



CONDENSED LIST OF RETENTION PERIODS FOR STUDENT DATA

Documents that contain personal data of students	Retention periods specified by the minister
Admission decision issued by the Examinations Board/Admissions Board	Two years after enrolment has ended
Exemption applications submitted by students	Two years after enrolment has ended
Exemptions authorisation issued by the Examinations Board	Two years after enrolment has ended
Proposals for individual free curricula submitted by students	Two years after enrolment has ended
Approval statement for individual curricula issued by the Examinations Board	Two years after enrolment has ended
Registrations for examination components submitted by students	No retention period
Requests for adjustments in teaching and practicals submitted by students with a disability	Two years after enrolment has ended
Decision in application for adjustments in teaching issued by the dean or another authorised official	Two years after enrolment has ended
Exam answer explanations submitted by students	Two months (one year in practice)
Lists of exam results signed by the examiner	Seven years
Products of practical course components submitted by students: excursions, practicals, work placements	Two months after completion, work placement agreement seven years after completion
Assessment of practical course components issued by the examiner	Two years after enrolment has ended
Thesis or other graduation project submitted by the student	Seven years after graduation
Graduation project evaluation forms completed by the examiner	Seven years after graduation
Graduation project sample evaluation reports issued by the Examinations Board	Two years after evaluation
Fraud and plagiarism statements submitted by students	Two years after enrolment has ended

Documents that contain personal data of students	Retention periods specified by the minister
Decisions on dealing with cases of fraud or plagiarism resulting in a temporary sanction or expulsion issued by the Examinations Board	Two years after enrolment has ended or five years after the student's expulsion
Appeals concerning examinations submitted by students and replies to appeals	Six weeks after decision
Defence concerning examination appeals issued by the Examinations Board and possible settlement	Six weeks after decision
Requests for defence and rejoinder, decision concerning examination appeals issued by the Examination Appeals Board (COBEX)	10 years after graduation
Binding study advice issued by the Examinations Board/study adviser	Two years after advice
Copy of certificate of propaedeutic exam issued by the Examinations Board	50 years after issue
Passing more than one examination statement (transcript) issued by the Examinations Board	50 years after issue
Registration of study progress of non-EEA students, reason for insufficient progress, proof of sufficient financial means prepared by the Examinations Board/study adviser	Five years after deregistration with the Immigration and Naturalisation Service (IND)
Examination applications submitted by students	Seven years after award of diploma
Assessment of exit qualifications decision issued by the Examinations Board	Seven years after award of diploma
Bachelor's degree certificate, Master's degree certificate, joint degree certificate issued by the Examinations Board	Permanent
List of marks and diploma supplement issued by the Examinations Board	Permanent
Copy of the list of marks and the diploma supplement (signed by the chair of the Examinations Board)	Permanent
Exam sheet prepared by the Examinations Board	Permanent