show:
 - 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 your commitment to study the chosen range of modules.
- c. You will also need to evidence that at least one of the following is true in your circumstances:
 - i. It is only possible to complete your qualification within the study time limits specified in the Academic Regulations or your 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. You must provide supporting evidence of your personal circumstances.
 - iii. The need to study more than 120 credits is due to maladministration on our part.

D1.3 Study restrictions for undergraduate Students in England only due to maximum fee limit

- a. There is a legal limit to the maximum level of fees that we are entitled to charge you within a relevant Seasonal Academic Year.

If the combination of modules you enrol on exceeds the maximum fee that can be charged, we will charge you the maximum permitted amount and will apply a 'Fee Limit Discount'. The [Fee Rules](#) outline how we will apply and manage this Fee Limit Discount if your module enrolments exceed the maximum fee that can be charged.

- b. We may prevent you enrolling for modules or may require you to withdraw from or defer enrolled and/or registered standalone modules, if this results in the maximum fee being significantly exceeded.
- c. The limit to the maximum level of undergraduate fees that we can charge limits your study to 120 credits in any one Seasonal Academic Year. We will contact you if this applies in your case to discuss the options available to you.
- d. If you defer your study of a module, we will treat the fee payable for that module as falling within the Seasonal Academic year in which study of that module commenced. If any additional fee is payable when you resume study of the module, we will treat the additional fee as falling within the Seasonal Academic year in which study resumes.

D2 Modules restricted to a specific qualification

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

D3 Restrictions on repeating a module

- a. If we have awarded you credit for a module, we will not permit you to repeat study of that module unless your qualification includes a module with a specified progression performance standard.
- b. If you must achieve a specified progression performance standard in a specified module for your qualification 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:

- 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 we awarded credit for, or a designated replacement module, is available for repeat study; and
 - iii. You repeat the study of the module within two academic years following your first attempt at the module; and
 - iv. You are otherwise eligible under [Section C2](#) and [Section D4](#) of these regulations to enrol on the relevant module.
- c. If we permit you 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 will be cancelled.

D4 Modules with pre-requisite or co-requisite requirement restrictions

D4.1 The pre-requisite or co-requisite requirement

- a. Modules, referred to as principal modules, can have **pre-requisite** requirements. This means that you can only study them if you have completed another specified module first.
- b. In order to study a principal module with a pre-requisite requirement you must:
 - Have received credit for the pre-requisite module before the start date of the principal module, or
 - Have completed study of the pre-requisite module where the result is not available before the start of the principal module. This includes results for resits or resubmissions of the pre-requisite module.
- c. 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.

- d. In order to study a principal module with a co-requisite requirement you must:
- Have been awarded credit for the co-requisite module before the start date of the principal module, or
 - Be registered or enrolled at the start date of the principal module on the co-requisite module for a presentation which starts on that date or which started at an earlier date.
- e. Credit awarded to you in recognition of prior learning, or a decision of the Academic Committee (Learning Teaching and Assessment) responsible for the module which specifically exempts you from studying the pre-requisite or co-requisite module also entitles you to study the principal module.
- f. If you are exempt 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.

D4.2 Non completion of pre or co-requisites

- a. If you have started to study a principal module with pre-requisite or co-requisite requirements, but you do not subsequently achieve credit for the pre-requisite or co-requisite module, you may (unless your specific qualification regulations state otherwise) continue to study that principal module.

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 will be specified on the module website and may include specified performance standards in components of the module, attending or participating in a day school, residential school, online school or alternative learning environment, participating in specified learning and assessment activities, and/or meeting specified professional standards.

E1.2 Compulsory Residential or Online school/ALE requirement

- a. You must satisfactorily complete the residential school, online school or alternative learning environment element (where available) in order to be awarded module credit if your module includes this element as a compulsory requirement.

E1.3 Specified learning and assessment activities

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

E1.4 Work-based learning or Practice hours

- a. If a module requires you to 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 show how you maintain standards of [Fitness to Practise](#) as specified by an appropriate professional body. You must meet those standards to be awarded module credit.

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 example, if you successfully complete a 60-credit module, we will award 60 credits.

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

E3 Grades of credit

- a. We may award you module credit with a grade, as set out in the [Module Results Determination Policy](#).

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.

Section F: Module credit and qualifications

F1 How our 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 Ireland.
- b. The information for each qualification type 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 required, and how many of those module credits need to be at the same level as the overall qualification, e.g. 120 credits of OU Level 3 undergraduate study are required for the award of an OU Level 3 undergraduate Honours degree.

- c. Open University curriculum and module credit sizes may require more than the minimum credits required at the same level as the qualification by the framework for each type of qualification. For example, the framework requires a minimum of 40 of the 60 credits required for a Postgraduate Certificate to be at postgraduate level, but in an Open University qualification with 30 and 60 credit modules, the completion of 60 credits at postgraduate level will be required.

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

| Typical qualifications at each level | Minimum total credits | Minimum credits at the same level as the overall qualification level (OU) | European Qualifications Framework (EQF) | FHEQ Level (England, Wales and N Ireland) | SCQF Level (Scotland) | NQF Level (Ireland) |
|---|-----------------------|---|---|---|-----------------------|---------------------|
| Taught Master's: MA, MSc, LLM, MBA | 180 | 150 (OU PG) | 7 | 7 | 11 | 9 |
| Postgraduate Diploma | 120 | 90 (OU PG) | 7 | 7 | 11 | 9 |
| Postgraduate Certificate | 60 | 40 (OU PG) | 7 | 7 | 11 | 9 |
| Integrated Master's: MEng, MEnv, MPhys | 480 | 120 (OU PG) | 7 | 7 | 11 | 9 |
| Scottish Bachelor's Degree with Honours (BA | 480 | 120 (OU Level 3) | 6 | 6 | 10 | 8 |

| Typical qualifications at each level | Minimum total credits | Minimum credits at the same level as the overall qualification level (OU) | European Qualifications Framework (EQF) | FHEQ Level (England, Wales and N Ireland) | SCQF Level (Scotland) | NQF Level (Ireland) |
|---|-----------------------|---|---|---|-----------------------|---------------------|
| Hons, BSc Hons) | | | | | | |
| Bachelor's Degree with Honours (BA Hons, BSc Hons, Beng, LLB, BDes) | 360 | 120 (OU Level 3) | 6 | 6 | 10 | 8 |
| Ordinary Bachelor's degree (BA, BSc) | 300 | 60 (OU Level 3) | 6 | 6 | 10 | 7 |
| Foundation Degree | 240 | 90 (OU Level 2) | 5 | 5 | 9 | 6 |

| Typical qualifications at each level | Minimum total credits | Minimum credits at the same level as the overall qualification level (OU) | European Qualifications Framework (EQF) | FHEQ Level (England, Wales and N Ireland) | SCQF Level (Scotland) | NQF Level (Ireland) |
|--------------------------------------|-----------------------|---|---|---|-----------------------|---------------------|
| Diploma of Higher Education | 240 | 90 (OU Level 2) | 5 | 5 | 8 | 6 |
| Certificate of Higher Education | 120 | 90 (OU Level 1) | 4 | 4 | 7 | 5 |
| Access modules | n/a | n/a | 3 | n/a | n/a | n/a |

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 with us;
 - meet any specified registration or declaration requirements for your qualification;
 - register as a Student;
 - either register for a qualification (undergraduate) or declare a qualification intention (postgraduate)
- b. Subject to your specific qualification regulations, you will then be able to enrol or register for modules and count the 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 (postgraduate)
 - register for an undergraduate qualification
 - be identified by us as being eligible for a lapsed exit qualification (see [Section L7.2](#)).
- b. The credit must be valid for the qualification as per the specific qualification regulations in force at the time of that declaration or registration.

F3 Counting module credit towards a qualification

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

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, unless you become eligible for a lapsed exit qualification (see [Section L7.2](#)). The regulations that will apply to that qualification are those in force at the time of the declaration, registration or determination of eligibility, not those in force at the time you studied the module(s).
- b. You must claim a qualification no later than six years beyond the qualification withdrawal date.

Section G: External Study and Experience

This section sets out the rules for counting previous Higher Education study, previous learning and experience, and/or collaborative credit towards Open University qualifications.

G1 The Approved Scheme for Recognition of Prior Learning (RPL) Summary of Scheme

- a. Recognition of Prior Learning (RPL) is the identification, assessment and formal acknowledgement of any prior learning and achievement when a Student registers or enrolls for an Open University qualification.
- b. Not all qualifications permit RPL. There are two types of RPL which may be recognised and used towards our qualifications:
 - Recognition of Prior Certificated Learning (RPCL), usually referred to as Credit Transfer
 - Recognition of Prior Experiential Learning (RPEL).
- c. In the majority of qualifications that permit RPL, we award credit transfer for prior certificated learning (RPCL).

This means that we make an award of credit transfer in recognition of Higher Education study you have successfully completed at another institution.

G1.1 Recognition of Prior Certificated Learning (RPCL)

- a. To be eligible for RPCL, your prior learning must have been formally assessed and certificated by the previous institution 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.
- b. An individual award will confirm:
 - the amount of credit transfer awarded
 - the form of exemption approved
 - the modules or stage within the qualification the credit transfer applies to.
- c. The specific qualification regulations will indicate whether we permit RPCL (referred to as credit transfer) for that qualification and if so, will state the maximum permitted award of RPCL and the maximum age of the prior certificated learning.

G1.2 Recognition of Prior Experiential Learning (RPEL)

- a. Some qualifications may recognise Prior Experiential Learning (RPEL), which is experiential or work-based learning that is either non-certificated or awarded by a Professional, Statutory or Regulatory Body (PSRB), but not simultaneously awarded by another recognised Higher Education Institution.
- b. The specific qualification regulations will indicate if we permit RPEL 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.

G1.4 Forms of Recognition of Prior Learning

- a. We award RPL credit transfer in the following forms:

- 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.

G1.3 Age of prior learning

- a. We will only recognise prior learning or experience if you completed it within a timescale appropriate to the Open University qualification you wish to study.
- b. For most Open University undergraduate qualifications, the permitted timescale will be up to a maximum of 16 years prior to the start of study on your registered qualification. 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 are clearly stated in specific qualification regulations.

G1.4 Time limit for completing qualifications which include RPL

- a. The maximum time limits to complete undergraduate qualifications where you have RPL credit are as follows.
 - If you have 30 to 60 credits still to complete, the maximum time limit for completion of these credits is 4 years.
 - If you have 90 to 120 credits still to complete, the maximum time limit for completion of these credits is 7 years.
 - If you have 150 to 180 credits still to complete, the maximum time limit for completion of these credits is 9 years.

- If you have 210 to 240 credits still to complete, the maximum time limit for completion of these credits is 12 years.
- If you have 270 to 300 credits still to complete, the maximum time limit for completion of these credits is 14 years.
- If you have 330 or more credits to complete, the maximum time limit for completion of these credits is 16 years.

[Table 2](#) provides a tabulated format of the above information.

- 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 is clearly stated in the specific qualification regulations.

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

| Number of credits still to complete | Time limit for completion of these credits |
|-------------------------------------|--|
| 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 |

G2 RPL Credit Restrictions

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

- a. We will award RPL credit towards a specific Open University qualification to commence in a specific academic year. You may only count RPL credit if you commence study toward that qualification within that academic year.

The maximum award of RPL permitted by the Regulations may not be available in the initial presentations of new qualifications where modules in later Stages are not yet available for study.

- b. If you change your qualification or postpone study until another academic year, you may need to apply for your award of RPL credit to be reassessed due to potential changes to the structure or academic content of your chosen qualification. We will advise if your award of credit remains valid, is due to expire or needs to be reassessed.
- c. If your qualification registration lapses, we will reassess your RPL award as part of the assessment of eligibility for a lapsed exit qualification (see [Section L7.2](#)).

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 you ask for the reassessment.

G2.3 Restrictions to prevent overlap in subject matter

- a. We may offer you a limited choice of modules if:
 - you have RPL or
 - you study on a collaborative scheme and there is an overlap in learning outcomes from your previous study.

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

- a. The total award of RPL credit transfer and any collaborative credit must not be more than the maximum permitted for your qualification. The details are set out in the qualification regulations.

G3 Applying for RPL

G3.1 When and How to apply

- a. If you are applying towards an undergraduate (registered) qualification, you must submit your application before you register for the qualification.
- b. If you are applying towards a postgraduate (declared) qualification, you may apply at any time before the qualification is awarded.
- c. To apply for an award of RPCL credit (Credit Transfer), please contact the [Credit Transfer Centre](#). We will ask you 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, also known as record of achievement or notification of performance, and/or learning outcomes.
- d. To apply for an award of RPEL credit where this is available you should follow the instructions provided in the qualification prospectus. The qualification regulations will indicate the potential availability of RPL for each qualification.

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 there is an RPL fee payable at the time of your application, 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.

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.

G5 Collaborative Credit

Recognition of Collaborative Scheme Credit

- a. Some qualifications may include Collaborative Scheme Credit. Collaborative modules are specified modules from a particular institution with which The Open University has a formal agreement. You can use this credit as an alternative to Open University modules in Open University qualifications where specified.
- b. Your qualification regulations will indicate whether this is possible for your course.
- c. The total award of RPL credit and any collaborative credit must not be more than the maximum permitted for your qualification. The details are set out in the qualification regulations

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

- a. 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.
- b. Tables 3 and 4 in [Section H1](#) set 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 (480 credits) | 240 credits | 240 credits at Stage 3 and above |
| Scottish Bachelor's degree with Honours (480 credits) | 300 credits | 180 credits at Stage 3 and above |
| Bachelor's degree with Honours (360 credits) | 240 credits or 300 credits if you are converting a 300 credit Bachelor's Open degree to a classified Honours degree, | 120 credits at Stage 3, or 60 credits at Stage 3 if you are converting a 300 credit Bachelor's Open degree to a classified Honours degree |
| Scottish Bachelor's degree (360 credits) | 240 credits | 120 credits at Stage 3 |
| Bachelor's degree (300 credits) | 180 credits | 120 credits, including 60 credits at Stage 2 and 60 credits at Stage 3 |

| Type of qualification | Maximum reuse of credit | Minimum unique study |
|---|-------------------------|---|
| Diploma of Higher Education (240 credits) | 150 credits | 90 credits. This may require the completion of 120 credits of study |
| Foundation degree (240 credits) | 150 credits | 90 credits. This may require the completion of 120 credits of study |
| Certificate of Higher Education (120 credits) | 60 credits | 60 credits |
| OU Certificate (90 credits) | 60 credits | 30 credits. This may require the completion of 60 credits of study |
| OU Certificate (60 credits) | 30 credits | 30 credits. This may require the completion of 60 credits of study |

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

| Type of qualification | Maximum reuse of credit | Minimum unique study |
|-----------------------|-------------------------|--|
| Master's degree | 120 credits | 60 credits at postgraduate level. If the qualification includes a dissertation, project or capstone module, 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 OU study. |

| Type of qualification | Maximum reuse of credit | Minimum unique study |
|--------------------------|-------------------------|---|
| Postgraduate certificate | 40 credits | 20 credits. This will require the completion of 30 or 60 credits of study |

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 or Integrated Master'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 Bachelor's Honours degree or the Stage 4 classification requirement of a 480-credit Bachelor's Honours degree may be counted towards the credit requirement of a later qualification, but cannot be counted towards the classification requirements of a later Honours degree.
- b. Module credit which has been counted in the Stage 3 or Stage 4 classification requirement of an Integrated Master's degree may be counted towards the credit requirement of a later qualification, but cannot be counted towards the classification requirements of either a later Honours degree or a Master's degree.

H5 Reuse of credit and postgraduate qualification classification

- a. Postgraduate module credit which has been counted in the classification of a previous Integrated Master's degree or postgraduate qualification may be counted towards the credit requirement of a later qualification, but subject to

the postgraduate qualification classification rules (see [Section J5.2](#)), may not count towards the classification of a later postgraduate 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.

Section I: Regulations applicable to registered undergraduate qualifications

I1 Who these regulations apply to

- a. These regulations apply to you if you are registered for an undergraduate qualification or for an Integrated Master's degree.

I2 Registration

I2.1 Registration for a qualification

- a. You must be registered for an undergraduate qualification in order to be awarded it unless you become eligible for a lapsed exit award (see [Section L7.2](#)).
- b. To complete your registration for a qualification, you must either:
 - i. enrol for a module which counts towards that qualification; or
 - ii. count eligible and sufficient credit from previous study to be awarded that qualification.

I2.2 Restriction on multiple qualification registrations

- a. We can only register you for one Open University undergraduate 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](#).

- b. 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. we can permit you to register on a maximum of two qualifications to enable the process of awarding a lower-level qualification
 - ii. you must have successfully completed all of the credit for the lower-level qualification already so that we can award the qualification immediately
 - iii. if you have completed enough credit for more than one lower-level qualification, we can only permit you to claim the higher of those qualifications.

I3 Enrolling on modules studied as part of your qualification

I3.1 Entitlement

- a. When you register 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 we may make changes to curriculum and qualifications, as set out in [Section B](#).

I3.2 Module enrolment

- a. Modules you will be able to enrol on toward your qualification are specified in the enrolment process, in online information and in our prospectus.
- b. 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 D4.1](#)).
- c. If you wish to study a module that is not available within your registered qualification, you must register for that module as a standalone course (if this is permissible).

- d. Note: You will not be able to count any credit awarded for that module towards your registered qualification unless the Academic Committee (Learning Teaching and Assessment) gives exceptional permission.

I4 Qualification Stages, Study order and Progression

I4.1 Qualification Stages

- a. If your qualification has a credit value of 120 credits or more, we assign the modules which comprise that qualification 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, including any collaborative scheme credit or RPL (recognition of prior learning) credit awarded where applicable.
- e. You will complete a Stage when you have met all the credit requirements for that Stage and any other requirements in the specific qualification regulations. You normally need to complete each Stage before you can progress to the next Stage, see (I4.4).

I4.2 Commencement of studies

- a. You must commence your studies towards your registered qualification which includes Stages by enrolling on one or more of the modules included in Stage 1, unless:
 - i. you begin your studies with the optional Stage 0. All subsequent study for your registered qualification must be from one or more of the

specified modules for Stage 1 of that qualification unless you have met one of the conditions in I4.4.2 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 and/or Stage 2; or
- iii. you are counting an award of credit in RPL that meets the requirements for Stage 1 and/or Stage 2; or
- iv. the specific qualification regulations permit studies to start at Stage 2 or Stage 3.

I4.3 Specified order of study

- a. You must study the stages of qualifications in order from Stage 1 through to 3 or 4, dependent on your qualification. 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. You can find details in the published qualification information, and we will highlight this during the enrolment process. We can only permit you to enrol for module(s) in accordance with those rules unless exceptional permission is given by the Academic Committee (Learning Teaching and Assessment) 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 Academic Committee (Learning Teaching and Assessment) 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. You will usually meet the progression requirement by being awarded all of the credit within a Stage of your qualification. If your qualification has additional progression rules these are clearly stated in the qualification regulations.
- b. If you have not met the requirements for progression, we can permit you 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 waiting for a pended result after the start date of a next Stage module:
 - we may give you permission to remain enrolled on the next Stage module.
 - If you do not pass the previous Stage module we will allow you to complete the module you are studying.

- We will not allow you to study any further modules in the higher Stage until you have completed the lower 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.

14.4.3 Exceptions from progression requirements

- a. If the relevant Academic Committee (Learning Teaching and Assessment) has approved an exception to the specified study order this overrides progression requirements.

15 Time limits for completion of qualifications

- a. We have time limits on all our Open University registered qualifications to ensure coherence of academic study, external credibility and satisfactory academic progress. You must 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 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):

Table 5: Maximum time limit for completion of qualifications

| Number of credits and qualification | Time limit for completion of qualification |
|--|--|
| 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, we will state the details in the specific qualification regulations.
- e. In exceptional circumstances, the Academic Committee (Learning Teaching and Assessment) 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 that qualification.

You may however be eligible for any other qualification where you meet the academic requirements and are within the time limit applicable to that 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](#).

I6 Counting postgraduate credit towards a registered undergraduate qualification

- a. If the credit requirements of an undergraduate level qualification allow, you may be permitted to count up to 120 credits from postgraduate level modules under [Clause K2 a ii](#).

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.
- c. If you have any ungraded undergraduate or postgraduate modules, you should refer to [Clause 17.7](#).
- d. Not all of the credit included in your qualification will count towards your classification. Detailed information is included in [Clause 17.2](#).
- e. We will calculate the classification for your qualification automatically in accordance with our scheme of classification.
- f. 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.
- g. 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 we will use to calculate 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 comprising of 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](#).
- d. If you have completed an Undergraduate Bachelor's Degree with Honours which includes Exceptional Stage Credit, the Academic Committee (Learning Teaching and Assessment) 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.

17.2.2 480-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 17.5](#).

17.2.3 480-credit Integrated Master's 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.

17.2.4 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 Academic Committee (Learning Teaching and Assessment) will determine if this module may also be permitted to count within classification, irrespective of the Stage in which the module is included.

17.2.5 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, or used in the classification of an Integrated Master's qualification, 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.

17.2.6 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.
- b. 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.

17.3 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 17.2](#) for information on which modules will be used in this calculation).
- b. We multiply your module grades 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. We refer to the total of this calculation as your Weighted Grade Credit score.

17.4 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:

Table 6: Weighted Grade Credit ranges for each classification

| Weighted Grade Credits range | Classification |
|------------------------------|--------------------------|
| 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.

Table 7: Weighted Grade Credit borderline ranges (240 credits) for 360-credit Bachelor's degrees with Honours

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

Table 8: Reduced Weighted Grade Credit ranges (less than 240 credits) for 360-credit Bachelor's degrees and 480-credit Scottish Bachelor's degrees with Honours

| 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.

Table 9: Reduced Weighted Grade Credit borderline ranges (less than 240 credits) for 360-credit Bachelor's degrees and 480-credit Scottish Bachelor's degrees with Honours

| 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 |

17.6 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:

Table 10: Weighted Grade Credit ranges (240 credits) for Integrated Master's degrees

| Weighted Grade Credits range | Classification |
|------------------------------|--------------------------|
| 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 |

17.7 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, we will calculate your classification 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 level 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.

17.8 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.
- 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. We convert the module grades at postgraduate level 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.

17.9 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).
- d. 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](#).
- e. The arrangements to convert a BA or BSc Open degree without Honours to an Honours Degree can only be used once.

18 Moving to a registered qualification from a declared qualification.

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

19 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 19 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 11: 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 Master's 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 |
| Open University Certificate: Microcredential only qualification. | Certificates of up to 60 credits may be of any OU level. | 60 | 60 |

- 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.

J2 Declaring a postgraduate qualification intention

- a. To become eligible for a postgraduate qualification, you must declare it as an intended qualification, unless you become eligible for a lapsed exit qualification (see [Section L7.2](#)).
- b. The entry requirements for postgraduate qualifications are included in the individual qualification regulations and in the prospectus information. Most postgraduate qualifications will require evidence of undergraduate qualification or experience at an equivalent level and a specified level of English language proficiency.
- c. Registration on some postgraduate modules is only available to Students who have declared a specified postgraduate qualification intention.

J3 Completing a declared postgraduate qualification

J3.1 Counting credit

- a. You can count credit from our postgraduate level modules subject to the particular credit requirements for each qualification. The exact modules will be subject to circumstances in which we may make changes to curriculum and qualifications, as set out in Section B.
- b. You may count credit from Open University postgraduate level Microcredentials towards your postgraduate subject to the particular credit requirements for each qualification and the maximum limits for this type of credit in [J3.1 c, Table 12](#). 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 in Table 12. 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 12: 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 |
|---|----------|---|--------------------------------|
| Master's degree | PG | 60 | 180 |
| Postgraduate Diploma | PG | 30 | 120 |
| Postgraduate Certificate | PG | 15 | 60 |
| Open University Certificate: Microcredential only qualification. | PG | 60 | 60 |

J3.2 Time limit for completion of qualification.

- a. The academic time limit for completion for your qualification will be included in the specific qualification regulations.

J4 Dissertations, Projects and Capstone module assessment.

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 as long as you reference it within the submission and in the accompanying statement.

J4.2 Submission of dissertation, project or capstone module assessment and accompanying statement

- a. You must submit your dissertation, project or capstone module assessment in accordance with the deadline and format requirements.
- b. 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.

J5 Classification

- a. Postgraduate qualifications can award classifications of Distinction, Merit or Pass.
- b. Some postgraduate qualifications may either not award classified awards or may have an approved exceptional scheme which varies from the Framework in J5.2.
- c. We will award the classification of your qualification automatically in accordance with the relevant Open University scheme of classification.
- 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.

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. For example, modules used to classify a postgraduate Certificate or Diploma may be used in the classification of a subsequent Master's degree.
- b. 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, module credit used to classify a taught Master's degree cannot be used to classify a later taught Master's degree or a subsequent Postgraduate Certificate or Diploma.

Section K: Award of Undergraduate and Postgraduate Qualifications

- a. When you are registered on an undergraduate qualification or have declared a postgraduate qualification and have successfully completed all the requirements, we either award or offer an award of a qualification. If we contact you to offer an award, including degree qualifications, you will need to formally accept this offer in order to be eligible to book an award ceremony.
- b. If you do not respond to an offer of an award, you may still be awarded that qualification as per Section L7.2 Award of lapsed exit qualifications.

K1 Eligibility

K1.1 Eligibility by completion of Open University modules

- a. You will be awarded a qualification 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. If you have registered for or declared a qualification, our systems will prevent you from reserving, registering or enrolling on modules that are excluded combinations with any other module currently linked to your qualification at the time of your request.

K1.3 Specified professional standards

- a. An award of a qualification may also be subject to requirements of [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 could be awarded an alternative qualification instead.

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, please refer to [Aegrotat Policy](#)
 - ii. an award of higher-level credit which has been counted down with the approval of the Academic Committee (Learning Teaching and Assessment)
 - iii. an award of credit from modules not normally included in the qualification, which have been assessed by the Academic Committee (Learning Teaching and Assessment) 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, for example to indicate a specialism, we will indicate this 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.

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 requirements.

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.

K5 Accepting an offer of a qualification

- a. For some qualifications, including degrees, when you become eligible you may receive a formal offer of an award of the qualification, and we will ask you to confirm that you accept the offer.
- b. If we do not receive a response to the offer, we may still award that qualification as per Section L7.2: Award of lapsed exit qualifications.

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 Council and Senate), 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.
- b. We will not amend or reissue certificates in a different name if a change of name is notified after the date your qualification is conferred, except in the following cases
 - We made an error in recording your personal details
 - You make a valid request under the Gender Recognition Act 2004 in conjunction with the [Gender Identity Policy and Guidance](#).
 - We approve an application for a change of name on public safety grounds, as defined by the UK Government information at [Use and change of names guidance - GOV.UK](#).
- c. Any duplicate certificates will be issued in the same name as the original certificate even if a change of name has subsequently been notified, except in the circumstances listed in K6.2b above.

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.

K7 Rescinding qualifications

- a. Qualifications conferred by us 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 or to return to study following the award of a lapsed exit qualification (see [Section L7](#)).

- b. Qualifications may also be rescinded exceptionally on the recommendation of the Module Results and Qualifications Classification Panel, or if credit is withdrawn as a result of a disciplinary penalty following a hearing by the Central Disciplinary Committee.

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.

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 L2b.

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 3 and 4h) of the [Changing Your Study Plans Policy](#).

- b. If you are registered for a qualification, your registration for a qualification will lapse if:
 - i. You do not remain enrolled (for at least 14 days after module start) on your first module towards your qualification
 - ii. You do not enrol on a module (and remain on it until at least 14 days after module start) for at least two consecutive academic years.
 - iii. If you have not completed the qualification within the specified maximum time limit.
- c. Having an approved study break will prevent lapsing for that specific Academic Year
- d. If your registration lapses, you will no longer be able to count credit towards it or enrol or register on modules which are only available within it, and you will no longer receive any information about qualification changes or withdrawals
- e. You may re-register on a qualification following a lapse by following the regulations and procedures in force at the time of your re-registration.

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 4a) of the [Changing Your Study Plans Policy](#) for more information on the rules, procedure and effect of cancellation.

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 day cancellation period, you would *withdraw* from your module or qualification.
- Before the end of your cancellation period you would *cancel* your registration/enrolment.
- See section 4b (withdrawing from a module) and/or 4f (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 C2](#).
 - 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 D](#).
 - vi. you are expelled or suspended from The Open University under the [Code of Practice for Student Discipline](#).
- 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, welfare and safety of Students, staff, contractors and members of the public
- ii. with respect to the safeguarding of young persons and at risk or protected adults, in line with our [Safeguarding Policy](#).
- iii. to comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 (Amendment) Regulations (Northern Ireland) 2004, and Section 75 of the Northern Ireland Act 1998 for Northern Ireland or any other statutory duty or obligation, 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 withdrawn registration

- a. If your registration or enrolment for a module is cancelled or withdrawn, 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 or declaration of a qualification is cancelled or withdrawn, 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. Subject to eligibility, you may re-enrol or re-register on a module or re-register or re-declare a qualification following a cancellation or withdrawal of registration, by following the regulations and procedures in force at the time of your return. 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 and where it applies, is set out in our [Conditions of Registration](#) and [Fee Rules](#), and in the letter or email you are sent to confirm your registration.

L7 Effect of lapsed qualification registration

- a. If your registration for or declaration of a qualification lapses, you will no longer be able to count credit towards it or enrol or register on modules which are only available within it, and you will no longer receive any information about qualification changes or withdrawals.

L7.1 Entitlement to re-register

- a. If you are eligible, you may re-register on or re-declare a qualification following a lapse by following the regulations and procedures in force at the time of your return.
- b. We will maintain your record of study in accordance with our [Student Privacy Notice](#). If you are eligible to do so under the regulations and time limits in force at the time of your re-registration, you may be able to count any credit you have been awarded in an earlier period of study to an Open University qualification.

L7.2 Award of lapsed exit qualifications

- a. We will periodically review the credit records of students whose qualification registration or declaration has lapsed and will award a lapsed exit qualification to eligible students. This award will be the highest level of qualification for which your completed credit meets the academic requirements.
- b. Lapsed exit qualifications at undergraduate level will normally be:
 - 120 credit Certificate of Higher Education (Open)
 - 240 credit Diploma of Higher Education (Open)
 - 300 credit Ordinary Bachelor of Arts /Bachelor of Science (Open)

When we notify you of the lapsed exit Open qualification we intend to award, you will have the opportunity to request reassessment of your credit record

against an appropriate named undergraduate qualification. The additional requirements of a named qualification may mean that you are awarded a lower level of exit qualification.

c. Lapsed exit qualifications at postgraduate level will be:

- 60 credit Postgraduate Certificate
- 120 credit Postgraduate Diploma

We will notify you of the named qualification we intend to award.

d. Qualification certificates for lapsed exit qualifications will only be issued to students who confirm they wish to receive them.

e. We will also periodically review the credit records of students who have completed their registered or declared qualification but who have not responded to a qualification offer (Section K5). We will then notify you of the qualification we intend to award, but will only issue qualification certificates to students who confirm they wish to receive them.

Definitions

Academic Committee (Learning Teaching and Assessment)

Academic Committees (Learning Teaching and Assessments) form part of our academic governance structure and are responsible for decisions about exemptions and exceptions to academic regulations as outlined in this document.

Aegrotat Credit

We may award a limited amount of aegrotat credit to complete the requirements of a qualification when a student has died as set out in our [Aegrotat Policy](#). We may also award this credit when a student has a serious illness or disability which will prevent them from completing their qualification.

Apprentice

A Learner 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 Apprentice in England will have in place a contractual Apprenticeship Agreement with their Employer, who has agreed to support and pay for the apprenticeship.

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

Apprentices studying with us should refer to the [Academic Regulations \(Apprentices\)](#)

Award of qualification

You will be awarded your qualification award when:

- you have all the credits you need for your qualification
- you have met all other requirements for your qualification
- for some degrees you need to accept a qualification offer from us

Read [Section K](#) for more details.

BA/ BSc without Honours

The Open Degree (BA/BSc Open) 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 to a Degree with Honours by studying additional credit.

BA/ BSc/ BEng/ BDes /LLB with Honours

The Open University's Bachelor of Arts (BA), Bachelor of Science (BSc), Bachelor of Engineering (BEng) Bachelor of Design (BDes) 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.

BA/BSc with Honours (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. If you withdraw from your Honours degree in Scotland before completion

and have achieved 360 credits, you might be eligible to be awarded an exit qualification of a BA/BSc Ordinary degree.

Certificate of Higher Education

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 operate 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 defined element of a qualification. It could include:

- a qualification Stage
- a group of modules defined by their level
- modules 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
- an individual module.

Compulsory module

A module which you must study for the qualification to be awarded.

Conferral of qualification

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

Core option module

A choice from a set of options which helps you to meet specific learning outcomes for your qualification.

Credit/Credits

A means of quantifying and recognising learning; it is the “value” attached to the modules you study. We assign each module 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 postgraduate qualification that you have told us that you are studying towards and to which you are linking the modules that you register for, study and are awarded credit for.

Diploma of Higher Education

An undergraduate qualification of at least 240 credits including at least 120 credits at Open University level 2 or above.

Employer Supported Programme

For the duration of the programme, Employer Supported programme students must be either:

- employed with continued support from a particular employer
- sponsored by a particular employer

More information is available in your qualification regulations.

Enrolment

Enrolment is the process by which a Student who is registered for an undergraduate qualification signs up to study each module which will be studied as part of that qualification.

Examinable component

An assignment, examination, dissertation or project.

Exit Qualification

A registerable or non-registerable qualification awarded to students who withdraw from their registered qualification before completion and have met the requirements of a lower level of qualification.

We may also award lapsed exit qualifications to previous Students who did not complete their registered qualification before ceasing to be a registered Student of The Open University. See [Section L7](#) for information about lapsed exit qualifications.

Final deferral date

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

An undergraduate qualification of at least 240 credits including at least 120 credits at Open University level 2.

Free choice

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

Full time equivalent

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, we offer 480 credit Honours degrees in order to meet specific requirements of professional bodies in Scotland.

Integrated Master's Degree

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.

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

We assign our modules to a level of study. Our undergraduate modules are 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. We deliver Microcredentials on our Virtual Learning Environment (VLE). If your qualification includes Open University Microcredentials, this will be treated as module credit for the purposes of credit requirements and classification requirements. We do not allow you to include Credit from Microcredentials from other providers in Open University qualifications.

Module

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 online conferencing.

Open Programme

The Open Programme allows Students to design their own undergraduate qualification to study a wide range of subjects.

Undergraduate 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. The Open Programme also oversees the postgraduate MA/MSc Open which provides cross-curricular modules in a range of academic disciplines.

Open University Certificate

A qualification unique to The Open University. The requirements vary and are included in the specific regulations governing that qualification. An Open University Certificate is different from a Certificate of Higher Education.

Open University Diploma

A qualification unique to The Open University. The requirements vary and are included in the specific regulations governing that qualification. An Open University Diploma is different from a Diploma of Higher Education.

Options modules

Modules chosen from a specified group of modules from which the required number of credits must be completed.

Postgraduate Certificate

A postgraduate qualification of at least 60 credits of postgraduate level study.

Postgraduate Diploma

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

Principal Module

Principal modules have pre-requisite or co-requisite requirements. You can only study a principal module if you have either:

- completed another specified module first (pre-requisite)
- studied another specified module at the same time as the principal module (co-requisite)

Professional Certificate

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

Professional Diploma

A postgraduate qualification of a minimum of 60 credits of postgraduate level study.

Professional Graduate Certificate

A qualification of at least 120 credits at Open University level 3.

Professional Graduate Diploma

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.

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

Academic credit from another institution may be eligible for RPCL credit. If you apply for credit towards an Open University qualification, we will check:

- the time limits for credit in your qualification
- the academic level you studied at
- if you are exempt from studying any of your OU modules because you have transferred credit

RPCL allows us to acknowledge your prior learning and achievement.

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

RPEL involves learning and achievement from before the start of your qualification. Experiential learning is not from the context of formal education or training.

Non certificated learning can include work experience, voluntary activity or other occupational learning. It can also be credit from a Professional, Statutory or

Regulatory Body (PSRB). Credit must not be simultaneously awarded by another recognised Higher Education Institution.

Some modules may award you credit for prior experiential or work-based learning. Your apprenticeship qualification regulations will state whether this is available for your qualification.

Registered Qualification

A registered qualification is an undergraduate qualification that you have formally registered to study. You then enrol on eligible modules and count the credit from those modules towards the qualification.

All Open University undergraduate qualifications are registered qualifications. Open University postgraduate qualifications are *declared*, not *registered* qualifications.

Registration

The process by which you become a Student of The Open University.

If you are studying for an undergraduate qualification, you will also register for this qualification (and subsequently enrol on modules within it).

If you study an undergraduate module as a standalone course rather than as part of a registered undergraduate qualification, you will register for this module.

If you are studying at postgraduate level you will register for modules and if you have declared a qualification, link these modules to your declared qualification.

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

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). 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.

Senate

The Senate oversees the University's academic management, including the curriculum and all aspects of quality and standards associated with the University as a degree-awarding body. It has the power to make regulations, including those which (subject to the approval of the Council) delegate any of its powers.

Short Course Student

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 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. We refer to this as Exceptional Stage Credit. 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.

Structure of a qualification

This describes the components of qualifications 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 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 qualification 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

These 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.

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), Bachelor of Design (BDes) and Bachelor of Laws (LLB) to Students who successfully complete their academic study.

Undergraduate Student

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

Open University or collaborative scheme module credit that 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.

Related Policies and Legislation

- [Academic Progress Policy 2026/27 \(Taught Undergraduate Courses\)](#)
- [Changing Your Study Plans Policy](#)
- [Code of Practice for Student Discipline](#)
- [Conditions of Registration](#)
- [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](#)
- [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](#)).

Assessment Policies

- [Aegrotat Policy](#)
- [End of Module Assessment \(EMA\) Policy](#)
- [End of Module Tutor Marked Assignment \(emTMA\) Policy](#)
- [Exam Policy](#)
- [Module Results Determination Policy](#)
- [Online Invigilation Policy](#)
- [Postponement Policy](#)
- [Resit and Resubmission Policy](#)
- [Special Circumstances Policy](#)
- [TMA and iCMA Policy](#)

Legislation

- [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and Section 75 of the [Northern Ireland Act 1998](#) for Northern Ireland
- [Equality Act 2010](#) for England, Scotland and Wales
- [Gender Recognition Act 2004](#)

About this Document

Summary of Significant Changes since last version

The following changes have been made

We have made the following changes:

- We have reviewed the Regulations for plain English to make them easier to read and understand.
- The maximum amount of postgraduate credit that can be counted down towards an undergraduate qualification has changed from 90 to 120 credits (section I6)
- Provision has been made in K5, accepting an offer of a qualification, for us to award a qualification if we do not receive a response to the offer.
- Section I9 has been amended to include the 60 credit Microcredential only certificate qualification.

Policies Superseded by this Document

Academic Regulations (Taught Courses) 2026/27 supersedes Academic Regulations (Taught Courses) 2025/26.

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