

Core Archival Student Record

The core archival student record will enable the University to answer any enquiry concerning the identity of a student, the topics and subjects studied, the results of all assessments counting towards a qualification and details of the award achieved. It should also support the production of management information and the conduct of academic research on the University's student population.

The table below lists the elements of the core archival student record for all undergraduates, postgraduates, credit students with the Office of Lifelong Learning, visiting students and students studying for diplomas or certificates.

Once administrative use of the record has ceased, the core record must be transferred to the University Archives by the holder of the "golden copy". See the student records retention schedule for guidance on when this transfer should take place. Any other information about individual, identifiable students, including continuing professional development, access and non-credit students, should be destroyed in line with the provisions of the student records retention schedule.

Data element	Holder of "golden copy"
Personal details	
Forename – preferred	Registry, Office of Lifelong Learning
Forename – formal	Registry, Office of Lifelong Learning
Surname	Registry, Office of Lifelong Learning
Previous surname	Registry, Office of Lifelong Learning
Title	Registry, Office of Lifelong Learning
Gender	Registry, Office of Lifelong Learning
Date of birth	Registry, Office of Lifelong Learning
Nationality	Registry, Office of Lifelong Learning
Photograph	Registry
Place of birth	Registry
Matriculation number	Registry
Contact details	
Domicile on programme entry	Registry, Office of Lifelong Learning
Address at graduation	Registry
Attendance record	
Date of matriculation each year	Registry, Office of Lifelong Learning
Programme interruption start date	Registry
Readmission of student date	Registry
Method of study	Registry

Academic record	
Qualifications on entry	Registry
Previous institution attended – name and address	Registry
Transferred credit	Registry, Office of Lifelong Learning
Post/undergraduate	Registry
Programme(s) followed by the student	Registry
Courses followed by the student	Registry, Office of Lifelong Learning
Marks and grades obtained for each course	Registry, schools, colleges or Office of Lifelong Learning. See student records retention schedule for detailed breakdown of who is responsible for what.
Overall result for the course eg pass, fail	Registry, Office of Lifelong Learning
Title of qualification achieved	Registry, Office of Lifelong Learning
Classification of award achieved	Registry, Office of Lifelong Learning
Other award information eg thesis title	Registry, College Postgraduate Office (for dissertation or thesis titles)
Date of graduation	Registry
Graduation programme	Registry
Medals and prizes	Schools or colleges. See student records retention schedule for further information.

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July 2008