

**BRAINAE UNIVERSITY**

**Students Records Policy**

[**www.brainae.org**](http://www.brainae.org)

**info@brainae.org**

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# I. GENERAL PROVISIONS

## 1. Vision

To excel internationally with quality education, research, and innovative service to the community

## 2. Mission

To be a locomotive of sustainable development in the World by developing competency in educational practices

## 3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for the trainee to pursue a variety of programs; some are quite specialized, others that are multi-disciplinary and/or problem-based in focus – and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

* Affordability
* Collegiality
* Commitment to professionalism and social accountability
* Humility
* Integrity
* Kindness
* Loyalty
* Spirituality
* Transparency
* Trustworthiness

# II. Students Records Policy

The policy of the University is to respect the rights of its students to privacy and confidentiality regarding their academic records, and it has set up rigid rules for the implementation of this policy. Student records are kept secure and only authorized personnel are entitled to have access to them. Professors post their exam results according to student ID numbers and are not allowed to post them according to student names. No official transcript may be issued to any party including the concerned student's parents except upon his/her signed request and it will not be handed to any other party, except with the student's authorization. All official transcripts are signed by the Director of the Department of Registration. Students may request an unofficial transcript or a record of their grades any time they require it, besides being able to access their records and see their grades any time they wish on the Internet by using their ID number and PIN (Personal Identification Number).