

AGA KHAN UNIVERSITY
Guidelines, Policies and Procedures

Policy Name	Confidentiality of Student Records
Policy Number	KE- 019
Approved by	Academic Council
Date of Original Approval	October 16, 2022
Contact Office	Office of the Registrar

1.0 PREAMBLE

- 1.1 By applying for admission to Aga Khan University and by enrolling in a programme at the University, students accept the Office of the Registrar's right to collect pertinent personal information. The information is needed to establish a record of their performance in programmes and courses, provide the basis for awards and to assist the University in the academic and financial administration of its affairs. Students also agree that all documentation that they submit to the University in support of an application for admission, residence accommodation or financial assistance, or any petition or appeal, becomes the property of the University.
- 1.2 Aga Khan University is committed to taking every reasonable step to protect the confidentiality and privacy of the information contained in the records of students.
 - 1.2.1 Unless compelled to do so by law or by any competent authority, and following consultation with the University's legal counsel and/or other relevant University officers, the Office of the Registrar will not disclose the confidential contents of student records to any person outside the University.
 - 1.2.2 Unless authorized by the student in writing, the Office of the Registrar will not normally disclose the confidential contents of student records to any party outside the University.
- 1.3 An electronic record of students' achievements at the University is preserved permanently, but all other documentation contained in students' files may be destroyed when no longer required. (Cf. University Policy #019, *Retention of Student Records Guidelines*).

2.0 ACCESS TO CONFIDENTIAL STUDENT RECORDS AND DISCLOSURE OF INFORMATION

2.1 Public access

- 2.1.1 It is the Office of the Registrar's practice to make a minimum of information freely available to all inquirers. This information includes the student's active registration status, current field of studies and degree(s) that have been conferred by the University and the date(s) of conferral.

2.2 Student access

- 2.2.1 Students have the right to inspect all documents contained in their own record, with the exception of evaluations and letters of reference supplied to the University with the understanding that they be kept confidential.
- 2.2.2 Students have the right to request that erroneous information contained in their records be corrected and that recipients of any information found to be in error be advised of the correction.
- 2.2.3 Students wishing to inspect their record must make an appointment with the senior staff member in the Office of the Registrar on their campus.

2.3 Employee access

- 2.3.1 Employees of the Aga Khan University are permitted access to information contained in student records (excluding regional or national identification numbers), if they need to know the information in order to perform their official duties. As a general rule, only employees involved in some aspect of academic administration or student affairs are given access to the contents of student records.
- 2.3.2 The Registrar's decision on access may be appealed to the Provost whose decision on the matter will be final.