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| Department of Urban and Rural Development  Marlén Tälleklint | 2023-06-09 |

# Material for the course archive

After the end of the course, you need to submit course documentation to the archive.

Please send the documents by email or put it in a folder marked with the course code here: *P:\Till Arkivet\kurser*

It must be possible to separate the documents in these five categories:

1. Schedule  
   Literature list  
   Grading criteria

(Course evaluation - *Only if not available in Evald*)

1. List of students who have not yet passed and what assignments they have and have not completed *(Not necessary  
    if detailed result notes exists in Ladok or on solserver P)*
2. Exam questions, exercises, seminar and project work instructions etc (*not student answers*)
3. Code list from exam (*to be saved for 5 years*)
4. Own literature etc (about the subject) produced for the course

*Keep in mind that the students' written examinations must be saved for* ***two******years*** *if they are not returned to the student after assessment.*

Thank you!