



## CREDIT TRANSFER TOWARDS THE *BA/BSc Open degree and BA/BSc (Honours) Open degree* Essential Information

Please retain for the duration of your studies with  
The Open University

**IMPORTANT NOTE:** You should read this document in conjunction with the University regulations for this qualification: <http://www3.open.ac.uk/our-student-policies/qualregs.htm>

These notes explain the credit transfer arrangements for our Open and Open (Honours) degrees. These Open University (OU) degrees are awarded for any combination of modules that meets the credit and level requirements. The Open degree can be awarded either as a Bachelor of Arts (BA) or as a Bachelor of Science (BSc) degree, depending on the balance of the modules you have included. It can also be awarded with or without Honours.

You can find more information about the BA and BSc Open degrees from the *Study at the OU* website <http://www3.open.ac.uk/study/undergraduate/qualification/bd.htm>

### BA or BSc Open degree with Honours

- requires a total of 360 credits;
- of these credits, no more than 120 can be at Level 1, and at least 120 credits must be at Level 3.
- the maximum amount of credit transfer which you may be able to count is 240 credits. However, all 120 credits at Level 3 must be studied with the Open University (or be Level 3 collaborative courses as listed on this website: <http://www.open.ac.uk/collaborative-schemes/>)
- for a BA, at least 180 credits must come from modules suitable for a BA (that is with module codes starting with A, B, D, E, K, L, M, U or W). Of these 180 credits, at least 120 must be at Level 2 or above, and at least 60 of these must be at Level 3.
- for a BSc, at least 180 credits must come from modules suitable for a BSc (that is, with module codes starting with B, D, E, K, M, S, T, U or W). Of these 180 credits, at least 120 must be at Level 2 or above, and at least 60 of these must be at Level 3.
- unique study: you must include at least 120 credits that are unique to the Open degree and not already counted towards any other OU qualification (unless you have previously been awarded an Open degree without Honours, in which case only 60 credits must be unique).
- you will need to include at least 60 credits from Level 1 'key introductory' modules **unless** you
  - are planning to complete your degree **on or before** 31 December 2015
  - already have an OU bachelors degree (with or without honours)
  - have already completed some successful study at higher education level at another institution that counts towards this element of this Open University qualification.

### BA or BSc Open degree without Honours

- requires a total of 300 credits
- of these credits, no more than 120 credits can be at Level 1, and at least 60 must be at Level 3.
- the maximum amount of credit transfer which you may be able to count is 200 credits. However, all the remaining 100 credits required from OU modules must be above Level 1 and of those at least 60 must be at Level 3 (or be Level 3 collaborative courses as listed on this website: <http://www.open.ac.uk/collaborative-schemes/>)

- unique study: you must include at least 100 points that are unique to your Open degree and have not already been counted in any other OU qualification awarded to you.
- for a BA, at least 150 credits must come from modules suitable for a BA (that is with module codes starting with A, B, D, E, K, L, M, U or W). Of these, at least 60 must be at Level 2 or above.
- for a BSc, at least 150 credits must come from modules suitable for a BSc (that is, with module codes starting with B, D, E, K, M, S, T, U or W). Of these, at least 60 must be at Level 2 or above.
- you will need to include at least 60 credits from Level 1 'key introductory' modules **unless** you
  - are planning to complete your degree **on or before** 31 December 2015
  - already have an OU bachelors degree (with or without honours)
  - have already completed some successful study at higher education level at another institution that counts towards this element of this Open University qualification.

### What credit transfer can I be awarded towards the Open degree ?

We can award up to 240 credits of credit transfer towards the Open degree. If you wish to have the Open degree without Honours, please note that the maximum amount of credit transfer is less (200 credits) as the overall amount of credit needed for that degree is less:

- For a BA/BSc Open degree **with Honours**, you need 360 credits in total. The maximum credit transfer (non-OU study) permitted is 240 credits.
- For a BA/BSc Open degree **without Honours**, you need 300 credits in total. The maximum credit transfer (non-OU study) permitted is 200 credits.

#### Compulsory Level 1 requirement:

From **1<sup>st</sup> January 2016**, all students will have to include 60 credits of compulsory Level 1 study (called 'key introductory' modules) in their Open degree (unless you already have an OU bachelors degree (with or without honours) or are awarded credit transfer which counts towards this requirement).

If you complete your degree on or before 31<sup>st</sup> December 2015, you will not have to include this Level 1 study.

When we have completed the assessment of your application for credit transfer, we will send you an email to let you know that the outcome, your *Credit Transfer Award* certificate, is showing on your StudentHome page: <http://www.open.ac.uk/students>. You will then be able to view and download this document from the "Qualifications" page of StudentHome.

**PLEASE NOTE:** we are not awarding credit transfer towards the Level 1 'key introductory' modules for the time being, as you have until 31<sup>st</sup> December 2015 to complete your Open degree without including (or having credit transfer in place of) at least 60 credits from Level 1 'key introductory' modules.

If you do not complete your Open degree before 1<sup>st</sup> January 2016, you will need to apply for a reassessment of your credit transfer award nearer the time to see if it can count in place of the 60 credits of Level 1 'key introductory' modules.

You are strongly advised to read in particular the section of this document headed 'Where to start your studies: guidance for students transferring credit towards the Open degree'.

We award transferred credit in units of 5 credits, up to the maximum of 240 credits that can be counted towards the Open degree with honours, or 200 credits towards the Open degree without

honours. If your previous study amounts to more than this limit, we will select those credits that will give you the most beneficial award.

We can award transferred credit for postgraduate study, and you can count up to a maximum of 90 credits of postgraduate-level study towards a bachelors degree. This can come from an award of transferred credit, OU module credit or a combination of the two.

**Please note:** credit transfer is awarded in the context of the particular qualification towards which you are claiming it. This means that you may be able to get credit transfer against a specific Open University (OU) module or component in some OU qualifications but not in others.

## Applications for credit transfer towards our Bachelors degrees in named subjects

If you apply for credit transfer towards one of our bachelors degrees in a named subject, we will also assess your prior study for credit transfer towards the BA/BSc Open degree at the same time. This is to maximise your choice of OU qualification.

The “Qualifications” section of your StudentHome page <http://www.open.ac.uk/students> will display one *Credit Transfer Award Certificate* for each OU qualification that you have been awarded credit transfer towards. This document explains the amount and level of the credit transfer you have been awarded towards that particular OU qualification.

## Collaborative schemes

We have collaborative agreements in-place with some other universities and institutions. You can study specified modules with these partners and count credit from these modules towards particular OU qualifications (including the Open degree and the “free choice” element of named degrees). Credit counts at its academic level and, unlike credit transfer, your result grade shows on your OU study record. Collaborative modules at Level 2 or 3 can count towards the classification of your OU degree.

Please note that the maximum amount of credit from any non-OU study that you can be awarded within any Bachelors degree with Honours is 240 credits from transferred credit, collaborative credit, or a combination of the two. For an Open degree without Honours, this maximum is 200 credits.

Further details about these schemes can be found on the Collaborative scheme website [www.open.ac.uk/collaborative-schemes](http://www.open.ac.uk/collaborative-schemes)

## 1971 rule

The University now awards credit only for study undertaken from 1971 onwards. If you already have an award of credit for pre-1971 study it will not be taken away. If you seek a reassessment of your award, either because you have undertaken additional study or if you want to take advantage of subsequent policy changes, you may not be able to gain any additional credit but your award will not be reduced.

Some of our “named” bachelors degrees have set time limits on how long you can take to complete the qualification or how long certain modules or credit transfer can count towards them. Any such time limits will be detailed in the Essential Information notes for that particular qualification in the paragraph headed “Time limits” and will take precedence over the 1971 rule.

## The Unique Study rule

For each OU qualification, you must include an amount of OU study that is unique to that particular qualification (OU credit which has not previously been counted towards another OU qualification).

The proportion of unique study required is normally one-third: for details of the unique study required for this specific qualification, please refer to the qualification regulations <http://www3.open.ac.uk/our-student-policies/qualregs.htm>

## Where to start your studies: guidance for students transferring credit towards the Open degree

### Continuing your studies at the right level

Start with a Level 1 module if **any** of the following are true for you:

- if you are transferring fewer than 120 credits at Level 1, or
- if you are planning to study a subject different to which you have studied in the past, or
- if it's been some time since you completed university level study

It is a good idea to study 120 credits at Level 1 before moving on to study at Level 2. So, if you need to make up credit at Level 1, we strongly recommend you study one or more of the specified [Level 1 'key introductory' modules](#) which will ensure that you develop the study skills necessary for OU study at Level 2 and above.

Start with a Level 2 or 3 module **only if both of the following** are true for you:

- if you are transferring 120 credits at Level 1 (roughly the equivalent of studying the first year at a traditional university full-time), and
- if you are intending to continue your studies of a discipline/subject you recently started studying at university-level elsewhere

If you require a version of these notes in an alternative format, such as large print, please contact us

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