STUDENT ACADEMIC RECORDS MANAGEMENT POLICY

Document ID	4.9
Related Documents	GCA Agent Management Policy GCA Refunds Policy GCA Transfer between Registered Providers Policy UBSS Course Admission Policy UBSS Course Completion, Graduation, Transcripts and Testamurs Policy UBSS Course Discontinuation Policy UBSS Academic Progression, Monitoring and Intervention Policy UBSS Course Transfer, Exit and Change of Major Policy UBSS Credit and Recognition of Prior Learning Policy
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Authorised by	UBSS Academic Senate
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Version	V3
Responsible Officer	Dean
References and Legislation	National Codes of Practice for International Students (NCPIS) Standard(s): All

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1 Context

This document sets out UBSS's policy on the maintenance of the academic records for all current and former students.

The objective of this policy is to maintain these records:

- accurately
- securely
- in a timely manner;

in order to meet the requirements of Commonwealth and State governments, relevant legislation and accreditation bodies.

2 Scope

2.1 Rationale

This policy applies to:

- all UBSS staff who record information/data in an UBSS student's academic record.
- all students in relation to their responsibility to maintain their contact details and to complete their online enrolment for each relevant teaching period.

This policy does not apply to records kept about students in respect to non-academic activities such as accommodation, counselling etc.

2.2 Legislative Context

- The Higher Education Support Act 2003 (Cth) (HESA)
- Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth);
- Higher Education Standards Framework (Threshold Standards) 2015;
- The Educational Services for Overseas Students Act (ESOS): 2000 The National Code
- Education Services for Overseas Students Regulations 2001;
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007;

3 Definitions

Item	Definition
Accuracy	Data forming any part of student's records in either electronic or hard copy format is correct and factual.
Control	Governance and regulation of the configuration, use, and analysis of student data in either electronic or hard copy format.
Education Management System (EMS)	Database management system for designing and managing courses, teaching materials, assignments, collaborations, recording grades and the like.
Records	A part of, and resulting, from UBSS activities and providing evidence of those activities. Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means. Records may include, but are not limited to, any student's paper based records, electronic records, or electronic documents stored at UBSS or on UBSS equipment. A record does not include personal and/or private documents that are not part of official School records.
Security	Safekeeping of the student records in both paper copy and electronic form.
Stewards	Nominated UBSS employee with responsibility for student records.
Validity	Precision and logicality of data

4 Student Records

Details pertinent to students are obtained from them at the time of their application and subsequent enrolments and are uploaded onto UBSS Servers.

Electronic academic records are maintained for all students enrolled at UBSS.

Historic documents are scanned and electronically stored.

A student's permanent academic record includes the compilation of the final results for every enrolled unit across all courses, advanced standing and credit transfer, periods of intermission and the dates of course completion or discontinuance, award conferral and graduation.

4.1   Storage of Records

All records are permanently kept in an electronic format. Electronic records are backed up daily by the ICT department and stored off site.

5   Data Control and Validity

The academic records of current and past students of UBSS belong to UBSS.

The Dean is the appointed steward of all academic records and is responsible for ensuring the control, accuracy and validity of the electronic student data. The Office of the Dean is also responsible for ensuring the validity of the data reported to the Commonwealth Government through the Higher Education Information Management System, and submission of any and all required reports by the relevant deadlines.

To maintain the accuracy and validity of all data used and reported, both internally and externally, in relation to the academic program at UBSS, only data and reports generated from UBSS Education Management Systems are to be used. This includes, but is not limited to, data in relation to:

- enrolment
- class lists
- attrition rates
- completion rates
- progress rates
- course and unit offerings
- number of graduates each class/year

6   Access to and Security of Records

Only those staff within UBSS who have legitimate reason within their job description to access students' academic records may do so. A username and personal password is required to access records in UBSS Education management systems.

Current and former students of UBSS have access to their own records on request and may have them corrected if necessary by contacting, in the first instance, Student Services

UBSS provides students with accurate and up to date information about the status and outcomes of the units and courses in which they are enrolled. This information is available to current students in electronic form through UBSS's Education Management System. Students require a username and personal password to log into the system.

Information about a student is not to be disclosed to any third party without the consent of the student concerned, unless required or permitted by law.

Persons outside of UBSS do not have access to the records of individual students unless students have given written permission for the release of specific records, or unless the knowledge of such information is required to be provided to funding, immigration, accreditation or other agencies that are legally entitled to such information.

Information required by other education institutions for the purposes of confirming qualifications of a current or former student of UBSS, such as confirmation of units of study completed, participation in officially recognised activities, and scholarships received by students, will not be released by UBSS unless accompanied by written authorisation of the student.

7 Information Kept on File for Current Students

UBSS Admissions staff, Course Convenors, Lecturers and Faculty/Administrators enter and update information in UBSS Education Management Systems, according to their level of access.

Information kept on record includes:

- Initial application information, together with all documentation requested and produced during the application process
- Signed or confirmed declarations associated with application and enrolment processes
- Letter of offer
- Acceptance or rejection of offer
- Copy of electronic Confirmation of Enrolment (international students only)
- Personal details (e.g.: names, birth date, contact details, emergency contact details, citizenship, copy of passport ID page and visa for international students, health insurance details for international students etc.)
- Enrolment information (e.g. course and unit enrolment)
- Academic progress information (e.g. grades, advanced standing and credit transfer, academic status, enrolment restrictions and encumbrances)
- (Letters and e-mails pertaining to advanced standing, cross-institutional study and academic progress at UBSS.
- Academic Support or Counselling recommendations and outcomes
- Forms submitted regarding unit/course withdrawal or course changes
- Transcripts of telephone messages received from the student regarding his/her academic program.

8 Document Change Control

Version	Change Description	Date	Author
v1	New Policy	10.04.18	Prof Ian Bofinger
V2	Refreshed and new review date embedded	August 2019	Prof Ian Bofinger
V3	Removal of Executive Dean	9.03.21	Anurag Kanwar