

## EXPLANATORY NOTES ON COMPLETING DIPLOMA SUPPLEMENTS

(The numbers below refer to the numbered sections in the Diploma Supplement.)

### 1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Provide the full family or surname.

1.2 Include all given / first names.

1.3 Indicate day, month and year of birth.

1.4 This should identify the individual as a student enrolled on the particular programme which is covered by the Diploma Supplement. A national or State personal identification number could be included for those countries that have such systems of identification.

### 2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Give the full name of the qualification in the original language as it is styled in the original qualification e.g. *Kandidat Nauk, Maîtrise, Diplom*, etc. If the qualification is a dual award this should be stated. Indicate if the award confers any nationally accepted title on the holder and what this title is e.g. Doctor, *Ingénieur*, etc. Indicate if the title is protected in law.

2.2 Show only the major field(s) of study (disciplines) that define the main subject area(s) for the qualification e.g. Politics and History, Human Resource Management, Business Administration, Molecular Biology etc.

2.3 Indicate the name of the institution awarding the qualification. This is often, but not always, the same as the institution administering the studies and delivering the programme (see 2.4 below). Qualifications may be delivered by a sub-contracted institution that has been given a 'franchise' or some type of 'accreditation' by a senior competent authority. This might be the state, a university or a professional institution. Sometimes the senior authority may be a foreign institution. If this is the case it should be indicated here. Also indicate the status of the awarding institution: Private/Independent, Private and State recognised, State, and if applicable who it is accredited by etc. Finally, indicate the general national educational classification of the awarding institution e.g. University, *Fachhochschule*, Professional Body, Technical College, *Grande Ecole* etc. If there is a difference between the awarding institution and the institution delivering the qualification indicate the status of both.

2.4 This refers to the institution which is responsible for the delivery of the programme. In some cases this can be different from the institution awarding the qualification (see 2.3 above). Also indicate the status of the institution delivering the studies: Private/Independent, Private and State recognised, State, and if applicable who it is accredited by etc. Finally, indicate the general

national educational classification of the administering institution e.g. College of Higher Education, Private Institute etc.

2.5 Indicate the language(s) by which the qualification was delivered and examined.

### **3. INFORMATION ON THE LEVEL OF THE QUALIFICATION**

3.1 Give the precise level of qualification and its place in the specific national educational structure of awards (explained and cross-referenced to the information in section eight). The local educational framework should be explained, e.g. University Undergraduate/Postgraduate, *Baccalaureate* + x years etc. Include any relevant information on 'level indicators' that are nationally devised and recognised and which relate to the qualification.

3.2 Explain the official duration of the programme in weeks or years and the actual workload including information on any major sub-components i.e. practical training. Preferably, the workload should be expressed in terms of total student effort required. This consists of the normal designated time on the programme including taught classes and private study, examinations etc. This can be expressed as x hours per week for x weeks, or just by using the normal local description of the length e.g. one year full-time study.

3.3 List or explain the nature and length of access qualification(s) or periods of study required for access to the programme described by this Diploma Supplement e.g. Bachelor Degree, *Baccalaureate* etc. This is particularly important when intermediate studies are a prerequisite to the named qualification.

### **4. INFORMATION ON THE CONTENTS AND RESULTS GAINED**

4.1 The mode of study refers to how the programme was undertaken e.g. Full-time, Part-time, Intermittent/Sandwich, Distance, including Placements etc.

4.2 If applicable, provide details of the regulations covering the minimum standards required to secure the qualification, e.g. any compulsory components or compulsory practical elements, whether all elements have to be passed simultaneously, any thesis/dissertation regulations etc. Include details of any particular features that help define the qualification, especially information on the requirements for successfully passing it. If available, provide details of the learning outcomes, skills, competencies and stated aims and objectives associated with the qualification.

4.3 Give details of each of the individual elements or parts of the qualification and their weighting. List the actual marks and/or grades obtained in each major component of the qualification. Entries should be as complete as possible and in accordance with what is normally recorded at the institution concerned. Cover all examinations and assessed components and/or fields of study offered in examination, including any dissertation or thesis. Indicate if the latter were defended or not. All this information is often available in the

form of a transcript (a useful format for transcripts was developed for the European Credit Transfer System [ECTS]<sup>1</sup>). Many credit-based systems employ detailed transcripts that can be integrated into the wider framework of the Diploma Supplement. If information on the credit allocation between course components and units is available it should be included.

4.4 Provide information on the grading scheme and pass marks relating to the qualification e.g. marks are out of a possible 100% and the minimum pass mark is 40%. Tremendous variations in grading practices exist within and between different national higher education institutions and countries. A mark of 70% in some academic cultures is highly regarded whilst in other countries it is regarded as average or poor. Information on the use and distribution of grades relating to the qualification in question should be included.

4.5 If appropriate, indicate the overall classification for the final qualification i.e. First Class Honours Degree, *Summa Cum Laude*, Merit, *Avec Distinction* etc.

## **5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION**

5.1 Indicate if within the country of origin, the qualification normally provides access to further academic and/or professional study, especially leading to any specific qualifications, or levels of study e.g. access to Doctoral studies in Hungary. If this is the case, specify the grades or standards that have to be obtained to allow progression. Indicate if the qualification is a terminal (end) award or part of a hierarchy of awards.

5.2 Give details of any rights to practise, or professional status accorded to the holders of the qualification. What specific access, if any, does the qualification give in terms of employment or professional practice and indicate which competent authority allows this. Indicate if the qualification gives access to a 'regulated profession'.

## **6. ADDITIONAL INFORMATION**

6.1 Add any additional information not included above but relevant to the purposes of assessing the nature, level and usage of the qualification e.g. the qualification involved a period of study/training in another institution/company/country and/or, include further relevant details about the higher education institution where the qualification was taken.

6.2 Indicate any further useful information sources and references where more details on the qualification could be sought e.g. the higher education institution web site; the department in the issuing institution; a national information centre; the European Union National Academic Recognition Information Centres (NARIC); the Council of Europe/UNESCO European National Information Centres on academic recognition and mobility (ENIC).

## **7. CERTIFICATION OF THE SUPPLEMENT**

7.1 The date the Diploma Supplement was issued. This would not necessarily be the same date the qualification was awarded.

7.2 The name and signature of the official certifying the Diploma Supplement.

7.3 The official post of the certifying individual.

7.4 The official stamp or seal of the institution that provides authentication of the Diploma Supplement.

## **8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM**

Give information on the higher educational system: its general access requirements; types of institution and the qualifications structure<sup>2</sup>. This description should provide a context for the qualification. A standard framework for these descriptions together with actual descriptions should be available for many countries. These are being created as a follow-up to this project and with the co-operation of the relevant National (European Union and European Economic Area) Academic Recognition Information Centre (NARIC), European (Council of Europe/UNESCO) National Information Centre on Academic Recognition and Mobility (ENIC), Ministries and Rectors' conferences.

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<sup>1</sup> For further details see the ECTS Users' Guide published by the European Community (<http://europa.eu.int/en/comm/dg22>).

<sup>2</sup> Under the April 1997 Lisbon Council of Europe/UNESCO Convention on The Recognition of Qualifications Concerning Higher Education in the European Region (<http://culture.coe.fr>), signatories are committed to making arrangements for providing such information.