

Students (to be reviewed and revised)

General (001 – 009)

S01 General

- 2 years after last action

Student Recruitment and Admission (010 – 019)

S10 Student Recruitment

- 5 years after last action; then Archives Review

S11 Applications for Admission

- Successful applications: Transfer to Student Files (S20)
- Unsuccessful applications, or admitted but not registered: 1 year after last action

S12 Credit Accumulation and Transfer

- Permanent for policies, terms and conditions
- Applications filed in respective student records

Student Records and Information (020 – 029)

S20 Student Files

- Permanent for “Personal particulars, curriculum, years of study, courses taken, published assessment results, degree award status and date of conferral, scholarships and awards, academic discipline (when noted on transcript), resident of halls, etc.” (HKU Privacy Data Code of Practice)
- 7 years after last active session for all other supporting documents

S21 Student Exchange Program

- 10 years after end of the program, then Archives Review
- Applications to be filed in respective student files

S22 Student Discipline

- Permanent for Disciplinary Committee papers
- 10 years after last action for all other supporting documents

Reserved (030 – 039)

Student Resources and Services (040 – 049)

H40 University Financial Assistance

- Permanent for the following: the establishment, terms and conditions of the scholarship, committee meeting minutes, annual reports, and records documenting the final decision, approved gift agreements, award proposal, requirements for eligibility
- 7 years after last action for all other supporting documents
- Applications filed in respective student files

H41 Scholarships, Bursaries and Awards

- Permanent for the following: the establishment, terms and conditions of the scholarship, committee meeting minutes, annual reports, and records documenting the final decision, approved gift agreements, award proposal, requirements for eligibility
- 7 years after last action for all other supporting documents
- Applications filed in respective student records

H42 Learning Assistance and Support Services

- 5 years after last action; then Archives Review

H43 Student Counselling Case Files

- 15 years after last contact, or where student is not year 18, 15 years after student's 18th birthday

Reserved (050 – 059)

Student Life and Development (060 – 069)

H60 Student Orientation

- 3 years after last action, then Archives Review

H61 Student Clubs and Organizations

- Consists of records relating to the relationship (interactions) between University and student clubs and organizations. Records may include registration certification, annual statements, membership applications, dues, surveys, correspondence, meeting minutes and agenda, etc.
- 5 years after end of academic year, then Archives Review

H62 Student Sports and Activities

- 5 years after end of academic year, then Archives Review