



# The Student Regulations

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

These regulations define the basis of the registration agreement between you and us. Students who register for a specific academic award from the University are also governed by our award regulations which deal with registering for an award, completing an award and other matters about awards. The detailed assessment rules for each course appear separately as course rules.

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

- [Introduction to \*The Award Regulations\*](#)
- [General Award Regulations](#)
- [the regulations governing your award](#)
- [Code of Practice for Student Assessment](#)
- [Code of Practice for Student Discipline](#)

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

### OU 1 Authority of the Senate and the Council

#### ***OU 1.1 To make regulations***

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

#### ***OU 1.2 Publicity for regulations***

Regulations made by the Senate must be published in one of our official publications. The Senate must also say how the regulations should be applied.

#### ***OU 1.3 Changes in regulations***

The Senate may alter the regulations and rules referred to in OU 1.1, or the way in

which it applies them. The student regulations may be changed at any time. Changes to course rules will not usually affect courses for which students are registered at the time of the change. Changes to unitary award regulations will not usually apply to students who are already registered for that unitary award. In all other cases, the award regulations that apply to you are those that are in force:

- when you apply for entry to the award;
- when you progress through the award; and
- when you become eligible for and, where necessary, apply to receive the award.

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

### **OU 1.4 Fees and charges**

The Council (our governing body) sets fees and other charges after consulting the Senate (see regulation OU 9).

### **OU 1.5 Penalties for not paying fees and charges**

The Senate has the right to cancel course reservations, cancel registration and refuse registration for further study to anyone who is in debt to us or our agent. The Senate will not grant you a degree, diploma, course credit, certificate or other award if you are in debt to us or our agent (see regulation OU 9).

### **OU 1.6 Continuous assessment (assignments) and examinations**

The Senate sets the rules governing continuous assessment (assignments) and examination for any degree, diploma, course credit, certificate or other award of the University. These are set out in the code of practice for student assessment and in the detailed course rules.

### **OU 1.7 What the Senate may do**

The Senate may:

- a postpone, withdraw or restrict a particular course;
- b specify certain combinations of courses that are excluded from an award;
- c specify a particular course or combination of courses as a compulsory part of an award;
- d decide whether or not a course can be included in the requirements for an award; and
- e cancel your registration if you are found to be breaking regulation OU 8.5.2.

### **OU 2 University liability**

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

### **OU 3 Counting credit toward University awards**

OU 3.1 To be eligible for any Open University award, you must follow the regulations and rules about counting credit towards that

award.

OU 3.2 If the regulations and rules for the award you are studying for allow, you can count the credit from Open University or collaborative scheme courses, or awarded as transferred credit, as many times as you want except where restricted by regulation OU 3.3

OU 3.3 When the Open University award is made, you must include within the total credit needed for that award a certain minimum amount of credit from Open University or collaborative scheme courses that has not been counted in any other Open University award made to you previously. The minimum amount of uncounted credit is set out in the regulations for each award this regulation applies to. However, credit counted in undergraduate-level awards of less than 120 points will be treated as uncounted credit towards any bachelors degree.

### **OU 4 Language of instruction, assessment and administration**

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

### **OU 5 Discipline**

As a registered student of the University, you are bound by the code of practice for student discipline.

### **OU 6 Age**

Unless the Senate says otherwise, you must be 16 or over at the start of the course presentation for which you want to register as a student of the University.

### **OU 7 Computer data**

You are entitled to a printed version of the data held on your personal computer record. You will have to pay a fee for this service.

## **OU 8 Registration**

### ***OU 8.1 The need for registration***

You will not be allowed to register, or to continue to study or carry out research, for any award of the University unless you meet the registration requirements below (regulations OU 8.2 to OU 8.8).

### ***OU 8.2 Registering as a student***

To be registered as a student of the University you must:

- a register in the way we ask you to and agree to follow our rules and regulations (which may change from time to time);
- b be accepted as a student, be allowed to register for a course, or be allowed to register for the award in the case of a unitary award;
- c pay or agree to pay the appropriate fee when you register;
- d not be in debt to us or our agent; and
- e live in the European Union or in a country in which we have agreed to allow registration (at times and during periods that the Senate agrees to) unless the Senate says otherwise.

### ***OU 8.3 Continuing registration as a student***

If you are registered on a course, you are a registered student of the University during that course. Registration entitles you, in each of the next two 12-month periods, to reserve places on courses equal to 60 points for which places are available.

### ***OU 8.4 Lapsed registration as a student***

If you do not register for another course during the two 12-month periods (see regulation OU 8.3), you will no longer be a student of the University but we will maintain your record of study. You may re-register, if places are available on your chosen course, by following the rules in force at the time.

### ***OU 8.5 Course registration***

#### ***OU 8.5.1 Entitlement***

In line with our rights, as set out in these regulations, being registered on a course as a student entitles you to the tuition, assessment and material for the relevant course.

#### ***OU 8.5.2 Limitations***

At any one time, you must not register to study courses that are worth a total of more than 120 points unless your total points score of not more than 150 includes:

- up to two *related* standalone residential school courses; or
- a course presentation overlap of not longer than one month.

Examination resits, deferrals and resubmissions count towards the 120 points.

#### ***OU 8.6 Award registration***

As well as being registered as a student of the University, you may, if you want to, be registered for one or more credit-based awards as long as you meet the registration requirements of the specific award regulations. If there is a time limit for registering for an award, you must keep to this time limit and your award registration might not be held open for the two 12-month periods (see regulation OU 8.3). If you register for a particular award of The Open University, you must meet the specific award requirements when you register. Even if you have not registered for an award, we may grant it to you if you meet all the requirements. The award regulations are published separately.

#### ***OU 8.7 Cancelling registration***

You can cancel your registration with The Open University if you want to end your studies completely.

#### ***OU 8.8 Student progress***

If, in three eligible presentations of study, you do not complete at least one undergraduate course successfully, you will not be allowed to register for another course without special permission.

## **OU 9 Fees**

### ***OU 9.1 Paying fees***

You must pay all fees and other charges when we ask you. We or our agent will tell you how much you have to pay and how you should pay it.

### ***OU 9.2 Changing fees***

The Council of the University has the right to change fees, deposits and other charges without giving you any notice.

### ***OU 9.3 Refunding fees***

Unless the Council says otherwise, we do not refund or cancel course or other fees, or any part of them.

### ***OU 9.4 Students in debt***

#### ***OU 9.4.1 Failure to pay fees***

If you fail to pay your fees, we may cancel a course reservation, registration or any place at a residential school for that course, and you will no longer be entitled to tuition, course materials or any award.

#### ***OU 9.4.2 Continued provision of university services***

If we continue to provide services to you even though you have failed to pay your fees in time, or if we delay in exercising any of our rights or powers noted below, this does not in any way mean that we are giving up any of our legal rights, including the right to bring an action against you for not paying fees.

#### ***OU 9.4.3 Applying payment***

We have the right to apply payments to your oldest outstanding debts.

#### ***OU 9.4.4 Awards***

Until you have paid the appropriate course fees and all other charges, you will not be awarded a course credit or certificate. We have the right to refuse to register you if you are in debt to us or our agent. We will not grant you any awards if you are in debt to us or our agent, and we will not issue any academic transcripts or references.

### ***OU 9.5 Sponsorship***

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

## ***OU 10 Courses***

### ***OU 10.1 Awarding course credits or certificates***

#### ***OU 10.1.1 Award***

We will award you a course credit or, in some cases, a certificate if you achieve a specific standard of assessment during the course

and (where this applies) the part of the course that has an examinable component. An examinable component can be an examination, dissertation, project or other examined work. The Senate may set other conditions for getting a course credit or certificate.

#### ***OU 10.1.2 Grades***

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

### ***OU 10.2 Points of rating for courses***

The Senate gives each course a point rating. Depending on the rating of the course, the Senate will award the appropriate number of points to you when you have successfully completed a course for which you are registered.

### ***OU 10.3 Level of study***

The Senate gives each course a level of study.

### ***OU 10.4 Residential school***

The Senate may decide that you need to go to a residential school for some courses. If this is the case, you cannot get a course credit or certificate if you have not satisfactorily completed:

- the residential school; or
- the Alternative Learning Experience (where available).

### ***OU 10.5 Definition of failure***

We will consider you to have failed the course if you do not fulfil the course requirements, unless you have formally withdrawn from the course. You must do this by giving us notice, which we must receive on or before the date of the examination for that course, or on or before the deadline for the examinable components of that course.

### ***OU 10.6 Repeating courses***

If you have been awarded credit for a course, you are not allowed to repeat that course.