



## **BACHELOR OF BUSINESS ADMINISTRATION ACADEMIC RECORDS POLICY**

### **POLICY STATEMENT**

This policy establishes the principles and procedures for the creation, maintenance, storage, security, retention, preservation, access and disposal of academic records at MAHSA International College, Penang (MICP). It aims to ensure that all academic records are managed systematically, securely and confidentially in accordance with the requirements of the Malaysian Qualifications Agency (MQA), Ministry of Higher Education (MOHE), the Personal Data Protection Act (PDPA) 2010, and institutional quality assurance requirements.

## **1. Storage and Maintenance of Academic Records**

Academic records include, but are not limited to:

- Attendance records
- Coursework and assignments
- Projects and practical reports
- Laboratory records
- Tests and quizzes
- Mid-Semester and Final Examination scripts
- Marking schemes
- Moderation reports
- Examination results
- Course files
- Student assessment records



The responsibilities for maintaining academic records are as follows:

| <b>Record Type</b>                | <b>Responsible Officer</b> |
|-----------------------------------|----------------------------|
| Official student academic records | Registry                   |
| Programme academic records        | Programme Coordinator      |
| Course assessment records         | Lecturer                   |
| Academic staff records            | Human Resource Department  |

Lecturers shall maintain complete and accurate course assessment records and submit them to the Programme Coordinator within the stipulated timeline.

The Programme Coordinator shall ensure that programme records are complete, properly organised and securely maintained.

## **2. Security and Confidentiality**

Academic records shall be treated as confidential documents.

Access shall only be granted to authorised personnel including:

- Registrar
- Programme Director
- Programme Coordinator
- Registry staff
- Human Resource personnel
- Internal and External Auditors
- MQA Assessors (where applicable)

Hardcopy records shall be stored in locked cabinets within designated offices.

Electronic records shall be maintained in the authorised institutional systems with password protection, role-based access and regular data backup managed by the Information Technology (IT) Department.



### **3. Retention and Preservation**

Academic records shall be retained in accordance with the institutional Records Retention Schedule.

Course-level assessment records maintained by the School shall be retained for a minimum of six (6) months after the completion of the programme or longer if required by MQA, MOHE, legal or institutional requirements.

Permanent records, including transcripts, final examination results and graduation records, shall be maintained by the Registry.

### **4. Disposal of Academic Records**

Upon expiry of the approved retention period, the Programme Coordinator shall review the records before recommending disposal.

The disposal shall be approved by the Programme Director.

Confidential documents shall be disposed of securely through:

- secure shredding; or
- approved recycling contractors after confidential destruction.

Electronic records shall be permanently deleted using approved IT procedures.

All disposal activities shall be documented and witnessed by at least three authorised staff members.

### **5. Breaches of Policy**

Any unauthorised access, disclosure, alteration, removal or destruction of academic records shall constitute a breach of this policy and may result in disciplinary action in accordance with MICP regulations.



## 6. Continuous Quality Improvement (CQI)

The effectiveness of this policy shall be monitored through internal quality assurance processes, internal audits and feedback from relevant stakeholders.

This policy shall be reviewed at least once every three (3) years, or earlier if required due to changes in:

- MQA requirements
- MOHE regulations
- PDPA requirements
- institutional policies
- technological developments
- audit findings

All amendments shall be approved by the Academic Board before implementation.

### HISTORY

| Version | Authorized by   | Approval Date             | Effective Date            | Sections modified                                                                                                                                                                                                                                                                                                        |
|---------|-----------------|---------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.0     | The CEO of PIDC | 25 <sup>TH</sup> Nov 2024 | 25 <sup>TH</sup> Nov 2024 | --                                                                                                                                                                                                                                                                                                                       |
| 1.1     | The CEO of MICP | July 2026                 | July 2026                 | College Name , logo and revised to strengthen compliance with MQA requirements by including the classification and maintenance of academic records, responsible officers, confidentiality and access control, retention and preservation, secure disposal procedures, breach management, monitoring and periodic review. |