

**THE RECOGNITION OF QUALIFICATIONS CONCERNING
HIGHER EDUCATION IN LEBANON**

**TEMPLATE FOR THE
LEBANESE DIPLOMA
SUPPLEMENT**

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I. What is the Diploma Supplement?

The Diploma Supplement is an important tool for graduates to ensure that the degrees they have attained are recognized by higher education institutions, public authorities and employers in Lebanon and abroad. It is a document accompanying a higher education degree providing a standardized description of its holders learning outcomes as well as the nature, level, content and status of the studies completed. It helps higher education institutions, employers, recognition authorities and other stakeholders clearly and easily understand graduates' skills and competences, thus facilitating the mobility, access to further education and life-long learning opportunities as well as employability of graduates in Lebanon, the Middle East, Europe and beyond.

II. Principles of the Diploma Supplement

The Diploma Supplement is based on a set of principles that not only respect national and international academic autonomy but also help safeguard institutional autonomy. The principles elucidate to some degree the purpose and the nature of the Diploma Supplement. The principles of the Diploma Supplement are:

1. a flexible, non-prescriptive tool;
2. a device that has national and international applications;
3. a system to aid recognition for academic and professional purposes;
4. an approach that specifically excludes any claims, value-judgements or equivalence statements concerning recognition by providing sufficient objective information in a concise and clear manner;
5. a transparency tool to focus on the outcomes of the learning that has taken place and the competencies acquired;
6. an addition to the original credential, not a substitute of it nor for a curriculum vitae;
7. a tool produced by higher education institutions accompanying the higher education degree.

III. General Guidelines for Producing of a Diploma Supplement

The following guidelines should adapted when developing a Diploma Supplement.

1. The Diploma Supplement should have a brief explanatory note at the beginning that describes the purpose of the diploma supplement.
2. Higher education institutions should conform to the structure and sequence of information provided in the template. The information should be presented in a clear and concise manner.

3. The Diploma Supplement is not a substitute for the degree or qualification, but rather it is an add-on instrument that provides sufficient information about the outcomes of the learning that has taken place and the competencies acquired to enable the reader to make an assessment about the qualification. The Diploma Supplement is not meant to replace a curriculum vitae.
4. The supplement should exclude any claims, value-judgements or equivalence statements concerning recognition by providing sufficient objective information in a concise and clear manner.
5. The Diploma Supplement should be issued from a central office to ensure integrity and consistency of information reported.
6. Information on the higher education system (section eight) should be not exceed two pages and should be updated systematically to reflect changes to the system as they occur. It is recommended that the information on the national higher education system be obtained from the concerned national authority which in the case of Lebanon is the Ministry of Education and Higher Education.
7. The Diploma Supplement should be issued at the time the degree is conferred in the language of instruction in which more than 50% of the courses were offered. A second Diploma Supplement should be issued in Arabic if the first was not in Arabic.

IV. Lebanese Diploma Supplement Template

Institutional LOGO

Faculty of []

Diploma Supplement

The Lebanese Diploma Supplement is modeled according to the Diploma Supplement issued in Europe. The Diploma Supplement is designed to provide sufficient data to improve national and international transparency and academic and professional recognition of qualifications. It is a document accompanying a higher education degree providing a standardized description of its holders learning outcomes as well as the nature, level, content and status of the studies completed. An explanation should be given when no information is provided by the institution of higher education.

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION
1.1 Last name(s)
1.2 a- First name(s) b- Father's name
1.3 a- Date of birth (<i>dd/mm/yyyy</i>) b- Place of birth
1.4 Student identification number or code (<i>if available</i>)
2. INFORMATION IDENTIFYING THE QUALIFICATION
2.1 Name of academic qualification and (if applicable) title conferred
2.2 Main field(s) of study for the qualification (e.g. majors, minors...)
2.3 a- Name of awarding institution b- Status of awarding institution (private/public)
2.4 a- Name of institution and campus administering studies (in original language) (if

<p>different from 2.3)</p> <p>b- Status of institution (private/public) (if different 2.3a)</p>
<p>2.5 Language(s) of instruction/examination in which more than 50% of the courses are offered</p>
<p>3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION</p>
<p>3.1 Level of the qualification (<i>e.g. undergraduate, graduate, ...</i>)</p>
<p>3.2 a- Official duration of the program in academic years or semesters in full-time mode</p> <p>b- Official duration of the program in credit hours full-time mode</p> <p>c- Official duration of the program in ECTS full-time mode</p>
<p>3.3 Admission requirement(s)</p> <p><i>{For Bachelor's degree programs, teaching degree programs and State Examinations} University entrance qualification and other requirements for the degree program according to the specified examination regulations.</i></p> <p><i>{For Master's degree programs} First degree program or equivalent and passing the qualification assessment process according to the examination regulations and other relevant regulations.</i></p>
<p>4. INFORMATION ON THE PROGRAM COMPLETED AND THE RESULTS OBTAINED</p>
<p>4.1 Mode of study (<i>full-time, part-time, blended, e-learning, distance, ...</i>)</p>
<p>4.2 Program learning outcomes</p>
<p>4.3 a- General program description (<i>credits in general education, credits in major, ...</i>)</p> <p>b- Program description in terms of individual credits gained and grades/marks obtained (<i>Transcript</i>)</p>

4.4 Grading system and, if available, grade distribution table
4.5 Overall classification of the qualification (<i>in original language</i>) (e.g. <i>With distinction, honors,...</i>)
5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION
5.1 Access to further study <i>{For Bachelor's degree programs:} Qualifies the graduate to apply for a Master's degree program. {For Master's degree programs:} Qualifies the graduate to apply for a doctoral degree.</i>
5.2 Access to a regulated profession (<i>if applicable</i>)
6. ADDITIONAL INFORMATION
6.1 Additional information (<i>Recognition of program by state authority(s)</i>)
6.2 Further information sources <i>University links (url of institution, url of program)</i> <i>Accreditation links (e.g. Institutional accreditation status, Program accreditation...)</i> <i>Ministry links</i> <i>Registration Number</i>
6.3 Special regulations
7. CERTIFICATION
7.1 Date (<i>dd/mm/yyyy</i>)
7.2 Signature
7.3 Capacity
7.4 Official seal or stamp

8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

V. Outline of the Structure for the Diploma Supplement

The Diploma Supplement contains eight sections providing information concerning:

1. Information Identifying the Holder of the Qualification
2. Information Identifying the Qualification
3. Information on the Level and Duration of the Qualification
4. Information on the Program Completed and the Results Obtained
5. Information on the Function of the Qualification
6. Other Relevant Information
7. Certification
8. Information on the National Higher Education System

A detailed outline of the structure of the Diploma Supplement follows.

1. Information Identifying the Holder of the Qualification

- 1.1 Last name(s)
- 1.2 a- First name(s)
- 1.2 b- Father's name(s)
- 1.3 a- Date of birth (day/month/year)
- 1.3 b- Place of birth
- 1.4 Student identification number or code (if available)

2. Information Identifying the Qualification

- 2.1 Name of academic qualification and (if applicable) title conferred (in original language)
- 2.2 Main field(s) of study for the qualification
- 2.3 a- Name of awarding institution
- 2.3 b- Status of awarding institution (private/public)
- 2.4 a- Name of institution and campus administering studies (in original language) (if different from 2.3)
- 2.4 b- Status of institution (private/public) (if different 2.3a)
- 2.5 Language(s) of instruction/examination

3. Information on the Level and Duration of the Qualification

- 3.1 Level of the qualification:
- 3.2 a- Official duration of the program in academic years or semesters in full-time mode
- 3.2 b- Official duration of the program in Credit hours in full-time mode
- 3.2 c- Official duration of the program in ECTS in full-time mode
- 3.3 Admission requirement(s)

4. Information on the Program Completed and the Results Obtained

- 4.1 Mode of study
- 4.2 Program learning outcomes
- 4.3 a- General program description (credits in general education, credits in major, ...)
- 4.3 b- Program description in terms of individual credits gained and grades/marks obtained (Transcript)
- 4.4 Grading system and, if available, grade distribution table
- 4.5 Overall classification of the qualification (*in original language*)

5. Information on the Function of the Qualification

- 5.1 Access to further study
- 5.2 Access to a regulated profession (*if applicable*):

6. Other Relevant Information

- 6.1 Additional information (*Recognition of program by state authority(s)*)
- 6.2 Further information sources
 - University links (url of institution, url of program)*
 - Accreditation links (e.g. Institutional accreditation status, Program accreditation, ...)*
 - Ministry links*
 - Registration Number*
- 6.3 Special regulations

7. Certification

- 7.1 Date (*day/month/year*)
- 7.2 Signature
- 7.3 Capacity
- 7.4 Official stamp or seal

8. Information on the National Higher Education System