

Teaching and Learning

General (001 – 009)

T01 General

Academic Initiatives (010 – 014)

T10 Academic Initiatives

Reserved (015 – 019)

Academic Program Planning and Operations (020 – 029)

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T30 Academic Cooperation

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T40 Support for Teaching
T41 Course and Teaching Evaluations

T01**General**

Consists of records relating to teaching and learning in the University that do not fit elsewhere in this section.

Master File**Retention**

2 years after last action

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

Review the "General" folder periodically to ensure that it does not contain documents that should have been filed under other named file classes.

T10**Academic Initiatives**

Consist of records relating to the development of new academic programs, departments, services, or any cross curricular activities that promote global learning experiences and support the academic needs and goals of the University. Include proposals, feasibility studies, consultation reports, anticipated enrolment rate, structure and curriculum of the initiative, resources required, accreditation requirements, reviews and recommendations, meeting minutes and agenda, etc.

Master File**Retention**

10 years after program established or initiative terminated

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

T20**Academic Planning**

Records relating to the development of both long term and short term academic strategic plans to support the University's mission and strive for academic excellence. This includes the triennial submission of an Academic Development Plan (ADP) to the University Grants Committee (UGC) for consideration of resources, and formulation of the annual Faculty and Center Development Plans. May include "start letter", consultation letter, University responses, meeting minutes and agenda, circulars, correspondence, etc.

Master File**Retention**

Academic Development Plans – Permanent
Faculty and Center Development Plans – Permanent
Other supporting documents – 10 years after last action

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

T21

Academic Program Management

Consist of records relating to the ongoing management and oversight of academic programs. May include program organizational structure, admission and registration requirements, transferability or compatibility with other programs locally or internationally, lists of equivalent programs in other institutions, changes to the program structure or components, meeting notes and correspondence, etc.

Master File

Retention

10 years after last action, or until program superseded / discontinued

Disposition

Archives Review

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

T22

Curriculum Development

Consists of records relating to the development and review of approved undergraduate and taught postgraduate curricular. Include consultation papers, financial planning documents, proposed curriculum regulations and syllabuses, proposed Credit Unit Statement, circulars, meeting notes and correspondences, etc.

Master File	Retention 10 years after last action
	Disposition Archives Review
Other Copies	Retention Until operational use ceases
	Disposition Destroy
See Also	
Retention Rationale	
Filing Guidelines	

T23

Course Management and Administration

Consists of records relating to management and administration of courses in both degree and non-degree programs. Include syllabi, course structure, descriptions and outlines, assessment criteria and grading schemes, timetables, course teachers' lists, new course requests and proposals, meeting notes, memorandum, etc.

Master File

Retention

Syllabi, course descriptions and outlines – Permanent

Other documents – 5 years after last action

Disposition

Archives Review

Other Copies

Retention

Until operational use ceases

Disposition

Destroy

See Also

Retention Rationale

Filing Guidelines

T24

Examinations and Assignments

Consists of examination and test questions, answer keys, marking and pass criteria, examination papers completed by students, official reports of examinations and attendance list. Also include assignments submitted by students.

Master File	Retention Final examination papers – Permanent All other documents including marked uncollected student work – 1 year after final results submitted
	Disposition Destroy
Other Copies	Retention Until operational use ceases
	Disposition Destroy
See Also	
Retention Rationale	
Filing Guidelines	

T30**Academic Cooperation**

Consists of records relating to the planning and implementation of initiatives and partnership activities to promote academic, research and cultural exchanges between HKU and other institutions, private or public organizations, both locally and internationally. May include proposals, memorandum of understanding, agreements, project plans and reports, meeting notes, correspondence, etc.

Master File**Retention**

10 years after last action or end of agreement

Disposition

Archives review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

T40**Support for Teaching**

Consists of records relating to the development and administration of programs and activities to enhance the quality of student learning experiences through effective use of various teaching methods, tools and resources, provision of experiential learning opportunities, feedback and assessment. May include project plans, lists of teaching materials, program brochures, reports and statistics, correspondence, etc.

Master File**Retention**

10 years after last action

Disposition

Archives Review

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

A41**Course and Teaching Evaluations**

Consists of student evaluations of teaching and courses. Include questionnaires, evaluation procedures, individual reports and overall results.

Master File**Retention**

Completed evaluation forms – 2 years after data entered and verified

Aggregated data and sample questionnaires – Permanent

Disposition

Destroy

Other Copies**Retention**

Until operational use ceases

Disposition

Destroy

See Also**Retention Rationale****Filing Guidelines**

Signed student responses may be placed in personnel file of respective teaching staff