

Thank you for your interest in studying with the Open University.

Please note: this form is not to be completed if you are applying for credit transfer towards an apprenticeship programme or entry to the Q68, Q78 and R82 – there are separate forms for these degrees available to download.

Please ensure you read all of the information in this application form very carefully as it contains important information to enable you to submit a successful credit transfer application. If you do not have the exact documentation as detailed in this form, you will need to obtain it before you apply. We do not check applications upon receipt for the correct evidence. If you provide incorrect documentation, or your application is incomplete, you may not find out until it's too late to resubmit before the deadline date. We do not part-process or pend applications awaiting further evidence. The onus is on you to read this form fully and submit the correct documentation. If in doubt, please telephone us before you make your application. Applications are processed in strict order of date received.

If you are planning to commence your studies in October 2024, we need your complete application by the 8th August 2024. Please apply ahead of this date to ensure you have good time to plan your studies.

This application is to be completed if you have previously studied at the Higher Education level* and wish to apply for credit transfer towards a qualification with the Open University. Before you make your application, please visit www.open.ac.uk/credit-transfer to check that your previous study is eligible for an assessment of credit transfer.

A credit transfer application should be made before you register on a module so you know exactly what you have been awarded and exactly what you'll need to complete to gain your chosen qualification.

If you are applying for postgraduate funding, it is your responsibility to ensure that the inclusion of credit transfer towards your qualification will not affect your eligibility. Please visit our website for more information: <http://www.open.ac.uk/postgraduate/fees-and-funding/postgraduate-loans>. Alternatively, please contact the Student Loans Company for clarification: [Guidance on contacting the Student Loans Company - GOV.UK \(www.gov.uk\)](http://www.gov.uk/guidance/contacting-the-student-loans-company).

A credit transfer application is for external study only, not for previously completed OU study.

** England, Wales and NI this is FHEQ level 4/Scotland is SCQF level 7/ROI level 6 and above master's level is FHEQ level 7/SCQF level 11*

HOW TO APPLY

Please email your application to credit-applications@open.ac.uk

You will need to send a completed application form along with an electronic scanned copy of your official academic transcript. For assessments towards named degrees, you will also need to provide syllabus information/learning outcomes.

Please ensure your application form and documents are all contained within one email. Please include your personal identifier (PI) in the subject reference. If you are unable to scan your document(s) and need to attach photographs, please upload your photographs as PDF documents before attaching them to your email. Unfortunately, we are unable to accept JPEG files, PNG files, links, or attachments that are password protected. Please title each attached document accordingly e.g. 'academic transcript', 'syllabus information', 'application form'.

Please note – you may be required to send your original documents at a later stage. If this is required, we will email you to request this.

NOTE 1 - SUPPORTING DOCUMENTS

This section provides information about the documentation you **must** provide.

If you previously studied at a UK/ROI university:

- An official academic transcript/diploma supplement that lists the modules completed, grades achieved, and credits awarded at each academic level/in each year. It will either be on official letter headed paper or be stamped/signed by the registry department

If you previously studied at a Scottish college:

- Your official detailed Record of Achievement (ROA) from the SQA that lists each Higher National unit completed, the SCQF credit value and the SCQF level (**NOT** your college learning agreement). *Note: if your ROA doesn't show credit values, you will need to obtain a Summary of Attainment in addition to the ROA.*

If you previously studied at a college in England, NI or Wales and your qualification is awarded by BTEC/EDEXCEL/PEARSON:

- Your official Notification of Performance (NOP) that lists the units completed, grades achieved and credit value of each unit (**NOT** the Candidate Details).

If your previous study is on the Ofqual RQF (formerly QCF) register and carries QCF credits at level 4 or above:

- Your certificate, and a transcript that lists the units completed at each academic level and QCF credits awarded

If you have completed/part completed a professional qualification in the UK:

- A transcript that lists the units completed, grade achieved (or pass/fail basis) and confirmation of any exemptions
- Your certificate, if the qualification was completed

If you studied at a university overseas:

- Your official academic transcript that lists the unit titles, grades achieved, and credits awarded – it must clearly show the title of the qualification you were studying towards/completed
- Your certificate, if the qualification was completed
- If your documents aren't issued in English, **in addition** to the above, an official translation made by a certified translator

If you do not have the necessary documentation, you will need to contact your previous university or professional/awarding body to request they post the documents to you.

NOTE 2 - SYLLABUS INFORMATION/LEARNING OUTCOMES – REQUIRED FOR AN ASSESSMENT TOWARDS ALL QUALIFICATIONS EXCEPT THE BA/BSc OPEN DEGREE (QD)

An academic transcript/ROA/NOP etc gives the module/unit titles, but syllabus/learning outcomes give a detailed description of each of the modules/units you have completed. It allows the academic expert to map how closely your previous study matches that of the modules in the qualification/s you are applying for credit transfer towards. The syllabus information you provide must pertain to the study you completed.

NOTE 3 – ANY OTHER DOCUMENTATION?

If you are applying for credit transfer towards one of the following, in addition to all of the documentation listed, you will need to provide:

- **Social Work England degree (Q32) and Social Work (Northern Ireland degree) (R61)** - if you are applying for exemption from K113, the Social Work Admissions Team will need to obtain an academic reference from your previous institution. Please have the name and email address of a suitable academic referee, such as your previous tutor or head of department ready for when the admissions team contacts you.
- **Master's degrees in childhood and Youth (F55), Education (F70), Open (F81)** – if you are a graduate, you will also need to provide your degree certificate (we can accept a photocopy of this). If you do not have an undergraduate degree, please telephone 0300 303 2477 before you apply for credit transfer to discuss entry requirements.

Changed your name? If your documents are in a different name to that provided on the application form, or if you have already registered with us and your name differs to that on your documents, you will need to provide official evidence of your name change. We can accept a photocopy of name change evidence.

NOTE 4 - NEXT STEPS

You will be notified by email when we receive your application. We will use the email address you provide on this application form. Due to the volume of applications we receive in our busy periods, it isn't unusual to receive an acknowledgement a few days after you have emailed your application.

NOTE 5 - A LITTLE BIT MORE INFORMATION

Any award of credit transfer is valid for the academic year you make your credit transfer application. If you do not study in the same academic year you make your application, your award may need to be reassessed and will be subject to the rules and regulations in place at the time of your reassessment request.

Credit transfer can only be awarded in multiples of 30 credits into our undergraduate qualifications because all of our modules are 30 or 60 credits. Some qualifications only permit exemption from 60 credit point modules, and in which case you'd need to have a minimum of 60 credits.

We do not award credit transfer on the basis of any compensated/condoned passes or exemptions/APL. If the study which granted the exemption/APL is also eligible for credit, we may be able to give an additional award, however we will need to see documents which show the original study that you were awarded the APL credit for.

The classification of your Open University degree will be based solely on the study that you complete with the Open University.

During our main peak period (June-September) please check our website for regular updates (<http://www.open.ac.uk/study/credit-transfer/>)

If you receive a credit transfer award you do not have to accept your full award. You may feel you can benefit from studying a further module at level 1 or 2. This might be because you have not studied for a while or are planning to study a different subject to what you have previously studied. If you wish to reduce your credit transfer award, you will need to email credit-transfer@open.ac.uk confirming the OU qualification and the amount of credit/level you wish to abandon.

If you need advice about course choice, fees etc, please telephone the Student Recruitment Team on 0300 303 5303. If you need assistance filling in this form, please email us at credit-transfer@open.ac.uk.

Open University Credit Transfer Application Form

Your personal and contact details

OU Personal Identification (PI) number (if known): If you have previously contacted the OU you will have a PI, please provide this to prevent record duplication		Office use only <input type="checkbox"/>
Title:		
First name/Given name:		
Surname/Family name:		
Address:		<input type="checkbox"/>
Postcode:	Email:	<input type="checkbox"/>
Date of birth:	Telephone number:	<input type="checkbox"/>

Which Open University qualification/s are you applying for credit transfer towards?

To maximise your credit transfer potential, you either need to apply for credit transfer towards a qualification that is of a similar subject nature to your previous study, or the BA/BSc Open degree (QD). Some of our qualifications allow a maximum of 60 credits to be transferred, others allow up to 240 credits to be transferred. We can consider previous study completed up to 16 years ago for an award of credit transfer into some of our qualifications, but this is not the case for all qualifications, for example many of our qualifications only permit study completed up to 5 years ago to be considered for credit transfer. Check the time limits associated with your chosen OU qualification/s here: <http://www.open.ac.uk/study/credit-transfer/my-ou-qualification?path=a>. Please also note that some of our qualifications are not available to study in all countries, please visit <http://www.open.ac.uk/courses> and select your country from the drop down. You can select up to 3 qualifications to have an assessment towards, and in most cases, we will also conduct an assessment towards the BA/BSc Open degree (QD) as well **please see page 5*

Open University Qualification title and code <i>e.g Business Management (Q91)</i>	Specialism (if applicable)/subject if Open degree <i>e.g Marketing</i>

*Please note – if you do not specify which **Open University** qualification/s you are applying for credit transfer towards, we will conduct an assessment towards the Open Degree*

Please provide information about your previous Higher Education

There is space for details for 2 qualifications/separate periods of study. If you have completed more than 2 previous eligible qualifications/periods of study, please continue on a separate sheet. The higher education level in England, Wales and Northern Ireland is FHEQ level 4, Scotland level 7, ROI level 6. Master's level is FHEQ level 7, SCQF level 11, ROI level 9. This section is for your previous Higher Education study only.

1	
Title of qualification completed/studying towards:	
Name of institution:	
In which country did you study:	
Start date:	End date:
Mode of study: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	
Did you complete this qualification? Yes <input type="checkbox"/> No <input type="checkbox"/>	

2		
Title of qualification completed/studying towards:		
Name of institution:		
In which country did you study:		
Start date:	End date:	
Mode of study: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Did you complete this qualification? Yes <input type="checkbox"/> No <input type="checkbox"/>		
For info only: please provide information about any Further Education you have completed		
If you have completed A/AS levels/National Diploma/BTEC level 3/SCQF level 6/QCF level 3/Access study etc please make a note of the subject and grade you achieved here. This information is only so the academic assessing your application has a full overview of your previous education – as A/AS levels etc are further education and not higher education, they are not taken in to account when awarding credit transfer, any award of credit transfer given is based on your higher education study only. You do not need to provide evidence of your further education study.		
Qualification e.g A/AS level	Subject	Grade
Declaration - please sign below to confirm the following:		
I have fully read and understood this application form and am aware that applications are not checked upon receipt and are processed in strict order of date received.	<input type="checkbox"/>	
I have read and understood the Credit Transfer Factsheet for the qualification(s) I am applying to have an assessment of credit transfer towards and am aware of any associated completion time limits and age limits of previous study, with my chosen OU qualification(s).	<input type="checkbox"/>	
I have provided my official documents pertaining to my Higher Education study exactly as outlined in Note 1 'Supporting Documents'. I understand that my application will be unsuccessful if the necessary documentation has not been provided and I may not have time to resubmit the correct documents before the deadline date to apply.	<input type="checkbox"/>	
I am aware you cannot accept JPEG files, PNG files, links, or attachments that are password protected, and my application will be unsuccessful if I attach these file types.	<input type="checkbox"/>	
I have provided official evidence of my name change.	<input type="checkbox"/>	N/A <input type="checkbox"/>
I certify that the official documents attached are a true copy of the original documents.	<input type="checkbox"/>	
I have provided syllabus information/learning outcomes as outlined in Note 2.	<input type="checkbox"/>	
I have read Note 3 'next steps' section.	<input type="checkbox"/>	
I have read Note 4 'a little bit more info' section.	<input type="checkbox"/>	
I have read the Privacy Notice below.	<input type="checkbox"/>	
For qualifications that have specialisms – such as the Natural Science degree, Computing degrees and the Business Studies degree – I have selected a specialism. (NOTE: if you don't select a specialism, we'll award credits to the broad/standard pathways)	<input type="checkbox"/>	N/A <input type="checkbox"/>
Signed:	Date:	

* If you apply for credit transfer towards one of the following, we will not conduct an assessment of credit transfer towards the Open Degree, unless you ask us to: LLB (R81), any Social Work degree, a pre-registration nursing degree, BA Music (R25), any qualification lower than a Bachelor degree, any postgraduate qualification.

Privacy Notice

When you apply for credit transfer, we will create a record in your name using the personal information you have provided in your application form. We will add information to this record whenever you contact us. This will help us deal with your request and to provide you with appropriate services. We may need to contact you to discuss your credit transfer application or to discuss your credit transfer award.

The Open University is the data controller for this personal data.

You can find out more about what we do with your personal data in the relevant privacy notice. The main OU privacy notices can be found by clicking the following link:

<https://www.open.ac.uk/about/main/strategy-and-policies/policies-and-statements/website-privacy-ou>

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