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| 附件1:  **上海外国语大学贤达经济人文学院试卷归档汇总表** | | | | | | | | | | | |
| **\_\_ 学年第 学期** | | | | | | | | | | | |
| 学院: | | | | | | | | | | | |
| **序号** | **柜号** | **层面** | **档案编号** | **专业、年级、班级** | **课程名称** | **课程代码** | **学分** | **考核方式** | **份数** | **教师姓名** | **备注** |
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| **合计** | **档案 份（大写）** | | | | | | | | | | |
| 说明：1.档案编号共8位数字：左起第1-4位代表学年，第5位代表学期（如“2018-2019学年第一学期”填：18191）；第6-8位是档案顺序号。2.本表一式两份，一份学院保存，一份交教务处保存。 | | | | | | | | | | | |
| 立档人: 立档日期: | | | | | | | | | | | |