

Student Regulations 2014/15

The Student Regulations (including the Code of Practice for Student Assessment and the Code of Practice for Student Discipline) apply to all registered students of The Open University.

These regulations define the basis of the registration agreement between you and us. Students who register for or who are counting credit towards a specific academic qualification from the University are also governed by our Qualification Regulations which deal with registering for or declaring a qualification, completing a qualification and other matters about qualifications. Students who register or enrol for a module are also governed by our Module Regulations which deal with the award of module credit and how that may be counted towards qualifications.

These regulations should not be read in isolation. It is important that you read them in conjunction with the following documents:

- [Code of Practice for Student Assessment](#)
- [Code of Practice for Student Discipline](#)
- [The Module Regulations](#)

Students who have registered for a qualification or who have formally declared a qualification intention should also refer to the Qualification Regulations:

- The relevant [General Qualification Regulations](#)
- The specific regulations governing your qualification

If you wish to print the regulations governing your relationship with The Open University, you are advised to print all these documents which are available on the Open University website.

OU 1 Authority of the Senate and the Council

OU 1.1 To make regulations

The Senate (our authority for academic matters) may make regulations and rules regarding students who are studying or carrying out research, the continuing study of students, the content of studies, the teaching or supervision of students, the structure and content of qualifications and the assessment that is used to decide who qualifies for a qualification.

OU 1.2 Publicity for regulations

Regulations made by the Senate must be published on the Open University website. The Senate must also say how the regulations should be applied.

OU 1.3 Changes in regulations

- The Senate may alter the regulations and rules referred to in OU 1.1, or the way in which it applies them. The Student Regulations may be changed at any time. Changes to Module Regulations and module rules will not usually affect modules for which students are registered or enrolled at the time of the change. In all other cases, the Qualification Regulations that apply to you are those that are in force at any time:

- when you apply for entry to the qualification;
- when you enrol or register for any module which may count towards that qualification;
- when you progress through the qualification;
- when you are assessed or examined for the qualification; and
- when you become eligible for and, where necessary, apply to receive the qualification.

The Senate gives reasonable notice of changes to the regulations and rules, and the date they take effect.

OU 1.4 Fees and charges

The Council (our governing body) sets fees and other charges after consulting the Senate. The Council of the University has the right to change fees, deposits and other charges without giving you any notice.

OU 1.5 Payment of tuition fees and other charges

a) Liability for tuition fees and other charges

- When you register as a student of the University you agree that you will pay the tuition fees and other charges which are due in respect of your studies. You will be provided with information about those fees and charges, when they are due and how they may be paid, before you register.
- If you do not pay your fees or other charges in full at the time of registration and intend to pay by means of sponsorship, a grant, an Enhanced Learning Credit, a credit agreement or a tuition fee loan or any other method of deferred payment that we have accepted, it is your responsibility to ensure this is in place in good time before the payment becomes due. If you are not successful in arranging that means of payment you will be personally liable to ensure the fees or other charges are paid when they become due.
- If, for any reason, you do not pursue or complete an application for any method of payment referred to above, or if your application is unsuccessful, you must tell us as soon as possible so that we can help you to make alternative arrangements to pay your fees or charges or, subject to any rules made under Regulation OU11, to limit your liability for further fees or charges if you are unable to pay them by other means.

b) Non-payment of tuition fees and other charges

If you do not pay your tuition fees or any other charges when they become due you will be in debt to the University. If you are in debt to the University, the University will:

- Notify you that you are in debt, the amount of the debt and how you may pay that debt and give you a reasonable opportunity to pay any outstanding fees or other charges before taking any further action against you;
- Notify you of what action you may take, if appropriate, to limit any liability for further fees and other charges that may become due and give you a reasonable opportunity to take that action before any further liability will be incurred;

c) Consequences of non-payment of tuition fees and other charges

- i. If you do not pay your outstanding fees or other charges, including any further fees and other charges that may fall due, the University may take all reasonable steps including legal action to recover those fees and other charges from you.
- ii. If you are in debt to the University you will only be permitted to undertake further study for which any further tuition fees or other charges may become due if you pay in advance or have in place some other secured means of payment for those tuition fees or charges, which we have accepted.

OU 1.6 Continuous assessment (assignments) and examinations

The Senate sets the rules governing continuous assessment (assignments) and examination for any degree, diploma, module credit, certificate or other qualification of the University. These are set out in the Code of Practice for Student Assessment and in the detailed module rules and Qualification Regulations.

OU 1.7 Language of instruction, assessment and administration

Unless the Senate says otherwise, or the Welsh Language Act 1993 applies, English will be the language that is used for and in all tuition, materials, residential schools, counselling, examinations, assessment and administration in the University.

OU 1.8 University liability

We are not liable for any failure to perform any or all of our obligations if the failure (or delay) is due to the actions of someone else or to any cause beyond our reasonable control.

OU 2 Eligibility to register as student

OU 2.1 The need for registration

- a) You will not be allowed to register or to continue to study or carry out research, for any module or qualification of the University unless you meet the registration requirements below (regulations OU 2.2 to OU 2.4).
- b) Registration is the process by which you may become a student of the University. Subject to these regulations and to the Module Regulations and the Qualification Regulations you may register for a module or for a qualification.
- c) Enrolment is the process by which a student who has registered for a qualification is allocated to a module which will be studied as part of that qualification.

OU 2.2 General requirements

- a) You must be ordinarily resident in the European Union or in a country in which we have agreed to allow registration for your chosen module or qualification (at times and during periods that the Senate agrees to) unless the Senate says otherwise;
- b) You must normally be 16 or over at the start of the module presentation for which you want to register or enrol;
- c) You cannot register or enrol for modules which exceed the study limits set out in Module Regulations or General Qualification Regulations as applicable;
- d) You must agree to pay the tuition fees and other charges which are due in respect of your studies in a way which is accepted by the University;

- e) You cannot register while you are suspended or temporarily expelled from the University under the provisions of the Code of Practice for Student Discipline;
- f) You cannot register if you are permanently expelled from the University under the provisions of the Code of Practice for Student Discipline.

OU 2.3 Academic requirements for registration

The Senate may decide that registration for any qualification, or registration or enrolment for any module, shall be subject to:

- a) Your confirmation that you possess a skill or ability at a specified standard; or
- b) Your confirmation that you have undertaken a specified diagnostic or preparatory activity; or
- c) Successful completion of any Open University modules which you have previously studied; or
- d) An award of Open University credit for a specified module; or
- e) An award of Open University credit at or above a specified threshold; or
- f) An award of credit transfer at a specified level or for a specified module; or
- g) An award of a specified qualification, including award of that qualification at a specified grade or level; or
- h) Attainment of a specified academic standard expressed as equivalent to an award of credit or qualification, such attainment to be determined in a way approved by the Senate.

Any conditions decided upon by the Senate under this regulation shall be set out in the relevant Qualification Regulations, Module Regulations or module rules as appropriate

OU 2.4 Vocational and professional requirements for registration

The Senate may decide that registration for any qualification, or registration or enrolment for any module, shall be subject to:

- a) fitness to practise a specified profession;
- b) maintenance of professional standing;
- c) a satisfactory Criminal Records Bureau (or equivalent) disclosure;
- d) being employed by a specified employer;
- e) being employed in a specified role, capacity or profession;
- f) confirmation by an authorised third party that any specified requirements for study will be met.

Any conditions decided upon by the Senate under this regulation shall be set out in the relevant Qualification Regulations, Module Regulations or module rules as appropriate.

OU 3 Registering as a student

To be registered as a student of the University you must satisfy all of the following requirements:

- a) be eligible to register as a student under regulation OU2 above;
- b) register in the way we ask you to;
- c) agree to our Conditions of Registration (which may change from time to time and, unless it is stated otherwise, any such changes will apply to your registration);
- d) be accepted as a student, be allowed to register for the qualification, or be allowed to register for a module;
- e) pay or agree to pay the appropriate fee when you register. We will tell you how much you have to pay and how you should pay it.

Even if a sponsor agrees to pay any fees on your behalf, you may still have to pay all the outstanding balances that you owe us.

OU 4 Registration as a student

OU 4.1 Duration of registration as a student

- a) Module registration

If you are registered on a module, you are a registered student of the University during that module and, unless you tell us otherwise, you will remain a registered student of the University for a period of 2 calendar years from the end date of the last module for which you registered and remained registered after the start date of the module.

- b) Qualification Registration

If you are registered for a qualification you are a registered student of the University during the period you remain registered for that qualification.

OU 4.2 Application of OU regulations

- a) As a registered student of the University, you will be bound by University rules and regulations as set out in the Conditions of Registration, including the Code of Practice for Student Discipline and the Code of Practice for Student Assessment.
- b) If you are currently studying with the Open University the rules and regulations that apply to you at any time will be those set out in the Conditions of Registration which you agreed to when you registered or enrolled for that study, subject to any amendments permitted in the circumstances set out in those Conditions.

If you are a registered student of the University, but you are not currently studying, the most recent published edition of any rules and regulations will apply to you notwithstanding that those rules and regulations may have altered since the last occasion on which you studied.

- c) The Senate may determine that different rules and regulations may apply to students who are undergraduate students, postgraduate students or research students.
- (i) An undergraduate student is a student who is either:
- registered for a module which is designated as an undergraduate module; or
 - registered for a qualification which is designated as an undergraduate qualification or as an integrated masters degree and a student who is so registered will be an undergraduate student if they are enrolled on an undergraduate or postgraduate module as part of that qualification;
- (ii) A postgraduate graduate student is a student who is registered for a module which is designated as a postgraduate module.
- (iii) A research student is a student who is registered for a qualification which is designated as a research degree.

OU 5 Module registration

This section only applies if you are registered for a module. If you are registered for a qualification please see Regulation OU 6 below.

OU 5.1 Entitlement

Being registered on a module as a student entitles you to the tuition, assessment and material for the relevant module.

OU 5.2 Counting modules towards qualifications

If you meet the requirements set out in the Module Regulations you may, subject to the Qualification Regulations, count credit you are awarded for modules towards a qualification.

OU 5.3 Study limits

The Senate may set a limit for the number of modules or the amount of credit that you are permitted to register for at any one time and may set different limits for different categories of student. These are set out in the Module Regulations.

OU 6 Qualification registration

This section only applies if you are registered for a qualification. If you are registered for a module please see Regulation OU 5 above.

OU 6.1 Entitlement

If you are registered for a qualification we will provide you with the opportunity to enrol for modules or (if you are registered for a research degree) to undertake academic research which will enable you to achieve that qualification. The Senate reserves the right to change the specification for a qualification and we do not undertake that any module which is specified in the regulations for that qualification at the time of first registration will remain available to study as part of that qualification.

OU 6.2 Module enrolment

In order to complete your first registration for a qualification, you must enrol for a module which counts towards that qualification. Once you have registered for a qualification you may, subject to the Qualification Regulations, enrol for further modules which will count towards that qualification. Enrolment for a module which counts towards your registered qualification will have the effect of re-registering you for that qualification, subject to the Qualification Regulations in force at that time, unless you cancel your qualification registration under paragraph OU8.2 below. Being enrolled for a module entitles you to the tuition, assessment and material for the relevant module.

OU 6.3 Study limits

The Senate may set a limit for the number of modules or the amount of credit that you are permitted to study within any academic year or at any one time and may set different limits for different categories of student. These are set out in the General Qualification Regulations.

OU 6.4 Progression rules

The Senate may set a requirement for an amount and level of credit that must be studied or awarded, or for the performance standard achieved before you are permitted to enrol on a further module at a higher level. These requirements are set out in the General Qualification Regulations.

OU 6.5 Time limits

The Senate may set a time limit within which a qualification must be completed. These time limits will be set out in the Qualification Regulations.

OU 7 Lapsed registration as a student

a) Module registration

Your registration as a student of the University will lapse if you do not register for a module or qualification within the period specified in regulation OU4.1(a).

b) Qualification Registration

Your registration for a qualification will lapse:

- i. If, in the case of the first module presentation following your qualification registration, you do not remain enrolled on at least one module in that presentation until at least 14 days after the start date of that module.
- ii. If you do not enrol for a module which counts towards that qualification in 2 successive academic years unless you have formally deferred your enrolment in at least one of those years.
- iii. If you have not completed the qualification within the specified time limit specified under regulation OU6.5.

OU 8 Your right to cancel your registration and/or enrolment

OU 8.1 Cancelling module registration

- a) You may cancel your module registration at any time;
- b) Cancellation will take effect only if you follow the specified cancellation procedure;
- c) If you cancel your module registration you may register for another module or register for a qualification;

OU 8.2 Cancelling qualification registration

- a) You may cancel your qualification registration at any time;
- b) Cancellation will take effect only if you follow the specified cancellation procedure;
- c) The Senate may specify circumstances in which you may transfer your registration from one qualification to another and may specify conditions and restrictions for such a transfer.
- d) If you cancel your qualification registration you may, if you wish, continue to study any module for which you are enrolled and, if eligible, count that module towards any other qualification which you register for.
- e) If you cancel your qualification registration and all the modules for which you are enrolled (if any) you will cease to be a registered student of the University.

OU 8.3 Cancelling your module enrolment

- a) You may cancel your module enrolment at any time;
- b) Cancellation will take effect only if you follow the specified cancellation procedure;
- c) Except where paragraph OU7(b)(i) applies, if you cancel your module enrolment this will not affect your qualification registration and, subject to these regulations, you will remain a registered student of the University.
- d) The Senate may specify circumstances in which you may transfer your enrolment from one module to another and may specify conditions and restrictions for such a transfer.

OU 9 The University's right to cancel your registration and/or enrolment

We may cancel your registration and or/enrolment in the following circumstances:

- a) If you cease to meet any of the requirements set out in Regulations OU2.2, 2.3 or 2.4 above;
- b) If you are in breach of any of the conditions set out in the Module Regulations;
- c) If under General Qualification Regulations you have been permitted to enrol for a second level module and do not subsequently achieve the award of credit for the OU first level module at the first attempt, your enrolment for the OU second level module will be cancelled unless your module result includes permission to continue to study the OU second level module pending a resit or resubmission for the OU first level module;

- d) If you will be unable to complete your registered qualification or any further subordinate qualification within the time limit specified in regulation OU6.5 without exceeding the study limits prescribed under regulation OU2.2(c).
- e) If you are registered for a research degree and you do not make satisfactory academic progress;
- f) If you are expelled from the University under the Code of Practice for Student Discipline.

OU 10 Effect of lapsed or cancelled registration

- a) If your registration lapses under Regulation OU7(a) or (b) or if your registration is cancelled under Regulation OU8 or OU 9, we will maintain your record of study.
- b) You may subsequently register on a module or qualification, if you are eligible to do so, by following the rules in force at the time.
- c) If you cancel your qualification registration or your module registration or module enrolment we will not refund or cancel your fees except as provided in regulations made under Regulation OU 11.

OU 11 Refunding fees

Unless the Council decides otherwise, we do not refund or cancel module fees, qualification fees or other fees, or any part of them.

Student Regulations 2014

Summary of changes to previous version (July 2012):

- Regulations OU1.3 and OU4.2. To clarify the Senate's authority to change regulations and how those changes apply to continuing students and to 'students of the University' who are not currently studying;
- Regulation OU1.5 and 2.2(d) To clarify the obligation to pay tuition fees and other charges and the consequences of non-payment;
- Regulation OU6.2. Clarification that module enrolment is required to complete a qualification registration and that subsequent module enrolments have the effect of re-registration for that qualification;
- Regulations OU7 and OU8.2(d), 8.3. To clarify the consequences for qualification registration of cancelling module enrolment and the consequences for module enrolment of cancelling a qualification registration;
- Miscellaneous drafting changes to improve clarity and correct errors and omissions.

Summary of changes to previous version (August 2014):

- Regulation 4.2. To clarify the Senate's authority to apply different rules to undergraduate, postgraduate and research students, and to introduce definitions of those terms.