



جامعة نِزْوَى
University of Nizwa

University of Nizwa Student Record Management Policy

Approved

2005

I. INTRODUCTION

University acknowledges that the efficient management of records is necessary to support its core functions and to contribute to the overall effective management of the institution. Consequently, the Registration & Records at University of Nizwa has drafted a policy framework to manage its records for retention, disposal and storage. The policy assures that the records are available for processing in an efficient and secured manner.

II. OBJECTIVE

The objective of this policy is to promote good practice in record management across the university. The policy governs and acts as a basis for a University wide records management system. This is carried out from the initial stages to retention and disposal of all students' records at the University assuring that the information collected, stored and disseminated is consistent with privacy information practices. This policy informs the University staff of their record keeping responsibility in order that records are managed as integrated Institutional resource.

III. PURPOSE

The purpose of this policy is to ensure that records and documents deemed by Registration & Records to have value on adequately protected and maintained for each student.

IV. SCOPE

This policy applies to all records created, received and maintained by the university staff. The records could be paper-based & electronic records. These records are documented for the entire academic life cycle. Some of these records will be permanently archived as historical records for information and research.

V. DEFINITIONS

Electronic Records. Information that is maintained and communicated by means of computer or electronic devices. It could be a combination of text, graphics, data, audio, picture of any other digital form that is created, modified, retrieved and distributed by a Computer System. Electronic Records are similar to paper records.

Paper Records: It is a traditional method of storing student records and documents.

It includes the process of maintaining and storing physical or hard copy of the students Records and Documents.

VI. UoN RELATED POLICIES AND DOCUMENTS

This policy should be read along with the following policies and guidelines:

1. Quality Teaching and Learning Management System (QTLMS)
[Document Reference No. UoN/AA-001/MAN/V2/2016. (sample only)]
2. R&R Privacy to Access to Information Policy.

VII. POLICY STATEMENTS

1. This policy applies to all staff at University including Full Time and Part Time, permanent and temporary staff.
2. The policy is applicable to two (2) types of records that are maintained at university:
 - 2.1 Electronic Records which are subject to the same retention as other records.
 - 2.2 Paper Records which is a must and required due to procedures of endorsing the completion of degree certificates. R&R shall send hard copy of the third secondary copy to the Ministry of Higher Education, Research and Innovation (MOHERI) for final approval.
3. To ensure that proper attention and protection is applied to all received records and that the evidence and information that they contain can be retrieved quickly and efficiently.
4. It states that Records should be retained or archived based on their importance.
5. Records shall be disposed when they are no longer needed for day-to-day operations through transfer to the University archives or secure disposition. The R & R shall determine on annual basis what records should be disposed. This process must be scheduled when such records are inactive records more than ten years and are no longer is needed in the current business.

VIII. PROCEDURE

- Determine the records that are needed for students' Academic Records.
- Make an Inventory of records to be maintained.
- Prepare a document retention schedule for every type of Document and its life span.
- Choose best storage solution that are cost-effective, flexible, safe and integrated.
- Choose a centralized storage location that is easily accessible.
- Develop a security system that protects the records against damage, loss and unauthorized access.
- Choose the Inactive records and transfer them to a separate Archive location.
- Prepare a plan for disposing the expired/no-more-required records.

IX. ROLES AND RESPONSIBILITIES

1. The University Registrar and the deanship of R&R staff in coordination with the college administration have the institutional responsibility to maintain its records and record keeping management aligned to the University's rules and regulations.
2. R&R staff who are allocated the responsibility of record-keeping and files created at Deanship shall coordinate with the Archivist to all aspects of record management
3. R&R and college administration staff shall ensure accuracy of all records maintained.
4. R&R and college administration staff in coordination with the Archivist shall ensure that all records are maintained and disposed in accordance to the Record retention and disposal schedule and procedure.
5. R&R and college administration staff and the Archivist are responsible for maintaining the records management systems.