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 Centre for Open 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	
Forenames	Student Systems, Centre for Open Learning
Surname	Student Systems, Centre for Open Learning
Previous surname	Student Systems, Centre for Open Learning
Title	Student Systems, Centre for Open Learning
Gender	Student Systems, Centre for Open Learning
Date of birth	Student Systems, Centre for Open Learning
Matriculation number	Student Systems
Attendance record	
Date of matriculation each year	Student Systems, Centre for Open Learning
Academic record	
Transferred credit	Student Systems, Centre for Open Learning
Programme(s) followed by the student	Student Systems
Courses followed by the student	Student Systems, Centre for Open Learning
Marks and grades obtained for each course	Student Systems, Schools, Colleges or Centre for Open Learning. See student records retention schedule for detailed breakdown of who is responsible for what
Overall result for the course e.g. pass, fail	Student Systems, Centre for Open Learning
Title of qualification achieved	Student Systems, Centre for Open Learning
Classification of award achieved	Student Systems, Centre for Open Learning

Other award information e.g. thesis title	Student Systems, College Postgraduate Office (for dissertation or thesis title)
Date of graduation	Student Systems
Medals and prizes	Schools or Colleges. See student records retention schedule for further information.
Professional Body Membership and statutory reporting number	Student Systems, Schools

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September 2019