

Conditions of Registration

2022/23 and 2023/24

Degree Holder Entry Programme (DHEP)

Contents

Summary of Conditions	5
Scope	5
What this document covers	5
What this document does not cover	6
Related Documentation	7
Documents that govern your study:	7
Information and Guidance:	7
The Open University Student Charter Values	8
Commitment to Equality, Diversity and Inclusion at The Open University	9
Safe Space Reporting	9
Introduction.....	10
About these Conditions of Registration	10
Summary of the main terms of the contract between us	10
Section A: Your agreement to register as a Student	13
A1. The terms of the agreement.....	13
A2. Additional condition for disclosure of legal restrictions and conditions.....	14
A3. Additional conditions to comply with statutory responsibilities	14
A4. Registration	15
A5. Residence requirements	16
A6. Personal information	16
A7. Our right to make changes.....	17
A8. Your cancellation rights.....	20

Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: March 2022	Date for review: March 2023

A9.	Complaints and appeals	21
A10.	Student discipline and Academic Misconduct.....	21
A11.	Fitness to Study.....	21
A12.	Professional Standards and Fitness to Practise	21
Section B: Your fees		23
B1.	Agreement to pay tuition fees and other charges	23
B2.	Failure to pay fees and charges.....	23
Section C: Your learning.....		23
C1.	Registration and enrolment on a module.....	23
C2.	Assessment.....	24
C3.	Counting credit towards a qualification.....	24
C4.	Notification of relevant disabilities	24
C5.	Tutorials.....	25
C6.	Monitoring study	25
C7.	Students Living in Wales.....	25
Section D: Your qualification.....		26
D1.	Your registered qualification.....	26
D2.	Time limits for completing your registered qualification	26
Section E: Ending your registration.....		26
E1.	Withdrawing from your Qualification.....	26
E2.	The Open University's right to end your registration.....	27
E3.	Cancelling your registration when vocational and professional requirements are not met.....	28
Section F: Computing		28
F1.	Your Open University computing account	28
F2.	Keeping your account secure.....	29
F3.	Sharing information in online activities	29
Section G: How we will communicate with you		29
G1.	Students Living in Wales.....	29
G2.	By email.....	29

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

G3. Through StudentHome.....	30
G4. Through Open University websites	30
G5. Recording telephone calls.....	30
G6. Safeguarding duty.....	31
G7. Prevent Duty.....	31
Section H: Using library facilities.....	31
Section I: Indemnity insurance	31
Section J: Affiliation with third party organisations	32
Glossary of terms	32
Award of qualification	32
Conferred.....	33
Credit/Credits	33
DHEP	33
Disclosure	33
Electronic Portfolio	34
Employer.....	34
Employer Provided Identity	34
Enrolment.....	34
Module	34
Nation	34
Practice Tutor.....	34
Registered Qualification	34
Registration/Registration Agreement.....	35
Resubmission	35
Retake	35
Tutor Constable.....	35
Undergraduate Student.....	35
Us/We/Our	35
Vocational Requirements	35
Work-Based Learning (WBL).....	36

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Further clarification	36
The Corporate and Partnership Registration Team	36
The Student Support Team	37
The Open University in Wales	37
I siaradwyr Cymraeg	37
Students living in Wales	37
The Open University in Scotland	38
The Open University in Ireland (Northern Ireland and Republic of Ireland).....	38
Alternative format of the Conditions of Registration for DHEP	38
Appendix	39
Ap 1. Information sharing and Data protection	39

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Summary of Conditions

The Conditions of Registration 2022/23 and 2023/24 Degree Holder Entry Programme (DHEP) set out the terms and conditions (“Conditions”) that apply to registration for undergraduate taught modules and the Graduate Diploma in Professional Policing Practice (V21) studied with and awarded by The Open University.

These Conditions set out the terms of the agreement between you and The Open University. They also reference other policies, procedures, guidance documents, The Open University regulations and codes of practice listed in [Related Documentation](#). Together, these documents set out the details of your rights and obligations as a Student of The Open University.

Scope

What this document covers

These Conditions of Registration apply to:

Students who register for the Graduate Diploma in Professional Policing Practice (V21), and the modules within this qualification as part of DHEP, and set out the terms of the agreement between you and The Open University, including your rights and obligations as a Student.

These Conditions apply to your registration and study of The Open University Graduate Diploma in Professional Policing Practice (V21) and modules within this qualification which start in the academic years 2022/23 and 2023/24.

For any modules and the Graduate Diploma in Professional Policing Practice (V21) which are due to start after 31 July 2024 you should refer to the Conditions of Registration (DHEP) for the relevant academic year.

This document may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements. If these amendments occur after you have registered, you will be notified by email of any significant changes to this document.

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What this document does not cover

These Conditions do not apply to the following groups of Students and Learners:

- a) Students studying non-DHEP modules or qualifications.
- b) Students studying Police Constable Degree Apprenticeships (PCDA) or Police Community Support Officer (PCSO) Apprenticeships and non-apprenticeship programmes. Please refer to the [Conditions of Registration \(Apprentices\)](#).
- c) Postgraduate Research Students (PGR programmes).
- d) Those studying free courses on OpenLearn or FutureLearn.
- e) Those studying Short Courses. Please refer to the [Conditions of Registration \(Short Courses\)](#).
- f) Those studying a Vocational Qualification. Please refer to the [Conditions of Registration \(Vocational Qualifications\)](#).
- g) Those studying a Microcredential. Please refer to the [Terms and Conditions \(Microcredentials\)](#).
- h) Those studying Professional Development (PD) courses. Please refer to the [Terms and Conditions of Registration: Professional Development courses](#).
- i) Those studying Higher Technical Qualifications (HTQs).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Related Documentation

Refer to the following documentation in conjunction with this document:

Documents that govern your study:

- [Academic Conduct Policy](#)
- [Academic Regulations \(Taught Courses\)](#)
- [Code of Practice for Student Assessment](#)
- [Code of Practice for Student Discipline](#)
- [The College of Policing Code of Ethics](#)
- [Disability Discrimination Act 1995 for Northern Ireland](#)
- [Equality Act 2010 for England Scotland and Wales](#)
- [Fitness to Practise Procedure](#): Students studying programmes such as Policing in particular should familiarise themselves with The Open University's [Fitness to Practise Procedure](#) and the effect this policy may have on their future and/or continued employment.
- [Fitness to Study Policy](#)
- [Student Complaints and Appeals Procedure](#)

Information and Guidance:

- [Safeguarding Policy – Protecting children and vulnerable adults](#)
- [Social Media Policy](#)
- [Student Computing Policy](#)
- [Student Privacy Notice](#)
- [Student Protection Plan](#)

The full suite of Open University policies are available on the [Student Policy and Regulations website](#).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
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The Open University Student Charter Values

This document aligns specifically with the following [Open University Student Charter](#) Values:

1. We treat each other with courtesy and respect, respecting the rights of individuals to hold different beliefs and views and to express them appropriately.
2. We value diversity and challenge inequalities, and we are stronger for doing so.
4. We communicate with each other in ways which are clear, relevant, accurate and timely.
7. We act ethically and transparently, providing and making use of fair and open means to deal with our concerns and grievances, learning from them.
8. We challenge bullying and harassment and are committed to supporting the mental health and wellbeing of all members of our University community.
9. As Students, we share the responsibility for learning and make a commitment to study and research using the resources and support services available, upholding the highest standards of academic integrity.
10. As staff, we each play our role in enabling high quality learning and advancing knowledge and understanding through research and scholarly activity, ensuring every Student is supported.
11. We work to maintain and enhance the standards and reputation of our University recognising the contributions that all members make to its success.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Commitment to Equality, Diversity and Inclusion at The Open University

Policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

Safe Space Reporting

The Open University is committed to creating a diverse and inclusive environment in which everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. Safe Space Reporting is available through [an online tool](#) through which staff, students, learners and visitors are encouraged to report incidents of assault, bullying, harassment, hate crime, or sexual harassment. It also provides information about what you can do if these incidents happen to you, or to someone you know, and where you can find support.

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Effective from: 16 January 2023	Date for review: March 2024

Introduction

About these Conditions of Registration

These Conditions of Registration and the Registration Agreement set out the terms of the agreement between you and The Open University. They also reference other policies, procedures, guidance documents, Open University regulations and codes of practice listed in [Related Documentation](#). Together, these documents set out the details of your rights and obligations as a Student of The Open University.

When you register to study with The Open University you are entering into a legal agreement with us which places legally binding obligations on each of us.

You should make sure that you understand what is expected of you and what you can expect from us. If there is anything in the Registration Agreement, in these Conditions, or in any of the documents that are referred to that you do not understand, or that you wish to discuss, please [contact the Corporate and Partnership Registration Team](#). You should also check the Registration Agreement carefully before you submit it to make sure that all of the details are correct.

Summary of the main terms of the contract between us

This section sets out a summary of the main terms of your contract to study with The Open University. The full terms are set out throughout this document and in the other policy and regulatory documents referred to within this document.

- 1) This is a legally binding agreement between you and The Open University, to study the Graduate Diploma in Professional Policing Practice (V21) as part of a Degree Holder Entry Programme (DHEP).
 - a) You have a right to withdraw from your Registration Agreement at any time, however this may affect your employment.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- 2) You are agreeing to:
- a) Remain in employment with the named Police Force contracting with The Open University. If your employment is terminated for any reason or you are not able to continue with your studies, please contact your Practice Tutor as soon as possible as this may affect your ability to continue with the Graduate Diploma in Professional Policing Practice (V21) as part of a DHEP.
 - b) Comply with the legal requirements of your Employer as set out in their respective policies and procedures.
 - c) Comply with and abide by the professional standards set by the [College of Policing](#) and your Employer. You must do this in order to be awarded the Graduate Diploma in Professional Policing Practice (V21).
 - d) Notify The Open University and your Employer as soon as possible, of any concerns you have of not meeting such requirements.
 - e) You understand that The Open University may suspend or terminate your registration or deny the award of the qualification if the terms set out in this agreement are not met.
 - f) You understand that The Open University and your Employer may share necessary information about your health, disability, academic performance, conduct, fitness to practise and professional standards. Such information will be kept secure and will only be processed in accordance with The Open University's [Student Privacy Notice](#).
- 3) There may be costs of study in addition to your tuition fees (for example, transport to a day school) and other charges which your Employer will have to pay for you to complete your studies successfully. These are outlined in the [module descriptions](#).
- 4) We will use your personal information to maintain your Student record, to provide support for your studies and for other facilities which will include assignments, assessments, and an Electronic Portfolio. Please see the [Student Privacy Notice](#) for more information. We will only share your information with others in accordance with our [Privacy Notice](#).
- 5) We will provide you with teaching and assessment materials, learning support, and tuition, which are described in the [Qualification and module descriptions](#).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- 6) You agree to study the Graduate Diploma in Professional Policing Practice (V21), make reasonable use of the support provided and to carry out the assessment activities as required for your qualification.
- 7) There is no guarantee of academic success. The Open University will use its academic judgement to decide whether you have met the learning outcomes for each module that you are studying. If you do, you will be awarded credit that can be used to count towards the Graduate Diploma in Professional Policing Practice (V21).
- 8) In order to pass a module, you may have to submit and pass a number of tasks which could include an end of module assessment, and/or require you to provide relevant evidence by an Electronic Portfolio. In some circumstances you will be given an opportunity to resubmit the end of module assessment if you do not pass the module first time, but your result will normally be capped at the lowest grade of pass. Further information is available in the [Academic Regulations \(Taught Courses\)](#).
- 9) The Open University will make modules available to enable you to achieve your qualification. We may, in certain circumstances (for example if required to do so by the College of Policing), make changes to curriculum, if we do they will be in line with the [Academic Regulations \(Taught Courses\)](#).
- 10) As a DHEP Student, you cannot change your qualification.
- 11) The Open University can apply conditions to your study or cancel your registration if it is reasonably necessary to do so for reasons of health, safety and welfare of yourself or others, or to comply with statutory responsibilities. Please refer to the [Fitness to Practise Procedure](#).
- 12) The Open University can [end your registration](#) if you or your Employer:
 - a) has provided us with false or misleading information;
 - b) has not done something you were required to do to as a condition of your registration (for example, you have not provided the requested evidence of qualifying degree or the evidence you provided did not successfully meet the specified entry requirements);
 - c) does not pay your fees when they become due;

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- d) are found to have committed a serious breach of the [Code of Practice for Student Discipline](#) or any breach of restrictions placed on your access to study;
 - e) you fail to meet any academic or administrative requirements shown in the module or qualification description;
 - f) you break any of the conditions set out in this document (and any of the other rules and regulations referred to in it);
 - g) you fail to disclose any unspent legal restrictions or conditions as required by your employing Police Force.
- 13) You will be given an Open University computing account, which you must use responsibly and in accordance with the [Student Computing Policy](#).
- 14) You must provide us with your contact details and keep them up to date.
- 15) We will communicate with you by email, through [StudentHome](#) and other Open University websites. It is your responsibility to check for messages regularly.

Section A: Your agreement to register as a Student

A1. The terms of the agreement

- A1.1 When you complete and return the Registration Agreement, you as the Student and The Open University are entering into a legal agreement with each other.
- a) The Conditions of Registration and the registration agreement set out the terms of the agreement between you and The Open University. They incorporate and are subject to the rules, regulations, policies and procedures which are made under the Charter and Statutes of The Open University and which are referred to in [Related Documentation](#). Together, they set out the details of your rights and obligations of both parties which will apply while you are registered as a Student of The Open University.
 - b) In addition, as you are registering for a qualification to which vocational requirements apply, you will also be required to enter into a separate agreement with your Employer.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- c) If, at any time, any Open University employees or agents have agreed anything inconsistent with the Conditions, the Conditions will take priority, unless formally agreed in writing by The Open University.
- d) The Open University Senate may change rules, regulations, policies and procedures in the circumstances set out in Section B of the [Academic Regulations \(Taught Courses\)](#). The Senate gives reasonable notice of changes to the regulations and rules, and the date they take effect. You will be informed of any such changes as set out in Section B of the [Academic Regulations \(Taught Courses\)](#), and these Conditions will incorporate and be subject to changes that take effect during the period for which these Conditions apply.
- e) These Conditions, and other Open University policies and rules referred to herein shall be governed and interpreted in accordance with the laws of England and Wales, and all disputes arising from these documents or in relation to them shall be subject to the exclusive jurisdiction of the English courts.

A2. Additional condition for disclosure of legal restrictions and conditions

Students studying the DHEP will go through the recruitment process with a Police Force and will need to satisfy all relevant requirements and conditions stipulated by the Force. To remain on the Graduate Diploma in Professional Policing Practice (V21) you will need to continue to meet all the requirements of your employing Police Force, failure to do so may result in your place being withdrawn.

A3. Additional conditions to comply with statutory responsibilities

A3.1 The Open University may impose conditions or vary the terms on which you study and/or access services and facilities. Action may be taken if, in the opinion of The Open University, it is reasonably necessary to do so in order to comply with its duties to protect the health and safety of Students, staff, contractors and members of the public.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- A3.2 Conditions may be imposed, or terms may be varied by The Open University, in order to meet its duties with respect to the safeguarding of young persons or vulnerable and protected adults, or in order to comply with its obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland or any other statutory duty or obligation.
- A3.3 In order to fulfil The Open University's Safeguarding duty (in line with the [Safeguarding Policy](#) and [Section G6](#)), Open University employees or agents have a statutory obligation to disclose relevant information to the internal Safeguarding team or external parties (for example, Child and Adult Protection Services, or the emergency services).
- A3.4 In order to fulfil The Open University's Prevent duty (in line with [The Open University Prevent Principles](#)), Open University employees, Students or agents have a statutory obligation to report concerns that an Open University staff member or Student is at risk of being drawn into terrorism to The Open University Prevent team for investigation.
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A4. Registration

- A4.1 The Registration Agreement will come into force when we confirm formally in writing, by letter or by email, that we have accepted your registration, and your Employer has confirmed that you have met all entry requirements and assessments. Your application to register as a Student at The Open University is subject to you satisfying the University of the following:
- a) you have met the general requirements for registration as set out in [Section C](#);
 - b) you have met any requirements for registration on the modules which comprise the Graduate Diploma in Professional Policing Practice (V21) as set out in [Section D](#);
 - c) you have met the eligibility criteria as set out by your Employer and have provided the required evidence of your degree;

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- d) you have met the requirements for registration for the Graduate Diploma in Professional Policing Practice (V21) set out in the specific regulations governing your qualification;
- e) your Employer has paid the relevant fees;
- f) unless exceptional permission has been obtained, the modules and the Graduate Diploma in Professional Policing Practice (V21) are available for study in England and Wales.

A5. Residence requirements

Please refer to the residency requirements of your Employer.

A6. Personal information

- A6.1 We collect certain details from you at the point of registration. Once you have your Employer provided identities (i.e., work email address, work mobile number) we amend all of our student systems to reflect the Employer provided identity details, including recording your address as your Employer’s headquarters. We also keep records of your contact with us and your participation in learning activities.
- A6.2 When you register to study with The Open University, the personal information that you have supplied will be used and processed in accordance with clause A6.1 above, and the [Student Privacy Notice](#). This may include using the records we will keep of your participation in learning activities, to provide support to you in your studies.
- A6.3 You must not update your contact records via [StudentHome](#). You must instead inform your named contact within your Employer of any change. Your Employer will notify The Open University so we can update our records. We use the information that we hold in our records to process your registration, to keep in touch with you, to support you in your studies and to provide services and facilities, so it is important that it is correct. It is your responsibility to notify your Employer of any changes or errors. You must notify them within a reasonable time if you change your name, address, or any of your contact details.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- A6.4 Throughout your DHEP we will share your data with your Employer. This data may relate to your engagement, progress, conduct, health, disability, reasonable adjustments, practice-based assignments, placements, and fitness to practise. The sharing of this data is necessary to your contract with The Open University as a DHEP Student and forms part of our legal and contractual requirement with your Employer for the funding, delivery and monitoring of your studies. See also [Appendix Ap 1](#) for further information.
- A6.5 If you are awarded a Graduate Diploma in Professional Policing Practice (V21), any certificate in respect of that qualification will be issued in the name that we hold in our records at the point when your qualification is conferred. A certificate will not be amended or reissued in a different name if a change of name is notified after the date your qualification is conferred except in the case of an error by The Open University in recording your personal details, or if a valid request is made under the Gender Recognition Act 2004 in conjunction with the [Gender Identity Policy and Guidance](#), or if an application for a change of name on public safety grounds has been approved by The Open University. Any duplicate certificate issued will be in the same name as the original certificate (unless amended as above), even if a change of name may subsequently have been notified.

A7. Our right to make changes

- A7.1 The [Academic Regulations \(Taught Courses\)](#) sets out in Section B the circumstances in which The Open University may make changes to regulations, rules, curriculum or qualifications. The following paragraphs outline the circumstances in which The Open University may make changes to these terms or our educational services.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

A7.2 Circumstances outside our control

The Open University 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, terrorist acts or industrial disputes. Where those, or similar circumstances arise, we will minimise disruption so far as we are reasonably able to and, wherever practicable, will provide you with reasonable alternative arrangements to continue with your studies.

A7.3 Maintenance of academic standards

- a) The Open University may suspend or cancel registrations and enrolments for a module where it is unable to guarantee academic standards at the start date of the module:
 - i) in the case of the first presentation of a module only, where notice has been given during the registration process that the module is under development or subject to validation, and The Open University and your employing Police Force is unable to guarantee that the appropriate academic standards will be met or that any relevant validation will be secured by the time the module starts; or
 - ii) for any other module, there has been an unforeseen development in the subject area, teaching or assessment methods since registration opened for that academic year that requires significant change in order to maintain the currency or academic standards of the module or the academic reputation of The Open University that The Open University is not reasonably able to make before it starts; or
 - iii) there has been an unforeseen withdrawal of validation for a module since registration opened for that academic year that The Open University and your employing Police Force is unable to resolve before the module starts.
- b) The Open University will make all reasonable efforts to inform you of any such changes as early as possible.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

A7.4 Short-term changes to learning, teaching and assessment arrangements

The Open University may have to postpone, re-locate, re-structure or cancel tutorials, forums, day schools, and other teaching sessions, or assessments due to the occurrence of an event or circumstance beyond its reasonable control including, but not limited to, industrial action, whether on the part of the University's staff or otherwise, short notice absence of teaching or other staff, or short notice unavailability of premises, facilities or materials. The Open University will make all reasonable efforts to inform you of any such changes as early as possible and to provide reasonable alternative arrangements wherever practicable to do so.

A7.5 Changes to Modules

A7.5.1 The Open University will not normally make changes to a module for Students who are enrolled on that module.

A7.5.2 A change to a module on which you are enrolled will normally only be made if the change is required immediately in order to correct a significant error or omission, as the result of a legal or regulatory requirement or in order to meet the requirements of a validating body.

A7.5.3 Where a change is made to a module on which you are enrolled, you and your Employer will be given as much notice as possible of the change and, if there is any detriment to you or your Employer as a result of the change, you or your Employer will be given the opportunity to withdraw from that module without penalty ([see Section E1](#)).

A7.6 Changes to Qualifications

A7.6.1 We will not normally make changes to the structure or study requirements of a qualification for Students who are registered on a DHEP.

A7.6.2 However, in any of the circumstances referred to in [Clause A7.2](#), and if required by the College of Policing, The Open University may make changes to the structure of the Graduate Diploma in Professional Policing Practice (V21). These may include such matters as the balance between coursework and other types of assessment, the order of study and rules for progression through the qualification, or the requirements for attendance at or participation in specified learning activities.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

A7.8 Withdrawal of Qualifications

- A7.8.1 The circumstances in which The Open University may withdraw a qualification are set out within Section B of the [Academic Regulations \(Taught Courses\)](#), “Changes to regulations and curriculum”. If you are registered on a Graduate Diploma in Professional Policing Practice (V21) and The Open University in agreement with your employing Police Force has approved the withdrawal of that qualification, you will be given notice of the withdrawal and a reasonable opportunity to complete your study before it is withdrawn.
- A7.8.2 If The Open University decide to withdraw the Graduate Diploma in Professional Policing Practice (V21), 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.
- A7.8.3 You will normally be permitted to complete your qualification up to 12 months after the published withdrawal date.

A8. Your cancellation rights

- A8.1 If you wish to withdraw from this agreement, you must discuss this with your Employer who will make arrangements to withdraw you from the Graduate Diploma in Professional Policing Practice (V21) and associated modules. It is your Employer’s responsibility to inform the Open University of your withdrawal from the Programme. (To note, your Employer’s eligibility for a fee refund or a fee credit is set out in the contract we have with them.)
- A8.2 Any decision to withdraw from this agreement may impact on your employment. You must discuss any intended withdrawal from study and the potential impact of that on your employment status with your Employer.
- A8.3 If you wish to defer your Graduate Diploma in Professional Policing Practice (V21) and associated modules you must discuss this with both your Employer and The Open University, who will advise you of the options available. Once agreement has been reached with your Employer, The Open University will make arrangements for you to be withdrawn from the current presentation(s) of your module(s), and then re-registered on a later presentation of the modules.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

A8.4 Further information about cancelling or ending your registration including the actions you must take to do so, can be found in [Section E](#).

A9. Complaints and appeals

A9.1 The Open University has a [Student Complaints and Appeals Procedure](#) and is a member of the Scheme of Independent Adjudication for Higher Education established by the Higher Education Act 2004.

A9.2 The Open University also has a specific complaints procedure for complaints relating to Welsh Language Standards. Details on this procedure are available in the document "[Welsh Language Standards – Dealing with Complaints and Comments](#)".

A10. Student discipline and Academic Misconduct

A10.1 The Open University has a [Code of Practice for Student Discipline](#). When you register to study with The Open University, you agree to be bound by this code.

A10.2 The Open University has an [Academic Conduct Policy](#). When you register to study with The Open University, you agree to comply with this policy.

A11. Fitness to Study

The Open University has a [Fitness to Study Policy](#) to support you if a mental, emotional or physical disability impacts on your ability to study, on other's ability to study or on the teaching and administrative processes of The Open University. When you register to study with The Open University, you agree to engage with this Policy if requested by The Open University.

A12. Professional Standards and Fitness to Practise

A12.1 The Open University has a [Fitness to Practise Procedure](#) which should be followed where a professional programme offered by The Open University is governed by a Professional, Statutory or Regulatory Body (PSRB) that requires The Open University to declare that a Student is not only academically qualified to practise, but also suitable or fit to practise in that profession.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

A12.2 When you register to study with The Open University for a Graduate Diploma in Professional Policing Practice (V21), you explicitly acknowledge that you understand and agree to abide by the [College of Policing Code of Ethics](#), as detailed in the [Fitness to Practise Procedure](#). Failure to do so may result in this procedure being followed and can lead to your removal from the DHEP. This means that:

- a) The Open University will share information about your academic performance and professional standards relating to your study on the DHEP with your Employer. In particular, information about issues relating to your conduct may be shared where it might affect your professional suitability or fitness to practise and your continued employment. Your Employer has the right to deal with employment related matters under their own procedures, independently to The Open University's [Fitness to Practise Procedure](#), however this procedure may also be invoked in respect of those matters.
- b) The Open University may consider any concern through its [Fitness to Practise Procedure](#) and this may lead to conditions being applied to your continued registration on the Graduate Diploma in Professional Policing Practice (V21), your suspension, deregistration from the Graduate Diploma in Professional Policing Practice (V21), or your expulsion from The Open University.
- c) If a concern is raised that you are not achieving or maintaining those standards at a level appropriate to your studies for the qualification, you may be referred under The Open University's [Fitness to Practise Procedure](#).
- d) You agree to notify The Open University as soon as practicable of any matter which may give rise to any concern about your ability to meet [The College of Policing Code of Ethics](#), referring any such matter verbally, electronically or in writing to your Practice Tutor and/or Tutor Constable.

A12.3 If a Graduate Diploma in Professional Policing Practice (V21) has been awarded and any matters occurring before the award of the Graduate Diploma in Professional Policing Practice (V21) subsequently come to light that, in the opinion of a Fitness to Practise panel, ought to have been declared and would have resulted in the withholding of the qualification, the matter shall be referred to the University's Central Disciplinary Committee who has the power to withdraw the Graduate Diploma in Professional Policing Practice (V21).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Section B: Your fees

B1. Agreement to pay tuition fees and other charges

- B1.1 When you register as a Student of The Open University on the modules for the Graduate Diploma in Professional Policing Practice (V21), your Employer agrees to pay the tuition fees and other charges that are due in respect of your studies.
- B1.2 The tuition fee covers the tuition, materials (excluding set books) and assessment for the module(s). Please note that if you are required to purchase set books relevant to your studies, these do not need to be purchased from The Open University.
- B1.3 There may be extra costs in addition to the tuition fee, such as a laptop, internet access, travel to tutorials and set books.

B2. Failure to pay fees and charges

- B2.1 Your Employer must pay or agree to pay any fees and other charges that are due upon your registration onto a module and the qualification.
- B2.2 If your Employer does not pay your tuition fees or any other charges when they become due, we may withdraw your registration, even if you have started studying.

Section C: Your learning

C1. Registration and enrolment on a module

- C1.1 When you are registered for the Graduate Diploma in Professional Policing Practice (V21) and associated modules shown in the registration agreement(s):
- you will be provided with module materials, module assessments and module tuition as described in the [module descriptions](#);
 - you agree to study the module materials, submit the module assessments at the times and in the manner specified (including maintenance of Electronic Portfolio);

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- c) you will be eligible to be offered one opportunity to resubmit an assessment component as part of your module registration, under the assessment rules for your module(s). In the event that you fail a resubmission it will be at the discretion of your Employer as to whether you have the option to retake the module;
 - d) you agree to complete your work-based learning in accordance with the rules of your Employer. If you have any questions regarding the rules please contact your Practice Tutor and/or Tutor Constable.
-

C2. Assessment

- C2.1 The Open University's [Code of Practice for Student Assessment](#) will apply to the assessment of your module(s), and academic judgement will be applied by The Open University to determine the extent (if any) to which the learning outcomes of the module(s) have been met.
 - C2.2 Students living in Wales have the right to submit written work in Welsh, and your work will not be treated less favourably if you do this.
-

C3. Counting credit towards a qualification

Due to the nature of the DHEP, you will not be awarded the Graduate Diploma in Professional Policing Practice (V21) if you do not successfully complete all modules within the qualification. The only exception is that you may be able to transfer credit for successful study to a DHEP at another Higher Education Institution, with the prior consent of your Employer, The Open University, and the institution to which you wish to transfer.

C4. Notification of relevant disabilities

If you have told us that you have a disability that might affect your studies, examination or assessment, you must provide us with any further information we request, so we can comply with our responsibility to make reasonable adjustments under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland or any other statutory duty or obligation.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

C5. Tutorials

- C5.1 As part of studying a module, you will be required to attend tutorials either face-to-face or online. For face-to-face tutorials The Open University cannot guarantee tutorial availability close to you, but the location will be agreed with your Employer and you may need to travel to attend. We will provide an online alternative to any face-to-face tutorials so that Students who are unable to attend are not disadvantaged.
- C5.2 The rules for the recording of online tutorials are set out in the [Policy for the recording of online tutorials](#).
-

C6. Monitoring study

We will collect information about your participation in your studies to provide support services. We will share this information with your Employer. Further information is available in the [Student Privacy Notice](#).

C7. Students Living in Wales

- C7.1 If you live in Wales, you have the right to ask The Open University to allocate you a Welsh speaking Practice Tutor.
- C7.2 Where we provide the DHEP in Wales, we will actively attempt to recruit Welsh-speaking Practice Tutors.
- C7.3 If you have indicated to us that you speak Welsh, we will match you with a Welsh speaking tutor if they have been recruited. You may choose to communicate with the tutor in Welsh or English, or use both languages.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Section D: Your qualification

D1. Your registered qualification

Your registered qualification is shown in the Registration Agreement and on your [StudentHome](#) (whilst you are a current Open University Student). The Open University will register you on both modules which will enable you to achieve the Graduate Diploma in Professional Policing Practice (V21).

D2. Time limits for completing your registered qualification

The Open University allows for a maximum period of 72 months to complete the Graduate Diploma in Professional Policing Practice (V21). However, your Employer requires that you complete the DHEP within 24 months as specified by the College of Policing. Should you consider at any time that you will require longer than 24 months to complete the DHEP, you will need to discuss this with both your Employer and The Open University.

Section E: Ending your registration

E1. Withdrawing from your Qualification

- E1.1 You and your Employer may withdraw you from the Graduate Diploma in Professional Policing Practice (V21) at any time. This will result in immediate withdrawal of your registration on all of the modules and the qualification.
- E1.2 If you intend to defer or withdraw from your DHEP before it is completed, you must discuss this with your Practice Tutor at The Open University and Employer Police Force. If you have deferred a module, The Open University, in turn, will liaise with your Employer, who may be liable for any additional fees when you resume studying the module.
- E1.3 If you are made redundant by your Employer you will not be able to complete the study and assessment of any module(s) you are currently studying, or the qualification overall.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

E1.4 If you or your Employer withdraw from the DHEP and your qualification registration and module enrolment are withdrawn as a result, you will cease to be a registered Student of The Open University unless you are studying other Open University modules.

E2. The Open University’s right to end your registration

E2.1 The Open University may end your registration at any time if:

- a) we find that you or your Employer have given us information which is false or misleading, or you do not inform your Employer of a change in your Personal Information as set out in [Section A6](#) (“Personal Information”);
- b) your Employer does not pay your tuition fees when they become due;
- c) you fail to meet any academic or administrative requirements shown in the module or qualification description;
- d) you have been enrolled for module(s) within the Graduate Diploma in Professional Policing Practice (V21), but you do not successfully complete your current modules;
- e) you will be unable to complete your Graduate Diploma in Professional Policing Practice (V21) within the time limits specified in [Section D2](#);
- f) you are expelled or suspended from The Open University under the [Code of Practice for Student Discipline](#); or due to a voluntary or imposed study break following a Fitness to Study Stage 3 Case Conference Panel in accordance with the [Fitness to Study Policy](#);
- g) you fail to disclose any legal restrictions or conditions required by your employing Police Force.

Please note that The Open University may consider prosecution if you have supplied fraudulent information.

E2.2 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:

- a) protect the health and safety of Students, staff, contractors and members of the public;

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

- b) respect the safeguarding of young persons or vulnerable adults, in accordance with our [Safeguarding Policy – Protecting children and vulnerable adults](#);
- c) comply with our obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland or any other statutory duty or obligation;
- d) comply with any other statutory duty or obligation or any order of a court or other authorised body made for the protection of the public, any section of the public or any individual.

E2.3 If The Open University ends your registration for a module, we will not send you any further module materials and you may not participate in any learning or assessment activities for that module after the date of cancellation.

E3. Cancelling your registration when vocational and professional requirements are not met

E3.1 We may cancel your Graduate Diploma in Professional Policing Practice (V21) registration if you have ceased to meet one of the following conditions:

- a) [fitness to practise](#) for Policing;
- b) maintenance of professional standing e.g. [College of Policing Code of Ethics](#);
- c) being employed by a specified Police Force;
- d) being attested as a Police Constable.

E3.2 You must tell us if, at any time while you are a registered Student, you cease to meet any of these conditions that apply to you in connection with your studies.

Section F: Computing

F1. Your Open University computing account

When you register to study with The Open University, we will provide you with a secure Open University computing account. It is your responsibility to keep your account secure and confidential. You must comply with our [Student Computing Policy](#) and [Social Media Policy](#).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

F2. Keeping your account secure

- F2.1 You must notify The Open University Computing Helpdesk as soon as reasonably practicable by phoning +44 (0)1908 653972 or by emailing [OU-Computing-Helpdesk](#) if you think that there has been any loss of security on your Open University computing account.
- F2.2 If you do not comply with Condition F2.1 above, you will be liable for any fraudulent transactions relating to your registration.
-

F3. Sharing information in online activities

Your Open University computing account enables you to participate in online activities. These may include compulsory activities for your module. When you participate in these activities, your name, work email address, your Open University Computer Username (OUCU) and the content you contribute will be displayed online to Students and Open University staff who have a need to see the information concerned.

Section G: How we will communicate with you

G1. Students Living in Wales

If you live in Wales and would like to receive correspondence in Welsh, please indicate this on your [StudentHome](#) profile.

G2. By email

- G2.1 You must provide us with a valid email address, which we will use to correspond with you. Please see A6.1 regarding Employer provided identity. Once we have your work email address from your Employer, this is the only email address we will use to correspond with you.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

G2.2 It is your responsibility to check your email regularly. You will be sent important information about your registration and about your studies by email. It is also your responsibility to manage any filters on your account to ensure that email from The Open University is sent into your 'Inbox' and not to a 'spam' or 'junk' email folder. You should ensure that your inbox has an adequate amount of space to receive messages from The Open University. The Open University will not be responsible for any failure to receive emails if these Conditions of Registration are not adhered to.

G3. Through StudentHome

Your Open University computing account will include access to a personalised Open University website called [StudentHome](#) (whilst you are a current Open University Student). This website will provide you with access to some study materials and a range of other resources that will support your studies. We will also use [StudentHome](#) to post messages that will be relevant to you, and that may not be provided by any other media. It is your responsibility to check [StudentHome](#) regularly. Please note that access to [StudentHome](#) may be removed if we end your registration, in line with [Section E2](#).

G4. Through Open University websites

Your Open University studies will also provide you with access to module and qualification websites. These websites will provide access to learning materials and other learning resources and may be used to post messages about your modules and/or qualification that may not be provided by any other media. It is your responsibility to check your module(s) and qualification websites regularly.

G5. Recording telephone calls

We may monitor and record phone calls between you and The Open University to make sure we have carried out your instructions correctly and to help us improve our services through staff training.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

G6. Safeguarding duty

If you or another party disclose any information to us via the communication methods listed in G1-G4 of this document that affects our statutory Safeguarding responsibilities (in line with the [Safeguarding Policy](#) and [Section A3](#)), Open University employees or agents have a statutory obligation to share relevant information with the internal Safeguarding team or external parties (for example, Child and Adult Protection Services, or the emergency services).

G7. Prevent Duty

If you or another party disclose any information to us via the communication methods listed in G1-G4 of this document that affects our statutory Prevent duty responsibilities (in line with [The Open University Prevent Principles](#)), Open University employees or agents have a statutory obligation to share relevant information with the internal Prevent team or external parties (for example the police and Channel).

Section H: Using library facilities

If you use The Open University library services, you will be bound by our [Copyright Regulations](#) which you will be asked to agree to when you first use those services.

Section I: Indemnity insurance

The Open University does not have indemnity insurance for Students carrying out research related to their studies (except for Postgraduate Research Students who register directly through us). If you need indemnity cover (for example, to meet the conditions of an ethics committee), you will need to arrange this yourself.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Section J: Affiliation with third party organisations

- J1. Any affiliation or promotion of The Open University must be initiated by The Open University.
- J2. Open University Students are not permitted to promote anything for payment or other remuneration purposes on behalf of, or purporting to be on behalf of, The Open University.
- J3. Students are not permitted to promote their views as representing or on behalf of The Open University.
- J4. Students are free to express their political, religious, social and academic views both in private and in public provided this is explicitly done in their own name and not in the name of The Open University. By registering to study with The Open University you are agreeing to comply with the [Social Media Policy](#) as outlined in [Clause F3](#). However please note that your Employer will also have standards in this regard, and you must also comply with your Employer's social media policy.
- J5. If you are approached by a third-party organisation to represent The Open University, you should refer the third-party organisation to contact The Open University directly with their request.
- J6. Any failure to meet Clauses J2-J5 could be treated as a breach of the [Code of Practice for Student Discipline](#) (see [Section A10](#): Student discipline and academic misconduct).

Glossary of terms

Award of qualification

The Open University will award your Graduate Diploma in Professional Policing Practice (V21) when you have successfully completed and passed all modules that lead to the award of a Graduate Diploma in Professional Policing Practice. See the [Academic Regulations \(Taught Courses\)](#) for information on how qualifications are awarded at The Open University.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Case Conference Panel

The role of the Case Conference Panel is to review the progress of your case and to decide how to proceed where continuing concerns have not been fully resolved by following an agreed Action Plan. The Panel when first convened will choose one of three options:

- 1) to develop an Enhanced Action Plan with you
- 2) to approve a Break in Study for you (if appropriate) and define what support will be put in place for you when you return to study or
- 3) to instigate disciplinary action (please refer to the [Code of Practice for Student Discipline](#)).

The Panel will also be consulted at appropriate review points to support ongoing decisions on your case.

In addition to you and any Advocate nominated by you, the Panel will comprise academic and student support staff (including disability support specialists where appropriate), who are relevant to the nation and the Graduate Diploma in Professional Policing Practice (V21) you are studying. (Please refer to [Fitness to Study Policy](#) to access procedural information for Stage 3, Significant Concerns).

Conferred

This refers to when the award of the qualification has been formally ratified at a meeting of congregation (Council and Senate), following which the formal certificate is issued.

Credit/Credits

A value which is related to the workload required to successfully complete a module. One credit represents about 10 hours of study. Your qualification has an academic value of 120 credits.

DHEP

A Degree Holder Entry Programme.

Disclosure

This means to make current legal restrictions, conditions or arrangements related to criminal convictions known to The Open University when you register or during your time studying with us.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Electronic Portfolio

Assessment for the work-based learning modules will be facilitated by an electronic portfolio that will require Students to evidence skills competencies and the application of knowledge to operational policing environments for credit attainment. This is also known as an Evidence of Operational Competence Portfolio ('OCP').

Employer

This term for the purpose of this agreement refers to the Police Force working in partnership with The Open University that has employed you to complete the DHEP.

Employer Provided Identity

The email address and mobile phone number provided by your Employer.

Enrolment

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

Module

A self-contained unit of teaching, learning and assessment which is studied in combination with others to form qualifications. Each module is assigned a credit value and a level of study.

Nation

Nation refers to England, Scotland, Wales and Northern Ireland.

Practice Tutor

Your Practice Tutor is your first point of contact for dealing with any matter related to your Qualification. The Open University will assign you a named person who will support you to plan, monitor and control your progress towards meeting each of the skill, knowledge and behaviour outcomes of the Graduate Diploma in Professional Policing Practice (V21).

Registered Qualification

This means a qualification that you have formally registered to study and that you have enrolled on modules for and are counting credit towards. The qualification in this instance is the Graduate Diploma in Professional Policing Practice (V21).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Registration/Registration Agreement

This means the process by which you become a Student of The Open University. Subject to these conditions you may register for a qualification and modules.

Resubmission

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

Retake

If you fail a resubmission of your end-of-module assessment (EMA), 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 Assigned (TMAs) and your.

Tutor Constable

An operationally competent Police Constable assigned to you as you develop your operational competence.

Undergraduate Student

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

Us/We/Our

This refers to The Open University.

Vocational Requirements

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

- a) fitness to practise a specified profession;
- b) maintenance of professional standing;
- c) a satisfactory Disclosure and Barring Service (or equivalent) record;
- 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.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Any conditions decided upon by the Senate under this regulation shall be set out in the relevant module description in our online prospectus or in specific qualification regulations as appropriate.

Work-Based Learning (WBL)

Work-Based Learning enables Learners to apply academic and technical skills to their real-life work duties. It allows for theoretical concepts to be put into practice.

Further clarification

To check the latest postal address and other contact details, or if you would like to find out more about our most up-to-date response times for receiving and sending postal correspondence to The Open University, please see [Open University offices](#).

For more information about registration please contact:

The Corporate and Partnership Registration Team

The Open University
PO Box 197
Milton Keynes
MK7 6BJ

Phone +44 (0)300 303 5777

Email: corporate-enquiries@open.ac.uk

For more information about deferring or withdrawing from your studies please contact your Employer and/or Open University Practice Tutor.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

For more information about the Graduate Diploma in Professional Policing Practice (V21), please contact:

The Student Support Team

The Open University
PO Box 197
Milton Keynes
MK7 6BJ

www.open.ac.uk/contact

Phone +44 (0)300 303 5303

The Open University in Wales

18 Custom House Street
Cardiff
CF10 1AP

Phone +44 (0)29 2047 1170

Email wales-support@open.ac.uk

I siaradwyr Cymraeg

Os rydych yn siarad Cymraeg a fyddai'n well gennych trafod eich anghenion drwy gyfrwng y Gymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru yng Nghaerdydd os gwelwch yn dda

ffôn +44 (0)29 2047 1170 neu ebost wales-support@open.ac.uk

Students living in Wales

You can speak to a Student support advisor in Welsh.

Phone +44 (0)29 2047 1170

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

The Open University in Scotland

10 Drumsheugh Gardens
Edinburgh
EH3 7QJ
Phone +44 (0)131 226 3851

Email scotland-apprenticeships@open.ac.uk

The Open University in Ireland (Northern Ireland and Republic of Ireland)

110 Victoria Street
Belfast
Northern Ireland
BT1 3GN
Phone +44 (0)28 9024 5025

Email northernireland@open.ac.uk or ireland@open.ac.uk

Or email us from our website www.open.ac.uk/contact

If you have any comments about this policy document and how it might be improved, please submit these to SPR-Policy-Team@open.ac.uk.

Alternative format of the Conditions of Registration for DHEP

If you require this Conditions of Registration, DHEP document in an alternative format, please contact the Student Support Team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University Student.

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024

Appendix

Ap 1. Information sharing and Data protection

- Ap 1.1 All records and correspondence relating to your disclosure will be securely stored in accordance with The Open University's [Student Privacy Notice](#).
- Ap 1.2 Any disclosure to use a service (e.g. careers advice) is dealt with confidentially, and you will only be asked for the information relevant to the service you require.
- Ap 1.3 Your consent will always be obtained before seeking further information about any disclosure from third parties.
- Ap 1.4 Please see The Open University's [Student Privacy Notice](#) for full information on how data is collected and used by The Open University. There are some additional points that relate to this DHEP Conditions of Registration document. By entering into this DHEP Conditions of Registration document, please note that:
- a) Information about your health and any declared disability may be shared with your Employer in order to comply with obligations under the Equality Act 2010 in England, Scotland and Wales, the Disability Discrimination Act 1995 for Northern Ireland to provide reasonable adjustments. Additionally, data may be shared so that neither you nor members of the public are put at risk while you carry out your duties.
 - b) The Open University will keep any information that has been shared secure, and will process all data in line with the [Student Privacy Notice](#). Your Employer will store and process information in accordance with their Privacy Notices.
 - c) Your Employer may notify The Open University of any matters that might raise concerns about your ability to meet the professional standards of [The College of Policing](#).

Version number: Version: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 16 January 2023	Date for review: March 2024