

Module Regulations 2012 - 14

These regulations must be read in conjunction with the [Student Regulations](#). The Student Regulations set out the University's rules about registration as a student. These Module Regulations set out the rules that apply if you have:

- registered for a module which you are not studying as part of a qualification;
- enrolled for a module which you are studying as part of a qualification that you have registered for;
- registered for a module and you are studying that module as part of a qualification for which you have declared a qualification intention.

Declaring a qualification intention is the process by which a student who is eligible to do so under these regulations and the [General Qualification Regulations \(Declared Qualifications\)](#) formally notifies us about the qualification towards which they wish credit awarded for modules to be counted.

If you have registered to study for a qualification and you are enrolled to study a module you should also refer to the [General Qualification Regulations \(Registered Qualifications\)](#) for the rules that apply to you.

If you have registered to study a module and you are eligible to declare a qualification intention (see clauses MS 3.2 and 3.3 below) you should also refer to the [General Qualification Regulations \(Declared Qualifications\)](#) for the rules which apply to those qualifications.

MS 1 Eligibility

MS 1.1 Registration

- (a) In order to study an Open University module and to be awarded credit for a module you must be registered for the module (see Student Regulation OU 5.1) or you must be registered for a qualification and enrolled for the module ([Student Regulation](#) OU 6.1 and OU 6.2). Being registered or enrolled as a student on a module entitles you to the tuition, assessment and material for the relevant module.
- (b) Study limits for academic reasons
 - i) At any one time, you must not register or enrol to study modules that are worth a total of more than 120 credits unless prior approval has been given under the exceptional criteria set out in [Appendix 1](#). The 120 credits exclude standalone residential school modules, postponed examinations and examination resits and resubmissions.
 - ii) If, in three eligible presentations of study, you do not complete at least one module successfully, you will not be allowed to register or enrol for another module unless you meet the conditions specified by the Senate (see [Appendix 2](#)).
- (c) Additional study limits for undergraduate students in England

Revised August 2013

- i) If, under the Open University Fee Rules, you are eligible to pay a UK England fee and you are not eligible for transitional arrangements, you will not be permitted to register or enrol to study undergraduate modules starting within any academic year (as defined in Regulation 2(1) of the Education (Student Support) Regulations 2011) which count towards a registered or declared qualification and for which the total fees payable will exceed the maximum amount specified pursuant to section 24 of the Higher Education Act 2004.
- ii) If you defer your study of a module the fee payable for that module will be treated as falling within the academic year in which study of that module commenced. If any additional fee is payable when you resume study of the module, the additional fee will be treated as falling within the academic year in which study resumes.
- iii) For the avoidance of doubt, all modules that are studied towards the degree of Master of Engineering (M.Eng) are treated as undergraduate modules for the purpose of this regulation.

Note (not forming part of the regulations): For details of whether you are eligible to pay a UK England fee, whether you are eligible for transitional arrangements, the academic years and the maximum amount referred to in paragraph (i) above please refer to the [Fee Rules](#).

- (d) Additional study limits for Postgraduate Certificate in Education students in England

If you are registered for the Postgraduate Certificate in Education (PGCE) you will not be permitted to register to study any other module, except a postponed examination or an examination resit or resubmission, within the same academic year that you start your PGCE.

MS 1.2 Module registration and enrolment

MS 1.2.1 Enrolment

This regulation only applies to students who have registered for a qualification.

- (a) If you are registered for a qualification (your 'registered qualification') you will need to enrol for modules that are specified as available for your registered qualification in order to count credit for those modules.
- (b) You may not enrol on a module that is not specified as available within your registered qualification.
- (c) You must not register for a module that you could enrol for under Regulation (a) above.
- (d) You may, if you wish, register for a module that is not specified as available for your registered qualification. If you register for a module under this regulation you will not be able to count credit for that module towards your registered qualification.

MS 1.2.2 Restriction on module registration

This clause applies to students who have not registered for a qualification or declared a qualification intention.

You may not register on any module that the Senate has decided will only be available for study by students registered for a specified qualification or who have declared a specified

qualification intention, unless you are registered for that qualification or, if eligible, have declared that qualification intention.

MS 1.3 Cancellation of module registration and enrolment

- (a) The University may cancel your registration or enrolment for a module:
- i) if it does not comply with the requirements set out in regulation MS 1.2 above;
 - ii) if [Student Regulation](#) OU 9 applies.
- (b) You may cancel your registration or enrolment under [Student Regulation](#) OU 8 by following our [Cancellation Procedure](#).

If your registration or enrolment is cancelled you will no longer receive the tuition, assessment and material for the relevant module and you will not be eligible for the award of any credit for that module.

MS 2 Module credit

MS 2.1 Award

We will award you module credit if you achieve the required performance standard during the module and (where this applies) the examinable component of the module. An examinable component can be an examination, dissertation, project or other examined work. The Senate may set other conditions for the award of module credit.

MS 2.2 Grades

We may award you module credit with a grade. The Senate sets out the scheme and conditions for deciding which grade is awarded.

MS 2.3 Credit value

The Senate gives each module a credit value. Depending on the value of the module, the Senate will award the appropriate number of credits to you when you have successfully completed a module for which you are registered.

MS 2.4 Level of study

The Senate gives each module a level of study.

MS 2.5 Residential school element

The Senate may decide that a module will have a residential school element. If this is the case, you cannot be awarded module credit if you have not satisfactorily completed the residential school element. This will require you to attend a residential school or to complete the Alternative Learning Experience (where available).

MS 2.6 Definition of failure

We will consider you to have failed the module if you do not fulfil the module requirements, unless you have formally cancelled the module as set out in clause 1.3(b) above.

MS 2.7 Repeating modules

- (a) If you have been awarded credit for a module, you are not allowed to repeat that module unless paragraph (b) below applies.
- (b) If under Student Regulation OU 6.4(e), The Senate has decided that, for your registered qualification, a performance standard must be achieved before you are permitted to enrol on a further module at a higher level and you have been awarded credit for a 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;
 - ii) The module for which credit has been awarded, or a designated replacement module, if any, is available for study to be repeated;
 - iii) Study of the module is repeated within the time limit, if any, specified in the relevant Qualification Regulations;
 - iv) You are otherwise eligible under the Student Regulations and these Module Regulations to enrol on the relevant module.
- (c) If you are permitted to repeat study of a module under paragraph (b) above and you do not achieve the specified performance standard within the time limit set out in the relevant Qualification Regulations you may not repeat the module again and your registration for the qualification may be cancelled under Student Regulation OU9.
- (d) If you repeat a module under paragraph (b) above, your assessment record will include the grade that was first awarded together with the grade awarded for the repeat. The higher grade will be used as the indicator of your result for the module.

MS 3 Counting credit toward University qualifications

MS 3.1 Eligibility

To be eligible for any Open University qualification, you must follow the regulations and rules about counting credit towards that qualification.

MS 3.2 Undergraduate students who have studied with The Open University before 1st August 2012

If you first studied with The Open University on a module which started before 1st August 2012 you may either:

- (a) declare a qualification intention (your declared qualification) and, if eligible under the qualification regulations which apply to your declared qualification, link a module for which you are registered to your declared qualification and count any credit you are awarded for that module toward that qualification; or

- (b) register for a qualification and count credit towards that qualification as set out in clause MS 3.4 below. If you register for a qualification you will no longer be able to count credit toward a declared qualification.

If you are not resident in the European Union you may only declare a qualification intention if sufficient modules are available for registration in the country in which you are resident to enable the credit requirements for that qualification to be met.

MS 3.3 Counting credit for undergraduate students who first register for an Open University module after 1st August 2012

If you first register with The Open University on a module which starts on or after 1st August 2012 you may only count credit you are awarded for that module if:

- (a) you subsequently register for a qualification (your registered qualification);
- (b) the module credit you have been awarded is eligible to be counted under the regulations that apply to your registered qualification;
- (c) you followed the prescribed procedure for that credit to be counted.

MS 3.4 Counting credit for undergraduate students who are registered for a qualification

Subject to regulations which apply to your registered qualification, you may count credit you are awarded:

- (a) for any module for which you are enrolled;
- (b) for any module for which you were previously registered which is eligible to be counted (GQ3.2(b)).

MS 3.5 Postgraduate students

- (a) If you register to study with The Open University on a postgraduate module you may:
 - i) declare a postgraduate qualification intention (your declared postgraduate qualification);
 - ii) if eligible under the qualification regulations which apply to your declared postgraduate qualification, link a module for which you are registered to that qualification and count any credit you are awarded for that module toward that qualification.
- (b) The Senate may specify that registration on a postgraduate module is only available to a student who has declared a specified postgraduate qualification intention.
- (c) Under [Student Regulation](#) OU 2.3, the Senate may specify that registration for a postgraduate module may be subject to academic requirements.

Summary of changes made in these Regulations during 2013

May 2013:

- Minor numbering amendments in Appendix 1 and Appendix 2

June 2013:

- MS2.7 – additional sub-sections added: (a) (b) (c) (d).

August 2013:

Appendix 2

- i) Minor editing changes
- ii) Conditions Approved by Senate – amendment to paragraph 1 and paragraph 5 added. Both previously approved by Senate in June 2011 and omitted in error.

Module Regulations 2012 - Appendix 1

Module Regulation MS 1.1(b)(i) Exceptional criteria for prior approval to study more than 120 credits

Approval to exceed the limit of 120 credits of new study may be given if either

- i) one or more of Criterion A or Criterion B applies and, in either case, you satisfy Criterion C; or
- ii) criterion D applies.

A. Time limits

1. A time-limit specified in the Qualification Regulations means that a student who is registered for a qualification or who has declared a qualification intention may only complete that qualification within that time limit, after taking into account all credit already awarded that is eligible to be counted towards that qualification, by studying more than 120 credits.

or

2. Specific time restraints on a student, arising from personal circumstances, result in the need to study more than 120 credits. Supporting evidence of the personal circumstances and the need to study must be supplied.

B. Maladministration

The need to study more than 120 credits is due to maladministration by the University.

C. Ability to study

A request to exceed the 120 credit study limit is accompanied by:

1. a written statement which shows evidence of:
 - (a) recent successful experience of Higher Education study in the OU or elsewhere; and
 - (b) previous successful completion of more than one module at the same time;

and

2. a study plan which demonstrates the commitment and ability to study the chosen range of modules.

D. An application to study a Master's degree within 12 months is accepted

Module Regulations 2012 - Appendix 2

Module Regulation MS 1.1(b)(ii) Student Progress - Conditions specified by the Senate

This appendix explains the 'Conditions specified by the Senate' approved by the Senate in January 2012 in relation to The Open University's Module Regulation MS 1.1(b)(ii) which states:

"If, in three eligible presentations of study, you do not complete at least one module successfully, you will not be allowed to register or enrol for another module unless you meet the conditions specified by the Senate."

Conditions specified by the Senate

1. An 'eligible presentation' means a presentation in which you have enrolled or registered for an undergraduate credit-bearing module and you have remained enrolled or registered on that module after the start date.
2. If you have not completed at least one module successfully in three eligible presentations of study you will be placed at 'Restricted' status which means you will be unable to register for further study. If you wish to study with us you will need to make an application which will only be considered if you meet the criteria outlined in Table 1 below.
3. Your application should clearly demonstrate that you could not have anticipated the circumstances that prevented you from successfully completing a module, or which led to you cancelling your registration or enrolment (after the module start date). These circumstances need to be relevant to at least one of the three modules which have resulted in your status being placed at 'Restricted'.
4. Your application should be submitted via email or in hard copy and has to be accompanied by supporting documentary evidence.
5. If you do not meet any of these conditions you may not apply again to study with the OU for a period of at least 3 years from the start date of the last module that you either did not complete or failed. You will only be permitted to register if during that period you have successfully completed study elsewhere which equates to at least 30 credits at Framework for Higher Education Qualifications (FHEQ) level 4 or Scottish Credit & Qualification Framework (SCQF) level 7. Your application to study should be submitted via email or in hard copy and has to be accompanied by supporting evidence of the award of credit.

Table 1 Circumstances under which students placed at 'Restricted' status will be considered for permission to register or enrol for further study

Criterion	Conditions and notes	Supporting evidence required
1. Death of close family member, partner or dependant	A close family member is defined as someone on whom the student is dependent (emotionally or financially) or who was dependent on the student.	Hard copy or email notification followed by documentary evidence. Certified copy of death certificate (exceptions may be made if death has taken place within six weeks of application).
2. Unforeseen prolonged and serious illness of student or a close family member	For a student who has ongoing medical problems the condition needs to have worsened or deteriorated since the module start date, i.e. it could not have been anticipated that the illness or condition would have adversely impacted on study at the outset of the module.	Hard copy or email notification followed by documentary evidence. Certificate, letter or medical statement from GP or consultant confirming the situation. (The period of the illness needs to have a bearing on the timing of the withdrawal).
3. Maladministration on the part of the University	Action or inaction which could be classed as maladministration on the part of the University and which has affected academic progress. This does not extend to circumstances that are beyond the control of the University.	Any relevant evidence to support the student's application e.g. record of student contact.
4. Military deployment	If you are deployed to a conflict zone.	Hard copy or email notification followed by documentary evidence. e.g. letter or email from commanding officer.
5. Failure to complete three successive presentations in one academic year	A student must have reached Restricted status as a result of withdrawal from, or unsuccessful completion of three successive modules in one academic year.	Records on University systems.

Criterion	Conditions and notes	Supporting evidence required
6. Failure to complete a module which is not counted toward a registered qualification	<p>You must be registered for a qualification and have reached restricted status as a result of withdrawal from, or unsuccessful completion of a standalone module which does not count toward that qualification.</p> <p>NB Please note that this exception does not apply if you are studying for a declared qualification or studying standalone modules only.</p>	Records on University systems.
7. Exceptional circumstances beyond the student's control	Circumstances beyond the student's control that significantly reduced the time available for study over a sustained period.	Supporting evidence e.g. report from emergency services, social services, police or counsellor.