



**DOHA INSTITUTE
FOR GRADUATE STUDIES**

Student Records and Data Policy

This policy sets out the rules on access to student records and data at the Doha Institute for Graduate Studies.

Office of the Dean for Student Affairs

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Student Records and Data Policy – Academic Policies (2)

* This policy was submitted to the Board of Trustees on March 26, 2017 and adopted conditional on some amendments.

* All the amendments were completed on July 26, 2017.

Objective:

This policy stipulates the rules on access to student records and data at the Doha Institute for Graduate Studies.

Scope:

I. General principles

- 1) Student data are among the most important and sensitive material held by the Doha Institute. Consequently, the Institute must ensure that the records of students and graduates remain confidential while regulating rights of access. All data associated with students is deemed confidential unless stated otherwise in this policy.
- 2) Students and graduates have the right to access their data and to correct any errors in line with DI policies.
- 3) No data pertaining to students may be released to any party without reference to the stipulations of this policy.
- 4) Use of “Doha Institute for Graduate Studies” (DI) in this policy covers all institutions and bodies appointed by the Institute to represent it or carry out some task on its behalf.

II. Types of data and records

This policy covers the following kinds of data and records:

- 1) Publishable student data
- 2) Data from student records, which comprise:
 - Registered courses at any time during the course of study.
 - Data on dropping and adding classes.
 - Academic level.
 - Transcripts of grades.
 - Class lists.
 - Class timetables.
 - Examination timetables.
 - Reports containing any of the transcript data above.
- 3) Other academic data, including:
 - Research papers.
 - Examination papers.
 - Dissertations and capstone projects.
 - Academic guidance reports.
 - Attendance and absence reports.

Student Records and Data Policy – Academic Policies (3)

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- 4) Data and reports on academic integrity and disciplinary decisions.
- 5) Medical data and reports.
- 6) Student residency information.
- 7) Student activities.
- 8) Student admission information, which comprise:
 - Students' academic Grades;
 - Results of standardized tests;
 - References and recommendation letters;
 - CVs;
 - Subjects of essays or research;
 - Identification documents;
 - Results of internal assessments;
 - Lists of admission to the programs;
 - Reports containing any of the admissions data above.
- 9) Students' financial records.

III. Right of access to records and data

- 1) The Dean of Student Affairs at the Doha Institute for Graduate Studies may disclose student data without restriction when asked officially in writing by the following bodies:
 - Security agencies;
 - The Passport and Immigration Department;
 - The bodies that license and accredit the DI;
 - State planning and statistics agencies;
 - Other sovereign agencies of the state.

The Dean of Student Affairs will evaluate the data requested in the official letter and make it available according to need, deciding what should be redacted if only a part of it is needed.

- 2) No external party may have access to any student's data without the student's approval, unless authorized by the Dean of Student Affairs or the Provost for Academic Affairs, or those deputizing for them (unless the grant of deputation states otherwise). If a student authorizes the Registrar's Office to disclose the data according to the procedure followed, the Registrar's office can decide whether to disclose or not.
- 3) In special and urgent cases, the DI president may authorize the IT Director to make certain information available from the student electronic records. This is in urgent cases when the Dean of Student Affairs or the Director of Enrollment and Student Affairs cannot be reached. The interests of students and the nature of the body requesting the data must be taken into account.

Student Records and Data Policy – Academic Policies (4)

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In all such cases, the Dean of Student Affairs must be officially informed of the information disclosed and to whom.

IV. Publishable student data

- 1) The DI may retain and publish the students' data at (2) below without restriction unless the student has submitted a request to the Registrar for it to be withheld.
- 2) The personal data that the DI may publish are:
 - Student name
 - The school they are studying in
 - Their specialization
 - Year of enrollment
 - Landline telephone number at the DI (if applicable)
 - DI email address
- 3) The Registrar's Office has the right to redact publishable data in specific cases.
- 4) The Registrar's Office will record publishable data in a database open to members of the DI.

V. Data in student registration records

- 1) The Dean of Student Affairs will supervise the Office for Enrollment and implementation of the Student Affairs policies and procedures of the policy document.
- 2) The Director of the Enrollment Office (The Registrar) is responsible for the retention and maintenance of data in student records, and is solely responsible for issuing certificates and transcripts for students based on their records.
- 3) The Enrollment Office will accept and consider requests for access to data, and implement the provisions of this policy, particularly in connection with data from student records. It will also receive requests for access to data not covered by the provisions of this policy, respond to them, and apply the relevant procedures.
- 4) The Director of Enrollment at the DI may not make his specific right of access to data available, or delegate it to anyone else, without the permission and approval of the DI president.
- 5) School Deans and Center Directors, or those appointed to do so, may have access to academic data and information on the records of students registered on their programs or courses. They do not have the right to access data that does not fall under their academic competencies without the approval of the DI president. Their specific right of access to data cannot be made available or be delegated to anyone else without the approval of the DI president.
- 6) Program heads may access data from the records of enrolled students in their programs or courses. Their specific right of access to data cannot be made available or be delegated to anyone else without the approval of the School Dean and endorsement by the Dean of Student Affairs.
- 7) The Enrollment and Student Affairs Department will follow up and retain requests for access to data, as well as any approvals for access and the period for which they are valid.

Student Records and Data Policy – Academic Policies (5)

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The Enrollment Office will make available periodic reports on enrollment in the programs. These reports are generic and do not disclose the identity of students. Recipients of these reports may disclose their contents in DI meetings and publish them within their schools and programs.

VI. Other academic data

The privacy of students will be respected when circulating research papers, examination papers, dissertations, graduation projects, academic guidance reports, and reports on attendance and absence. These should not be made public outside the requirements of DI policy. The circulation of this data should respect the principle of academic objective.

VII. Academic integrity data and reports and disciplinary reports

No party may disclose such data beyond the limits set by DI policies and the procedures for investigation and resolution of violations of academic integrity, as defined in the rules on student conduct.

VIII. Student medical data and data on student accommodation and activities

This data is retained by the necessary parties providing the service and they do not have the right to make it available outside of their professional requirements. Any disagreement or confusion regarding right of access to data shall be raised with the DI president for a decision.

IX. Student admission data

The Admissions Office will retain data of applicants for admission to the DI and submit it to the bodies charged with assessing students according to DI admissions procedure. The Admissions Office will also oversee the process of destroying application files from unsuccessful candidates according to adopted policies.

X. Data retention period

DI will retain the data of unsuccessful applicants for a period of two years. Data for registered students will be retained in electronic format indefinitely.

Distribution and publication of approved information

Level 3 – Broad external publication

Level 4 – Private publication

Contact points and their responsibilities

- Office of the Dean of Student Affairs.
- Office of Admissions, Enrollment, and Student Affairs.

Student Records and Data Policy – Academic Policies (6)

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- Deans of Schools and heads of Centers and Academic Programs.
- All other departments that receive student data or records.

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