



UCD Registry – Admissions

Records Management Policy

Direct Applications

Paper Records

- Following the start of the main academic session (i.e. October) all paper files relating to applications during the previous academic year will be archived to a separate filing system.
- After one year from the start of term applied for the archived files will be reviewed.
 - Files for unsuccessful applicants, who have not deferred or subsequently reapplied, will be destroyed.
 - Files for applicants who have deferred or subsequently applied will be kept in the filing system for the most recent application session and treated with the timeline for that session.
 - Files for those who became students will be retained for seven years.
- Applicants who wish to have originals of documents (e.g. transcripts) returned, should enclose a stamped addressed envelope at the time of submission of documents. They may also request, with a stamped addressed envelope, that their documents be returned at any time within the one-year period. Applicants from outside ROI are required to send an addressed envelope with [reply coupon](#).

Computer Records

In order to submit an application to UCD, an application account must be created where one does not already exist (e.g. in the case of either a previous application or a prior student record). Following account creation a course application can then be started and submitted. Finally, if the application is successful and the applicant accepts a place, a full student record is created.

- Unsubmitted applications will be purged from the system one year after the start of the term in question.

- Incomplete applications will be purged from the system one year after the start of the term applied for.
- Application records for unsuccessful applicants and successful applicants who decline a place will be purged from the system one year after the start of the term applied for, unless a successful applicant has deferred a place or otherwise indicated that s/he intends to apply again in the near future.
- Application records for successful applicants who accept a place will remain attached to their student records and any records management decision on these is outside the remit of the UCD Applications team. Any documentation uploaded as part of the applications process will be retained for seven years.

N.B. financial transactions are held for seven years but this information is held separately by the service provider (REALEX) and it is not therefore necessary for it to be retained on the student system.

CAO Applicants

Paper Records

Paper records exist only for a very small percentage of applicants, generally in cases where there has been correspondence with the applicant. Following the close of the CAO season, CAO sends paper files for students who accepted UCD to us.

Files for unsuccessful applicants, who have not deferred or subsequently reapplied, will be retained for at least one year after the start of term applied for and destroyed no later than the end of that calendar year.

Files for those who became students will be retained for seven years.

Computer Records

The main records for applicants reside on the CAO computer. Applicant records are held on UCD's Student Information System but staff outside the Admissions team have very limited access to them. Records for unsuccessful applicants are purged from the Student Information System approximately four months after the start of term. For those who accepted a place, the application record forms part of their student record and is retained.

Veterinary Medicine work experience

Information in relation to veterinary medicine work experience will be retained for two years after the start of the term applied for as it is valid for two subsequent application years.

PAC Applicants

UCD Registry - Admissions is responsible for transferring application data from the PAC system to the UCD system but does not have an involvement in the decision making process.

Paper Records

UCD Registry – Admissions does not hold paper records for PAC applicants.

Computer Records

The main records for applicants reside on the PAC computer. Applicant records are held on UCD's Student Information System but staff outside the Admissions team have very limited access to them. Records for unsuccessful applicants are purged from the Student Information System approximately four months after the start of term. For those who accepted a place, the application record forms part of their student record and is retained.

Garda (Police) Vetting Records

Paper Records

- Vetting application forms will be retained for seven years.
- Disclosures will also be retained for seven years.

Computer Records

Information on the UCD computer system indicates that the student has been vetted and whether the hold was cleared or not. If it was not cleared details are held in an area accessible to Admissions only. These form part of the permanent student record.

Where disclosures are received electronically from the National Vetting Bureau, they are retained for seven years as for paper records.

Appeals

Any documentation received as part of an appeals process will normally be purged 18 months following resolution/final date for appeal.