

Student Conduct, Discipline, Complaints and Appeals v1.0

This schedule sets out the University's policy for the retention and disposal of the below-mentioned records. It applies to records in ALL formats i.e. paper, electronic etc. All retention periods are in years unless otherwise stated. See key of abbreviations at the end of this document.

Record Description	Retention period	Action	Notes (including any relevant legislation)
Academic Appeal at Faculty level - full set of documentation and paperwork in relation to an appeal	Issue of outcome letter + 6AY	D Con	The Faculty Office will retain a full copy of all relevant paperwork. No other copies of the full record are to be retained. A copy of the outcome letter goes to Student Business to retain on the central student record, this will be retained in accordance with the records retention schedule for centrally-held student records.
Academic Appeal at Senate level - full set of documentation and paperwork in relation to an appeal	Issue of outcome letter + 6AY	D Con	A full copy of all relevant documents will be retained as part of the Senate records. A copy of the outcome letter will be sent to the Faculty Office. This will be retained in line with the retention period. A copy of the outcome letter goes to Student Business to retain on the central student record and is held in accordance with the retention schedule for centrally-held student records.
Data related to appeals - held at Faculty and Senate level	CAY + 6AY	D Con	Anonymous statistics pertaining to types of appeal and number. Statistics feed into Academic Quality reports

Record Description	Retention period	Action	Notes (including any relevant legislation)
Senate Discipline Case Handling - Documentation relating to the conduct and outcome of disciplinary proceedings (this includes academic and non-academic misconduct) against individual students.	Issue of outcome letter + 6AY	D Con	Disciplinary matters will be investigated according to the Regulations for Student Discipline contained in the University Ordinances and will be subject to the relevant policies relating to Student Discipline currently in force. A copy of the outcome letter goes to Student Business to retain on the central student record, this will be retained in accordance with the records retention schedule for centrally held student records.
Senate Discipline Log - summary of senate appeals and discipline cases	Issue of outcome letter + 6AY	D Con	Database used for tracking statistics and monitoring time-scales
Stage 1 disciplinary matters – investigated by disciplinary officer	Outcome of proceedings + 6AY.	D Con	
Senate Discipline Committee - records of proceedings including but not limited to: Full records of allegation, proceedings & outcome	Issue of outcome letter + 6AY	D Con	
Senate Discipline Appeals Board – records of proceedings & summary reports	Issue of outcome letter + 6AY	D Con	Appeals against decisions made at Senate Discipline Committee

Record Description	Retention period	Action	Notes (including any relevant legislation)
Fitness to Practise Committee – records of proceedings & summary reports	Issue of outcome letter + 6AY	D Con	A record of proceedings and case documentation is held within faculties by the Fitness to Practise Committee. A copy of the outcome letter goes to Student Business to retain on the central student record, this will be retained in accordance with the records retention schedule for centrally-held student records.
Fitness to Practise Appeals Board – records of proceedings & summary reports	Issue of outcome letter + 6AY	D Con	A record of proceedings and case documentation is held within faculties by the Fitness to Practice Committee. A copy of the outcome letter goes to Student Business to retain on the central student record, this will be retained in accordance with the records retention schedule for centrally-held student records.
Complaints – front line (stage 1) - dealt with under the Complaints Handling Procedure and closed at frontline	LA +1AY	D Con	Detail held by the area where the complaint was made. Summary held in accordance to retention period for 'Complaints - Summary information'.
Complaints – investigation (stage 2) - where a complaint is dealt with under the Complaints Handling Procedure and progressed to stage 2.	LA + 6AY	D Con	Records held by the area which investigates the complaint. Summary held in accordance to retention period for 'Complaints - Summary information'.
Complaints - summary information	LA + 6AY (Supporting documentation as noted above for stages 1 and 2)	D Con	Summary held by Governance Team

Record Description	Retention period	Action	Notes (including any relevant legislation)
Complaints - data related to complaints	CAY + 6AY	D Con	Anonymous statistics pertaining to types of appeal and number. Generic report is sent to Executive Team and Court
Complaints - Learning from complaints	CAY + 6AY	D Con	Spreadsheets with downloaded information to track and follow-up on recommendations.
Investigations by SPSO - (relating to academic appeals and complaints)	LA + 6AY	D Con	Correspondence etc in complaint file (on I-Drive). Fields updated on SharePoint with dates and outcomes. Records held by Governance Team.
Complaints – Dignity & Respect Policy on Harassment and Bullying - allegation by student against another student.	LA + 6AY	D Con	The Faculty will retain the full copy of the records.
Policies - final approved version of policies adopted by the University in relation to student conduct, discipline, complaints and appeals	Until superseded + 10 Y	D	Retained by the area which produces the policy

Key to abbreviations:

AY = academic year

CAY = current academic year

D = Destroy

D Con = Destroy confidentially

T = termination of event/student or staff relationship

Y = calendar year

LA = Last Action