



TRANSCRIPT & VALIDATION DATA

Departmental Weeding Guidance

Information to be kept on each alumnus for 80 years from graduation or withdrawal.

Based upon the University Retention Schedule, Section 11 – Student and Course Records, v3.0, 2015

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PLEASE NOTE: From Sept 2014, new student files are held electronically in the Electronic Document Management (EDM) system. All transcript and validation data held by the department must be stored within the life-long learning file divider within the student’s EDM file. This is to ensure that when automated retention periods are applied to the system, it will retain transcript and validation data correctly and does not dis-advantage any of our alumni.

Core Transcript & Validation Data

- Student name, number and date of birth (for identification purposes)
- Course
- Award achieved
- Unit marks
- Credits earned

From 2006 this core data is held in the Student Records System. Prior to 2006 this information may be in HEMIS (the old student records database), in paper student files, or a combination of both.

Professional Accreditation

Where students may achieve professional accreditation as a result of passing their course, additional validation data will need to be kept to prove that the student attained accreditation. This data will be specified by the relevant professional accrediting body. Where departments hold this information, it must be retained.

For example: some professional accreditation requires the student to have undertaken a minimum number of field trips during their study. In such cases, proof that the student went on each field trip will become validation data for that student.

The HEAR

For students who have a HEAR, this also contains transcript and validation data and must be retained.

Additional Information

Departments may also have some (or all) of the following information, which should be retained as validation data even though it may not link directly to professional accreditation:

- Enrolment date(s)
- Period of time spent studying
- Details of placements completed (sandwich mode)
- Whether the course was delivered in collaboration with a partner institution

(This list is not exhaustive)