

Designating units as for long-term retention of assessed students' work Procedure

This procedure describes the detailed steps in the process for designating units as for long-term retention of students' assessed work to support compliance with the University of Bath Records Retention Schedule <https://www.bath.ac.uk/corporate-information/records-retention-schedule/>

1. For each stage of an undergraduate and postgraduate taught course (or group of interrelated courses) contributing to final award, and for the taught stages of integrated and professional doctorate programmes, departments/the School of Management must identify 1 unit to be designated as for long-term retention.
2. Units designated for long-term retention should normally:
 - a. be compulsory units taken by all students on the course;
 - b. have a credit value of 10 ECTS or more;
 - c. be expected to continue to be taught for several years.
3. Where a unit which has been identified as for long-term retention will no longer be taught, departments must identify a replacement unit.
4. The list of units and any subsequent replacement units designated for long-term retention is approved by Department/School Learning and Teaching Quality Committee as consistent with meeting the requirements of the University of Bath Records Retention Schedule.
5. The list of units designated for long-term retention and any subsequent updates is provided to the University Archivist and Records Manager.
6. All assessed students' work and associated documentation for units designated as for long-term retention will be retained for completion/withdrawal + 5 years.