

Document title	KMMS Document Retention Schedule
Version	2
Effective Date	July 2024
Date for review	Academic Year 2028/29
Owner	Quality Manager
Approved by/date	KMMS Education Research Board/June 2024

Kent and Medway Medical School (KMMS)

**Retention Schedule for Documents Relating to Student Administration,
Examinations, Course Approval and Review**

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Scope

1. The policy and procedures set out in this document apply to all undergraduate, taught postgraduate and research courses at KMMS.

Purpose

2. This document represents the Retention Schedule for documents relating to the student administration examination, course approval and review processes of KMMS. The Retention Schedule aims to establish how long records should be retained, grouped in categories to benefit academic and professional support departments, in order to meet statutory requirements regarding retaining and destroying documentation.¹ In the interests of transparency, the Schedule is openly published. It forms part of the Student Privacy Notice.
3. Documentation is retained for the period set out in the Schedule, after which the documents are destroyed. A clear distinction is made with documents containing personal information.
4. The documents covered by the Retention Schedule may be kept in either paper or electronic form. As long as the documents are kept safely, there is no obligation to maintain records in both formats. They may be transferred from one medium to another. The term 'documents' refers to all documentation irrespective of the medium used for its retention.
5. Once a document category reaches the end of the retention period, all the relevant documents shall be disposed of by appropriate means.

Categories of Documentation

6. There are four broad categories used for retention periods:
 - (a) **Transactional Documentation.** Transactional documentation needs to be retained until after the period has passed for a student to lodge an academic appeal. It is to be for six months after the meeting of the Board of Examiners that makes an award. This information is used to administer the examination process (including the Board of Examiners). Once this process has been completed, there is no compelling argument for its retention. The six-month period is essential to enabling students to lodge a request for an appeal against a decision and for the departments concerned to produce the required documents.
 - (b) **Formal for Reference.** Documentation that is formal in nature. The principal reason for retaining the documentation is for reference purposes. Such documentation is retained for three years after the conclusion of the relevant event.

¹ Limitation Act 1980. https://www.legislation.gov.uk/ukpga/1980/58/pdfs/ukpga_19800058_en.pdf.

- (c) **Formal for Action.** Documentation that is formal in nature but may be relevant in the event of an action involving the University and may need to be produced as part of the proceedings. Such documentation must be retained for six years after the relevant event, as governed by the Limitation Act 1980 ss 2 and 5.
- (d) **Fundamental Importance.** Documentation that is of fundamental importance should be retained in perpetuity. It is because there may be a need for reference to the documentation at any time in the future, and it is unknown which particular documents may be required.

Changes in a Category of Documentation

- 7. Documents that are transactional or formal may be required for another purpose, particularly concerning an academic appeal or a formal complaint. Such documents are to be transferred to the relevant case file as soon as notice is given by the student or the relevant professional support department of the need for further action. Such documents will be retained for six years after the proceedings relating to the appeal or complaint, irrespective of the retention period that might otherwise apply, except for documentation retained in perpetuity.
- 8. Where there are compelling reasons relating to the orderly conduct of University affairs or actions involving the University, documents may be retained for longer than is set out in the Schedule with the approval of the appropriate head of department or University Data Protection Officer. The retention period will be set on the event's conclusion.

The Schedule

The Schedule is divided into two sections:

- a. Section One concerns Materials Relating to Student Procedures and Assessments. These are the main kinds of material relating to the examination process in the widest sense. The section extends to representations that students might make through concessions requests, appeals and complaints, and disciplinary proceedings and academic records.
- b. Section Two concerns Materials Relating to Course Approval, Review and Policy. Such documents underpin the examination and quality assurance processes and are included for completeness.

Implementation

- 9. The Retention Schedule is effective from September 2020. It was updated to reflect changes in terminology in July 2024.
- 10. The Retention Schedule covers existing documentation.

Retention Schedule

Section One: Materials Relating to Student Procedures and Assessments

Type of documentation	Retention Period	Reason for Retention Period	Where Definitive Copy Retained
Student Recruitment			
Enquiries and Expressions of interest in courses and open day information	Three years after cessation of relationship	Responding to queries from applicants	Kent Marketing/KMMS/CCCU
Unsuccessful applicants and successful applicants who decline or do not respond to an offer <ul style="list-style-type: none"> • application forms, • interview information, • interview notes 	One year after the end of the admission cycle	Responding to enquiries or complaints from applicants	Kent Admissions
Successful applicants registering at the University <ul style="list-style-type: none"> • application forms • interview information • Interview notes • offer of a place and related correspondence • acceptance of a place and related correspondence • supporting references 	Six years after the student leaves	Limitation Act 1980 ss. 2,5	Kent Student Record Administration Office

Application data	Ten years after the application made	Identifying trend data; necessary for the performance of a task in the public interest: the provision of higher education and widening access	Kent Admissions
Information relating to DBS disclosure and criminal convictions	Six months after checking, in line with DBS requirements. Record of undertaking the check for the duration of the student's registration	Responding to enquiries or complaints from applicants Record required to evidence to the undertaking of the check <u>See also Student Recruitment and Admissions Privacy Notice for the University of Kent</u>	Kent Admissions
Complaints about admissions service	Three years after the last action	Responding to enquiries or complaints from applicants; analysing trends	Kent Admissions
Appeals against non-admission	Six years after the last action	Limitation Act 1980 ss. 2,5	Kent Admissions

Student Academic Record			
School Records relating to <ul style="list-style-type: none"> • induction, and events for new students • administration of the course • communications relating to course changes • clinical assessments 	Six months after the student leaves the course	Student Appeal or Complaint	KMMS
Contents of student file, e.g. attendance date, e-mails etc	Six years after the student leaves	Limitation Act 1980 ss 2,5	KMMS
Records relating to a student's registration at the University, including <ul style="list-style-type: none"> • student ID number • bibliographical information • student photograph • module registration • progression data • work placements, where a part of the course • change of course application • withdrawal / Interruption of studies • final transcript, including module results and final award 	Permanently	Confirmation of registration and study at the University; contractual relationship	Kent Student Record Administration Office
Academic records, including classification of awards and module grades	Permanently	Confirmation of academic course and award	Kent Student Record Administration Office
Assessment data	Permanently	Granular information informing	KMMS

		overall assessment grades and research	
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Student Finance			
Invoices and Fee payment	Six years after the discharge of debt	Limitation Act 1980 ss 2,5	Kent Finance
Credit card and bank details relating to fees, charges and payments	Six years after the final payment	Limitation Act 1980 ss 2,5	Kent Finance
Records relating to student debt	Six years after the discharge of debt	Limitation Act 1980 ss 2,5	Kent Finance
Bursaries, maintenance grants and scholarships	Six years after completion of the programme	Limitation Act 1980 ss 2,5	Kent Finance
Financial hardship records	Six years after completion of the programme	Limitation Act 1980 ss 2,5	Kent Student Welfare Team L
Disability allowance records	Six years after completion of the programme	Limitation Act 1980 ss 2,5	Kent Student Support and Wellbeing
Health and Safety Records			
Accidents, incidents and near misses	<p>Three years after the occurrence of the date of knowledge of the person injured</p> <p>Specific occurrences are retained for longer if required by law.</p>	<p>Limitation Act 1980 s11</p> <p>Health and Safety at Work etc. Act 1974 and relevant health and safety regulations</p>	Kent Human Resources

Materials Related to Examined Work			
Assessment briefs	Five years after the completion of the student's course	Office for Students (OfS) Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS
Coursework submissions (which include all forms of assessment, including examination scripts)	A copy of course work submitted by students is retained for five years after the completion of the student's course.	Office for Students (OfS) Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS
E-portfolio	Five years after completion of the student's course	Examination Process and Student Appeals	KMMS
	Samples of student work may be retained for five years	Staff development and inspection/audit purposes	Kent
Assessment feedback	Five years after the completion of the student's course	OfS Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS
	Individual markers may retain comments for three years	Benchmarking performance	Individual Markers
Dissertations	MPhil/PhD - indefinitely		CCCU and Kent Libraries
	Masters dissertations - Five years after the completion of the student's course	OfS Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS

	Undergraduate dissertations are treated as coursework.	Office for Students (OfS) Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS - Turnitin
Examination scripts and comments	Five years after the completion of the student's course	OfS Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS
Coursework assessment descriptors and criteria	Five years after the completion of the student's course	OfS Requirement- necessary for compliance with a legal obligation to which the University is subject	KMMS

Records relating to the administration of assessments, including reassessments, of a student at the University, including:	One year after the completion of the course	Responding to enquiries or complaints from students and former students	KMMS
<ul style="list-style-type: none"> • organisation of assessments • attendance at assessments • special arrangements • assessments conducted at a distance • extensions 			
Placement Attendance Records			
Placement records	Six years after the Board of Examiners made the award	Limitation Act 1980 ss2,5	CCCU and KMMS
Attendance records	Three years after the Board of Examiners made the award	UKVI and OfS audit requirement	KMMS

Exceptional Circumstances Materials			
Exceptional Circumstances requests and outcomes where the final award is based on more than one level of study	Six months after the meeting of the Boards of Examiners approving the award (except where the student enters an appeal, in which case the materials are retained for six years)	Examination Process and Student Appeals	KMMS
Exceptional Circumstances requests and outcomes where the outcome is based on one level of study	Six months after the meeting of the Boards of Examiners making the decision (except where the student enters an appeal, in which case the materials are retained for six years)	Examination Process and Student Appeals	KMMS
Supporting Evidence for Exceptional Circumstances requests	<p>Three months after the student is informed of a decision not to agree to a request.</p> <p>Where the request is agreed upon immediately following the communication of the decision, as it represents special category data.</p>	Examination Process and Student Appeals	KMMS

Temporary Learning Agreements / Individual Learning Plans	Six months after the meeting of the Boards of Examiners making the decision (except where the student enters an appeal or complaint, in which case the Temporary Learning Agreements are retained for six years)	Examination Process and Student Appeals	KMMS
Individual Learning Plans	Six months after the meeting of the Boards of Examiners making the decision (except where the student enters an appeal or complaint, in which case the Learning Support Plans are retained for six years)	Examination Process and Student Appeals	
Board of Examiners Proceedings			
External examiner nominations	Six years after the end of the term of office	Limitation Act 1980 ss2,5	Quality and Standards Office (CCCU) and Quality and Compliance Office (Kent)
Papers relating to submission or resubmission of work	Six months after Notification to Students of the Board's Decision	Examination Process and Student Appeals	KMMS
Mark Sheets	One year after Notification to Students of the Board's Decision	Examination Process and Student Appeals, and to track students in the preparation of the following Board for continuing students	KMMS

Minutes of Board of Examiners	Six years after the Board of Examiners made the award	Limitation Act 1980 ss2,5	KMMS
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Correspondence informing students about outcomes of Board of Examiners decisions	One year after the Board of Examiners made the award	Examination Process and Student Appeals, and to track students in the preparation of the following Board for continuing students	KMMS
Records documenting marks/grades given to submitted/completed summative assessments and, where appropriate, awards and classifications	Six years after the Board of Examiners made the award	Limitation Act 1980 ss2,5	Kent Student Record Administration Office
Decision Sheets	Six Years after the Board of Examiners made the award	Limitation Act 1980 ss2,5	KMMS
External examiner reports	Six years after the date of the report	Limitation Act 1980 ss2,5	Quality and Standards Office (CCCU) and Quality and Compliance Office (Kent)
Disciplinary Procedures			
Procedures Documentation	Six years after the last changes	Limitation Act 1980 ss2,5	Student Protection and Student Resolution (CCCU)/ Student Conduct and Complaints Office (Kent)
Academic Misconduct Investigations	Six years after the last action	Limitation Act 1980 ss2,5	Kent Quality and Compliance Office
Formal Disciplinary Proceedings	Six years after the last action	Limitation Act 1980 ss2,5	Kent Student Conduct and Complaints Office

Student Fitness to Practise Panel Papers, including case log	Six years after the last action	Limitation Act 1980 ss2,5	Faculty
Any disciplinary proceedings not leading to formal proceedings	Six months after the last action	Student Appeal	KMMS or department undertaking investigation
Cause for concern letters/ correspondence/records of meetings	Six months after the last action	Student Appeal	KMMS or department undertaking investigation

Appeals and Complaints			
Academic Appeals papers	Six years after the last action	Limitation Act 1980 ss2,5	Kent Quality and Compliance Office
Office of the Independent Adjudicator papers (OIA)	Six years after the last formal OIA event associated with the appeal or complaint Formal OIA Complaint Outcomes retained for ten years to allow us to identify trends and themes in complaints	Limitation Act 1980 ss2,5	CCCU - Student Protection and Student Resolution/Kent – Student Complaints and Conduct Office/Quality and Compliance Office
Formal Complaints	Six years after last action	Limitation Act 1980 ss2,5	Kent Student Complaints and Conduct Office
Research Students			
Records documenting the conduct of formal assessments of work undertaken by research students.	Six years after the student has left the course	Limitation Act 1980 ss2,5	Kent
Records documenting academic advice and guidance to individual students on selecting research subjects and the progress and standard of their work.	Six years after the student has left the course	Limitation Act 1980 ss2,5	Kent
Records documenting the appointment of supervisors and examiners for research students.	Six years after the student has left the course	Limitation Act 1980 ss2,5	Kent

Section Two: Materials Relating to Validation, Review and Policy

Type of documentation	Retention Period	Reason for Retention Period	Where Definitive Copy Retained
Policy Materials			
Policy Documentation	A minimum of six years after the last changed or withdrawal	Limitation Act 1980 ss2,5	KMMS
Professional, Statutory and Regulatory Body Approval and Monitoring Information	Six years after the date of documentation or end date of approval	Limitation Act 1980 ss2,5	KMMS
Planning Forms	Six years after the last cohort	Limitation Act 1980 ss2,5	KMMS
Final Course Specification and Course Document	Permanently	Archive Purposes and Confirmation of academic course and award	CCCU Quality and Standards Office/ Kent Quality and Compliance Office - KMMS hold copies as working documents during the finalisation of validation document
Course approval minutes	Six years after Panel	Limitation Act 1980 ss2,5	CCCU Quality and Standards Office/ Kent Quality and Compliance Office
Course approval evaluation forms	Six months after Panel	Evaluation purposes	CCCU Quality and Standards Office/ Kent

			Quality and Compliance Office
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Course approval and External expenses claims	In line with Finance Requirements	Limitation Act 1980 ss2,5	CCCU Quality and Standards Office/ Kent Quality and Compliance Office
Course change documentation	Permanently	Archive Purposes and Confirmation of academic course and award	CCCU Quality and Standards Office/ Kent Quality and Compliance Office - Schools hold copies as working documents during the finalisation of course documents
Materials Relating to Partnerships			
Memorandum of Agreement	Six years after the last cohort	Limitation Act 1980 ss2,5	KMMS
Memorandum of Understanding	Six years after the last cohort	Limitation Act 1980 ss2,5	KMMS
Financial Arrangements for Collaborative Partnerships	Six years after the last cohort	Limitation Act 1980 ss2,5	KMMS
Collaborative Provision Sub Committee Minutes and Papers	Six Years after the end of the Academic Year in which it took place	Limitation Act 1980 ss2,5	KMMS
School and Departmental Reviews			
Periodic Course Review Reports	Six years after Approval of the Report	Limitation Act 1980 ss2,5	CCCU Quality and Standards Office/ Kent

			Quality and Compliance Office
Course Performance Plans	Six years after Approval of the Report	Limitation Act 1980 ss2,5	KMMS

Handbooks			
Course Handbooks	Six years after the year of course	Limitation Act 1980 ss2,5	KMMS
Placement Handbooks	Six years after the year of course	Limitation Act 1980 ss2,5	KMMS
Module Handbooks	Six years after the year of course	Limitation Act 1980 ss2,5	KMMS
Course and Module Evaluations			
Evaluation Forms	Three months after completion of the report	Evaluation purposes in the legitimate interests of the University	KMMS
Evaluation Report	Six years after the year of course	Limitation Act 1980 ss2,5	KMMS
Student Surveys			
Pseudonymised data	Ten years after the completion of the survey	Data processed for scientific, statistical and historical purposes	Student Survey Unit