

# COURSE MATERIAL SUBMISSION FORM

F-160

ACADEMIC YEAR: 202 / 202

SEMESTER: FALL  SPRING

FACULTY: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_

COURSE INSTRUCTOR (Name and Surname): \_\_\_\_\_

## CHECK LIST

The following is included in this binder (**marked**):

- Course syllabus;
- Student attendance sheet (lectures and tutorials);
- Graded written tests from the partial, final and makeup exams and all other forms of evaluation of student work over semester;
- Answer Keys for the graded written tests from the partial, final, and make-up exams;
- Course Report (final exam) printed from SIS – signed;
- Make-up Exam report list printed from SIS (if applicable) – signed;
- Documentation in digital form (Please indicate the stored documentation down below):

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### **COURSE INSTRUCTOR:**

I hereby declare that course documentation is submitted to Faculty Secretary in accordance with the Instruction on keeping and completion of records on the realization of teaching process and exams.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Note: Course instructor is obliged to submit all related documentation produced in September examination period and/or in any other case into the binder when necessary.

## STATEMENT OF RESPONSIBLE PERSON FOR CONTROL

*I declare that I have examined this course material/folder and confirm that the fields marked above are present in the binder and/or storage cloud.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## FACULTY SECRETARY:

*I declare and sign below that I have received documentation accordingly.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Faculty Secretary will forward the file to IUS Archive Office after checking process.**

## STATEMENT OF THE ARCHIVIST

*I declare and sign below that I have received documentation accordingly.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_