

Function – Student Administration and Student Records (v1 – June 2019)

Responsible Person – Head of Student Administration

<b>Core electronic (Banner) and paper records about individual students, including:</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Notes</b>
Basic personal details	Student graduation + 6 years	Destroy	
Information gathered at application	Student graduation + 6 years	Destroy	
Information gathered at enrolment	Student graduation + 6 years	Destroy	
Records relating to an individual student's Tier 4 visa status	End of Tier 4 sponsorship + 1 year	Destroy	
Student request for a reference and letter of reference	6 years	Destroy	
Transfer of individual student to a new programme or course within the programme or between campuses	End of Student relationship + 1 year	Destroy	
Withdrawal from the university	End of Student relationship + 1 year	Destroy	
Records of the handling of individual student request for statements of results/transcripts	Student graduation + 6 years	Destroy	
Records of the handling of requests for confirmation of individual student awards, attendance or conduct from employers and other educational institutions	Student graduation + 6 years	Destroy	
Electronic files providing student information for HESA returns	Student graduation + 6 years	Destroy	

Electronic records received and sent to SAAS/SLC	Student graduation + 6 years	Destroy	
Electronic files for the Protecting Vulnerable Groups scheme	Student graduation + 6 years	Destroy	
<b>Exams and assessment</b>			
Document informing about student special needs for exams	After completion of exams + 6 years	Destroy	
Senior invigilator reports	After completion of exams + 6 years	Destroy	
Records on academic progress, performance and awards, including assessment outcomes	After completion of exams + 6 years	Destroy	
Records of grade, marks and change of decisions	After completion of exams + 6 years	Destroy	
Exam papers and scripts	After completion of exams + 6 years	Destroy	
Formal actions to deal with unsatisfactory progress	After completion of exams + 6 years	Destroy	
Records from Progression Awards Board meetings	After completion of exams + 6 years	Destroy	
Awards Records including issue of awards letters, prize letters, transcripts, etc.	Permanent	Permanent	
<b>Graduations</b>			
Registering for graduation	Graduation +1 year	Destroy	
Records of payment fee	Graduation +1 year	Destroy	
Correspondence related to graduations	Graduation +1 year	Destroy	
Graduation programme	10 years	Archive	
<b>MEQs</b>			
Completed electronic and paper version of student module experience questionnaire	Completion +4 years	Destroy	
<b>Timetabling</b>			
Records of the timetabling of teaching & management of teaching space	Creation + 1 year	Destroy	

<b>Appeal and Academic conduct</b>			
All records relating to the appeal, including notice of appeal, outcome letter and committee minutes.	Last action + 6 years	Destroy	
All records relating to the complaint including internal/external correspondence, minutes and outcome letter	Last action + 6 years	Destroy	
All records relating to the disciplinary	Last action + 6 years	Destroy	
All records relating to the suspension	Last action + 6 years	Destroy	