

Student Coursework Management Policy

In accordance with the Data Protection Act and the Freedom of Information Act the Trust operates the following coursework management and retention policy:

1. **Responsibility for keeping a copy of coursework submitted for Assessment.**
Students are expected to ensure that they keep a copy of all coursework submitted for assessment (Paper and electronically).
2. **Storage of Student Course work for QAA Purposes**
The Trust shall keep an archive copy of all student coursework for the duration of their studies and for one year following graduation or leaving the course.
3. **Retention of coursework for teaching purposes**
Course organising tutors may compile packs consisting of coursework submitted for assessment for teaching purposes. These packs should be fully anonymous and stored separately from the archive copies.
4. **Return of coursework to students following assessment**
Additional copies, submitted in accordance with course regulations, can be collected by the student from the course administrator. As a rule these will not be sent by post. Coursework will be kept for students to collect for a maximum period of one month. Non-archive copies of coursework that has not been collected will be destroyed.
5. **MA Dissertations & Doctoral Theses**
Copies of MA dissertations and Doctoral Theses will be lodged with the Trust's library and stored in accordance with the library's policy of the retention of documents.