



Policy Document Administrator	Chief Operating Officer and Registrar
Policy Document Approver	Chief Operating Officer and Registrar
Responsible Body/Person	Chief Operating Officer and Registrar
Next Review date	5 April 2024
Superseded documents	<i>Paradigm access policy, Records Management Policy</i>
Related documents	https://www.tcsisupport.gov.au/reporting
Related HE Standards	1.2, 1.5, 7.3.3
Related National Code Standards	N/A

1. PURPOSE

To ensure **student** record management is secure, effective and compliant with relevant legislation and **AUT** policy.

2. DEFINITIONS

Definitions for any words in **Bold** in this document can be found in the [Policy Glossary](#). The first instance of each defined term has been outlined in bold.

3. SCOPE

This policy applies to the **AUT office** and all **Affiliated Colleges**.

4. POLICY STATEMENT

The **Australian University of Theology** is responsible for ensuring that student records held by both the AUT office and affiliated colleges are maintained to standards in line with relevant legislation, standards, and codes of practice.

5. POLICY APPLICATION

General

- 5.1 The AUT will inform all Affiliated Colleges of this policy and expects that the colleges will remain compliant with it, and will inform the AUT of any breaches of the policy.

Student records

- 5.2.1 Student records include, but are not limited to, documentation of:

- admission application
- enrolment
- payment of fees
- attendance

- academic performance
 - contact details
 - record of counselling
 - visa information
- 5.2.2 Most student information is recorded within **Paradigm** and therefore if in Paradigm it is deemed to be maintained, with no further copies required to be kept by **Affiliated Colleges**.
- 5.2.3 Affiliated Colleges are to retain student records (in electronic or hard copy) for a minimum period of two (2) years after a student ceases to be an enrolled student at that college.

Data Processing, Maintenance, Storage, and Preservation

- 5.3.1 Data will be processed for students within Paradigm by their Affiliated College.
- 5.3.2 Data of enduring value to the AUT is maintained and stored in electronic format on the **AUT server**; backed up regularly and virus scanned continually; accessible only to relevant AUT staff and the network administrator; and in paper format in student, business, and personnel files.
- 5.3.3 All data is to be stored for timeframes prescribed by relevant legislation. In particular, student records are to be stored by the AUT for at least thirty (30) years related to AUT courses.

Review

- 5.4 This policy shall be reviewed every two (2) years.

Enrolment

- 5.5.1 All students are to be enrolled on Paradigm at the beginning of each enrolment period. Where hard copies of enrolment forms exist, these should be stored by the Affiliated College. These can be digitised and the hard copies destroyed if desired.
- 5.5.2 Affiliated Colleges and the AUT ensure that Paradigm includes, for every student, all required fields of:
- contact details
 - citizenship and visa details
 - fee payment method
 - government-required data as per the *Higher Education reporting requirements* detailed at <https://www.tcsisupport.gov.au/reporting>
 - course details
 - units enrolled
 - academic results
- 5.5.3 For overseas students **PRISMS** also requires:

- Visa details
 - Passport details
 - Overseas student health cover details
 - English language proficiency requirements
- 5.5.4 The AUT office is required to retain submitted **FEE-HELP** application forms for a period of at least seven (7) years after the student graduates from the relevant course.

Academic results

- 5.6.1 The Affiliated College at which the student is enrolled is to add student results to the **assessment** module on Paradigm by the end of **semester**.
- 5.6.2 The AUT office will finalise results in accordance with relevant academic policies of the University and will then publish the results for students to view. Students and Affiliated College staff can access a statement of results for a student in Paradigm. Students can purchase a certified academic record by contacting the AUT office.

Paradigm Access

- 5.7.1 There are five levels of Paradigm user access:
- LEVEL 1. **System administrator:** this is only available to Silverband, the database creators and owners.
- LEVEL 2. **AUT administrator:** this is only granted to AUT staff. This user access level allows the user to extract data to fulfil mandatory reporting on student and college activities, view encrypted information as needed, change certain fields within the system, add/edit/remove students, courses and units on behalf of any Affiliated College. Only AUT administrators as representatives from the legal **Higher Education Provider** can produce **testamurs, AHEGSs, and academic transcripts** for students.
- LEVEL 3. **Flex-admin ("Registrar"):** this is given to the Registrar of each college, as well as other employees of the Affiliated College on request. It allows the adding, editing and creation of students, courses and units only at the user's **home college**, and does not allow editing the information of a student of another home college, or editing any other college's units or courses. Flex-admin users and below can produce a "statement of results" for students, but not official academic records.
- LEVEL 4. **Staff:** this is given to necessary staff at an Affiliated College. Staff access has reduced functionality, editing and reporting capabilities compared to Flex-admin access, and is generally used by faculty who need to use Paradigm to run basic reports and enter session attendance or assessment results for their classes.
- LEVEL 5. **Student:** this is a mostly view-only access for students to view their personal details, enrolment and results online. Students can also edit their login details and email themselves an enrolment summary and a ***Commonwealth Assistance Notice***.

- 5.7.2 Paradigm users from levels 1-4 above have access to view the student and academic records for all students within the database, not just those studying with an individual Affiliated College.
- 5.7.3 Changes to AUT administrator users' access are to be made by the **AUT Registrar** at the request of the **Vice-Chancellor** upon employment, termination, or change of roles of AUT staff who require Paradigm access.
- 5.7.4 Changes to Affiliated College users' access (Staff and Flex-Admin users) are processed by the AUT Registrar, or another AUT staff member acting under the AUT Registrar's directions. These changes are processed only on the request of either the Registrar, Academic Dean or Principal of the user's Affiliated College.
- 5.7.5 Student accounts are created automatically when a student is created. Students are given login instructions by their home college, but these are also available on the AUT website. A student's username is their unique AUT candidate number. A student's initial password is set automatically, based on a combination of their AUT candidate number and their date of birth.
- 5.7.6 Permission to access records in Paradigm for academic purposes is implied when a student applies to an Affiliated College, for both the staff of that Affiliated College and AUT staff.
- 5.7.7 Student records in Paradigm must only be viewed by Affiliated College staff when assessing eligibility for future studies or current progress in units and courses. Such access by a Paradigm user within an Affiliated College, when the student has not studied at that college, is dependent on the student giving permission to do so.
- 5.7.8 Access by AUT staff to student records is to be in relation to student administration and academic data purposes only.
- 5.7.9 If a potential employer of an AUT student or graduate has access to Paradigm, they require permission from the applicant to access their academic records for employment purposes.
- 5.7.10 Any student found to have accessed the data of any other student or graduate when not authorised to do so will be automatically excluded from the AUT course in which they are enrolled, and the matter reported to the police as a possible offence.
- 5.7.11 Student, staff, and flex-admin access levels allow a statement of results to be generated. This statement includes a note that it is not a formal academic record and advises the viewer of the document to contact the AUT Office to request a formal academic record if one is required. Only AUT administrator access level users can produce an official academic record. Each certified transcript requested by a student is printed on paper stock only held in the AUT office, pre-printed with the explanation of a transcript's grades and symbols and an explanation of the GPA calculation. Each certified transcript is then individually signed by the Vice-Chancellor, Deputy Vice-Chancellor (Research) or Director of Academic Services. The AUT's imprint seal is then placed on top of the signature for further fraud prevention.

- 5.7.12 Only AUT administrator access level users can produce a testamur. Each testamur is printed on paper stock only held in the AUT office, and is then individually signed by the Vice-Chancellor or, in the Vice-Chancellor's absence, the Deputy Vice-Chancellor (Research). The AUT's graduation seal is then placed on the testamur. Each testamur is then sent to the Principal of the student's home college, for co-signing by the Affiliated College Principal. Each testamur is numbered and recorded on the AUT's testamur register, only accessible by AUT office employees. In cases of suspected fraud, the testamur number can be reviewed by an AUT office employee for authentication.
- 5.7.13 Only AUT administrator access level users can produce an Australian Higher Education Graduation Statement (AHEGS). Each AHEGS is printed on paper stock only held in the AUT office, and is then individually signed by the Vice-Chancellor or Deputy Vice-Chancellor (Research). The AUT's graduation imprint seal is then placed on top of the signature. Each AHEGS is automatically saved at the time it was generated, and is then able to be retrieved in the same format as it was generated if requested in the future. This also assists in detecting any fraudulent presentations of an AHEGS, as the original AHEGS document can be extracted again at any stage.

6. QUALITY ASSURANCE

Identify explicit mechanisms for measuring the effectiveness of the organisation in achieving the objectives of this policy.

7. VERSION HISTORY

Version	Approved by	Approval Date	Effective Date	Changes made
1	Academic Board	14 November 2014	14 November 2014	
2	Registrar	10 July 2018	10 July 2028	Reformat and update, name change to add student, updated policy authority. Incorporation of Paradigm access policy
3	Chief Operating Officer and Registrar	5 March 2022	5 March 2022	Minor editorial changes
4	Vice-Chancellor	February 2025	February 2025	Update to new document template; minor editorial updates to implement University status.

Any hard copy of this electronic document may not be current as the University regularly reviews its policies. The latest version can be found online at www.aut.edu.au