



# ALBUKHARY INTERNATIONAL UNIVERSITY

## POLICY FOR THE MANAGEMENT OF STUDENT RECORDS

By:

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Approved by:

AIU Exco Members  
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<b>POLICY FOR THE MANAGEMENT OF STUDENT RECORDS</b>	
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#### **SUMMARY OF POLICY FOR THE MANAGEMENT OF STUDENT RECORDS HISTORY**

<b>Version No.</b>	<b>Effective Date</b>	<b>Review Date</b>
AIU-RGR-M05-230815.01	15 August 2023	10 August 2023

<b>AUTHORITY</b>	<b>STATEMENT OF INTENT</b>
<p>Document Author: Registrar, Registrar's Office (RGR)</p> <p>Document Owner(s): RGR</p> <p>Document Stakeholders: Department/School/Centre/Unit</p>	<p>This policy aims to ensure the proper record-keeping of students' files as required by the JPT. With this document, each stakeholder would be able to understand its responsibility to maintain and update the students' files so that information about personal and academic records is accurate, up-to-date, and complete.</p>

<b>PREPARED BY</b>	<b>PROPOSED BY:</b>	<b>APPROVED BY:</b>
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## 1.0 DEFINITIONS

In this document, unless the context otherwise requires:

- 1.1 “**Centre/Department/Unit**” means centre/department/unit set up by the Authority of the University;
- 1.2 “**JPT**” refers to Jabatan Pendidikan Tinggi, Kementerian Pendidikan Tinggi [Department of Higher Education, Ministry of Higher Education];
- 1.3 “**KDN**” refers to Kementerian Dalam Negeri [Ministry of Home Affairs];
- 1.4 “**Stakeholder**” refers to the school/centre/department/unit responsible for managing documents related to student's records;
- 1.5 “**Student**” means a registered student, other than a student at an institution allied to the University, who is following a course of study, instruction, training or research of any description at the preparatory, under-graduate, post-graduate or post-doctoral level on a full time or part-time basis in, by or from the University and includes a distance-learning, off-campus, exchange and non-graduating student;
- 1.6 “**School**” means the University Authority, which is responsible for conducting academic programmes, and is vested with the powers from the Senate to confer bachelor's degrees to students; and
- 1.7 “**University**” means the Albukhary International University (AIU)

## 2.0 POLICY IMPLEMENTATION

- 2.1 This policy outlines the practice governing the management of student records at the University in a manner that aligns with the requirement of the JPT.
- 2.2 Implementing this policy by each stakeholder would ensure that the students' files are updated regularly with complete documents.

## 3.0 APPLICATION OF POLICY

- 3.1 To outline the practice governing the management of student records at the University as required by the JPT.
- 3.2 To delegate the responsibility of each stakeholder to manage the students' personal and academic records which include personal details, Student Pass (visa-related information), sensitive information such as disciplinary cases, and academic records such as course registration, course timetable, attendance report, transcripts, and other academic certificates.
- 3.3 This policy will be reviewed every **THREE (3)** to **FIVE (5)** years, or as when needed.

## 4.0 DURATION OF POLICY

4.1 The duration of the policy keeping is in perpetuity.

*Note: Actual archival duration may depend on Management Decisions to save everything in electronic form in perpetuity.*

## 5.0 POLICY OWNERSHIP

5.1 The Registrar's Office has the sole ownership and distribution authority of the policy.

## 6.0 POLICY STATEMENT

6.1 The definitions given in this document relate to all documents that are generated concerning the following entities:

- School of Business and Social Sciences
- School of Education and Human Sciences
- School of Computing and Informatics
- Centre for Foundation and General Studies
- Registrar's Office
- Finance Department
- Student Affairs Department
- Quality Assurance Department
- International Student Unit
- Admission Unit
- Scholarship Unit
- Examination and Records Unit

6.2 Following is the list of documents to be kept inside every student's file as required by the JPT, and these documents must be updated regularly by the respective schools/centres/ departments/units within the given timeline:

No.	Checklist Document [File Content]	Department In-charge	Timeline
1.	<b>The Front Cover Section</b>		
	<ul style="list-style-type: none"> <li>• Passport photo</li> <li>• Student Name</li> <li>• Passport Number</li> <li>• Country of Origin</li> <li>• Commencement Date</li> <li>• Expected Graduation Date</li> <li>• Programme Name</li> <li>• Programme Code</li> </ul>	Admission Unit	Upon confirmation of the student's arrival (1 week)
2.	<b>Student Information Section</b>		
	<ul style="list-style-type: none"> <li>• Admission Offer Letter (with acceptance)</li> <li>• Student profile and family information</li> </ul>	Admission Unit	Upon completion of the student's registration (1 week)
	<ul style="list-style-type: none"> <li>• Scholarship Offer Letter (with acceptance)</li> </ul>	Scholarship Unit	
	<ul style="list-style-type: none"> <li>• Fees Payment</li> </ul>	Finance Department	

	<ul style="list-style-type: none"> <li>• Programme approval letter by the Ministry of Higher Education (MOHE)</li> <li>• Programme approval letter by the MQA</li> </ul>	Quality Assurance Department	
	<ul style="list-style-type: none"> <li>• Personal bond</li> </ul>	International Student Unit	Upon obtaining a student visa
3.	<b>Passport and Student Visa Information Section</b>		
	<ul style="list-style-type: none"> <li>• IM14-Pin.1/97 Form</li> <li>• Passport copy (all pages) and endorsement pass</li> <li>• Approval for foreign student studying in Malaysia</li> <li>• Student visa approval letter</li> <li>• Student visa payment receipt</li> </ul>	International Student Unit	Upon obtaining a student visa (2-3 months after arrival)
4.	<b>Academic Information Section</b>		
	[The academic records for this section will be kept in descending order (the most recent semester will be at the top of the list)]		
	Academic Calendar <ul style="list-style-type: none"> <li>• Course Registration (each semester)</li> <li>• Course Timetable (each semester)</li> </ul>	Schools/ Centre for Foundation Studies	Upon Course Registration
	<ul style="list-style-type: none"> <li>• Attendance Report (each semester)</li> </ul>		End of every semester
	<ul style="list-style-type: none"> <li>• Transcripts for each semester</li> </ul>	Examination and Records Unit	End of every semester
	<ul style="list-style-type: none"> <li>• Academic certificates and transcripts from country-of-origin</li> </ul>	Admission Unit	Upon creation of the student file
5.	<b>Insurance and Medical Report</b>		
	<ul style="list-style-type: none"> <li>• Insurance</li> <li>• Medical Report</li> </ul>	International Student Unit	Upon obtaining a student visa (2-3 months after arrival)
6.	<b>Others</b>		
	<ul style="list-style-type: none"> <li>• Release letter from other college or university</li> </ul>	International Student Unit	Whenever required
	<ul style="list-style-type: none"> <li>• Student handbook acknowledgement copy</li> </ul>	Student Affairs Department	After registration

	<ul style="list-style-type: none"> <li>Warning letters, counselling forms, medical certificates (MCs) and any other letters</li> </ul>	Schools/ Centres/ Student Affairs Department/ Academic Management Department	Whenever required
	<ul style="list-style-type: none"> <li>Induction acknowledgement copy</li> </ul>	Student Affairs Department	After registration

6.3 A ring file is used for each student file.

6.4 All students' files will be kept in the designated room at the Registrar's Department.

## 7.0 APPENDICES

7.1 The flowchart is in Appendix 1.

## 8.0 SUMMARY OF CHANGES

If the content of the procedure changes completely, indicate "complete revision" instead of listing each section number change. At the minimum, the last two (2) revisions of the historical information should be maintained in the summary of the change.

No	Section	Detailed Description of Deletion or Changes	Effective Date	Revised by
	NA	NA	NA	NA

## 9.0 DOCUMENT CONTROL

The approved version of this document supersedes all other versions, upon receipt of the latest approved version, all other versions should be destroyed, unless specifically stated that version(s) are to remain extant. If in any doubt, please contact the document Author.

## 10.0 DISCLAIMER

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Process Flowchart

