

## Academic Administration Retention Schedule

Document Status	LIVE
Document Owner	SPG
Target Audience	All
Review Period	3 years
Date of First Approval	June 2020
Date of Next Review	March 2023
Version Number	V1

## Version Control Table

Version	Date	Description of changes and name and job title of person responsible for making changes
1	01/06/2020	First version produced in draft

## Contents

STUDENT ADMINISTRATION AND PROGRESS.....	3
STUDENT SUPPORT AND WELFARE MANAGEMENT.....	5
STUDENT RECRUITMENT.....	5
STUDENT ADMINISTRATION, REGISTRATION AND INDUCTION .....	6
TEACHING.....	7
LEARNING SUPPORT.....	8
STUDENT RELATIONS .....	8
ACADEMIC PROGRAMME ADMINISTRATION AND AWARDS .....	9
ASSESSMENT AND EXAMINATION .....	10
STUDENT FINANCIAL SUPPORT.....	11

## STUDENT ADMINISTRATION AND PROGRESS

Record Group Name	Records within Group	Retention Period	Citation
Financial Aid Funds Administration	Records containing personal data on individual students..	<p>Minimum requirement varies for different types of personal data</p> <p>Maximum retention: End of 'registered student' relationship with institution + 6 years.</p>	Limitation Act, 1980.
Student Administration and Support	The core record of a student as a learner	This is the minimal record kept to provide references for former students and may be retained for the lifetime of the student (80 years). A core (minimal) transcript may be retained indefinitely after this time and transferred to the archive.	Limitation Act, 1980.
Student Administration and Support	<p>Records documenting the initial assessment of students including:</p> <ol style="list-style-type: none"> <li>1. Student Qualifications on Entry</li> <li>2. Key Skills Assessments</li> <li>3. Care Student Assessments</li> </ol>	Termination of student relationship + 6 years	Limitation Act 1980 c.58 1973 Prescription and Limitation (Scotland) Act 1973
Student Progress Administration	Individualised Student Record (ISRS). Individualised Learner Records.	Termination of student relationship + 6 years	Institutional business requirements.

Student Progress Administration	Records documenting the handling of individual students'/employers' requests for statements of results/transcripts and requests for confirmation of individual students' awards, attendance or conduct from employers and other educational institutions.	Last action on request + 1 year	Institutional business requirements.
Student Progress Administration	Graduate Outcomes Surveys: individual responses	Completion of analysis of responses	<i>These should not be kept longer than necessary, and this should be stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>
Student Progress Administration	Records documenting the academic progress of individual students and formal action taken to deal with unsatisfactory progress, the transfer of individual students to new programmes or to new courses within programmes, the withdrawal of individual students from the institution, and the termination of individual students' programmes	Termination of relationship with student + 6 years	Limitation Act 1980 c. 58 s 5
Student Disciplinary and Appeals Case Handling	Records documenting the conduct and results of disciplinary proceedings against individual students and academic appeals.	Last action on case + 6 years	Limitation Act 1980 c. 58 s 5
Student Complaint Handling (informal)	Records documenting the handling of complaints by individual students where the formal complaints procedure is not initiated.	Last action on complaint + 3 years	Institutional business requirements.

Student Complaint Handling (formal)	Records documenting the handling of formal complaints made by individual students against the institution.	Last action on case + 6 years	Limitation Act 1980, c.58
-------------------------------------	--	-------------------------------	---------------------------

## STUDENT SUPPORT AND WELFARE MANAGEMENT

Record Group Name	Records within Group	Retention Period	Citation
Student Support and Welfare Management	Student counselling services: case notes, letters to doctors etc.	Termination of relationship with student + 6 years	Limitation Act, 1980.

## STUDENT RECRUITMENT

Record Group Name	Records within Group	Retention Period	Citation
Student Recruitment	Records documenting the handling of enquiries from prospective students (subsequently registered as student).	Current academic year + 5 years  Where students did not subsequently enrol at the institutional, the records	Competition and Markets Authority

		should be retained: current academic year + 1 year.	
--	--	---	--

<b>STUDENT ADMINISTRATION, REGISTRATION AND INDUCTION</b>			
<b>Record Group Name</b>	<b>Records within Group</b>	<b>Retention Period</b>	<b>Citation</b>
Student Admission	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	Limitation Act 1980 c. 58 s 5
Student Admission	Records documenting the handling of applications for admission: unsuccessful applications.	Minimum: Completion of admissions process + 6 months. Recommended: Completion of admissions process + 1 year.	The Equality Act 2010
Student Admission	Records containing data on overall student numbers.	Current academic year + 1 year	Institutional business requirements.

Immigration Advice and Compliance	Records documenting immigration casework/compliance for students, including the retention of immigration permission from students.	6 years from last interaction relating to casework or 6 years after permanent withdrawal relating to immigration permission.	OISC Code of Standards: 2016
Student Registration	Records documenting the registration of individual students on programmes.	Termination of student relationship + 6 years	Limitation Act 1980 c. 58 s 5

<b>TEACHING</b>			
Record Group Name	Records within Group	Retention Period	Citation
Taught Programme Review	Routine solicited feedback on taught programmes from staff and examiners: individual feedback.	Current academic year + 5 years OR Life of course + 1 year	Institutional business requirements.
Taught Programme Review	Routine solicited feedback on taught programmes from students: individual feedback	Completion of analysis of feedback	Institutional business requirements
Taught Student Assessment	Submitted/completed assessments (formative and summative assessments) and marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications.	Current academic year + 6 years	Limitation Act 1980 c. 58 s 5

Taught Student Monitoring & Support	Feedback on academic progress, and general academic guidance and support, given to individual taught students.	Completion of student's programme + 6 years	Limitation Act 1980 c. 58 s 5
-------------------------------------	--	---	-------------------------------

LEARNING SUPPORT			
Record Group Name	Records within Group	Retention Period	Citation
Learning Support Administration	Records relating to Learning Support for Students with specific needs.	Current year + 7 years	The Equality Act 2010

STUDENT RELATIONS			
Record Group Name	Records within Group	Retention Period	Citation
Student Communications Management	Results of student surveys: individual responses	Completion of analysis of survey responses	<i>The retention period will depend on what was stated in the privacy notice when the data was collected. After this period, responses can be anonymised for the purposes of analysis to ensure compliance with GDPR.</i>
Student Communications Management	Results of student surveys: summaries and analyses of responses	Completion of survey + 5 years	Institutional business requirements.



Student Communications Management	Records documenting the design of, and overall response to, student suggestion schemes.	Closure of scheme + 5 years	Institutional business requirements.
Student Communications Management	Records documenting the handling of suggestions from individual students.	Last action on suggestion + 1 year	Institutional business requirements.

<b>ACADEMIC PROGRAMME ADMINISTRATION AND AWARDS</b>			
<b>Record Group Name</b>	<b>Records within Group</b>	<b>Retention Period</b>	<b>Citation</b>
Academic Award Conferment	Records documenting the notification of awards to students and the issue of awards certificates.	Conferment of award + 1 year	Institutional business requirements.
Academic Award Conferment	Records documenting the process of inviting, receiving and considering nominations for honorary awards.	Conferment of award + 1 year	Institutional business requirements.
Academic Award Conferment	Records documenting offers of honorary awards and responses received.	Conferment of award + 1 year	Institutional business requirements.
Award Ceremony Administration	Records documenting the mailing of award certificates to students who do not attend ceremonies.	Completion of ceremony + 1 year	Institutional business requirements.
Prizes Administration	Records documenting nominations for prizes, the consideration of nominations and notifications to recipients of prizes.	Current academic year + 5 years	Institutional business requirements.
Prizes Administration	List of prize winners	While prize is awarded	Institutional business requirements.

## ASSESSMENT AND EXAMINATION

Record Group Name	Records within Group	Retention Period	Citation
External Examiner Administration	Records documenting the selection and appointment of external examiners.	Termination of appointment + 1 year	Institutional business requirements.
External Examiner Administration	Records documenting liaison with external examiners on administrative matters.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting the selection and appointment of examination invigilators.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting the organisation of examination facilities, including special arrangements for students with special needs.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting individual students' attendance at examinations, and the handling of reports of mitigating circumstances.	Current academic year + 1 year (minimum)	Institutional business requirements.
Assessment Administration	Records documenting the collation of examination results and compilation of pass lists and individual notifications of results.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting individual students' submission of assessed work and handling of reports of mitigating circumstances.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Records documenting the issue of awards lists and individual notifications of awards.	Current academic year + 1 year	Institutional business requirements.
Assessment Administration	Qualification Lists/Pass Lists/Awards lists.	Issue of list + 10 years	Institutional business requirements.

Dissertations	Certain specified examples of past dissertations made available as examples to students of an excellent display of academic rigor.	Preserve in relevant University department once student consent for ongoing storage and access by third parties is received	Institutional business requirements.
---------------	--	---	--------------------------------------

<b>STUDENT FINANCIAL SUPPORT</b>			
<b>Record Group Name</b>	<b>Records within Group</b>	<b>Retention Period</b>	<b>Citation</b>
Financial Aid Funds Administration	Records documenting the provision of financial aid funds to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Crisis/Hardship Funds Administration	Records documenting the provision of crisis/hardship payments to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Bursaries Administration	Records documenting the award of bursaries to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Scholarships and Fellowships Administration	Records documenting the award of scholarships and fellowships to individual students.	Current financial year + 6 years	Limitation Act 1980 c. 58 s 5
Student Financial and Employment Support	Records of administration of Student Financial and employment support such as: -New Deal Records -Modern Apprenticeship Records -Access Fund Applications.	Current year + 6 years	Institutional business requirements.