*Annex 2 to the Learning Outcomes Verification System*

**PRINCIPLES OF ARCHIVING STUDENTS’ WRITTEN ASSIGNMENTS**

* + 1. The types of written assignments of students include:

1. mid-term written assignments (quizzes, tests, exams, design works, etc.)
2. end-of term tests and exam papers,
3. Bachelor's, Bachelor of Engineering, or Master's theses,
4. publications,
5. other materials confirming the achievement of the learning outcomes outlined in the study program.

Mid-term, end-of-term and exam papers written by students are stored by the course teacher until the end of the current semester. The student has the right to review the graded written assignment within two weeks of the results being announced if it serves as a basis for passing the course.

* + 1. Subsequently, the course teacher is obliged to submit all written assignments to the head of the Dean's Office by 31 March (winter semester) and by 31 October (summer semester).
    2. Written assignments should be delivered by the teacher in a briefcase, envelope or file described in the following way:
* the field of study,
* the number of the semester,
* the name and surname of the teacher,
* the name of a subject,
* the learning outcome code in the learning outcome matrix

In addition, a grading scale and, optionally, evaluation criteria should be attached.

In the case of an oral exam, the teacher is required to provide a list of exam questions.

The course teacher may submit the electronic versions of assignments on a CD described similarly to written assignments submitted. If the assignment is delivered on a CD, please attach a list of grades for each assignment. If the assessment was conducted by means of the OnlineWSB Platform or the Inspera electronic examination system, the teacher is not required to submit the written assignments. The assignments are automatically archived by these systems.

* + 1. All activities related to the course of the students' learning process and providing them with feedback, including end-of-term assignments, test results are saved on the university's remote learning platform. Therefore, teachers who conduct education and verification of learning outcomes using the OnlineWSB Platform are not required to submit electronic versions of assignments or examination papers to the Dean's Office.
    2. The written assignments are kept in the archive for the entire period of education.
    3. The thesis approved by the supervisor ought to be submitted to the Dean’s Office in the following form: a PDF file with the full version approved by the thesis supervisor; a scan of the statement of the student about writing the thesis independently. The file with the thesis together with the statement should be uploaded in the Virtual University in the Thesis tab.