Thank you for your interest in the Open University’s Bachelor of Engineering Top Up degree (Q78).



**Application Form**

**Bachelor of Engineering Top Up Degree (Q78)**

**The modules within this degree have October presentations only\* – if you plan to commence your studies in October 2020, we need your complete application by the 13th August 2020**. Applications received after this date are **highly** **unlikely** to be processed in time for an October 2020 commencement. If you do not submit your application by this date, the next opportunity you will have to commence your studies towards this degree will be October 2021. It can take 4-6 to weeks to process applications for entry to this degree.

**For this qualification, we can only consider previous study completed up to a maximum of 8 years ago. We use the date of the last successfully completed unit, not the qualification conferment date. If your previous study was completed over 8 years ago, it cannot be considered for entry to this degree.**

*\* The engineering project module (T452) does have a February presentation but you cannot commence your studies with this module.*

**WHO CAN STUDY THIS DEGREE?**

To gain **direct** entry to this degree you must hold one of the following qualifications in Engineering or a closely related subject (such as building services):

* In England, Wales or Northern Ireland, a Foundation Degree, Diploma of Higher Education, or Higher National Diploma. The qualification must equate to a total of 240 credits\*, of which at least 120 credits are at FHEQ level 5\*\*
* In Scotland, a Higher National Diploma or Diploma of Higher Education. The qualification must equate to a total of 240 credits, of which at least 120 credits are at SCQF level 8
* A qualification from overseas that is equivalent to the above, and from an institution listed on UK Naric

In addition, your qualification must fulfil the following criteria:

* There must be sufficient maths content to ensure you’re adequately prepared for the maths element at honours level
* The engineering content of your qualification must be compatible with the options offered within Q78

Additionally, the assessor will look for evidence of personal/career development planning, and evidence of practical elements with a vocational focus.

If any of these criteria are not met, we may be able to specify suitable bridging study, such as 1 or 2 ‘standalone’ modules to enable future registration on Q78. If your previous qualification is lacking personal development planning (PDP) only, direct entry onto Q78 may be possible by supplying evidence of engagement with PDP (a specialist team will discuss this with you if direct entry is approved).

If your previous study equates to less than 240 credits, or you have less than 120 credits at FHEQ level 5/SCQF level 8, as long as you have at least 180 credits, of which at least 60 are at FHEQ level 5/SCQF level 8, you can still complete this form and apply to study this degree, but you will **not** be eligible for direct entry, you will need to complete bridging study, upon successful completion of which, will entitle you to entry to this degree.

Q78 is intended as a top-up to a completed vocational qualification such as a Foundation Degree (FD), a Diploma of HE (DipHE) or a Higher National Diploma (HND). If you have already obtained an ordinary degree without honours, or have previously studied towards a degree such as a BEng or MEng but did not complete it, or failed modules at honours level and were offered a lower level qualification, you are highly unlikely to be approved entry to this degree.

If your previous study does not meet the entry criteria for this qualification, we do have another BEng (Q65). For this degree, we can consider previous engineering study completed up to 5 years ago for credit transfer. Please visit <http://www.open.ac.uk/courses/qualifications/q65> for more information. If you apply for credit transfer towards the Q65, you need to complete a credit transfer application form, not this Q78 form.

**If you have a Foundation Degree/Dip HE in Engineering from the OU** – you do not need to complete this form, please email the Open University Partnerships Team at partnerships-enquiries@open.ac.uk.

*\*Credit Accumulation and Transfer Scheme (CATS). 240 CATS is 120 ECTS (European Credit Transfer Scheme).*

*\*\*Please note we can only consider study that is at FHEQ level 4 or above, we have started to see some BTEC/Edexcel/Pearson HNDs that include units that are at FHEQ level 3 – we cannot consider these level 3 units for credit transfer as level 3 is not the higher education level.*

**HOW TO APPLY**

Please email your application to
credit-transfer@open.ac.uk. You will need to send a completed application form along with an electronic scanned copy of your official academic transcript and certificate.

**SUPPORTING DOCUMENTS**

With this application form you will need to provide:

* Your certificate
* If your HNC/D is awarded by BTEC/Edexcel/Pearson you need to provide your official Notification of Performance (NOP) that will list the units completed, grades achieved, and credits awarded. We **cannot** accept an NOP from your college as they are not the awarding body, and we **cannot** accept your Candidate Details as this is not an official document
* If you completed a Diploma of Higher Education/Foundation degree you will need to provide your official academic transcript (which is also referred to as a Diploma Supplement) that will list all the units completed, grades achieved, and credits awarded at each academic level
* If your documents are in a language other than English, you will need to provide an official translation of your documents **in addition** to the above

If you completed an HNC, then went on to complete an HND, or completed a Certificate of Higher Education, then went on to complete a Diploma of Higher Education, we need to see **both** qualifications as one of criteria for entry to this qualification is quantity of credits completed.

If your transcript shows any exemptions or APL (Accreditation of prior learning) you will need to provide original evidence of the study that gave the exemptions/APL as this will be assessed in its own right.

**Changed your name?**

If your documents are in a different name to that provided on the application form, or if you have already registered with us and your name differs to that on your documents, you will need to provide official name change evidence such as your marriage/civil partnership certificate/change of name deed poll, or sworn declaration. We can accept a photocopy of name change.

**NEXT STEPS**

You will be notified by email when we receive your application. We will use the email address you provide on this application form.

**OUTCOME OF APPLICATION**

We will email you to advise you the outcome of your application.

If your previous study is approved for direct entry to this qualification, a colleague in the Student Recruitment Team will email you to discuss registration (it is not possible to register for this qualification online).

If your previous study isn’t quite suitable for direct entry (for example if you have less than 240 credits, or if it doesn’t contain sufficient maths), the academic expert will suggest bridging modules, successful completion of which will enable registration onto Q78. All of our modules are either 30 or 60 credits. If bridging study is suggested, we’ll provide you with information about your next steps.

**NEED MORE ADVICE BEFORE YOU APPLY?**

If you would like to know more about the modules within this degree before you apply, please contact the Engineering, Design, Environment and Development Student Support Team at eded-support@open.ac.uk.

If you have any queries about the documentation you need to provide, please email the Credit Transfer Centre at credit-transfer@open.ac.uk.

**Q78 Time Limits**

**Q78**

If direct entry is approved, you will have 5 years to complete this degree.

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| **Application to apply for entry to the Open University’s Bachelor of Engineering Top Up Degree (Q78)** |
| **Your details** |
| **OU Personal Identification number (PI):**  |
| **Title:**  |
| **Full Name**:       |
| **Address**:       |
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|       |
|       |
| **Postcode**:       |
| **Telephone number**:       |
| **Email**:       |
| **Date of birth:**  |
| **Your previous qualification** |
| **Title of qualification completed**:       |
| **Name of university/awarding body**:       |
| **Country**:       |
| **Dates of study**: | **From**:       | **To**:       |
| **Declaration** |
| **If you do not have the necessary evidence, you will need to obtain it before you make your application. We will not be able to process your application if you do not provide all the necessary evidence as detailed in this form. Please sign below and confirm the following:** |
| **I have fully read and understood this application form and am aware of the completion time limits for this qualification** |[ ]
| **My previous qualification is one of the qualifications listed as being eligible (if your qualification isn’t listed – it will NOT be eligible for entry to this degree) – I am aware this is a specialist qualification therefore the entry requirements are very specific** |[ ]
| **I am aware that applications received after the 13th August 2020 are unlikely to be processed in time for an October 2020 commencement** |[ ]
| **I have provided all the necessary academic evidence as detailed in this application form (for example the official evidence of my HNC AND my HND), and I understand that my application will be unsuccessful if the necessary documentation has not been provided** |[ ]
| **I have provided official evidence of my name change**  |[ ]  **N/A** [ ]  |
| **Signed:**  | **Date:**  |