**List of Necessary Documents for Archiving (Studio Courses)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Academic year** |  | **Course Code** |  |
| **Semester** | Fall | Spring | **Course Name** |  |
|  |  |
|  |
| **Instructor(s)** |  |
| **Research Ass.** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of exam** | **Midterm Jury** | **Final Jury** | **Other Projects/Ass.** |
| YES | NO | YES | NO | YES | NO |
|  |  |  |  |  |  |
| **Number of Jury/Projects***(If it is more than 1)* |  |  |  |
| Date of exam(s)*(Classify by 1, 2 if it is more than 1 exam)* |  |  |  |
| Evaluatıon Criteria | YES | NO | YES | NO | YES | NO |
|  |  |  |  |  |  |
| Photo of students’ submissions | YES | NO | YES | NO | YES | NO |
|  |  |  |  |  |  |
| List of students *(Signed by students)* | YES | NO | YES | NO | YES | NO |
|  |  |  |  |  |  |
|  |
| Course Syllabus | YES | NO |
|  |  |
| Handouts (If any) | YES | NO |
|  |  |
| Course Lectures(Digital/Hard copy) | YES | NO |
|  |  |

|  |  |
| --- | --- |
| **YES** | **NO** |

**List of students Grade**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signed by Course Coordinator** |  |  | **Signed by Chef of Archive** |  |