



Terms and Conditions:

Additional Agreement for Postgraduate Certificate of Academic Practice 2024/25

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Version number: 1.0	Approved by: Delegate of Director, Academic Services
Effective from: 1 August 2024	Date for review: March 2025

Alternative format of these Terms and Conditions

If you require this document in an alternative format, please contact us via

<http://www.open.ac.uk/contact/>.

Scope

What this document covers

This Additional Agreement together with the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) applies to Open University staff who register as Learners to study Microcredentials on FutureLearn as part of The Open University's Postgraduate Certificate of Academic Practice (PGCAP). This document sets out the additional terms and conditions between you and The Open University, including your rights and obligations as a PGCAP Microcredential Learner.

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.

Please note: The main Terms and Conditions (Microcredentials delivered on FutureLearn) located on the Open University Student Policies and Regulations website, are not applicable to you as a PGCAP Learner. Instead, you should refer to the Terms and Conditions (Microcredentials delivered on FutureLearn): Postgraduate Certificate of Academic Practice.

Introduction

These Additional Terms must be read together with the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#).

This Additional Agreement together with the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) applies to Open University staff who are registered as PGCAP Learners on the Postgraduate Certificate of Academic Practice (PGCAP) programme. PGCAP Learners will have been nominated by their Faculty PGCAP lead contact and together, the PGCAP Learner and Faculty lead contact will have agreed a timescale over which the PGCAP will be studied. (This is your study intensity.)

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For the purposes of these Terms and Conditions and other associated Microcredential documentation, you will be referred to as a 'Microcredential Learner'. For the purposes of other associated policies, PGCAP Learners may also be referred to as a Student of The Open University.

The Open University will be responsible for registering you on the Microcredentials required to achieve the qualification in line with your chosen study intensity.

Additional terms

As a Microcredential Learner studying the Postgraduate Certificate of Academic Practice, the following Additional Terms should be read alongside the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#).

A1: The terms of the agreement

A1.1 The Registration process will be managed by The Open University. When The Open University formally accepts your application to register to study a Microcredential as part of the PGCAP programme in writing (by email), you (the Microcredential Learner) are entering into a legal agreement with The Open University.

B1: Registration

B1.1 Your Registration will come into force when The Open University confirms formally in writing (by email) that your application to register has been accepted. You will be able to access your Microcredential online via the FutureLearn platform on the course start date, and will have access to resources relevant to your study where available or required as soon as The Open University has confirmed your Registration.

B1.2 Your application to register as a PGCAP Microcredential Learner of The Open University is subject to you reading, understanding and agreeing to [FutureLearn's Terms and Conditions](#) and associated policies, and satisfying The Open University of the following:

- you have read, understood and agreed to the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#), as well as this Additional Agreement. If you do not understand this document, or wish to discuss information presented within this document, please contact your Faculty PGCAP Lead or [The Open University](#);

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- if applicable, you have met any requirements for registration onto the Microcredential as set out on the FutureLearn website, and you accept the responsibility to have read, understood and met any eligibility criteria;
- you have not been [suspended](#) or [excluded](#) from participating in study or [expelled](#) from The Open University;
- if applicable, you disclose any legal restrictions or conditions under Section A3 “Additional conditions to comply with statutory responsibilities” within the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#), and
- if you are under 18, you are accepted to study under the [Policy for the admission of applicants under the age of 18](#).

B2. Course content and learning activities

- B2.1 When The Open University has confirmed that your application to register on your chosen PGCAP Microcredential has been accepted, you will be registered and will receive an activation email for that Microcredential from FutureLearn. You will be given access to the course content and learning activities on the course start date in line with Clause B1.1. This may include the provision of academic support, and assessments and feedback (if any), as described in the Microcredential information shown on the [Postgraduate Certificate in Academic Practice Programme website](#).

B6. Deferring your Microcredential

- B6.1 You are required to discuss any deferral with your Line Manager before contacting [FutureLearn Microcredential Support](#) and formally requesting a deferral.

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B7. PGCAP Microcredential Learner details

- B7.1 If you become eligible for Microcredential credit as a result of the successful completion of your PGCAP Microcredential (see Clause B2.2 of the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#)), your Microcredential certificate will be issued in the name registered with The Open University. It is your responsibility to check with FutureLearn that the name registered on your Microcredential platform reflects the name you wish to see on your certificate before your result is released.
- B7.2 Certificates will not be amended or reissued in a different name if The Open University or FutureLearn are notified of a change of name after the date of your result is released, except in the case of:
- an error by The Open University or FutureLearn in recording your personal details,
 - a valid request made under the Gender Recognition Act 2004 in conjunction with the [Gender Identity Policy and Guidance](#), or
 - an application for a change of name on public safety grounds that has been approved by The Open University or FutureLearn.
- B7.3 Any duplicate certificates will be issued in the same name as the original certificate (unless amended for the reasons listed earlier).

C1. Cancelling your Registration

- C1.5 If you wish to cancel your Registration to study a PGCAP Microcredential, you must first discuss this with your Line Manager. Once agreed, you must contact [FutureLearn](#) to cancel your Registration. If you have any queries regarding the cancellation process, please contact the [PGCAP programme team](#).
- C1.6 If you cancel your Registration to study a PGCAP Microcredential and wish to re-register on the PGCAP Microcredential at a later date, you must first discuss this with your Line Manager.

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C3. The Open University’s right to cancel or end your Registration

C3.1 The Open University may cancel or end your Registration at any time if:

- a) we are unable to deliver the services you require to complete your study from your geographical location, or we find that the PGCAP Microcredential is not available for study in the country in which you are resident. Please note: as a member of Open University staff, you are required to be resident in the United Kingdom or Republic of Ireland in line with The Open University [People Services Policy](#).
- b) your registration for this qualification lapses in accordance with Section L2 of the [Academic Regulations \(Taught Courses\)](#), unless you have applied for an approved study break.
- c) the circumstances of your employment change, in line with [Clause K6](#).

Section E: Your Personal Information

E1.1 The Open University manages the Registration process for Learners studying a PGCAP Microcredential. The Open University will share particular information with FutureLearn to facilitate your registration, including email address (which will contain your staff name) and Student Personal Identifier (PI) number. The [Student Privacy Notice](#) details how to access the personal information that The Open University holds about you as a Learner. Further information on how to view the personal information we have collected from you as a Learner, is available by contacting [The Open University](#). Information about how you may change any of your personal information, including details of when evidence of changes are required and what will be accepted, are available by contacting [The Open University](#).

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E1.3 When you register to study a Microcredential, you must provide details of your home address, and use your OU staff email address as your preferred contact. We use the information we hold in our records as part of the Registration process, to keep in touch with you and to support you in your studies, so it is important that it is correct. It is your responsibility to keep your personal information up to date and to notify us via StudentHome of any changes or errors. Changes made to your staff record will not automatically transfer across to any Learner or Student records, and so you must notify us within a reasonable time if you change your name, the country where you are resident, or any of your contact details. If you do not notify us of any changes or errors to your personal information, this may impact your ability to continue studying with The Open University in line with Clause C3.1a. Please note, as a member of Open University staff, you are required to be resident in the United Kingdom or Republic of Ireland in line with OU [People Services Policy](#). See Clause E1.4 of the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) for details regarding how to update your personal information.

I2. By email

I2.1 Your Open University staff email address will be used to correspond with you. You must inform us of any changes to your Open University staff email address by contacting [The Open University](#).

Section K: Your Postgraduate Certificate of Academic Practice (PGCAP) qualification

- K1 The Postgraduate Certificate in Academic Practice (PGCAP) will be awarded upon completion of 60 credits from Microcredentials as outlined in the [K35 Qualification Regulations on the Postgraduate Certificate in Academic Practice Programme website](#).
- K2 The PGCAP is currently the only Open University qualification in which Microcredentials HZFM881 and HZFM888 may be used. Microcredentials HZFM882, HZFM883, HZFM884 and HZFM885 may be used in the [Masters in Online Teaching](#).

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- K3 The award of the PGCAP provides eligibility for Fellowship of the Higher Education Academy (FHEA) in conjunction with authentication of your practice through two referee statements. Further details are provided on the [Postgraduate Certificate in Academic Practice Programme website](#).
- K4 You will be awarded the qualification with accreditation (FHEA) if you achieve the required credit. If you already possess the FHEA, you will be awarded the qualification only. If accreditation of the qualification is withdrawn or not renewed before you complete your studies, you will be contacted with your options for completing the qualification and the [Student Protection Plan](#) will apply.
- K5 If you do not complete the PGCAP within the time-limit stated in the [K35 Qualification Regulations](#), or your registration on the programme is cancelled or withdrawn, you may be awarded an Associate Fellowship of the Higher Education Academy (AFHEA) if you have been awarded 15 credits from The Open University Microcredential HZFM881 (*“Creating Courses”*). Further details are provided on the [Postgraduate Certificate in Academic Practice Programme website](#).
- K6 The PGCAP qualification is only available to Open University staff. If the circumstances of your employment change, your registration on this qualification will be cancelled.

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Summary of significant changes since last version

There are a number of significant changes from the previous version of this document. These are:

- a) An “Alternative format of these Terms and Conditions” section has been added.
- b) The “Summary of significant changes” and the “Terms and Conditions Superseded by this document” sections have been moved to the end of the document.
- c) Clause B1.2 requires you to understand the terms and conditions and to contact The Open University if you do not understand or have any questions about the terms and conditions.
- d) Clarification in Clause B1.2 that you must refer to the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) for section A3 “Additional conditions to comply with statutory responsibilities”.
- e) Clarification in Clause B7.1 that you must refer to the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) for Clause B2.2.
- f) Clarification in Clause C3.1 that the Academic Regulations which you should refer to are the Academic Regulations for Taught Courses.
- g) Clarification in Clause E1.3 that you must refer to the [Terms and Conditions \(Microcredentials delivered on FutureLearn\): Postgraduate Certificate of Academic Practice](#) for Clause E1.4.
- h) A definition for “Suspension”, “Expulsion” and “Exclusion” have been added to the Glossary.

Terms and Conditions superseded by this document

This document supersedes the [Terms and Conditions: Additional Agreement for PGCAP 2023/24](#).

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Glossary

Exclusion

Exclusion is where a student has restricted rights to access Open University services or premises, either on a temporary or permanent basis, following a breach of the [Code of Practice for Student Discipline](#).

Expulsion

Expulsion is where a student is removed from study at The Open University, either on a temporary or permanent basis, following a breach of the [Code of Practice for Student Discipline](#).

Fellowship of the Higher Education Academy (FHEA)

Fellowship demonstrates a personal and institutional commitment to professionalism in learning and teaching in higher education. It comprises four categories from Associate to Principal Fellow, and provides individuals with recognition of their practice, impact and leadership of teaching and learning.

Registration

The process by which you become a Microcredential Learner of The Open University. Subject to these Terms and Conditions you may register for a Microcredential.

Suspension

Suspension is a temporary exclusion of any student from all aspects of study whilst an investigation takes places under the [Code of Practice for Student Discipline](#) or whilst a Case Conference Panel is pending as part of the [Fitness to Study Policy](#). A suspension is a precautionary action and only enacted when it is urgent and necessary given the nature of the concerns being reviewed.

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