

General principles of Diploma Supplement

Athanasios Gagatsis –Theodora Christodoulou

UNIVERSITY OF CYPRUS

Revised Template for DS from PARIS COMMUNIQUÉ (2018)



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- The Diploma Supplement is jointly developed by the Council of Europe, European Commission and UNESCO and an updated version was adopted by the Lisbon Recognition Convention Committee in 2007.
- Since the introduction of the Bologna Process in 1999 it has been adopted in the national legislations of the participating countries, and Ministers committed themselves to issuing it to all graduates automatically, free of charge and in a widely spoken European language by 2005.
- The Diploma Supplement was also incorporated in the Europass Framework established by the European Parliament and the Council of Ministers in 2004.
- This revised version was endorsed by the EHEA Ministers in Paris in 2018.



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Glossary

DIPLOMA here refers to any formally awarded qualification/credential. In some educational systems the term refers to a specific category or type of qualification. It is not being used in this restricted sense here.

The purpose of the Diploma Supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.).

It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended.

It is free from any value judgements, equivalence statements or suggestions about recognition.

The next Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO.

CHAPTERS OF DIPLOMA SUPPLEMENT

- 1. Information identifying the holder of the qualification**
- 2. Information identifying the qualification**
- 3. Information on the level of qualification**
- 4. Information on the contents and results gained**
- 5. Information on the function of the qualification**
- 6. Additional information**
- 7. Certification of the supplement**
- 8. Information on the national higher education system**

The Diploma Supplement Template



I. DIPLOMA SUPPLEMENT

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION	
1.1	Last name(s) <input type="text"/>
1.2	First name(s) <input type="text"/>
1.3	Date of birth (dd/mm/yyyy) <input type="text"/>
1.4	Student identification number or code (if available) <input type="text"/>

The purpose of this section is to provide the **information** required to identify clearly the **holder** of the qualification.

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2. INFORMATION IDENTIFYING THE QUALIFICATION			
2.1	Name of qualification and (if applicable) title conferred (in original language)	2.2	Main field(s) of study for the qualification
2.3	Name and status of awarding institution (in original language)		
2.4	Name and status of institution (if different from 2.3) administering studies (in original language)	2.5	Language(s) of instruction/examination

The purpose of this section is to provide the **information** required to identify clearly the **qualification** and the higher education **institution(s)** awarding it.

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3. INFORMATION ON THE LEVEL AND DURATION OF THE QUALIFICATION	
Level of the qualification	Official duration of programme in credits and/or years
3.1 <input type="text"/>	3.2 <input type="text"/>
Access requirements(s)	
3.3 <input type="text"/>	

The purpose of this section is to provide the **information** required to identify clearly the **level of the qualification** and describe its **duration** in years and/or credits.

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4. INFORMATION ON THE PROGRAMME COMPLETED AND THE RESULTS OBTAINED	
4.1	4.2
Mode of study	Programme learning outcomes
<input type="text"/>	<input type="text"/>
4.3 Programme details, individual credits gained and grades/marks obtained	
<input type="text"/>	
4.4	4.5
Grading system and, if available, grade distribution table	Overall classification of the qualification (in original language)
<input type="text"/>	<input type="text"/>

The purpose of this section is to describe in detail what the holder of the qualification has learned in the programme and the level of his/her performance.

- **LEARNING OUTCOMES** statements of what the individual knows, understands and is able to do on completion of a learning process.

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- **4.2 Programme learning outcomes:**

4.2 Indicate the learning outcomes associated with the qualification. Learning outcomes are statements of what the graduate knows, understands and is able to do after completing his/her studies and receiving the qualification (knowledge, skills, competencies). Learning outcomes should be expressed in the present tense, e.g.: “The graduate can analyse consumer behaviour trends and apply them in a given consumer market”. This information is increasingly becoming the key basis on which qualifications are assessed and/or recognized.

- **EQF (European Qualification Framework)**

<https://www.cedefop.europa.eu/nl/events-and-projects/projects/european-qualifications-framework-efq>

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5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION	
5.1	Access to further study
5.2	Access to a regulated profession (if applicable)

The purpose of this section is to illustrate/explain **how the qualification may be used** for academic or professional purposes.

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6. ADDITIONAL INFORMATION	
Additional information	Further information sources
6.1 <input type="text"/>	6.2 <input type="text"/>

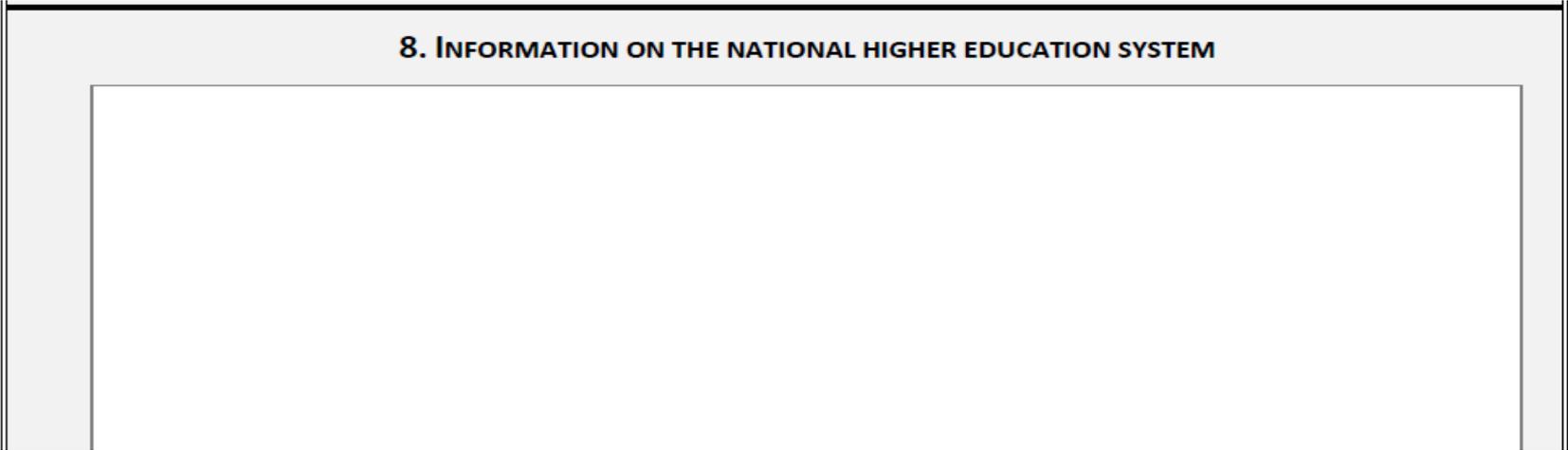
The purpose of this section is to include any other **information** which could **not be included in the previous sections** and is relevant to the purpose of assessing the nature, level and usage of the qualification.

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7. CERTIFICATION OF THE SUPPLEMENT	
Date	Signature
7.1 <input type="text"/>	7.2 <input type="text"/>
Capacity	Official stamp or seal
7.3 <input type="text"/>	7.4 <input type="text"/>

The purpose of this section is to **certify** that the Diploma Supplement is officially issued by the institution awarding the qualification.

The Diploma Supplement Template



8. INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

The purpose of this section is to provide background **information** on the **national HE system** within which the qualification is awarded.

PRINCIPLES AND GENERAL GUIDELINES FOR THOSE PRODUCING SUPPLEMENTS

The diploma supplement forms an important part of the development of the European Higher Education Area (EHEA) and is an important tool for graduates to ensure that their degrees are recognised by higher education institutions, public authorities and employers in their home countries and abroad.

PRINCIPLES AND GENERAL GUIDELINES FOR THOSE PRODUCING SUPPLEMENTS

The Diploma Supplement is:

1. a flexible, non-prescriptive tool, capable of adaptation to local needs;
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 and value-judgements concerning recognition by providing sufficient objective information;
5. a tool to focus on the outcomes of the learning that has taken place;
6. an addition to the original credential, not a substitute of it.

PRINCIPLES AND GENERAL GUIDELINES FOR THOSE PRODUCING SUPPLEMENTS

General Guidelines

It is strongly recommended that supplements should conform with the following:

1. The brief explanatory note (in the box at the head of the sample supplement) should be reproduced as part of each completed Diploma Supplement.
2. Institutions should follow the structure and sequence of information as provided in the template. Avoid information overload and present information as concisely as possible.
3. In combination with the credential itself, the supplement should provide sufficient information to enable the reader to make an assessment about the qualification. However, it should be clear that it is not designed to replace a curriculum vitae.

PRINCIPLES AND GENERAL GUIDELINES FOR THOSE PRODUCING SUPPLEMENTS

4. Supplements should be free from any value judgements, equivalence statements or suggestions about recognition.
5. The production of supplements is best done centrally and not devolved to different parts of academic institutions.
6. Institutions should take appropriate action to minimise the possibility of forgery and misrepresentation of their supplements.
7. Information on the higher education system (section eight) should be kept to a two-page maximum. Where possible, information should include diagrams, charts and reference to the national qualifications framework. This section could be produced for each country with the help of national ENICs/NARICs (national information centres), Ministries and Rectors' Conferences. It is particularly important that section eight of the supplement describe the national higher education structure in force at the time the qualification was awarded.

PRINCIPLES AND GENERAL GUIDELINES FOR THOSE PRODUCING SUPPLEMENTS

8. The Supplement should be issued automatically at the time the qualification is completed, free of charge and in a widely spoken language. Additionally, Supplements may be produced in the language(s) institutions think appropriate.

9. The original language should be used where indicated in the Guidelines. The glossary of terms associated with the supplement has been specifically produced to overcome linguistic confusions.

Digitalisation of Diploma Supplement

In the Communiqué OF EHEA in Paris- 2018 a priority of action concerns the digitalization of Diploma Supplement

Digitalisation plays a role in all areas of society and we recognise its potential to transform how higher education is delivered and how people learn at different stages of their lives. We call on our higher education institutions to prepare their students and support their teachers to act creatively in a digitalised environment. We will enable our education systems to make better use of digital and blended education, with appropriate quality assurance, in order to enhance lifelong and flexible learning, foster digital skills and competences, improve data analysis, educational research and foresight, and remove regulatory obstacles to the provision of open and digital education. We call on the BFUG to take the issue of digitalisation forward in the next working period.

DIPLOMA SUPPLEMENT OF THE UNIVERSITY OF CYPRUS

- [http://ucy.ac.cy/fmweb/documents/UndergraduateOffice/new diploma 13-2-17.pdf](http://ucy.ac.cy/fmweb/documents/UndergraduateOffice/new_diploma_13-2-17.pdf)
- [http://ucy.ac.cy/graduateschool/documents/Diploma Supplement.pdf](http://ucy.ac.cy/graduateschool/documents/Diploma_Supplement.pdf)