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Northumbria University –Academic Programme Records Retention Schedule

4. Academic Programmes

4.1 Taught Programme Development, Approval and Delivery

4.1.1 Programme Approval

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Northumbria Programme – Not externally accredited.	Approval	Life of Programme	Destroy	Life is defined as closure of programme or 'superseded' by re-approval.
External approval & accreditation from professional, statutory and regulatory bodies – Final reports	Date of Report	80 Years	Destroy	Good Practice
External approval & accreditation from professional, statutory and regulatory bodies – Supporting Papers	Approval	Completion of next Audit/Review	Destroy	Good Practice
External approval & accreditation from professional, statutory and regulatory bodies – Contractual Papers	Expiry of contract	6 years	Destroy	Limitation Act 1980
Collaborative programmes	Expiry of contract	6 years	Destroy	Limitation Act 1980

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4.1.2 Programme Documents

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Programme specification documents	End of academic year	80 years	Destroy	Provide transcripts/Supporting letters Limitation Act 1980
Programme structure documents	End of academic year	80 years	Destroy	Provide transcripts/Supporting letters Limitation Act 1980

4.1.3 Module Files

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Module approval forms	Life of Module	3 years	Destroy	Audit Trail
Module descriptors	End of academic year	80 years	Destroy	Provide transcripts/Supporting letters Limitation Act 1980
Module evaluation reports	End of academic year	3 years	Destroy	Audit Trail
Module files	Life of Module	3 years	Destroy	Audit Trail

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4.1.4 Entry requirements

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Home courses	Date of approval	5 years	Destroy	Good Practice
Collaborative programmes	Expiry of contract	6 years	Destroy	Limitation Act 1980

4.1.5 Programme Materials

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Standard Teaching materials	End of academic year	3 years	Destroy	Good Practice
Accredited Teaching materials	Superseded*	3 years	Destroy	* unless required for longer by professional body
Samples of materials	End of academic year	N/A	Destroy	Good Practice

4.1.6 Assessments

For student assessed work, see Section 2 Student Records > 2.3.5 Assessed Work

For Programme Assessment Boards, see Section 2 Student Records > 2.3.6 Programme Assessment Boards

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
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Coursework assignments; marking criteria; marking schemes; model answers and submission deadlines	End of academic year	3 years	Destroy	Audit
Examination question papers	End of academic year	3 years	Destroy	Audit
Examination administrative records including examination timetables, attendance records, appointments of invigilators, invigilation reports.	End of academic year	6 years	Destroy	Audit

4.1.7 Timetables

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Timetables	End of Current Academic	6 Years	Destroy	Good Practice

4.2 Research Programme Development and Review

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Records documenting the development of the institution's research programmes	Life of programme	10 years	Review for Archive Value	Good Practice
Records documenting routine monitoring of external developments and trends to inform the development of the institution's research programmes	Current academic year	1 year	Review for Archive Value	Destroy

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Analyses of, student numbers and other programme statistics	Current academic year Or RAE results	3 years Or 1 year, whichever is the longer	Destroy	Good Practice
Reports of routine internal reviews of research programmes	Current academic year	5 years	Destroy	Good Practice
Conduct and results of formal independent reviews of research programmes, and the responses to the results	Current academic year	5 years	Destroy	Good Practice

4.3 Handbooks and Regulations

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Handbook of Student Regulations - Undergraduate	When superseded	10 years	Destroy	Limitation Act 1980 Forms Part of the Contract with the student so must be more than 6 years from the graduation or withdrawal of the student
Handbook of Student Regulations – Post-Graduate	When superseded	9 years	Destroy	Limitation Act 1980 Forms Part of the Contract with the

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				student so must be more than 6 years from the graduation or withdrawal of the student
Programme Handbooks	When superseded	9 years	Destroy	Limitation Act 1980 Forms Part of the Contract with the student so must be more than 6 years from the graduation or withdrawal of the student
Assessment Regulations of Northumbria University	When superseded	6 years	Destroy	Limitation Act 1980

4.4 Programme Quality, Monitoring & Review

4.4.1 Committee and Management Group Meetings

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Programme Committee, Student Liaison Committee etc (Minutes of meetings, reports and supporting papers)	End of Current Academic	3 Years	Destroy	Good Practice

4.4.2 Programme Monitoring and Review

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
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Records documenting the conduct and results of annual monitoring reviews of taught Northumbria programmes, and the responses to the results. e.g. Reports, minutes, supporting documents	End of Current Academic Year	5 Years Unless a longer retention period is required by professional bodies	Destroy	Good Practice
Records documenting the conduct and results of periodic reviews of taught Northumbria programmes, and the responses to the results. e.g. Reports, minutes, supporting documents	End of Current Academic Year	5 Years	Destroy	Good Practice
Records documenting the conduct and results of reviews of taught Collaborative programmes, and the responses to the results. e.g. Reports, minutes, supporting documents	End of Contract	6 Years	Destroy	Limitation Act 1980

4.4.3 Curriculum Reviews

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Home courses: final reports and action plans	Completion of next periodic review	N/A	Destroy	Audit
Collaborative programmes and partnerships: all documentation	Expiry of contract	6 years	Destroy	Limitation Act 1980

Northumbria University –Academic Programme Records Retention Schedule

All courses: background papers	Completion of review	N/A	Destroy	Audit
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4.5 External Examiners

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Appointment of External Examiners	Expiry of contract	6 years	Destroy	Limitation Act 1980
Reports and responses	End of academic year	6 years	Destroy	Good Practice

4.6 Student Feedback

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Individual responses	Until collated	N/A	Destroy	Limitation Act 1980
Collated data & analysis	End of academic year	5 years unless longer is required by professional body	Destroy	Limitation Act 1980

4.7 QAA Reviews/Audits

Northumbria University –Academic Programme Records Retention Schedule

CATEGORY	TRIGGER	PERIOD	ACTION	RATIONALE
Key documents	N/A	Permanent	N/A	Good Practice
Background papers	Completion of audit	N/A	Destroy	Good Practice