

Absolutely, and this goes for any information that the student requests to be removed.

be used to store all student-related information electronically, but the use of this system will not be available until 2014.

Some programmes already use electronic files to store student information, so please refer to your programme administrator about your programme's preferred method.

This information is used for appeals and ECs, and complaints to an extent. However, always tell the student that you will record the info and give them the option to say "please don't".

Often the information comes by way of email so we have it written down anyway. QP97Tw 3.870 Td20 TU .9 -5T