

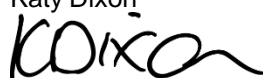
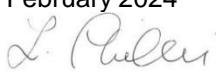
Quality System

Policy Number

POL-OU-03

Policy Title

Higher Education Registration of Students on Open University Validated
Awards Policy

Written by:	Equality Impact Assessment	Date of Policy/ last reviewed:	Date of next review:
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Higher Education Registration of Students for The Open University

1.0 Introduction

1.1 All students registered on an Open University validated programme of higher education at Bishop Auckland College, will have their data shared with The Open University for the purpose of progression and conferment of awards. Any such arrangement will be subject to the principles and expectations of the General Data Protection Regulation 2018. As such, it may be necessary to adapt the approach to standard College process to meet the requirements of The Open University. This is identified at the key stages outlined below. The principles outlined in this process are cross referenced to the College's General Data Protection Regulation Policy (ref: POL-DP-01) and the HE Admissions Policy (ref: POL-HE-01).

2.0 Process for Enrolling Students

2.1 Following the completion of all enrolment checks, students must enrol with the College via the completion of a learning agreement. This is completed during an in-person enrolment appointment with the College Admissions team, and students are enrolled into the College's student records system.

2.2 Guidance and support will be provided as required by the student including any additional support identified by the student at the time of application, interview and enrolment.

2.3 The enrolment process will be processed by a member of the Admissions team. This stage of the process will also require the student to be photographed to facilitate the issue of a College identification card.

2.4 The completion of this process will ensure that the student is formally enrolled as a student at the College onto the programme of study to which they have received a formal offer of a place. Students will also accept liability for the payment of all course fees related to the programme of study.

3.0 Processing for Recording Student Data with The Open University

3.1 In order to register for the award being studied, all students must be captured on the data management processes of The Open University.

3.2 Registration will be completed on behalf of the student by the College, post-enrolment and will be carried out by the Exams Team, which is a sub-section of the Registry Department.

4.0 Maximum Period of Registration

4.1 The maximum period of registration on a programme of study is the normal full-time registration period plus three years. This includes all periods of interruption when the student's registration is formally suspended. Some programmes accredited by professional bodies may specify a shorter timescale. The standard maximum registration period for undergraduate awards is as follows:

Award Type	Normal Period of Registration		Maximum Period of Registration	
	Full Time	Part Time	Full Time	Part Time
Certificate of Higher Education	1	2	4	5
Diploma of Higher Education	2	4	5	7
Foundation Degree	2	4	5	7
Ordinary Degree	3	6	6	9
Honours Degree	3	6	6	9
Masters Degree	1	2	4	5

Higher Education Registration of Students for The Open University

4.2 Registration of students: Assessment Boards can withdraw students if they have not formally interrupted their studies and have not fulfilled either of the following requirements:

- a) Enrolled or re-enrolled as required, in the current academic year
- b) Studied the minimum number of credits required to continue on the programme. In such cases, the Assessment Board will confer an intermediate award on the basis of any credits and associated learning outcomes achieved at the college, via the Open University.

5.0 Termination of Student Registration

5.1 A student's registration may be terminated if the student has:

- Committed a serious disciplinary offence or be deemed as unfit to study, refer to College's Student Behaviour and Disciplinary Procedure (ref: BAC-SS-01).
- Exhausted all opportunities to remedy failure or has made insufficient progress through their programme of study at the required stage
- Formally notified the institution that they wish to discontinue their studies and so discontinue their programme
- Any outstanding tuition fees owed to the College

For further information contact:

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