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Summary

The regulations in this document set out:

- how you become an Apprentice of The Open University,
- how we award academic credit when you successfully complete a module,
- how to progress through an Open University apprenticeship qualification,
- how to meet academic requirements to be awarded an apprenticeship qualification,
- information about the structure of our qualifications,
- how and why we may make changes to modules and qualifications
- study restrictions for academic reasons,
- time limits for completing your qualification,
- the circumstances in which you will stop being an Apprentice. We describe when you, your Employer or The Open University can end your registration.

You should also refer to the specific regulations governing your apprenticeship qualification, which are available from the [Apprentice Enrolment and Support Team \(AEST\)](#).

These Regulations can be affected by external apprenticeship regulations which are amended periodically. Where an external regulatory change impacts upon a Regulation listed within this document, the Apprentice Enrolment and Support Team will be able to advise you on the most up-to-date rules, see [How to Contact Us](#).

These Regulations combine regulations which govern your study for an academic qualification at The Open University, and those external regulations provided by your apprenticeship Funding Provider, which govern your Apprenticeship Programme. There may be some differences in terminology between those external regulations and these Regulations.

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 Apprentice registered on an Open University Apprenticeship Programme within the scope of these regulations.

Scope

What this policy covers

These Regulations apply to all Apprentices who register with us in the academic year 2026/27 to study an Open University Apprenticeship Programme.

- a. These Regulations apply to all academic studies undertaken as part of your Apprenticeship Programme for which study commenced before or during the academic year 2026/27. These regulations continue to apply for the duration of module study started in that academic year.
- b. As an Apprentice, you cannot change your qualification within the Apprenticeship Programme unless expressly agreed by your Employer, by us, and your Funding Provider rules (if applicable). Changing your qualification may have implications on your eligibility to continue with the Apprenticeship Programme.
- c. Please consult the regulations in force at the time if you:
 - register for a different qualification in a subsequent academic year
 - stop studying but then re-register for your apprenticeship qualification
- d. If you register for a qualification or any modules outside of the Apprenticeship Programme, you will be liable to pay module fees as governed by the [Fee Rules](#). You must conform with all other regulations applicable to Open University Students, including the [Academic Regulations \(Taught Courses\)](#). The regulations that will apply to your other qualification outside of the Apprenticeship Programme will be those in effect at the date you register for that qualification.

- e. If you wish to count credit awarded from the study of a module within any previous qualification towards the credit requirements of any new qualification, the regulations that will apply will be those in force at the date you register for the new qualification, not those in force at the time when you studied the module (if different).

What this policy does not cover

These Regulations do not apply to Students or Learners who:

- have registered for a non-apprenticeship qualification
- are sponsored by an employer as part of an employer-supported non-apprenticeship programme
- are studying a non-work-based taught course
- have registered on a research degree
- have registered for a standalone module
- have registered for a Short Course
- have registered for an Open University Microcredential
- are studying with other academic institutions, professional bodies, companies or other organisations towards a qualification we have validated. You should refer to the regulations of that organisation.

If you are not studying for an Apprenticeship or if you change your qualification, the standard [Academic Regulations \(Taught Courses\)](#) will apply to you.

Support and Information

How to contact us

If you have any queries, please contact the Apprentice Enrolment and Support Team (AEST) by email apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121).

Welsh-speaking Apprentices are welcome to speak with a student support adviser in Welsh by email on OU-Wales@open.ac.uk, or by telephone on (+44 (0) 29 2047 1170).

To check the contact details for the Open University, please see [OU Offices](#).

Help Centre Articles

Information in our online Help Centre that is relevant to this document is available here: [Studying as an apprentice](#).

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 all Students, including Apprentices, who are studying a taught course, the registration and enrolment of Students, continuation of study, content of studies, teaching or supervision of Students, assessment of Students, award of 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, day schools, residential schools, online schools or alternative learning environments, student support and administration in The Open University. Welsh-speaking Apprentices are welcome to speak with a 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, Asesiad 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 are published on the online Apprenticeships prospectus.

Section B: Changes to regulations and curriculum

B1 Changes to these regulations

B1.1 The circumstances when we may make changes

- a. It may be necessary to make changes in the relationship between us, our Apprentices and their Employers within the duration of an Apprenticeship Programme. We may amend regulations and rules, or the way in which we apply them in order to:
 - Improve the experience of Apprentices
 - Ensure the efficient and economic use of 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 of governance approval for changes and where possible we will consult with Apprentices and/or their representative bodies and their Employers.

B1.3 Notice of changes

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

B2 Changes to apprenticeship curriculum and qualifications

B2.1 Changes to Modules and withdrawal of Modules

- a. We will not normally change a module with Apprentices enrolled on it.
- b. We can change or withdraw modules on which Apprentices are not yet enrolled at short notice.
- c. We will make a change to a module you are enrolled on:
 - if we must immediately correct a significant error or omission,
 - as the result of a legal or regulatory requirement,
 - to meet the requirements of a validating or accrediting body.
- d. We will give you as much notice as possible of the change. If you or your Employer no longer wish to continue with the new module, you would need to withdraw from the Apprenticeship Programme (see [Section J2](#), Your right to withdraw registration).

B2.2 Changes to Qualifications

a. Availability of modules:

- i. Your registration for an Apprenticeship Programme qualification will enable us to enrol you on the modules you need to complete for your qualification. The modules currently available to count towards your qualification are set out in the Module Descriptors that we give you when you register for the Apprenticeship Programme.
- 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 the Apprentices' experience and ensure that qualifications remain valid, relevant and current. The modules that are made 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. A change to the structure or study requirements of a qualification you are registered on will normally only be made if:
 - the change is required immediately to correct a significant error or omission
 - as the result of a legal or regulatory requirement
 - to meet the requirements of a validating or accrediting body.

In line with our aim to enhance Apprentices' 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. If we make a change to the structure or study requirements of a qualification you are registered for we will give you as much notice as possible of the change. If you or your Employer no longer wish to continue with the new structure or study requirements, you will need to withdraw from the Apprenticeship Programme (see [Section J2](#), Your right to withdraw).

- 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 completion or qualification date.
 - ii. If an existing classification scheme is amended and there is no possible detriment to Apprentices as a result of the change, the amendment will take effect for all awards where the conferral date follows the amendment, regardless of the date of completion or the qualification date.
 - iii. If an existing classification scheme is amended to include additional requirements, the new requirements will only apply to Apprentices who register for or declare the qualification after the new scheme is published. Continuing Apprentices will be classified under the existing scheme. Where this applies, details will be in the specific qualification regulations.

B2.3 Withdrawal of apprenticeship 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 an apprenticeship qualification and we have decided to withdraw that qualification, you will still be able to complete it if you successfully pass all related assessments, academic, and practice or work-based modules as specified in the individual qualification description within the withdrawal period. If the period for withdrawal is shorter than the qualification time limit or the planned Apprenticeship Duration, then the withdrawal date will take precedence.

Section C: Becoming an Apprentice

C1 How you become an Apprentice with us

- a. In order to become an Apprentice, you must register for a qualification as part of an Apprenticeship Programme. Registration is a three-part process between Apprentices, their Employers and the University.

C2 Requirements for registration

C2.1 General Requirements

C2.1.1 Eligibility

Your eligibility to register on an Apprenticeship Programme is governed by the funding rules set by your Funding Provider.

C2.1.2 Age

You must be 16 or over at the start of your apprenticeship.

C2.1.3 Study restrictions

You cannot be enrolled for modules which exceed the study restrictions set out in [Section D1](#), Study restrictions for academic reasons.

C2.1.4 Suspension

You will not be enrolled on any 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

You will not be enrolled on any module or qualification 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

We may apply conditions to your qualification registration or module enrolment, or refuse it entirely if, in our opinion, it is reasonably necessary to do so in order to comply with our duties:

- i. to protect the health and safety of Students, Apprentices, 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. in response to 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 requirements for registration

- a. The Senate can agree entry requirements for any qualification or module which you would have to meet in order to be eligible to register. Any academic requirements decided upon by The Senate under this regulation will be set out within the specific regulations for your apprenticeship qualification.

C2.3 Vocational and professional requirements for registration

- a. Any vocational and professional requirements are set out by your Funding Provider. Contact the Apprentice Enrolment and Support Team for further information.

C3 What you have to do to register

C3.1 Eligibility to register

- a. You may register as an Apprentice if you meet the requirements set out in [Section C2](#), Requirements for registration, under these Regulations in conjunction with the terms of all agreements required by your Funding Provider, and any rules of your Funding Provider.

C3.2 Provision of information

- a. You and/or your Employer must provide us with the information we request in order to establish your eligibility to register. The information you provide must be accurate and you must not omit anything which might result in us 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 sent to you/your Employer by the Apprenticeship Services Team or by the related Faculty for your qualification.

You and your Employer are required to complete registration documents. Registration Documentation varies for different apprenticeship programmes in the UK Nations. Contact the Apprentice Enrolment and Support Team (AEST) for up-to-date information. See [How to contact us](#).

- b. In England, you must agree to all sections relevant to ‘Apprenticeships in England’ within our [Conditions of Registration](#).

C3.4 Fees and other charges

- a. In England, your Employer must pay or agree to pay any fees and other charges that are due, as set out in the Apprenticeship Training Services Agreement (Employer Written Agreement).
- b. If your Employer does not pay your tuition fees or any other charges when they become due, we may withdraw your registration.
- c. In other UK Nations, we will withdraw your registration if your Funding Provider does not confirm your eligibility for apprenticeship funding.

C3.5 Apprenticeship Duration/ Planned Start and End Date

- a. Your Apprenticeship Programme will have a planned Apprenticeship Duration and a specified Planned Start and End Date to ensure compliance with guidelines set by your Funding Provider and the Apprenticeship Standard or Framework relevant to your programme. You will be provided with confirmation of your Planned Start and End Date. Contact the [Apprentice Enrolment and Support Team \(AEST\)](#) if you have any queries.

C4 Effect of registration

C4.1 Entitlement to study

- a. As an Apprentice registered for a qualification as part of an Apprenticeship Programme, you are entitled to the study materials, tuition and assessment for the relevant modules required to enable you to complete your qualification.

C4.2 Entitlement to award of credit and qualifications

- a. We will only award you credit for a module you are enrolled on, following successful completion of the academic requirements for that module. You may count the credit from modules that you have completed successfully towards a qualification subject to the rules set out within these Regulations, and in the specific regulations for your apprenticeship qualification.

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 Apprentices](#) for additional information about circumstances beyond our control.

C5 Counting Open University credit awarded before you register for an Apprenticeship qualification

- a. If you have completed any Open University credit before being registered onto your Apprenticeship Programme, it may be possible to count this credit towards your apprenticeship qualification if it is valid and if agreed by us.
- b. Section F4 of the standard [Academic Regulations \(Taught Courses\)](#) provides the rules around how to count Open University credit towards your qualification.
- c. If your previous Open University credit has already been used to claim an Open University qualification, Section H of the standard [Academic Regulations \(Taught Courses\)](#) provides the regulations around unique study rules, and the maximum reuse of credit for undergraduate and postgraduate qualifications.

Section D: Module restrictions

We will enrol you for modules as required to achieve your qualification, subject to the rules in this section and the progression rules in G4.4 if you are studying an undergraduate qualification.

D1 Restrictions for academic reasons

- a. You must not be enrolled to study modules that total more than 120 credits at any one time, unless this is a specific requirement of your apprenticeship qualification. The 120-credit limit excludes credit for postponed examinations, and examination resits and resubmissions.
- b. You will not be eligible to be enrolled for further modules unless you have made sufficient academic progress in your previous undergraduate studies. The rules and procedures are set out within the [Academic Progress Policy 2026/27 \(Apprentices\)](#). If you are unable to successfully complete a module, this may have implications on your ability to continue with the Apprenticeship Programme (as detailed in [Section D2](#), Restrictions on repeating study of modules and [Section J3](#), Our right to end your registration).

D2 Restrictions on repeating study of modules

- a. As an Apprentice, your academic right to repeat study of a module will be subject to the consent of your Employer (who may be required to fund the repeated module study). You should discuss your options with the Apprentice Enrolment and Support Team and your Employer. The AEST may also be required to liaise with your Funding Provider for approval.
- b. If you are not entitled to repeat study of a module under these Regulations, or repetition is not confirmed as permissible by your Employer, this may have implications on your eligibility to continue with the Apprenticeship Programme.
- c. If you have been awarded credit for a module, you are not allowed to repeat study of that module.

D3 Modules with pre-requisite or co-requisite requirements

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

- a. Some modules, referred to as principal modules, have **pre-requisite** requirements. This means that you can only study them if you have completed another specified module first.
 - i. In order to study a principal module with a pre-requisite requirement you must:
 - have been awarded credit for the pre-requisite module before the start date of the principal module or
 - have completed study of the pre-requisite module but the result, including the result for a resit or resubmission, is not available before the start date of the principal module
- b. Other principal modules have **co-requisite** requirements, which means you can only study them if you have studied another specified module ('the co-requisite module') prior to the start of the principal module or you will be studying it at the same time as the principal module.
- c. In order to study a principal module with a co-requisite requirement you must be enrolled on the co-requisite module on the start date of the principal module, for a presentation which starts on that date or which started at an earlier date (and has either completed or is not yet completed).
- d. Credit awarded to you in recognition of prior learning, or as a decision of the Academic Committee (Learning Teaching and Assessment) responsible for the module may specifically exempt you from studying the pre-requisite or co-requisite module could entitle you to study the principal module.
- e. 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.

- f. If you have started to study a principal module with pre-requisite requirements, but you do not subsequently achieve credit for the pre-requisite module, you may (unless the specific regulations for your apprenticeship qualification 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 Residential school (or equivalent) requirement

- a. If a module includes a compulsory residential school, online school or alternative learning environment requirement, you must satisfactorily complete it to be awarded module credit.

E1.3 Specified learning and assessment activities

For your apprenticeship programme:

- a. As part of your Apprenticeship Programme you may be required to:
 - attend an activity in person
 - carry out or participate in a specified activity at a specified place and time
 - complete an End-Point Assessment
 - successfully complete a set number of hours of work-based learning or practice hours

- successfully complete Functional Skills study
- participate in an online activity during a specified period.

For your academic module credit:

- a. If your module specifies required activities or a required number of hours of work-based learning or practice, you must participate in all specified activities and requirements to a satisfactory standard in order to be awarded module credit.

E1.4 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 in order 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 which you have been enrolled. 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 and as described in the specific qualification regulations for your apprenticeship qualification (available through the Apprentice Enrolment and Support Team).

E3 Grade of credit

- a. We will 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 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. This might have implications for your eligibility to enrol for further modules in line with the [Academic Progress Policy 2026/27 \(Apprentices\)](#) and [Section D1](#), Study restrictions for academic reasons, of these Regulations, and may have implications on your ability to continue with the Apprenticeship Programme (in line with [Section D2](#) and [Section J3](#)).

Section F: External Study and Experience, Recognition of Prior Learning (RPL)

F1 Recognition of Prior Learning

- a. Recognition of Prior Learning (RPL) is the identification, assessment and formal acknowledgement of prior learning and achievement that we can consider when an Apprentice registers or enrolls for an Open University qualification. Some Apprenticeship qualifications may permit the award of Open University credit transfer in recognition of Higher Education study you have successfully completed at another institution; this is referred to as Recognition of Prior Certificated Learning (RPCL).
- b. Your planned Apprenticeship Duration and specified Planned Start and End Dates take precedence over any other Open University academic time limits, including academic time limits for completing the Open University credit in qualifications which include an award of RPCL.
- c. Section G of the standard [Academic Regulations \(Taught Courses\)](#) provides the academic regulations around Recognition of Prior Learning.
- d. The specific qualification regulations for your apprenticeship qualification will indicate whether RPCL (which may also be referred to as credit transfer), is permitted for that qualification and if so, will stipulate the maximum permitted award of RPCL credit and the maximum age of RPCL credit.

Section G: Regulations applicable to undergraduate qualifications

G1 Undergraduate regulations for Apprentices

- a. These Regulations apply to Apprentices who are studying for an academic undergraduate qualification with The Open University as part of an Apprenticeship Programme.

G2 Registration

G2.1 Registration for a qualification

- a. You must be registered for a qualification in order to be awarded it.

G2.2 Restriction on multiple qualification registration

- a. You may only be registered for one Open University qualification at any one time. You are however permitted to register for additional non-Open University qualifications as specified as part of your Apprenticeship Programme (for example, Functional Skills qualifications).

G3 Enrolling on modules studied as part of your qualification

G3.1 Entitlement

- a. When you are registered for a qualification, you will be enrolled for modules which 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](#), Changes to regulations and curriculum.

G3.2 Module enrolment

- a. Once you are registered for a qualification as part of an Apprenticeship Programme, you may, subject to these Regulations, be enrolled for modules which will count towards that qualification. These will be modules that are specified as available in the enrolment process and in the Module Descriptor for your qualification (subject to any changes specified in paragraph G3.1a).

- b. While you are registered as an Open University Apprentice, study for a module outside of the Apprenticeship Programme is only permissible with our agreement.
- i. If you ask to study an additional module, the Apprentice Enrolment and Support Team (AEST) will review the following before recommending our decision.
 - all current requirements of your Apprenticeship Programme,
 - the needs of your Employer,
 - the study limit rules in ([Section D1](#)) Study restrictions for academic reasons).
 - ii. If you then register for any standalone modules outside of the Apprenticeship Programme, you will be required to self-fund any fees (as advertised on the Open University website and governed by the [Fee Rules](#)) and conform with all other regulations applicable to Open University Students.
- c. If you are eligible to study an additional module (as per paragraph G3.2b above) that is not specified as available within the qualification you are studying through the Apprenticeship Programme, you will not be able to count any credit awarded for that module towards your registered apprenticeship qualification and Apprenticeship Programme unless exceptional permission is given by the Academic Committee (Learning Teaching and Assessment) for the qualification.

G4 Qualification Stages, Study order and Progression

G4.1 Qualification stages

- a. If your qualification is 120 credits or more, we assign the modules in that qualification Stages. Each Stage consists of modules at the equivalent level, so Stage 1 is 120 credits from Open University Level 1 modules.
- b. A qualification may have up to three Stages.

- c. Each Stage will comprise a minimum of 120 credits for modules included in that Stage or RPL credit awarded.
- d. You will complete a Stage when you have met all the credit requirements for that Stage and any other requirements as set out within the specific regulations for your apprenticeship qualification (available through the AEST).

G4.2 Commencement of studies

G4.2.1 General requirement to start at Stage 1

- a. You will commence your studies towards your qualification which includes Stages by becoming enrolled on one or more Stage 1 modules. You can start at a Stage other than 1 if this has been approved by the Academic Committee (Learning Teaching and Assessment) for the qualification and if:
 - i. 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
 - ii. you are counting an award of RPL credit that meets the requirements for Stage 1 and/or Stage 2; or
 - iii. you are counting a combination of the above.

G4.3 Specified order of study

- a. You must study the stages of qualifications in order from Stage 1 through to 2 or 3, dependent on your qualification. You must meet the rules for progression between Stages as set out in Clause G4.4 unless your qualification regulations permit otherwise.
- b. 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 (permissible only in exceptional circumstances with explicit agreement from us through the AEST and your Employer) 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.

G4.4 Progression

G4.4.1 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 regulations for your apprenticeship qualification state otherwise. If you have been awarded all of the credit within a Stage of your qualification, you will usually have met the University progression requirement unless the specific regulations for your apprenticeship qualification specify any additional progression rules. The structure of some apprenticeship qualifications means that it is not possible to complete all of the credit in one Stage before starting modules in the next Stage. If this applies, you will need to meet one of the requirements in G4.4.2 or G4.4.3.

G4.4.2 Criteria for progression

- a. 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.
- b. If you are permitted to remain enrolled after the start date on a next Stage module pending a result for a module in a previous Stage, and do not subsequently achieve the award of credit for the previous Stage module, you will be permitted to complete the next Stage module on which you are enrolled. However, you will not be enrolled for any further modules at the higher Stage until you have completed the outstanding credit at the lower Stage. This is the case even if you are awarded credit for the next Stage module.

- c. You will not be enrolled for a module at Stage 3 of your registered qualification until you have completed the credit requirement for Stage 1 of that qualification unless the specific regulations for your apprenticeship qualification state otherwise.

G4.4.3 Exceptions from progression requirements

- a. We may also, by exception, permit progression with the approval of the relevant Academic Committee (Learning Teaching and Assessment).

G5 Changing your study plans for exceptional or personal reasons

- a. As an Apprentice, you cannot change your qualification unless expressly agreed by your Employer, by us, and your Funding Provider (if applicable). The Funding Provider rules according to your Nation must also permit this change. A change of qualification may have implications on your ability to continue with the Apprenticeship Programme. If you change your qualification, the regulations at the date of the change will apply.
- b. As an Apprentice, guidance laid down by your Funding Provider means you have very limited options to take a Break in Learning or extend the planned Apprenticeship Duration of your Programme, and this may have implications on your ability to continue with the Apprenticeship Programme.
- c. To request a change in your study plan or Break in Learning, you must have written permission and agreement from us and your Employer. To discuss this, contact the AEST. We will liaise with your Funding Provider for approval if appropriate.

G6 Time limits for completion of apprenticeship qualifications

- a. Your Funding Provider will set rules which restrict your flexibility to study towards qualifications over an extended period of time. Your Programme will have a planned Apprenticeship Duration and a Planned Start and End Date to ensure compliance with rules or guidance set by your Funding Provider.

- b. You must complete your apprenticeship (including the qualification) within this planned Apprenticeship Duration unless additional arrangements have been agreed under exceptional circumstances with your Employer and the AEST, and with the permission of your Funding Provider if required (see [Section G5](#) for further details). Your planned Apprenticeship Duration and Planned Start and End Dates take precedence over any other Open University academic time limits.

G6.1 Open University academic time limits

- a. All registered qualifications have a specified academic time limit for completion to ensure coherence of academic study, external credibility and satisfactory academic progress. The academic time limit will be specified in the individual qualification regulations and additional information is presented within the standard [Academic Regulations \(Taught Courses\)](#).
- b. Your individual qualification regulations specify that the Apprenticeship time limit takes precedence over the academic time limit.

G7 Classification of Honours Degrees

- a. Undergraduate Bachelor's degrees with Honours, including Scottish 480 credit Undergraduate Bachelor's degrees with Honours 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.

G7.1 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. Not all of the credit included in your qualification will count towards your classification. Detailed information is included in [Clause G7.2](#).
- c. We will calculate the classification of your qualification automatically in accordance with our scheme of classification.
- d. The Honours classification scheme for Bachelor's degrees is calculated using the Weighted Grade Credit score, explained in [Clause G7.3](#) and uses the thresholds and the Borderline test set out in [Clause G7.4](#) or [Clause G7.5](#) if you have an award of RPL.

G7.2 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.

G7.2.1 360-credit Undergraduate Bachelor's Degree with Honours

- a. If you have completed 360 credits for an Undergraduate Bachelor's Degree with Honours, including 120 credits of Open University level 1 modules in Stage 1, 120 credits of Open University level 2 modules in Stage 2 and 120 credits of Open University level 3 modules in Stage 3:
 - i. We will use 240 credits from result grades from Open University modules: 120 credits of Open University level 2 modules from Stage 2 and 120 credits of Open University level 3 modules from Stage 3.

G7.2.3 Qualifications including RPL credit

- a. 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.

- b. 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 you have studied, as per Clause G7.5.

G7.3 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 G7.2](#) for information on which modules will be used in this calculation).
- b. We multiply your module grades by the credit value of that module. For 360 credit Undergraduate Bachelor’s Degrees with Honours, modules which are included in the highest Stage of your qualification will be double-weighted.
- c. We refer to the total of this calculation as your Weighted Grade Credit score.

G7.4 Calculation of Classification for 360-credit 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 1: Weighted Grade Credit ranges (240 credits) for 360-credit Bachelor’s degrees with Honours

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 2: 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 2 nd (2:1)
1171 to 1230	60 L3 credits at Grade 1, 2 or 3	Lower 2 nd (2:2)

G7.5 Reduced Weighted Grade Credit ranges for Undergraduate Bachelor's Degrees with Honours awarded with RPL credit

- a. The weighted grade credit ranges for the first element of classification are reduced pro-rata if you have been awarded RPL credit and 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.
- b. The reduced Weighted Grade Credit ranges for each classification according to the amount of credit valid for classification are as follows:

Table 3: 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

Amount of graded Open University Credit available	First Class	Upper Second class (2:1)	Lower Second Class (2:2)	Third Class
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 4: 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

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)
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

Section H: Regulations applicable to postgraduate qualifications

H1 Postgraduate Regulations for Apprentices

- a. These Regulations apply to Apprentices who are studying for an academic postgraduate qualification with us as part of an Apprenticeship Programme. Regulations for postgraduate qualifications studied outside of the Apprenticeship Programme (declared postgraduate qualifications) are presented within the standard [Academic Regulations \(Taught Courses\)](#).

H2 Registration

- a. You must be registered for a qualification in order to be awarded it.

H3 Enrolling on modules studied as part of your qualification

H3.1 Entitlement

- a. When you are registered for a qualification as part of an Apprenticeship Programme, you will be enrolled for modules that will enable you to achieve that qualification. The precise modules will be subject to the circumstances in which we may make changes to curriculum and qualifications, as detailed in [Section B2](#).
- b. Subject to the specific regulations governing your qualification, you may count credit you are awarded:

- for any module for which you are enrolled;
- for any module for which you were previously registered or enrolled which is eligible to be counted.

H3.2 Module enrolment

- a. Once you are registered for a qualification as part of an Apprenticeship Programme you may, subject to these Regulations, be enrolled for modules that will count towards that qualification. These will be modules that are specified as available in the enrolment process and in the Module Descriptor for your qualification (subject to any changes specified in paragraph H3.1a).
- b. While you are registered as an Open University Apprentice, study for a module outside of the Apprenticeship Programme is only permissible with agreement from us.
 - i. If you ask to study an additional module, the Apprentice Enrolment and Support Team (AEST) will review the following before recommending our decision.
 - all current requirements of the Apprenticeship Programme,
 - the needs of your Employer,
 - our study limit rules ([Section D1](#), Study restrictions for academic reasons)
 - ii. If you then register for any standalone modules outside of the Apprenticeship Programme, you will be required to self-fund any fees (as advertised on the Open University website and governed by the [Fee Rules](#)) and comply with all other regulations applicable to Open University Students.
- c. If you are eligible to study an additional module (as per paragraph H3.2b above) that is not specified as available within the qualification you are studying through the Apprenticeship Programme, you must register for that module as a standalone course outside of the apprenticeship, and you will not be able to count any credit awarded for that module towards your registered

qualification and Apprenticeship Programme unless exceptional permission is given by the Academic Committee (Learning Teaching and Assessment) for the qualification.

H4 Time limit for completion of postgraduate qualifications

- a. Your Funding Provider will set rules which restrict your flexibility to study towards qualifications over an extended period of time. As an Apprentice, the Apprenticeship Programme will have a Planned Start and End Date to ensure compliance with rules or guidance set by your Funding Provider.
- b. You must complete your apprenticeship (including the qualification), within this Apprenticeship Duration unless additional arrangements have been agreed under exceptional circumstances with your Employer and with the permission of your Funding Provider if required (see [Section H5](#) for further details). Your planned Apprenticeship Duration and Planned Start and End Dates take precedence over any other of our academic time limits.
- c. All postgraduate qualifications have a specified academic time limit for completion to ensure coherence of academic study, external credibility and satisfactory academic progress. The academic time limit will be specified in the individual qualification regulations and additional information is presented within the standard [Academic Regulations \(Taught Courses\)](#).
- d. Your individual qualification regulations specify that the Apprenticeship time limit takes precedence over the academic time limit.

H5 Changing your study plans for exceptional or personal reasons

- a. As an Apprentice, you cannot change your qualification unless expressly agreed by your Employer, by us, and your Funding Provider (if applicable).

The Funding Provider rules according to your Nation must also permit this change. A change of qualification may have implications on your eligibility to continue with the Apprenticeship Programme. If you change your qualification, the regulations at the date of the change will apply.

- b. As an Apprentice, guidance laid down by your Funding Provider means you have very limited options to take a Break in Learning or extend the planned Apprenticeship Duration of your Programme and this may have implications on your ability to continue with the Apprenticeship Programme.
- c. To request a change in your study plan or Break in Learning, you must have written permission and agreement from us and your Employer. To discuss this, contact the AEST. We will liaise with your Funding Provider for approval if appropriate.

H6 Dissertations, Projects and Capstone modules

H6.1 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 us 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.

H6.2 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. You must submit a statement specifying what part, if any, of the material you have previously used for another degree or qualification awarded by us or any other awarding body. If you are submitting joint work, you must say what your contribution is.

H7 Classification

H7.1 Classification schemes

- a. Postgraduate qualifications can award classifications of Distinction, Merit or Pass.
- b. Some postgraduate qualifications may not award classified awards or may have an approved exceptional scheme which varies from the Framework in H7.2.

- c. We will award the classification of your qualification automatically in accordance with our scheme of classification.
- d. Postgraduate qualification schemes may specify which modules(s) must be included within the modules used for classification.
- e. Details of Postgraduate classification schemes are included in the specific qualification regulations.

H7.2 Classification Framework

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

H7.3 Classification of postgraduate qualifications and the reuse of module credit

- a. Subject to the conditions in Section H of the standard [Academic Regulations \(Taught Courses\)](#), you may be able to count Postgraduate Level modules that have already been included in a qualification towards the credit requirement of a subsequent postgraduate 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 that have already been used in the classification of an Open University qualification cannot be used to classify a subsequent qualification at the same or 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 I: Award of Undergraduate and Postgraduate Qualifications

- a. When you are registered on a qualification and have successfully completed all the requirements we will either award or offer an award of a qualification (see [Section I5](#)).

I1 Eligibility

I1.1 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 regulations for your apprenticeship qualification. You may count awarded credit towards your qualification from any module that is eligible to be counted in the specification for that qualification.

I1.2 Excluded combinations

- a. Within a particular qualification, credit cannot be counted from a module that is designated as an excluded combination with another module, or module exemption RPL credit.

I1.3 Specified professional standards

- a. An award of a qualification may 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.

I2 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.

I3 Name of qualification

I3.1 Name and letters

- a. Specific regulations for your apprenticeship qualification 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, this will be indicated in the specific regulations for your apprenticeship qualification.

I3.2 Honours degrees

- a. An undergraduate degree will be awarded with Honours. The classification is determined in line with [Section G7](#) of these Regulations.

I4 Date of award of your academic 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.

I4.1 End Date for the Apprenticeship Programme

- a. The Academic Qualification date is different to the Planned End Date for your Apprenticeship Programme.
- b. In England, your Training Plan and Individual Learning Plan will state the Planned End Date of your apprenticeship.

You are expected (as agreed to in the Training Plan) to continue with your apprenticeship until the End-Point Assessment has been completed (if applicable to your Apprenticeship Programme).

- c. For Apprentices studying in other UK Nations, you should refer to the relevant documents specified by the Funding Provider for details of the Planned End Date for your apprenticeship.

I5 Accepting an offer of an academic qualification

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

I6 Conferral of qualifications

I6.1 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.

I6.2 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. Certificates will not be amended or reissued in a different name if a change of name is notified after the date your qualification is conferred except in the 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. 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 I6.2b above.

I6.3 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.

I7 Rescinding qualifications

- a. Qualifications conferred by us will not normally be rescinded. However, we may agree to rescind a qualification to enable an Apprentice 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.
- 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.

Section J: Ending your registration

J1 Duration of registration as a Student

- a. If you are registered for a qualification as part of an Apprenticeship Programme, you are a registered Student of The Open University during the period you remain registered for that qualification.

J2 Your right to withdraw registration

J2.1 Withdrawing from your apprenticeship

- a. You or your Employer may withdraw you from the Apprenticeship Programme at any time. This will result in immediate withdrawal of your registration on the qualification.

- b. Withdrawal will take effect only if you follow the specified withdrawal procedure as discussed with the Apprentice Enrolment and Support Team (AEST). Your Employer must provide confirmation of the withdrawal in writing. If the specified withdrawal procedure is not followed, your registration on the Apprenticeship Programme will continue, and your Funder/Employer must continue to pay any fees and other charges that are due as set out in your contractual or registration documentation (see “Contractual or registration documentation” within the [Definitions](#)).
- c. If you or your Employer withdraw from the Apprenticeship Programme, you will be unable to continue studying for any module that you have registered for or begun studying, unless you have been made redundant or are permitted to transfer your Apprenticeship Programme to another Employer in accordance with your Funding Provider rules. If you wish to continue to study any module that you have enrolled on, your withdrawal from the Apprenticeship Programme must occur after completing the module. If you are eligible, you may be able to count that module credit towards another qualification that you register for outside of the Apprenticeship Programme.
- d. If you leave your employment with your Apprenticeship Employer under any circumstances other than business closure, workplace closure, diminished requirements of the business for employees to do work of a particular kind, and you wish to continue to study a module that you have enrolled on, your withdrawal from the Apprenticeship Programme must happen after completing the module. If you are eligible, you may be able to count that module credit towards another qualification that you register for outside of the Apprenticeship Programme.
- e. If you are made redundant by your Apprenticeship Employer, you may be able to complete the study and assessment of any module(s) that you are currently studying subject to the terms in the [Conditions of Registration \(Apprentices\)](#) [Redundancy Appendix](#). If you are eligible, you may be able to count that module credit towards another qualification that you register for outside of the Apprenticeship Programme.

- f. A change in Employer may affect your eligibility to continue with the Apprenticeship Programme. If you wish to change your Employer and continue studying for your apprenticeship qualification, you will need to discuss your options with the AEST.
- g. If you or your Employer withdraw from the Apprenticeship Programme and your qualification registration and module enrolment are withdrawn as a result, you will cease to be a registered Student of The Open University.

J2.2 Registering for another qualification outside of the Apprenticeship Programme

- a. Registration onto modules that are studied towards a non-apprenticeship qualification will be subject to the standard regulations and [Fee Rules](#), and you will be liable to pay fees.

J3 Our right to end your registration

- a. We may end your registration if:
 - i. your Employer or Funding Provider does not pay your tuition fees when they become due or the Apprenticeship Written Agreement under which you are studying is terminated
 - ii. you do not meet or cease to meet any of the requirements set out in [Section C](#) or your Funding Provider rules
 - iii. you have been enrolled for module(s) within a registered undergraduate qualification, but you do not successfully complete your current modules
 - iv. you have been enrolled for module(s) within a registered undergraduate qualification, but you do not meet either the progression requirements or the progression criteria in Clause G4.4 (undergraduate qualifications)
 - v. you have been enrolled but not yet commenced study for module(s) with pre-requisite or co-requisite requirements and you do not successfully meet those requirements. See [Section D3](#) for further details

- vi. you will be unable to complete your registered qualification within the time limits specified in [Section G6](#) (undergraduate qualifications), [Section H4](#) (postgraduate qualifications) or within your apprenticeship Planned Start and End Dates, without exceeding the study restrictions set out in [Section D1](#)
 - vii. you are expelled or suspended under the [Code of Practice for Student Discipline](#).
- b. We may withdraw your registration or apply conditions to your continued registration if, in our opinion, it is reasonably necessary to do so in line with our duties to:
- i. protect the health, welfare and safety of Students, Apprentices, staff, contractors and members of the public,
 - ii. respect the safeguarding of young persons and at risk or protected adults, in accordance with our [Safeguarding Policy](#),
 - iii. comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 Amendment Regulations (Northern Ireland) 2004, Section 75 of the Northern Ireland Act 1998 for Northern Ireland, or any other statutory duty or obligation,
 - iv. 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.

J4 Effect of withdrawn registration

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

J4.1 Entitlement to re-register

Academic rules

- a. If you become eligible to do so, you may re-register on a qualification as part of an apprenticeship, by following the regulations and procedures in effect at the time. We will maintain your record of study in accordance with the [Student Privacy Notice](#), and if eligible to do so under the regulations and time limits in force at the time, you may count any credit you have been awarded in an earlier period of study to an Open University qualification.

Apprenticeship Programme rules

- b. In addition, you must meet the requirements of registration as set out within these Regulations and in line with your Employer and/or Apprenticeship Funding Provider (see “Registration” in [Definitions](#)).

Definitions

Academic Committee (Learning Teaching and Assessment)

The Academic Committee (Learning Teaching and Assessment) forms part of the University’s academic governance structure and is responsible for decisions about exemptions and exceptions to academic regulations as outlined in these regulations.

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

An Apprentice is 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. Graduate Apprentices in Scotland will provide their Student qualification fees through a funding provider.

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

Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team (AEST) registers our Apprentices and provides support throughout their Apprenticeship journey. It comprises a team of Senior Advisers who offer advice and support for a range of queries apprentices may have whilst studying their modules. Advisers will liaise with other teams across the University to ensure the right information, help and support is provided to an apprentice. Find contact details in the [How to Contact Us](#) section.

Apprenticeship Frameworks

These are documents provided by Skills Development Scotland (SDS) for each specific Apprenticeship Programme, to guide the content and structure of Scottish Graduate Apprenticeships.

Apprenticeship Programme

Apprenticeship Programmes vary by UK Nation. Your Apprenticeship Programme will have Planned Start and End Dates, and a planned Apprenticeship Duration.

Apprenticeship Programme Delivery Manager (APDM)

APDMs support Employers participating in an Apprenticeship Programme. They offer support and advice on recruitment, registration and eligibility; act as the conduit between the Employer and the OU; and provide support to line managers/workplace mentors and Apprentices.

APDMs also review, track and respond to Apprentice progression by working with the Employer, the Apprentice, the Apprentice Enrolment and Support Team (AEST), and the Faculty to achieve successful completion. They collect and act upon feedback from the Employer and the Apprentice to continually enhance this process.

Apprenticeship Services Team

The Apprenticeship Services Team sits within our Business Development Unit and is responsible for the operational management of our Apprenticeship Programme.

Apprenticeship Standards

In England, Apprenticeship Standards detail what an Apprentice will be doing under each Apprenticeship Programme and the skills required of them, by job role.

Standards are listed on the [Apprenticeship finder, Skills England](#) site.

Apprenticeship Written Agreement

In England a signed Written Agreement must be in place between the Employer and the training provider prior to commencement of the apprenticeship. A Written Agreement covers the terms and conditions of our relationship and gives details of the cost, payment schedule and the Apprentices who are covered by the Written Agreement, and the Apprenticeship Standard under which they are studying. In other Nations, contractual and registration documentation may vary.

You can contact the Apprenticeship Services Team if you have any queries about the documentation related to your Nation, find contact details in the [How to Contact Us](#) section.

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 I for more details.

BA/BSc with Honours

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

Break in Learning in England

For Apprentices in England

- Breaks in learning are pre-arranged by discussion with employers and The Open University, through the AEST.
- A Break in Learning is a period of time in which you can pause your apprenticeship.
- You must commit to resume your apprenticeship in the future.
- Breaks in learning can be supporting in illness, pregnancy and for other reasons if you find you are unable to continue with the apprenticeship.

Change in Study Plan in Scotland and Wales

When Apprentices within UK Nations request a Change in Study Plan, each UK Nation has different rules and processes which will be explained to you when you apply. A change in study plan may affect your ability to continue studying for the Apprenticeship Programme.

Certificate of Higher Education (CertHE)

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.

Component of a qualification

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

Compulsory module

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

Conferral of qualification

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

Core option module

Core option modules offer a choice from a set of options. Core option modules help you to meet specific learning outcomes for your qualification.

Contractual or registration documentation

Any contractual or registration documentation which governs your Apprenticeship Programme (as specified by your Apprenticeship Programme Funding Provider).

You can contact the AEST for up-to-date information on the contractual and/or registration documentation related to your Nation. Find contact details in the [How to Contact Us](#) section.

Credit/Credits

Credit is a means of quantifying and recognising learning; it is the 'value' attached to the modules you study. Each module is assigned a credit value, which is related to the workload required to successfully complete it.

For academic (rather than work-based) modules, 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 may have a zero-credit value as necessitated by the Apprenticeship Programme.

Department for Education, England (DfE)

DfE is a Funding Provider for Apprenticeships in England from March 2025, having taken over the work of the ESFA. One of the priorities of the DfE is to drive economic growth by improving skills, productivity and supporting people to work.

Diploma of Higher Education

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

End-Point Assessment

In England, an End-Point Assessment assesses an Apprentice's knowledge, skills and behaviours at the end of the Apprenticeship Programme to confirm that the Apprentice has met the requirements of the approved Apprenticeship Standard being followed. The End-Point Assessment is carried out by an Apprentice Assessment Organisation.

An End-Point Assessment may not be required for required for Apprentices studying in other Nations.

Enrolment

Enrolment allocates an Apprentice onto a module. The module must be within their registered qualification. We enrol our Apprentices on their behalf.

Examinable component

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

Foundation Degree

In England, a foundation degree is an undergraduate qualification of at least 240 credits including at least 120 credits at Open University level 2.

Functional Skills

Applied practical skills in English, maths and ICT that provide the individual with the essential knowledge, skills and understanding to enable them to operate effectively and independently in life and work.

Funding Provider/ Funding Body

Funding Providers set rules for Apprenticeship Programmes. Their rules supersede our Academic Rules within these regulations and vary between UK Nations. Contact the Apprentice Enrolment and Support Team for further information.

Individual Learner Record

This contains information that allows providers to collect, return and check data on Apprentices, which must be submitted regularly to the DfE/Skills England.

Individual Learning Plan

This is an agreed plan between The Open University and the Apprentice which features what is due to be studied and when. It will record the milestones that should be reached. It is an ongoing plan that will be updated regularly.

Institute for Apprenticeships and Technical Education (IfATE)

IfATE oversaw the development of Apprenticeship Programmes in England between 2017 and 2025. In 2025 Skills England took over this role.

Level

Our modules are assigned a level of study. For undergraduate modules, these are expressed as Open University levels 1, 2 and 3. For postgraduate modules, these are at postgraduate level.

Medr

Find out more on the site, [Medr - the Commission for Tertiary Education and Research](#). From August 2024 Medr became responsible for funding and regulating the tertiary education and research sector in Wales.

Module

A module is a self-contained unit of teaching, learning and assessment which may be studied in combination to form qualifications. Each module is assigned a credit value and level of study. Apprentices will be registered onto a specific qualification and will be enrolled by us onto all specified modules as required to complete the qualification.

Module Descriptor

A module descriptor presents a breakdown of the modules an Apprentice can expect to study as part of their apprenticeship qualification, including any additional requirements.

Online school (for residential schools)

This refers to an alternative way to complete the residential school requirement for a module where a Student or Apprentice is not able to attend a face-to-face residential school. This may involve a written assignment, online project and/or online conferencing.

Options modules

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

Practice Tutor

This is an Open University staff member who helps to integrate learning into the workplace across the entire programme and supports the delivery of the work-based learning modules. Apprentices and their line managers will be visited by a Practice Tutor at least four times per year.

Postgraduate Certificate

A Postgraduate Certificate is a postgraduate qualification of at least 60 credits of Postgraduate Level study.

Postgraduate Diploma

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

Postgraduate Master's Degree

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

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

Postgraduate Student

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

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).

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 University (for example the Credit Transfer team, or within the specific regulations for your apprenticeship qualification). Almost all RPL at The Open University is RPCL. You should refer to Section G of the [Academic Regulations \(Taught Courses\)](#) 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 gained 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.

Redundancy

Your dismissal comes under the statutory definition from the Employment Rights Act, 1996 if you experience redundancy because of:

- the closing of a business
- the closure of a workplace
- reduced business need for employees to do work of a particular kind

Redundancy also includes voluntary redundancy.

Registered Qualification

A registered qualification is a qualification that you have formally registered to study, are enrolled on modules for, and are counting credit towards. In England, this qualification will form one part of your Apprenticeship Programme.

Registration

Registration is the process by which you become a Student of The Open University. Subject to these Regulations and any funding rules of the Funding Provider for your Nation, you may register for a qualification as part of an Apprenticeship Programme. Registration for an Apprenticeship Programme will be completed by the prospective Apprentice and countersigned by their Employer.

You must understand and agree to the [Conditions of Registration \(Apprentices\)](#).

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. You will only be permitted to repeat study of a module with the consent of your Employer and/or Funding Provider, in line with the restrictions on repeating study of modules as set out within these Regulations ([Section D2](#)).

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.

Skills Development Scotland (SDS)

SDS is a Funding Provider for Scottish Graduate Apprenticeships. It is the national skills agency of Scotland.

Skills England

An executive agency sponsored by the Department for Education (DfE). In 2025 Skills England took over the functions of IfATE.

Stage

Undergraduate qualifications of 120 credits or more are divided into Stages which are made up of modules. Each Stage 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 1 modules.

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

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

Structure of a qualification

The structure of a qualification describes the components of that qualification and how they fit together. It includes the Stages and the way that the modules within each stage are designated as compulsory, core options, options or free choice. The majority of modules making up apprenticeship qualifications will be compulsory, and these modules must be studied for the qualification to be awarded. Core option modules are those which are chosen from a restricted set of options, and together with the compulsory modules address all of the specific learning outcomes of a qualification. Optional modules are a group of module choices from which a specified number of credits must be counted. Free choice indicates that a specified number of credits at an appropriate level can be counted from a wide range of our modules.

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 as part of our Apprenticeship Programme.

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.

Training Plan

A plan held by the main provider (The Open University), the Apprentice and their Employer. This sets out how the Apprentice will be supported to successful achievement of the apprenticeship. It must be signed by the Apprentice, their Employer and the main provider (The Open University), and all three parties must retain a current signed and dated version. The Training Plan was referred to as a Commitment Statement in previous versions of these Regulations.

Undergraduate Bachelor's degrees

The Open University awards undergraduate degrees of Bachelor of Arts (BA) and Bachelor of Science (BSc) to Apprentices who successfully complete their academic study.

Undergraduate Student

An undergraduate Student is a Student who is registered for a qualification designated as an undergraduate qualification.

Unique Study

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

“We/us/our”

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

“You/your”

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

For specific guidance on how these Regulations may relate to your personal circumstances, please contact your AEST.

Related Policies and Legislation

Refer to the following documentation in conjunction with this document:

- [Academic Progress Policy 2026/27 \(Apprentices\)](#)
- [Academic Regulations 2026/27 \(Apprentices\)](#)
- [Apprenticeship Framework \(Scottish Apprentices\)](#)
- [Apprenticeship Standards \(English Apprentices\)](#)
- [Code of Practice for Student Discipline](#)
- [Conditions of Registration \(Apprentices\)](#)
- Assessment Policies:
 - [Additional Assessment Policy](#)
 - [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](#)
- Any Registration Documentation which governs your Apprenticeship Programme (as specified by your Apprenticeship Programme Funding Provider) and External Funding Provider rules. You can contact us for information about Registration Documentation and External Provider Funding rules related to your UK Nation of residence. Find contact details in the [How to Contact Us](#) section.
- [Safeguarding Policy](#)
- [Student Privacy Notice](#)
- [Understanding your Class of Honours](#)
- The specific regulations for your apprenticeship qualification (available through the Apprentice Enrolment and Support Team).

Legislation

- [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#) and Section 75 of the [Northern Ireland Act 1998](#) for Northern Ireland
- [Employment Rights Act 1996](#)
- [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 carried out a plain English review to make these regulations easier to read and understand.
- References to IfATE have been updated to reflect that Skills England took on this work in 2025.

- We updated the definition of what the Department for Education (DfE) does in regard to the commencement of funding in Wales by Medr. We have added a new definition of Medr.
- We have updated references to the Commitment Statement, which is now referred to as a Training Plan.

Policies Superseded by this Document

The Academic Regulations Apprentices 2025/26 are superseded by this document.

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