

## Academic Administration Retention Schedule

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Version Control Table

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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	

Student Progress Administration

Records documenting the academic progress of



should be retained: current

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	

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
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## LEARNING SUPPORT

Learning Support Administration 2CID 14 BMCID 340 0 1 r(c)s1 1ila in9.5 4224.31 0.4 30 ref798.94



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.

## ACADEMIC PROGRAMME ADMINISTRATION AND AWARDS

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

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	

Dissertations