



TIIS
THE INSTITUTE
OF INTERNATIONAL
STUDIES



Academic Records Management Policy

The Institute of International Studies Pty Ltd

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Policy No: AB-15

Version No: 1.0

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1. Purpose

The purpose of this policy is to establish a robust framework for managing academic records at TIIS to:

- Maintain accurate and current student progress and achievement data.
- Protect the confidentiality and integrity of academic records.
- Ensure compliance with the Higher Education Standards Framework (HESF), ESOS Act, Privacy Act 1988, and relevant data protection standards.
- Provide a reliable basis for student transcripts, graduation, reporting, and regulatory submissions.

2. Scope

This policy applies to:

- All academic records of domestic and international students enrolled in accredited courses at TIIS.
- All academic and administrative staff involved in student records management.
- All systems used to record, store, or process academic records (e.g., Student Management Systems, LMS, PRISMS).

3. Definitions

Term	Definition
Academic Records	All formal records of student enrolment, progression, grades, assessment outcomes, qualifications awarded, and related communications.
Student Management System (SMS)	A centralised database used to manage student records and academic data (e.g., Wisenet, aXcelerate, etc.).
Authorised Staff	Staff members with delegated access to view or update student academic records.

4. Principles

TIIS adheres to the following records management principles:

- **Accuracy:** Academic records must reflect student progress and achievement precisely and in real time.
- **Security:** Records must be protected from loss, unauthorised access, or modification.
- **Integrity:** Academic data must be consistent, authentic, and complete across all systems.
- **Longevity:** Records must be retained for the period specified under legal and regulatory requirements (minimum 7 years or longer for transcripts and awards).
- **Confidentiality:** Student records must be kept private in accordance with the Privacy Act 1988 and the Australian Privacy Principles.

5. Roles and Responsibilities

Role	Responsibilities
Registrar	Overall responsibility for the integrity, security, and accessibility of student records.
Academic and Student Services Staff	Enter and verify academic data; maintain timely records of results and progression.
Unit Coordinators and Assessors	Submit accurate marks and assessment outcomes in the required timeframe.
IT Department	Maintain the technical infrastructure for secure storage, backup, and access control.
Academic Board	Oversees records integrity in course and academic governance reporting.

6. Record Types Managed

- Enrolment and re-enrolment records
- Subject enrolments and withdrawals
- Assessment results and grading
- Course progression and completion
- Credit transfers and recognition of prior learning (RPL)
- Academic standing (e.g., probation, intervention)
- Awards and conferrals
- Academic appeals, misconduct, and exclusion decisions
- PRISMS enrolment and outcome reporting (for international students)

7. Procedure

7.1 Record Entry and Validation

- All assessment results must be entered into the Student Management System within **10 working days** of final assessment.
- Subject Coordinators verify submitted results before final grade release.
- Progression and completion statuses are updated at the end of each study period.
- RPL and credit transfer decisions are recorded with supporting evidence in the student file.

7.2 Data Security and Access Control

- Access to academic records is restricted to authorised personnel only.
- Audit trails are maintained for any modifications.
- Records are stored on secure servers with routine backups and disaster recovery protocols.
- Access to student records for third parties requires written consent or lawful basis (e.g., ESOS/TEQSA audits).

7.3 Confidentiality and Privacy

- All records handling must comply with the **Privacy Policy** and **Privacy Act 1988**.
- Students may request access to their own academic records in writing.
- No academic record may be altered without documented justification and authorisation.

7.4 Records Retention and Archiving

- Academic records are retained for at least **7 years** after course completion or withdrawal.
- Award and graduation records (transcripts, testamurs, conferrals) are retained permanently in digital and/or physical format.

8. Compliance and Monitoring

- **Annual internal audits** will verify the accuracy and security of academic records.
- The **Audit and Risk Committee** receives reports on any breaches or discrepancies.
- An **Academic Records Breach Register** is maintained to track unauthorised access or integrity issues.

9. Related Policies and Procedures

- Privacy Policy
- Assessment Policy and Procedure
- Academic Integrity and Misconduct Policy
- Student Progress and Course Progression Policy
- Records Retention and Disposal Schedule
- Complaints and Appeals Policy
- PRISMS Reporting Procedure
- HESF 1.5.2 – *Records of Student Progress and Achievement*

10. Evidence and Reporting

Evidence Type	Description
Student Management System Records	Time-stamped grade entries, course completion logs, and intervention status.
Audit Reports	Internal reports verifying access control, data accuracy, and procedural compliance.
PRISMS Logs	Records of international student enrolments, completions, and changes.
Graduation Registers	Records of students awarded degrees and diplomas.
Academic Board Reports	Progression, attrition, and completions summary data.
Appeals and Academic Misconduct Records	Supporting documentation linked to student academic files.

11. Policy Review

This policy will be reviewed every three years or earlier as required by law or due to changes in regulatory requirements or institutional priorities.

Version History

Version:	1.0
Creation Date	01 October 2025
Authored by:	Academic Dean

Endorsed by:	Academic Board
Endorsement Date:	08 April 2026
Approved by:	Board of Directors
Approval Date:	7 May 2026
Implementation Date:	
Duration:	3 Years from Approval Date

Version	Approved by	Approval Date	Details
1.0	Board of Directors	7 May 2026	

*****END OF POLICY and PROCEDURE*****