

The Student Core Record

The *Core Record* is that information about a student which the University needs to keep permanently in order to carry out the following functions satisfactorily.

- Providing a transcript
- Providing references
- Retaining relevant material for research purposes

The transcript

In order to produce a transcript the University has to have the following information:

- Student name
- Student ID
- Date of birth
- The course for which the student was enrolled at the end of each year of study
- The classes/modules taken in each year of study
- The assessment and reassessment grades for each class/module.
- The number of credits gained in each module and in each year
- The degree awarded and class (where applicable)
- Date of graduation
- Any prizes awarded

Research value

The Data Protection Act does make provision for storing data for research purposes. Information over and above that needed for the transcript will be held in the University Archive under the '100-year rule' — ie there will be no general access to the file until 100 years after its archiving. Those extra elements will be:

Ethnicity

Nationality

Sex

Start and completion dates

First and final addresses

Photographs

Parents' address and occupations

Higher or A level results; schools attended

Prizes/distinctions

Fitness to practice

Criminal record

First destination employment

Leisure activities, clubs and societies