

## **Student Records System and Procedures**

### **Records Management Policy**

#### **1. Introduction**

The European Research University (ERUNI) is committed to the efficient and systematic management of records to support its academic, administrative, and research functions. This policy outlines the principles and responsibilities for the management of records at the ERUNI, with a focus on the use of the STAG<sup>1</sup> information system.

#### **2. Purpose**

The purpose of this policy is to ensure that records are managed effectively to:

- Support the ERUNI's operations and decision-making processes.
- Comply with legal, regulatory, and ethical obligations.
- Preserve the history and memory of the ERUNI.
- Enhance transparency and accountability.

#### **3. Scope**

This policy applies to all records created, received, and maintained by the ERUNI, regardless of format or medium. This includes but is not limited to:

- Academic records.

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<sup>1</sup> The STAG information system is used to support teaching at the ERUNI. The system is operated through outsourcing by the University of West Bohemia and it is standardly used at a substantial part of Czech universities. It contains all the usual and necessary modules for the support and management of teaching, including its evaluation by students. To simplify access for students and teachers, it is connected to a portal service. Through the portal, the system can be accessed from any Internet access point by all educators, as well as by full-time and distance learners. It is used both for writing credits and exams, for informing students and teachers and for registering students for exams and credits, or checking the entry of results, for creating assignments and submitting final theses and checking plagiarism, processing reports for the registry, statistics and health insurance companies, etc.



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- Administrative records.
- Research records.
- Financial records.
- Personnel records.

### 4. Definitions

- Records: Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business.
- Records Management: The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records.
- STAG: The information system used by the ERUNI for managing academic records, including student registration, course management, and grading.

### 5. Principles

The ERUNI's records management is based on the following principles:

- Accountability: All staff are responsible for managing records in accordance with this policy.
- Transparency: Records management practices will be open and transparent to ensure accountability.
- Integrity: Records will be accurate, reliable, and maintained in a manner that ensures their authenticity.
- Security: Records will be protected from unauthorized access, alteration, and destruction.
- Accessibility: Records will be organized and stored in a way that ensures they are accessible to authorized users.



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- Compliance: Records management practices will comply with relevant legislation and standards.

## **6. Responsibilities**

### **6.1 The ERUNI Administration**

- Ensure the implementation and maintenance of an effective records management program.
- Allocate resources for records management.
- Promote awareness and understanding of records management principles and practices.

### **6.2 Department Heads**

- Ensure departmental records are managed in accordance with this policy.
- Designate a records liaison to coordinate records management activities within the department.

### **6.3 Staff**

- Create and maintain records in accordance with this policy.
- Protect records from unauthorized access and destruction.
- Dispose of records in accordance with the records retention schedule.

## **7. Records Lifecycle**

### **7.1 Creation and Capture**

- Records will be created and captured in a manner that ensures they are accurate, complete, and reliable.
- The STAG system will be used to capture academic records, ensuring consistency and integrity.

### **7.2 Classification**

- Records will be classified to facilitate their retrieval, use, and disposal.



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- A standard classification scheme will be used across the ERUNI.

### 7.3 Storage

- Records will be stored in a secure environment, whether in physical or digital format.
- Digital records will be stored in the STAG system or other approved electronic record-keeping systems.

### 7.4 Access

- Access to records will be granted based on the principles of least privilege and need-to-know.
- The STAG system will provide role-based access controls to academic records.

### 7.5 Retention and Disposal

- Records will be retained for as long as they are needed to meet operational, legal, and historical requirements.
- A records retention schedule will be developed and maintained to specify the retention periods for different types of records.
- Records will be disposed of securely in accordance with the retention schedule.

## 8. Compliance and Monitoring

- Compliance with this policy will be monitored through regular audits and reviews.
- Non-compliance will be addressed through corrective actions and, if necessary, disciplinary measures.

## 9. Training and Awareness

- Training programs will be provided to ensure that staff are aware of their records management responsibilities.
- Ongoing awareness campaigns will be conducted to reinforce the importance of records management.



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## 10. Review and Revision

- This policy will be reviewed annually and updated as necessary to ensure it remains relevant and effective.
- Feedback from staff and stakeholders will be considered in the review process.

## 11. Related Documents

- Data Protection Policy
- IT Security Policy
- STAG User Guide

In Ostrava 1st September 2023

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