

Admissions & Access Service

	Description of Records	Retention Trigger and Retention Period	Disposal Action	Rationale for Retention Period and Disposal Action	Records Owner
1 Admissions Policy and Analysis Data					
1.1	University Admissions Policy	n/a	Archive	Historic/Research value; transfer to the University Archive	Academic Council
1.2	University Admissions Criteria	n/a	Archive	Historic/research value	UEB (University Executive Board)
1.3	Analysis of Admissions Data	End of current academic year + 10 years	Review	Potential historic/research value	UEB; UOB (University Operating Board); University Faculties and Directorates
1.4	Records documenting the administration of the clearing process including correspondence with UCAS	End of current application cycle + 1 year	Review		Admissions and Access
2 Admissions Records					
2.1	Enquiries from prospective students that are sent to Admissions and Access	End of application cycle to which enquiry relates + 1 year	Destroy	Some enquiries are matched to an applicant's QSIS record and are retained in QSIS	Admissions and Access
2.2	Admissions queries held in the CRM system	see Retention Schedule for Student Recruitment			
2.3	MMI (Multiple Mini Interviews) records	End of academic year + 10 years	Destroy	Results of the MMI may be used by bodies such as UKCAT (UK Clinical Aptitude Test Consortium) and MSC (Medical Schools Council) for research purposes	Faculty of Medicine, Health and Life Sciences
2.4	Records relating to both successful and non-successful applicants held in QSIS/WebNow/Direct Application Portal	n/a	Retain	Data held in QSIS/WebNow/Direct Application Portal is retained	Admissions and Access
2.5	Records relating to successful Home and EU applicants held outside QSIS/WebNow/Direct Application Portal	End of the application cycle to which the application relates + 1 year	Destroy		Admissions and Access
2.6	Records relating to unsuccessful applicants held outside QSIS/WebNow/Direct Application Portal	End of application cycle to which the application relates + 1 year	Destroy		Admissions and Access

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2.7	Admissions records relating to International Students who enter Queen's that are held outside QSIS/WebNow/Direct Application Portal	End of the academic year of admission + 5 years	Destroy		Admissions and Access
2.8	Records relating to UKVI	see retention schedule for International Student Support		Admissions and Access hold CAS and additional supporting documentation with the applications	Admissions and Access; International Student Support
2.9	Information relating to unspent relevant convictions for degree programmes which do not involve regulated activity	Application decision + 6 months	Destroy/Delete	Criminal Records information relating to successful applicants for Medicine, Dentistry and Pharmacy is transferred to Schools when the applicant is admitted to Queen's (please refer to the Schools' Retention Schedule)	Admissions and Access
2.10	Self-Disclosure Forms, Certificates of Good Conduct for non-successful applicants	Application decision + 6 months	Destroy/Delete		Admissions and Access
3 Student Finance					
3.1	Tuition Fee Status Assessment data including Fee Assessment Questionnaire and supporting documentation held in WebNow	n/a	Retain	Data held in WebNow is retained	Admissions and Access
3.2	Tuition Fee Status Assessment data of successful applicants, including Fee Assessment Questionnaire and supporting documentation, held outside WebNow	End of the academic year of admission + 5 years	Destroy	JISC Recommendation	Admissions and Access
3.3	Tuition Fee Status Assessment data of unsuccessful applicants held outside WebNow	End of application cycle to which the application relates + 1 year	Destroy		Admissions and Access
3.4	Admissions Fees Appeals	End of current year + 7 years		For appeals that were dealt with under the Admissions Appeals and Complaints Procedure. This is prior to the existence of the Student Finance Framework that is now in operation and is dealt with by the Finance Directorate.	Director of DASA and Deputy Director of Finance
4 Admissions Feedback and Appeals					
4.1	Feedback to UG admissions queries held in WebNow	n/a	Retain	Data held in WebNow is retained	Admissions and Access
4.2	Stage 1 UG Admissions Appeals held in WebNow	n/a	Retain	Data held in WebNow is retained	Admissions and Access

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4.3	PG Stage 1 feedback - hardcopy records and electronic records stored on a shared drive	End of application cycle to which feedback relates + 2 years	Destroy		Admissions and Access
4.4	UG and PG formal Admissions Appeals/Complaints (Stages 2 and 3) - hardcopy records	End of application cycle to which the formal Admissions Appeal/Complaint relates + 6 years	Destroy		Admissions and Access