

Student Records Retention Schedule - Centrally-Held Records

The University requires to gather and store a significant volume and range of data in relation to applicants and students. This schedule sets out the policy for the retention and disposal of student records used in admissions, administration and for awards and graduations purposes. It applies to records in ALL formats i.e. paper, electronic, microfiche etc.

The schedule provides a framework to ensure that centrally-held records for applicants and students are retained for as long as they are needed to enable the University to operate effectively. The University must also ensure that it complies with all and any relevant legislation, including applicable data protection legislation.

This is not an exhaustive list but it is intended to cover the main types of records stored within central Admissions, Student Records and Graduation systems and to act as a framework through which decisions can be readily taken on how long a particular record type should be retained. The retention schedule sets out the minimum duration that a record may be kept for, in some cases records may be kept longer if there is a documented business reason for the non-standard retention. This is a live document and may be subject to update.

Definitions:

T = Termination of relationship with the University

CAY = Current Academic Year

D Con = Destroy confidentially

+ 1 = plus one year

+ 6m = plus six months

Applicant details – all applicants			
Record group	Retention period	Action	Data format
Admissions information - UG/ PGT Successful applicants – offer accepted, conditions met, student admitted, applicant details rolled forward into student record			
Core applicant information - used to create core student record i.e. Name, Email, DOB, Nationality	Permanent	Retain permanently	Electronic / hard copy
Applicant details – all applicants i.e. Education, reference	T + 6	D Con	Electronic / hard copy
Applicant supporting documents i.e. Passport, qualifications	T + 1	D Con	Electronic / hard copy
Admissions information - UG/ PGT Unsuccessful applications / offer declined / student withdraw before commencement	End of application cycle in which decision communicated +2	D Con	Electronic / hard copy
Admissions information - UG/ PGT not submitted applications	last action on application + 6m	D Con	Electronic / hard copy
Admissions information - PGR Successful applicants – offer accepted	T + 6	D Con	Electronic / hard copy
Admissions information - PGR Unsuccessful applications / offer declined	End of application cycle in which decision communicated +2	D Con	Electronic / hard copy
Admissions information - PGR Incomplete /not submitted applications	last action on application + 6m	D Con	Electronic / hard copy
Student personal details – all students that have accepted and been registered at least once			
Record group	Retention period	Action	Data format
Student Details- core student information	Permanent	Retain permanently	Electronic
Images of Student	Permanent	Retain permanently	Electronic
Student visa details	Permanent	Retain permanently	Electronic
Student contact details	Permanent	Retain permanently	Electronic
Equality monitoring data	Permanent	Retain permanently	Electronic
Widening Access Indicators	Permanent	Retain permanently	Electronic
Disciplinary action - in relation to an upheld action	Permanent	Retain permanently	Electronic
Student study details – information relating to the student as a learner			
Record group	Retention period	Action	Data format
Programme of study	Permanent	Retain permanently	Electronic
Study Details - i.e. core achievement and attendance information	Permanent	Retain permanently	Electronic
Study details - i.e. suspension documentation, attendance documentation, withdrawal records, appeals information	T+6	D Con	Electronic
Study details - exam board information	CAY + 1	D Con	Electronic
Student exam timetable information - final timetable	Permanent	Retain permanently	Electronic
Student exam timetable information	CAY	D Con	Electronic
Personal Circumstances – Details on record	T+1	D Con	Electronic
Personal Circumstances - Evidence	CAY + 1	D Con	Hardcopy / Electronic
Letters	CAY	D Con	Electronic - WORD
Exchanges/Study Abroad/Placements	Permanent	Retain permanently	Hardcopy / Electronic
Award details / prizes	Permanent	Retain permanently	Electronic
Prizes	Permanent	Retain permanently	Electronic
Student graduation and achievement details			
Record group	Retention period	Action	Data format
Graduation registration details	Permanent	Retain permanently	Electronic and paper
Graduation records- conferment	Permanent	Retain permanently	Electronic and paper
Additional HEAR information	Permanent	Retain permanently	Electronic
Graduation records- debt management	Until debt cleared	D Con	Electronic
Graduation management records	Completion of ceremony + 1	D Con	Electronic and paper
Parchments	CAY + 1	D Con	Electronic
Transcript/verification requests	Last action on request + 1	D Con	Electronic