

## Student Information

*The retention periods for central student files also cover a number of relevant records pertaining to enrolment, admission, awards for higher degrees and student exchanges. Further clarification should be sought from the University Records Team.*

Record Type	Retain for
Official results for transcript production, eg student cards, academic record on central electronic system, etc.	<b>PERMANENT</b>
Central student files in the following categories: <ul style="list-style-type: none"> <li>• students who have made major contributions to the community or who have achieved some considerable standing or notoriety</li> <li>• students whose attendance at the University was of historical significance such as the first enrolment of its kind</li> <li>• students whose case sets a precedent for future decisions</li> <li>• students who were excluded from the University and whose manner of earning exclusion was extraordinary</li> <li>• students who were excluded from the University as a result of disciplinary action following an external legal or criminal investigation</li> </ul>	<b>PERMANENT</b>
Practicum assessment documentation used for professional accreditation purposes.	<b>TEMPORARY</b> <b>Destroy 25 years from date of completion or termination</b>
Central student files for postgraduate by research students.	<b>TEMPORARY</b> <b>If student information is duplicated in central system, destroy 7 years after action completed. If not duplicated, destroy 20 years after date of completion, termination or last action, whichever is later</b>
Central student files for award and non-award programs, eg undergraduate files and post-graduate by coursework files not funded by scholarship.	<b>TEMPORARY</b> <b>Destroy 7 years after date of completion, termination or last action, whichever is later.</b>

<p>Low level administrative records relating to application for admission, eg application for credit status, student requirements for adequate level of English prior to enrolment, University fees, recognition of prior learning, internal student applications, special adjustments or entry, postponement of enrolment.</p>	<p><b>TEMPORARY Destroy 5 years after last action</b></p>
<p>Low level administrative records relating to administrative arrangements for enrolments, eg provision of official academic records to students, cessation of a student's enrolment, CHESSN, requirements for previous course completions prior to enrolment, health requirements prior to enrolment, confirmation of visa status prior to enrolment, where the student is simultaneously enrolled in another institution, discontinuation, leave of absence, non-award programs, student access to University online services, enrolment via study abroad or exchange programs, variations reporting.</p>	<p><b>TEMPORARY Destroy 5 years after last action</b></p>