



MANAGING STUDENT FILES

A student file consists of a series of student related documents that collectively meet the business needs of the University, as well as the reporting and retention requirements of the relevant bodies / legislation.

The documents relates to the admission, enrolment, progression and graduation of the student, and in some cases the records stored on a student file provides the evidence for the data held in Student One (Curtin's online student services system).

Please note that sensitive personal information must be sealed in an envelope before being placed on a student file. The envelope should be marked:

Student-In Confidence: Not to Be Opened except by the Manager of the Student Services Centre.

How should student files be titled?

The title of a student file should contain the following key information relating to the student:

- Family Name (or surname) – should always be written in UPPERCASE
- First Name (or given name)
- Student ID Number

For example: *BLOGGS, Joseph - 2345678*

Where can student files be located?

Primary student files are maintained by the Student Services Centre, however secondary files may also be created and maintained in other areas of the University.

Where student files are maintained in an electronic format ONLY, care should be taken to ensure that all information relating to a single student is saved to an individual folder on a shared network drive or in a shared outlook mailbox which is titled with the students' full name and ID number.

What information can be found on primary student files?

A primary student file may contain, but is not limited to, the following information:

Letter of Offer	Admission & TISC applications (Successful or Unsuccessful)
Qualification documents (Certified Copies)	Change of Details (i.e. Name/Citizenship/Visa Status)
Deferred Assessment applications	Commonwealth Supported Place requests
Changes to Study Plans	Bridging of Overseas Trained Professionals (BOTP) applications
Extension Study forms	Enrolment / Change of Enrolment / Course Variation forms
Leave of Absence applications	Recognition of Prior Learning (RPL) applications
Change of Result/s	Donor / Benefactor information related to University prizes
Special Considerations applications	Advanced Standing applications
Authorisation Letters	Requests for less than 100 Credits
Advice on Special Needs	Applications to Graduate forms
Progress Summary sheets (HDR)	Student One Profile sheet (HDR)
Notification of Examiners forms (HDR)	e-Exemption applications
Thesis Examination (HDR)	Remission of Debt or for Refunds applications
Guild Membership Opt-Out forms	Deceased Students Notification of Student Death Fee Refund
Copy of Passport	Matriculation applications
Centrelink related information	Police Reports – ID Cards (record of stolen ID cards)
Visa Receipts	Signed Acceptance of Offer
Intention to Graduate form	Cross Institutional – Outbound
Sponsor forms and Agent details	ATO variation
Special Late Withdrawal forms	Copy Request for FEE-HELP assistance
Alternative Examination requests	Commonwealth Support and HECS—HELP forms

1 Refer to our advice sheet on [Scanning Documents and Source Records](#) for additional information.

What information can be found on secondary student files?

Student Discipline File - Local Area

If the complete record of the discipline case is not filed with the primary student file, a cross reference sheet is to be inserted into the primary file to show that a discipline case file exists.

A discipline case file may contain, but is not limited to, the following information:

Student appeals	Board of Discipline
Academic Status appeals	Staff File Notes (advice / agreement / decisions made)
Appeals (pending and completed)	Related miscellaneous correspondence (including emails)

Student Monitoring File - Local Area

Used for academic / school based staff to maintain and regularly access documentation associated with a student's progress, work experience, industry placements etc.

A student monitoring file may contain, but is not limited to, the following information:

Medical certificates	Student placements
Work Experience certificates	First Aid certificates
Field Placement applications	Miscellaneous documentation relating to the student's progress
Field Placement reports	Correspondence (including emails) relating to the student's Study Path
Police Clearance	Staff File Notes (advice / agreement / decisions made)

Student Scholarship File

A student scholarship file may contain, but is not limited to, the following information:

AUS Aid	Information relating to the Scholarship application
Sponsorships	Information relating to the administration of the Scholarship
Annual progress reports	Financial Assistance forms and related documentation
Student Loan	Information on Grants Funding for students

Student Thesis Examination File - Office of Research and Development

The student thesis examination file is maintained centrally by thesis examination staff, within the Office of Research and Development.

A student thesis examination file may contain, but is not limited to, the following information:

Thesis Examination (forms and information)	Related miscellaneous correspondence (including emails)
Thesis Examiner (details and information)	

How long are student files kept for?

Once student files become inactive, they need to be processed according to the file type (as outlined below), then transferred to Records & Information Management for storage.

Files of students who are enrolled in &/or have completed a:

- Undergraduate or Honours course, or Postgraduate Coursework qualification (including Masters by Coursework and Postgraduate Diplomas and Certificates) are to be retained for a minimum of 10 years before seeking approval for destruction
- Masters by Research and Doctorate must be kept for 75 years before seeking approval for destruction
- Masters and Doctoral Thesis are considered [University archives](#) and are retained permanently

All student files should be treated as original university records and maintained according to the appropriate procedures.

What about reports and lists that contain multiple student entries, how long are these kept for?

Records with multiple student entries, such as reports and lists, should be batched in files and assigned the appropriate disposal authority code.

For more information relating to sentencing information and disposal authorities, please refer to the following advice sheets:

- [Sentencing Information](#)
- [What are Disposal Authorities?](#)

Need further assistance?

Please do not hesitate to contact us via phone on 9266 7050, or by email at: rim@curtin.edu.au, should you require additional support with managing student files.

For information management advice of a general nature, please visit our website at: rim.curtin.edu.au.