

## Making your credit count

In order to get your Open University qualification, you must make sure the credit you obtain is being counted towards the qualification you want. This applies equally to credit from successful completion of OU modules and to any credit transfer award made in recognition of study you've successfully completed elsewhere.

### Registering for qualifications

Credit from the OU modules you've successfully completed won't automatically be counted towards a qualification so if you want a qualification you must register for it using the qualification code. Details are given on the *Study at the OU* website at [www.open.ac.uk/study](http://www.open.ac.uk/study)

The easiest way for you to register for a qualification is online via your StudentHome page at [www.open.ac.uk/students](http://www.open.ac.uk/students). Alternatively, you can contact the Qualifications and Ceremonies Centre or our Student Registration & Enquiry Service and ask for your credit to be counted towards the qualification you want.

If you decide not to register for a qualification straight away, you can register later. But you won't become eligible to receive it until you have registered for it and arranged to have your credit counted towards it.

### Our qualifications

You can find out which of our modules can count to which qualifications by:

- visiting our website at [www.open.ac.uk/study](http://www.open.ac.uk/study)
- phoning our Student Registration & Enquiry Service on **+44 (0)845 300 60 90**.

### Counting your credit towards further OU qualifications

The University doesn't take the view that your credit is used up once it has been included in a qualification. Instead, we consider that it is more important to meet the learning outcomes of each qualification and we acknowledge that previous study can contribute to attaining further qualifications. However, you must successfully complete a certain amount of new study if you want to claim a second or subsequent qualification. This must be in the form of credit from OU modules or credit from an approved collaborative scheme. So, at the time each qualification is awarded, some of the credit has to be counting uniquely towards it. The minimum amount of unique study required is normally one-third of the total credit needed.

You can find the general details about this in our Student Regulations (OU 3) published on our website at [www.open.ac.uk/student-policies](http://www.open.ac.uk/student-policies). The specific minimum amount of unique study required is given in the description and regulations for each qualification on the *Study at the OU* website [www.open.ac.uk/study](http://www.open.ac.uk/study).

### Counting credit for study you've done elsewhere

If you've successfully completed some higher education level study somewhere else, you may be able to count credit for it towards your OU qualification. You can find more information about the type of study that is suitable on our credit transfer website at

## **[www.open.ac.uk/credit-transfer](http://www.open.ac.uk/credit-transfer)**

or you can contact the Credit Transfer Centre.

Any award of credit transfer will reduce the amount of credit you need from OU modules and may significantly affect the particular OU modules you need to complete. So you are strongly advised to submit any credit transfer claim you expect to make as early in your OU studies as possible.

## **Need more help?**

If you need more help, please contact us at one of the following centres:

Qualifications and Ceremonies Centre  
The Open University  
PO Box 123  
Milton Keynes  
MK7 6DQ  
*Phone:* 01908 653003  
*Fax:* 01908 654814  
*Email:* [acc-gen@open.ac.uk](mailto:acc-gen@open.ac.uk)

Credit Transfer Centre  
The Open University  
PO Box 80  
Milton Keynes  
MK7 6AS  
*Phone:* 01908 653077  
*Fax:* 01908 654918  
*Email:* [credit-transfer@open.ac.uk](mailto:credit-transfer@open.ac.uk)

Student Registration & Enquiry Service  
The Open University  
PO Box 197  
Milton Keynes  
MK7 6BJ  
*Phone:* 0845 300 60 90  
*Email:* [general-enquiries@open.ac.uk](mailto:general-enquiries@open.ac.uk)

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