

Student admissions

Information held by Admissions, Recruitment and Marketing (ARM) and Partnerships, PGR, Equality and Diversity (PPE) (for PGR).

Student admissions

Activity	Record group	Retention period	Authority	Notes
Student Admission	Records documenting the handling of applications for admission: successful applications.	End of student relationship + 6 years	1980 c. 58 s 5	In accordance with Learning & Teaching RRS Includes application form, all supporting documents, documents related to selection activities (e.g. interviews), Scholarship / Bursary awards etc.
	Records documenting the handling of applications for admission: unsuccessful applications.	Minimum: Completion of admissions process + 6 months. Recommended: Completion of admissions process + 1 year.	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Minimum: Actions under discrimination legislation must usually be brought within 6 months. Includes application form, all supporting documents, documents related to selection activities (e.g. interviews), scholarship / bursary awards etc.
	Records containing data on student numbers for analysis and MI reports.	Current academic year + 1 year	SI 2006/1031 Regulations 23, 39 and 42 SI 2003/1660 Regulations 20, 31 and 34 SI 2003/1661 Regulations 20, 31 and 34	Student personal data included
	Records showing Financial	Current academic year + 1		

Activity	Record group	Retention period	Authority	Notes
	Information: Deposits Paid reports.	year		
	Records showing MI data for statistical reporting	Indefinite	NA	No student personal data involved
	Records documenting the administration of the clearing process.	Current academic year + 1 year	NA	
	Records documenting the development and establishment of the institution's admission criteria.	Superseded + 10 years	NA	
	Records documenting Accommodation preference data	Current academic year + 1 year		
	Records showing student results from INTO and INTO London courses	Current academic year + 1 year		
	Records detailing results of University panels (inc. Criminal Convictions, Admission Complaints, Near Staff etc)	Current academic year + 1 year		
PBS Related	Records detailing eligibility of study within UK, including Passport / Visa scans, UKBA case paperwork (e.g. visa refusals, asylum cases, appeals etc.), ATAS certificates etc	End of student relationship + 6 years		
	Records detailing engagement and monitoring activities	End of student relationship + 6 years		
	Records containing HTS licence renewal and related UKBA MI data	Indefinite		
	Records involved in UKBA audit	Superseded + 10 years		
NAFSA	Records documenting handling of North American Federal Aid applications	End of student relationship + 6 years		
	Records documenting annual disbursement of NAFSA funds	Superseded + 6 years		
	Records documenting NAFSA audits	Superseded + 10 years		

Activity	Record group	Retention period	Authority	Notes
	Records containing MI reporting data	Current academic year + 6 years		

Student recruitment (International)

Student Recruitment	Records containing summaries and analyses of enquiry, recruitment and retention data.	Current academic year + 5 years	NA	
	Records documenting the design, conduct and summary results of student recruitment campaigns.	Completion of campaign + 5 years	NA	
	Records documenting the design, operation and summary results of student recruitment schemes.	Current academic year + 5 years OR Termination of scheme + 5 years	NA	
	Records documenting the design, organisation and summary results of student recruitment events.	Completion of event + 5 years	NA	
	Records documenting the handling of enquiries from prospective students.	Current academic year + 1 year	NA	
	Records documenting the issue of student recruitment materials in bulk to schools and other organisations.	Current academic year	NA	

International recruitment

Activity	Record Group	Retention Period	Authority	Notes
Purchasing	Good received Good Received notes/good inwards notes	Current financial year + 1 year and up to previous 6 years in RIO archive		
Purchasing	Purchase Orders and copies of invoices paid	Current financial year + 1 year and up to previous 6 years in RIO archive		
Purchasing	Records documenting internal authorisation for procurement	Current financial year + 1 year and up to previous 6 years in RIO archive		
Invoices/internal recharges	Records documenting internal recharges to other UEA departments and invoices raised against external organisations	Current financial year + 1 year and up to previous 6 years in RIO archive		

Purchase cards/Expenses	Purchase card reconciliations and expenses forms for International Office staff and UKBA team	Current financial year + 1 year and up to previous 6 years in RIO archive		
Commission payments	Record of commission payments made to external agencies, including information about the students eligible for commission.	2006 – current cycle (indefinite)		

Agreements with external agencies and exchange institutions

Activity	Record Group	Retention Period	Authority	Notes
NAFSA	NAFSA correspondence	1983 – 1992		Documents held in the RIO archive (Registry)
Student exchange agreements	Student exchange agreements for specific institutions	Superseded + previous version.	NA	Documents held in the RIO archive (Registry)
ERASMUS	ERASMUS/SOCRATES/LINGUA agreements.	Superseded + previous version.	NA	

British Council	British Council subscription agreement	Superseded + previous version.	NA	Documents held in EDU 0.20
Agent agreements	Agreements signed between UEA and overseas agencies	Superseded + previous version.	NA	Documents held in the RIO archive (Registry) and EDU 0.20

Market research information

Information held concerning recruitment trips and research into target markets.

Activity	Record Group	Retention Period	Authority	Notes
Target markets	Press cuttings and general correspondence re recruitment of overseas students from specific countries (Japan, Czechoslovakia, Cyprus, Malaysia, Indonesia, Nigeria, Algeria, Egypt, Rhodesia, Chile, China, Greece, Uganda, Iraq).	5 years	NA	Documents held in the RIO archive (Registry) and EDU 0.20
Exhibitions	Freight arrangements, exhibition details and travel arrangements for events attended by the International Office	Current Financial Year	NA	Documents held in the RIO archive (Registry) and EDU 0.20

Agent Familiarisation trips	Information regarding travel arrangements/schedule and attendees of FAM trips	5 Years	NA	Documents held in the RIO archive (Registry) and EDU 0.20
Research	Accreditation of prior learning; Schools councils survey and uses of exam results; BC survey on access by overseas students to British Education; British Council Education counselling service; Warwick International Foundation Programme	5 Years	NA	

Student information

Activity	Record Group	Retention Period	Authority	Notes
International Summer School	Applicant details, including invoices raised and emergency contact information	End of Student Relationship + 6 years		Documents held in ARTS ISS office
International Summer School	Unsuccessful applicant and enquirer details	Current Academic Year + 1 year		

UEA Scholarships	Information regarding UEA scholarship holders – overseas students	End of Student Relationship + 6 years		Documents held in the RIO archive (Registry) and EDU 0.20
Sponsored students	Information regarding students sponsored by external organisations – overseas students	End of Student Relationship + 6 years		Documents held in the RIO archive (Registry)
External scholarships	Commonwealth Scholarship Commission – agreement and student data	End of Student Relationship + 6 years		Documents held in EDU 0.20.
Customer Relationship Management/ Skype conversion calls	Retrieval criteria used to extract student information from SITS and copies of correspondence sent.	2006 - 2012		Documents held in EDU 0.20.
Fraudulent applications	Application forms and correspondence relating to fraudulent applications.	10 Years		Documents held in the RIO archive (Registry)
Deposit refunds	Student information regarding tuition deposits refunded	Current Financial Year + 6 years		Documents held in the RIO archive (Registry) and EDU 0.20
Visiting students	Application details of visiting students to the University	End of Student Relationship + 6 years		Documents held in the RIO archive (Registry) and ARTS Study Abroad Office

Human Resources

Information is held by the International Office in EDU 0.20 with copies of some documentation also held by Human Resources (HR) and the Salaries office.

Activity	Record Group	Retention Period	Authority	Notes
Passports	Photocopy of passports for each member of International Office travelling staff	Superseded (new passport) or termination of staff employment		Information held in EDU 0.20 safe
Staff addresses	Spreadsheet of emergency contact details for International Office travelling staff	Superseded (new passport) or termination of staff employment		Digital record
Application forms	Application forms for people applying for admin roles in the International Office	One year		Information held in filing cabinet in lockable office
Student Ambassadors	Student ambassador application forms, timesheets, HR contracts, trip information	Current Year + 1 year		Documents held in the RIO archive (Registry) and EDU 0.20. Current ambassador information held in locked desk drawer.
Staff timesheets	Timesheets for temporary staff and staff employed by UEA from INTO	Current financial year + 6 years		