Academic Result Storage Policy

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Responsibility: Executive Director Quality	Date Last Modified: April 2016
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Purpose

To describe how students' Academic Records/results are stored (and archived) to meet internal and external requirements.

Scope

Student results (or Academic Records) information includes final results achieved by students, notes and correspondence relating to the results, proof of eligibility for awards, and details of awards issued i.e. award title (and award seal number if available).

Responsibility

Responsibilities contributing to and for academic records/results storage are as follows:
1. Faculty Boards of Educational Improvement (FBEI) for approval of all final academic results (including changed results, special passes, appeals, etc) and eligibility to graduate.
2. FBEI secretary for archiving FBEI minutes approving specific sets of results – (until such time as UCOL has a centralised repository).
3. Student Information for ensuring accurate electronic records are maintained following approval during and after the enrolment contract has ended.
4. Student Information for archiving and using suitable storage facilities for all paper-based records (preceding electronic storage systems).
5. Information Technology for providing primary and back-up facilities for electronic academic results records.

Policy Statements

Qualification and Academic Results Records:

Original student results/academic records (whether paper-based or electronic) are to be retained permanently, and are **not** to be destroyed or discarded. This includes results for changes due to academic appeals and outcomes, recounts/remarks/resits and special passes.

Storage/Preservation/Protection from Disaster:

Student qualification and academic results records are to be stored on appropriate media or hardware, and in suitable containers and locations to enhance their preservation and

protect them from damage (i.e. through fire, flooding, chemicals, insects, rodents, dust etc.).

All paper-based records currently held in a faculty, deemed to constitute a formal academic record and identified as unique and the only institutional record, will be subsequently scanned/digitised and committed to the electronic data records archive.

Electronic back-ups of student academic records are to be made and stored securely.

<u>Security/Confidentiality/Access and Retrieval of academic record data:</u>

Student academic results records (whether paper-based or electronic) are to be stored in such a way that they are readily accessible to authorized staff (as approved by Director Student Information and/or Executive Deans) and are able to be promptly identified and retrieved when required as a result of a legitimate query.

Should UCOL move to a new data-base/Student Management System all student academic results records must be transferred to the new data-base.

Relevant Legislation

Education Act 1989, Part 16, Section 225 states:

> (1) Each institution shall keep records that show -
>   a. The progress of each student at the institution (including the principal results achieved by the student) in his or her course of study or training.

Privacy Act 1993, Principle 5 Storage and Security of Personal Information states:

> An agency that holds personal information shall ensure –
>
>   a. That the information is protected, by such security safeguards as it is reasonable in the circumstances to take, against
>   i. Loss; and
>   ii. Access, use, modification or disclosure, except with the authority of the agency that holds the information; and
>   iii. Other misuse.

Record Management Standard for the New Zealand Public Sector – May 2014 (particularly Principle 6: Maintain the Integrity of Records)

Related Documentation

Academic Quality Management System (AQMS) Standard 10: Reporting and Certification
Assessment and Moderation Policy
Issue of Awards Policy
Recordkeeping Policy
UCOL Disposal Schedule (on Records Management Sharepoint site)