

## Reg. 19 Regulations Governing Open Studies Certificates and Diplomas



### 19.1 Regulations Governing Open Studies Certificates

- (1) All candidates for Open Studies Certificates must have followed an approved course of study at Level 1. Successful completion of the requirements for the award of an Open Studies Certificate will confer the credit specified in the approval course.
- (2) Award of an Open Studies Certificate may give exemption from Level 1 Part-time undergraduate degree module.
- (3) The Board of Examiners for Open Studies Certificates will be appointed annually by the Senate on the recommendation of the Board of Lifelong Learning.
- (4) The membership of the Board of the Examiners shall consist of:  
The Director of Academic Studies of the Centre for Lifelong Learning (Chair)  
The Examinations officer of the Centre for Lifelong Learning (Secretary)  
The Open Studies Certificates Academic Co-ordinator  
The Director of the Language Centre (or his/her nominee)  
The Academic Co-ordinators of Open Studies Certificates under examination  
Two members nominated from the Open Studies Group  
The External Examiner/s for Open Studies Certificates.
- (5) (a) In the Summer term, the Board of Examiners will consider the progress of candidates who have completed their course of study and, on the basis of such tests as may have been approved by the Senate together with candidates' work at that level, candidates will *either*:
  - (i) be awarded an Open Studies Certificate; *or*
  - (ii) be recommended to withdraw their candidature for the Open Studies Certificate; *or*
  - (iii) be permitted to take further tests as may be specified by the Board of Examiners in the Summer vacation.

(b) Candidates in (a)(ii) above may, if they wish, take further tests as may be specified by the Board of Examiners in the summer vacation.

(c) The Board of Examiners will consider the results of tests taken under (a)(iii) and (b) above, together with candidates' work in previous tests and candidates will either:

  - (i) be awarded an Open Studies Certificate; *or*
  - (ii) have their candidature for the Open Studies Certificate withdrawn.
- (6) The Board of Examiners may recommend the award of an Aegrotat Pass or an Aegrotat Certificate under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination. In adopting these Regulations for Open Studies Certificates, [Regulation 12\(2\)](#) First Year Examinations shall be deemed to apply.

### 19.2 Regulations Governing Open Studies Diplomas

- (1) All candidates for Open Studies Diplomas must have followed an approved course of study at level 1.
- (2) Successful completion of the requirements for the award of an Open Studies Diploma will confer the credit specified in the approved course regulations.
- (3) The Board of Examiners for Open Studies Diplomas will be appointed annually by the Senate on the recommendation of the Head of the Centre for Lifelong Learning in the Autumn term.
- (4) The membership of the Board of Examiners shall consist of:  
The Director of Academic Studies of the Centre for Lifelong Learning (Chair)  
The Examinations Officer of the Centre for Lifelong Learning (Secretary)  
The Course Directors of Open Studies Diplomas under examination

Two members nominated from the appropriate course team

Up to two other Members

The External Examiner/s for Open Studies Diplomas.

(5)

(a) In the Summer term, the Board of Examiners will consider the progress of candidates in the Diploma Level on the basis of such tests as may have been approved by the Senate together with candidates' work at that level, and candidates will *either*:

(i) be awarded an Open Studies Diploma; or

(ii) be recommended to withdraw their candidature for the Open Studies Diploma; or

(iii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation: or

(iv) be permitted to proceed to further study at Diploma level.

(b) Candidates in (a)(ii) above may, if they wish, take further tests as may be specified by the Board of Examiners in the Summer vacation.

(c) The Board of Examiners will consider the results of tests taken under (a)(iii) and (b) above, together with candidates' work in previous tests and candidates will *either*:

(i) be awarded an Open Studies Diploma; or

(ii) have their candidature for the Open Studies Diploma withdrawn.

(6) The Board of Examiners may recommend the award of an Aegrotat Diploma under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination. In adopting these Regulations for Open Studies Diplomas, [Regulation 12\(4\)](#) and [\(5\)](#) Final Year Examinations and Conditions Relating to the Granting of an Aegrotat Pass or the Award of an Aegrotat Degree or BSc, MEng shall be deemed to apply as appropriate to Diploma Level candidates.

### **19.3 Regulations Governing Open Studies Advanced Diplomas**

(1) All candidates for Open Studies Advanced Diplomas must have followed an approved course of study at level H.

(2) Successful completion of the requirements for the award of an Open Studies Advanced Diploma will confer the credit at level H specified in the approved course regulations.

(3) Boards of Examiners for Open Studies Advanced Diplomas will be appointed annually by the Senate on the recommendation of the Centre for Lifelong Learning.

(4) The membership of the Board of Examiners shall consist of:

The Director of Academic Studies of the Centre for Lifelong Learning (Chair)

The Examinations Officer of the Centre for Lifelong Learning (Secretary)

The Course Directors of Open Studies Advanced Diplomas under examination

Two members nominated from the appropriate course team

Up to two other Members

The External Examiner/s for Open Studies Advanced Diplomas.

(5)

(a) In the Summer term, the Board of Examiners will consider the progress of candidates in the Advanced Diploma Level on the basis of such tests as may have been approved by the Senate together with candidates' work at that level, and candidates will *either*:

(i) be awarded an Open Studies Advanced Diploma; or

(ii) be recommended to withdraw their candidature for the Open Studies Advanced Diploma; or

(iii) be permitted to take further tests, as specified by the Board of Examiners, in the Summer vacation: or

(iv) be permitted to proceed.

(b) Candidates in (a)(ii) above may, if they wish, take further tests as may be specified by the Board of Examiners in the Summer vacation.

(c) The Board of Examiners will consider the results of tests taken under (a)(iii) and (b) above, together with candidates' work in previous tests and candidates will *either*:

(i) be awarded an Open Studies Advanced Diploma; *or*

(ii) have their candidature for the Open Studies Advanced Diploma withdrawn; *or*

(iii) be permitted to proceed.

(6) The Board of Examiners may recommend the award of an Aegrotat Pass in the Advanced Diploma under the conditions laid down in the Regulations Governing the Procedure to be Adopted in the Event of Absence for Medical Reasons from a University Examination. In adopting these Regulations for Open Studies Advanced Diploma, [Regulation 12\(4\)](#) and [\(5\)](#) Final Year Examinations and Conditions Relating to the Granting of an Aegrotat Pass or the Award of an Aegrotat Degree or BSc, MEng shall be deemed to apply as appropriate to Advanced Diploma Level candidates.

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Last revised: Fri 31 Aug 2012