



Core student record

Data relating to core student record	Retention time	Accessible through
<p>Core electronic and paper records including:</p> <ul style="list-style-type: none">▪ Personal details▪ Application details▪ Registration details▪ Courses and papers undertaken▪ Academic progress and assessment outcomes▪ Supplementary information for professional accreditation▪ Examination allowances summary▪ Transcript▪ References	<p>Student graduation or departure + 6 years</p>	<p>Head of Academic Centre Administration</p>

Student recruitment, outreach and admissions

Data relating to course applications	Retention time	Accessible through
Unsuccessful applications	Completion of admissions round + 1 year	Head of Academic Centre Administration
Records related to an individual student's Tier 4 visa status	End of student's sponsorship or until a Home Office compliance officer has examined and approved the documentation (whichever is the sooner)	Head of Academic Centre Administration

Student assessment

Data relating to examination papers and dissertations	Retention time (unless a student has already initiated an appeal against his or her result)	Accessible through
Examination scripts	Six months from the publication of final results	Head of Academic Centre Administration

Marks for individual questions (examination papers only)	Six months from the publication of final results	Head of Academic Centre Administration
Examiners' comments relating to procedural or rubric infringements or other practical points	Six months from the publication of final results	Head of Academic Centre Administration
Examiners' comments relating to academic judgement	Six months from the publication of final results	Head of Academic Centre Administration
Minutes of examiners' meetings	Indefinitely	Head of Academic Centre Administration
Final result and/or mark or grade	Indefinitely	Available on student certificate and transcript
Data relating to assignment assessment	Retention time (unless a student has already initiated an appeal against his or her result)	Accessible through

Assignment scripts and Advanced Diploma dissertation scripts	Two academic years after the academic year of the course ¹	Available via the VLE (Virtual Learning Environment)
Assignment feedback from tutor	Two academic years after the academic year of the course	Available via the VLE (Virtual Learning Environment)
Minutes of examiners' meetings	Indefinitely	Head of Academic Centre Administration
Assignment marks/grades	Indefinitely	Available on student certificate and transcript
Final result and/or mark or grade	Indefinitely	Available on student certificate and transcript

Student complaints, appeals, discipline and misconduct

Data relating to complaints and appeals procedure	Retention time	Accessible through
All documents relating to students' appeals and complaints	Last action on complaint plus six years	Quality Governance Manager

¹ Assignments unsuitable for electronic submission or scanning will be returned to/collected by you for appropriate retention/storage.

Occasionally we may wish to keep examples of student work for use in staff development, quality assurance or as a teaching tool. We will always seek permission to use your work or ask you to opt out of the scheme. In all cases, work would be anonymised. Work not kept for these purposes will be destroyed and/or deleted two years after the end date of the course.

Copyright and all other intellectual property rights relating to assignments and dissertations remain throughout with you.

HESA data protection notice

The Higher Education Statistics Agency (HESA) is the official agency for the collection, analysis and dissemination of quantitative information about higher education.

If you are studying on an award-bearing course, we will send some of the information we hold about you to HESA.

HESA will handle your personal data securely; for more information please see <https://www.hesa.ac.uk/about/regulation/data-protection/notices>. The University is required to share data about students as a condition of its registration with the Higher Education Regulator, the Office for Students.