

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Retention of Student Records Guidelines
Policy Number	019
Approved by	Academic Council
Date of Original Approval	June 16, 2011
Date of Revisions	January 1, 2019 May 23, 2019 April 15, 2024
Contact Office	Office of the Registrar

Policy Statement: This policy refers to retention of the University records.

Use of, access to and retention of student records not specifically addressed in the content of this policy should be referred to the University Registrar. Where this policy conflicts with a country's legislation, that legislation will take precedence over this policy.

Data Element	Length	Responsibility / Place of Retention (for physical or/and online records)
Academic Entity Relevant Admission Committees minutes	For the duration of a programme i.e. until the relevant class graduates.	Admission Office and Concerned Programme Office
Academic Entity Admission Committee selection process as approved by Registrar's Working Group (RWG).	Indefinite	Recorded as RWG Minutes by Academic Secretariat
Academic Entity admission test question paper.	Indefinite	One 'archive' copy retained by the Registrar. Used and unused copies shredded/incinerated.
Academic Entity admission test applicant response sheets	Upon the start of the relevant academic year.	Admission Office
Online Application form for selected students for admission and correspondence.	Becomes part of student file	Custodian: Records Office
Online Application form for admission submitted by unsuccessful applicants.	Indefinite (Online)	Admission Office

Data Element	Length	Responsibility / Place of Retention (for physical or/and online records)
Convocation booklet	Indefinite	One "archive" copy retained in the Registrar's Office.
Degree / diploma parchment database	Indefinite	Degree Custodian Office
Degree / diploma parchment, uncollected by graduate or withheld by the University. Maintained with each country Registrar Office	Indefinite	Pakistan and UK: Degree Custodian Office in Karachi East Africa: Country's Registrar Office
Degree / diploma parchment, misprints and parchments of students who did not graduate with the class.	Notation of serial number in logbook, then shredding	Degree Custodian Office
Examination papers / scripts / assignments – (for onboard students)	One year	Exam Cell or Relevant Programme Office
Grade reporting / submission records (grade rosters)	Until students' graduate	Relevant Programme Office and Records Office
Grade change requests	Kept for the duration of the programme of a student	Records Office
Medical College elective records (onboard students)	Becomes part of the student file	Records Office
Medical excuse notes / certificates	Becomes part of student file	Records Office
Minutes / records: University academic-related committees (e.g., Academic Council, Registrar's Working Group)	Indefinite	Academic Secretariate
Minutes / records: All Appeals and Academic Integrity Committee	Indefinite	Records Office
Minutes / records: Academic Disciplinary Committees	Indefinite	Entity's Dean Office
Minutes / records: Non-academic Disciplinary Committees, File Note and Decision Letter	Indefinite	Student Experience Office
Non-academic Disciplinary Committees File Note and Decision Letter	Became part of student file	Records Office
PMDC/PNMC and other regulatory body student registration / certification record	Ten years after graduation or last attendance	Records Office

Data Element	Length	Responsibility / Place of Retention (for physical or/and online records)
Student academic records / files, hard copy	Ten years after graduation or last attendance	Records Office
Student name change request forms for parchments / transcripts.	Part of student file	Records Office
Student records, database	Indefinite	Records Office
Thesis / dissertation records	Indefinite	Programme Office/ library
Transcript paper serial numbers	Indefinite	Academic Secretariate
Transcripts in AKUROSS/DMS	Indefinite	Records Office
Transcripts, misprints	Notation of serial number in logbook, then shredding	Records Office (Individual Responsible for Transcript Printing)
Verification / certification of records request forms	Upon completion of Process by the Issuing Authority	Records Office
Alumni database	Indefinite	As per the policy of Advancement Office

Definitions / Notes:

RECORD: Any record of information however recorded, whether by electronic means or in print form that is capable of being produced from a machine-readable record under the control of the University by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.

UNIVERSITY RECORD: Those records within the university's custody or control. They include records relating to the university's operation and administration, and records containing information relating to individual faculty, staff, and students.

SHREDDING OF RECORDS: Where records are not transferred to archives, paper records must be shredded, not simply bundled for or placed in the trash. Measures must be taken to ensure that electronic records are completely erased.

CONFIDENTIAL INFORMATION: Recorded information about an identifiable individual (personal information); information which is subject to physician / patient privilege; information which was supplied in confidence, either explicitly or implicitly (e.g. reference letters); information relating to the business of the University or a third party and including (but not limited to) trade secrets and scientific, technical, commercial, financial or labour relations information, where disclosure could result in some harm to either the University or a third party.