

LAINE

THEATRE ARTS

Policies

Retention of Student Work and Records Policy

RETENTION OF STUDENT WORK AND RECORDS POLICY

1. PURPOSE

Laine Theatre Arts ('The College') is committed to the responsible retention and management of student work and associated academic records. Retention ensures compliance with awarding body requirements, quality assurance standards, and legal obligations, while safeguarding student rights under UK GDPR and aligning with best practice in higher education.

2. SCOPE

This policy applies to:

- All forms of assessed student work (written, creative, performance-based, portfolios, digital artefacts).
- Student records, including enrolment, transcripts, course records, assessment records, appeals, disciplinary outcomes, and identity data.
- Health, welfare, financial, and attendance records associated with student administration.
- Admissions, references, placements and supervision records.
- Both physical and digital formats of student and course records.

3. PRINCIPLES

- Retention periods are determined by awarding body requirements, OfS regulations (Condition B4), and sector-wide recommendations.
- Records are retained long enough to evidence student achievement, support references, manage disputes, and ensure audit compliance.

- Core student identity information (e.g. legal name, date of birth, qualification awarded) will be retained indefinitely.
- Where categories overlap (e.g. student work forms part of a student record), the longest retention period applies.
- Disposal of records and work is secure and overseen by designated staff.

4. RETENTION PERIODS

4.1 ASSESSED STUDENT WORK

- Digital Assessed Work (including performance recordings, essays, portfolios): 5 years after the end of the academic year.
- Physical Work (props, costumes, artefacts, scripts not collected): 3 months after confirmation of results, unless required for appeals.
- Samples of Student Work (for moderation/QA): 5 years after cohort graduation.
- Dissertations/Extended Projects (if retained): 5 years unless consented for longer.

4.2 ADMISSIONS RECORDS

- Applicants who enrol: records retained for 6 years after graduation/withdrawal.
- Applicants who are offered but do not enrol: retained for 1 year after end of admissions cycle.
- Applicants not offered a place/withdraw application: retained for 1 year.

4.3 STUDENT RECORDS AND FILES

- Core Student Identity Data: retained indefinitely.
- Student Records and Files: 6 years after graduation or withdrawal; transcript/validation data kept for 80 years.
- Transcripts and Awards Data: 80 years (to confirm qualifications).

- Course Specifications and Structures: 80 years.
- Board of Examiners/Assessment Board Outcomes: 6 years if results entered into the student records system; otherwise up to 80 years.

4.4 APPEALS, MISCONDUCT AND RELATED RECORDS

- Academic Appeals: Records of reports, evidence, and correspondence retained for 10 years after last action.
- Academic Misconduct Cases: Records retained for 10 years after graduation/withdrawal (or longer if forming part of transcript).
- General/Non-Academic Misconduct: 10 years after graduation/withdrawal.
- Fitness to Study/Fitness to Practise Cases: 10 years after graduation/withdrawal (or longer if required by a professional body).
- Extenuating Circumstances (forms and evidence): 6 years after graduation/withdrawal.

4.5 DEVELOPMENT AND SUPERVISION RECORDS

- Tutorial and Supervision Records: 6 years after graduation/withdrawal.
- Personal Development Plans (PDPs): 6 years after graduation/withdrawal.
- Progress Reports for Overseas Students: 6 years after graduation/withdrawal.

4.6 PLACEMENTS AND VOLUNTEERING

- Placement/volunteering records: 6 years after graduation/withdrawal.
- Summary placement data (for transcript purposes): retained for 80 years.

4.7 STUDENT REFERENCES

- References given before graduation/withdrawal: 6 years.
- References provided after graduation/withdrawal: 1 year.

4.8 FEEDBACK AND ASSESSMENT ADMINISTRATION

- Electronic Feedback: 9 years.
- Physical Feedback (uncollected): 5 years

4.9 HEALTH, WELFARE, FINANCIAL AND ATTENDANCE RECORDS

- Health and Welfare Records: 6 years after graduation/withdrawal.
- Attendance Monitoring Records: 6 years after graduation/withdrawal.
- Tuition, Fees, and Financial Records: 6 years after graduation/withdrawal.

4.10 ADDITIONAL COURSE-RELATED RECORDS

- Module Descriptions/Records: 80 years.
- Teaching Materials (VLE/handouts): 3 years unless required longer by a professional body.
- Timetables: 2 years.
- Graduation Administration: 1 year; graduation programmes and honorary records archived permanently.

5. STORAGE AND SECURITY

- Digital Records: Stored securely on password-protected servers, VLE platforms, or student record systems with controlled access.
- Physical Records: Stored in secure locations with restricted access until disposal.
- Cross-Referencing: All student work is linked to associated student and course records to ensure a full academic and regulatory record.

6. DISPOSAL

- Physical records and work: securely shredded or confidentially destroyed.

- Digital records: permanently deleted from systems and backups after the retention period.
- Disposal overseen by the Head of Department/Registry to ensure retention periods have been met and linked records are preserved.

7. ROLES AND RESPONSIBILITIES

- Academic Director: ensure compliance with assessment retention and return practices, maintain student and course records in line with this schedule, and oversee secure storage and disposal.
- Students: responsible for keeping personal copies of their work and aware that the College may not retain copies beyond the retention period.

8. REVIEW

This policy will be reviewed annually to ensure continued alignment with awarding body regulations, OfS conditions, Laine's retention approach (where adopted), and the University of Portsmouth's Student and Course Records Retention Schedule.

KEY DATA

Version:	1
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