

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 qualification from the University are also governed by our qualification regulations which deal with registering for a qualification, completing a qualification and other matters about qualifications. The detailed assessment rules for each module appear separately as module 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 Qualification Regulations*](#)
- [General Qualification Regulations](#)
- [the regulations governing your qualification](#)
- [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 a qualification.

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 module rules will not usually affect modules for which students are registered at the time of the change. Changes to unitary qualification regulations will not usually apply to students who are already registered for that unitary qualification. In all other cases, the qualification regulations that apply to you are those that are in force:

- when you apply for entry to the qualification;

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

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

OU 1.4 Fees and charges

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

OU 1.5 Penalties for not paying fees and charges

The Senate has the right to cancel module 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, module credit, certificate or other qualification 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, module credit, certificate or other qualification of the University. These are set out in the code of practice for student assessment and in the detailed module rules.

OU 1.7 What the Senate may do

The Senate may:

- postpone, withdraw or restrict a particular module;
- specify certain combinations of modules that are excluded from a qualification;
- specify a particular module or combination of modules as a compulsory part of a qualification;
- decide whether or not a module can be included in the requirements for a qualification; and
- 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 qualifications

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

OU 3.2 If the regulations and rules for the qualification you are studying for allow, you can count the credit from Open University or collaborative scheme modules, 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 qualification is made, you must include within the total credit needed for that qualification a certain minimum amount of credit from Open University or collaborative scheme modules that has not been counted in any other Open University qualification made to you previously. The minimum amount of uncounted credit is set out in the regulations for each qualification this regulation applies to. However, credit counted in undergraduate-level qualifications of less than 120 credits 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 module 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 qualification 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 module, or be allowed to register for the qualification in the case of a unitary qualification;
- 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 module, you are a registered student of the University during that module. Registration entitles you, in each of the next two 12-month periods, to reserve places on modules equal to 60 credits for which places are available.

OU 8.4 Lapsed registration as a student

If you do not register for another module 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 module, by following the rules in force at the time.

OU 8.5 Module registration

OU 8.5.1 Entitlement

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

OU 8.5.2 Limitations

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

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

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

OU 8.6 Qualification 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 qualifications as long as you meet the registration requirements of the specific qualification regulations. If there is a time limit for registering for a qualification, you must keep to this time limit and your qualification registration might not be held open for the two 12-month periods (see regulation OU 8.3). If you register for a particular qualification of The Open University, you must meet the specific qualification requirements when you register. Even if you have not

registered for a qualification, we may grant it to you if you meet all the requirements. The qualification 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 module successfully, you **will not** be allowed to register for another module **unless you meet the conditions specified by the Senate**.

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 module 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 module reservation, registration or any place at a residential school for that module, and you will no longer be entitled to tuition, module materials or any qualification.

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 Qualifications

Until you have paid the appropriate module fees and all other charges, you will not be awarded a module 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 qualifications 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 Modules

OU 10.1 Awarding module credits or certificates

OU 10.1.1 Award

We will award you a module credit or, in some cases, a certificate if you achieve a specific standard of assessment during the module and (where this applies) the part of the module 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 module credit or certificate.

OU 10.1.2 Grades

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

OU 10.2 Credits of rating for modules

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

OU 10.3 Level of study

The Senate gives each module a level of study.

OU 10.4 Residential school

The Senate may decide that you need to go to a residential school for some modules. If this is the case, you cannot get a module 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 module if you do not fulfil the module requirements, unless you have formally withdrawn from the module. You must do this by giving us notice, which we must receive on or before the date of the examination for that module, or on or before the deadline for the examinable components of that module.

OU 10.6 Repeating modules

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