

USERS' MANUAL

DIPLOMA SUPPLEMENT MODEL

FOR BOSNIA AND HERZEGOVINA

This document was elaborated in the frame of the joint project of
the European Commission and the Council of Europe
"Strengthening Higher Education in Bosnia and Herzegovina"
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Council of Europe
Conseil de l'Europe



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USERS' MANUAL FOR THE MODEL OF A DIPLOMA SUPPLEMENT FOR BOSNIA AND HERZEGOVINA

Introduction

This manual is issued together with a model for the Diploma Supplement in Bosnia and Herzegovina (BiH). Its purpose is to provide guidance for the application and issuing of the Diploma Supplement in BiH, in accordance with the recommendations and template developed by a Joint European Commission - Council of Europe - UNESCO/CEPES working party.

The Diploma Supplement is one of the international tools for improving mobility and academic recognition in the European Higher Education Area and beyond. All parties signatory to the Lisbon Recognition Convention committed to promoting the use of the UNESCO/Council of Europe Diploma Supplement (Lisbon Recognition Convention, Section IX, Article 3) through the national information centre or otherwise.

The signatories of the Berlin Communiqué have further set the objective "that every student graduating as from 2005 should receive the Diploma Supplement automatically and free of charge (...) in a widely spoken European language".

This manual and the model for the Diploma Supplement in BiH were elaborated in the frame of a joint project of the European Commission and the Council of Europe "Strengthening Higher Education in Bosnia and Herzegovina" in spring 2007.

Both documents were issued to assist BiH with meeting its international commitments in the Bologna Process, to facilitate a correct and coherent use of the Diploma Supplement in BiH and to provide graduates from BiH with coherent documentation when seeking recognition abroad.

This manual and the model for the Diploma Supplement address departments and individuals that are involved in issuing diploma and the corresponding Diploma Supplements. It is also intended as an orientation to future graduates and to end-users, higher education and research institutions and employers seeking information related to degrees issued in Bosnia and Herzegovina.

What is a Diploma Supplement?

The Diploma Supplement is a document attached to a higher education diploma aiming at improving international 'transparency' and at facilitating the 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 program that was successfully completed by the holder of the original qualification to which this supplement is appended. The Diploma Supplement should be free from any value-judgments, equivalence statements or suggestions about recognition. It is a flexible non-prescriptive tool which is designed to save time, money and workload.

The Diploma Supplement is composed of eight sections (information identifying the holder of the qualification, information identifying the qualification, information on the level of the qualification, information on the contents and results gained, information on the function of the qualification, additional information, certification of the Supplement, information on the national higher education system). Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

The Diploma Supplement needs to include a description of the national higher education system according to which the holder of the original qualification has graduated. This description is usually provided by the respective national ENIC and NARIC centres and is available on the website: www.enic-naric.net. Since BiH has not yet established a national ENIC office, this description was developed with the respective authorities in the frame of the joint project of the European Commission and the Council of Europe "Strengthening Higher Education in Bosnia and Herzegovina".

What the Diploma Supplement is not

The Diploma Supplement is no curriculum vitae. It is not a substitute for the original qualification/diploma. It is no transcript or certified copy. Neither does it guarantee the recognition of the qualification.

Language of the Diploma Supplement

The Diploma Supplement is issued in a widely spoken European language to provide graduates with a coherent documentation when seeking recognition abroad. Frequently, countries also issue bilingual Diploma Supplements.

This manual and the attached model for the BiH Diploma Supplement were developed in English language and subsequently translated into local language. The English version should serve as the guideline for any adaptation to one of the official languages of BiH.

Recommended Links and Literature

The following links are recommended for further information on the Diploma Supplement:

- [the Lisbon Recognition Convention and subsidiary documents](http://www.enic-naric.net/instruments.asp?display=legal_framework)
http://www.enic-naric.net/instruments.asp?display=legal_framework
- [the ENIC/NARIC website](http://www.enic-naric.net)
<http://www.enic-naric.net>
- [the EC webpages on the Diploma Supplement](http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html#1)
http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html#1
- [the founding principles and general guidelines for those producing supplements](http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf)
http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf (chapter IV)
- [a glossary of recognition related terms](http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf)
http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf (chapter V)
- [explanatory notes by CEPES for the Application of the Diploma Supplement](http://www.cepes.ro/hed/recogn/goups/diploma/explanatory_notes.htm)
http://www.cepes.ro/hed/recogn/goups/diploma/explanatory_notes.htm

USERS' MANUAL FOR THE MODEL OF A DIPLOMA SUPPLEMENT FOR BIH

1. INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family Name

1.2 First Name:

1.3 Date, Place, Country of Birth:

1.4 Number/Code of Student or student card:

Items 1.1, 1.2, 1.3 and 1.4 are explicit and do not require any particular instruction. The equivalent data provided in the Diploma must be the same as the data in the Diploma Supplement. Student number or Code is the number under which the student has been registered in the university administration (usually it is the number of students' ID i.e. *indeks*).

2. INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of Qualification (Full, Abbreviated):
Name of Title (Full, Abbreviated):

Give the full name of the qualification in the original language as stated in the original qualification; e.g. *diplomirani pravnik, diplomirani ekonomista, magistar poslovne administracije*. If the qualification is a dual award this should be stated. Under 'Name of Title' give the adequate title in line with regulations that stipulate this field (*dr., mr.*). If the usage of the title is regulated by a legal act this should be indicated here; e.g. *book of rules on usage of academic titles, acquirement of academic and professional vocation*.

2.2 Main Field(s) of Study for the Qualification:

Give only the major field(s) of study (disciplines) that define the main subject area(s) for the qualification; e.g. *Finances and Accounting, History, English Language and Literature, Politics, Business Administration, etc.*

2.3 Name of the Institution Awarding the Qualification:
Status (Type / Control):

The institution that is awarding the qualification is often, but not always the same as the institution administering the studies and delivering the programme (see

2.4). 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: Public or private, and - if applicable - by whom it is/was accredited. Finally, indicate the general educational classification of the awarding institution; e.g. *Univerzitet, Visoka škola, Tehnički koledž*, etc. If there is a difference between the awarding institution and the institution delivering the qualification indicate the status of both.

2.4 Name of the Institution Administering the Studies:
Status (Type / Control):

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). Also indicate the status of the institution delivering the studies: Private/Independent, Private and State recognised, State, and - if applicable - by whom it is/was accredited.. Finally, indicate the general national educational classification of the administering institution; e.g. *College of Higher Education, Private Institute, etc.*

2.5 Language(s) of Instruction/Examination:

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

3. INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of Qualification:

Indicate, according to which system the diploma is awarded (traditional or three cycle according to Bologna principles as referred to in item 8.2). Give the precise level of the qualification and its place in the specific educational structure of awards (as explained and referred to in section 8).

3.2 Official Length and Workload of Programme:

Explain the official workload of the programme in ECTS credits (or in other types of credits with the equivalent number of ECTS credits). This can be supplemented with information on the duration of the programme in weeks or years and the actual workload including information on any major sub-components; e.g. *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*.

Where possible, the effort should be described in terms of credit, and the credit system should be described.

3.3 Access Requirement(s):

In this field you indicate the level of education that is required for access to the program that leads to the diploma; e.g. *the accomplishment of four years secondary education is required for access to the first cycle degree program.* (see 8.1).

4. INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of Study:

The mode of study refers to how the programme was undertaken; e.g. *Full-time, Part-time, Distance learning*.

4.2 Program Requirements:

Where available, provide details of the learning outcomes, skills, competencies and stated aims and objectives associated with the qualification.

Include details of any particular features that help define the qualification, especially information on those obligatory requirements which are preconditions to obtain the qualification or details of the regulations covering the minimum standards required to secure the qualification.

4.3 Program Details

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]). 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.

If the qualification is a joint degree, indicate what parts of the qualification have been earned at which institution.

4.4 Grading Scheme, grade distribution guidance

(see 8.3)

4.5 Overall Classification:

Should your institution indicate overall classifications (such as *summa cum laude*, etc.) this should be indicated here. If this is not the case, insert 'not applicable'.

5. INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study:

Indicate to which further academic and/or professional study this qualification provides access; e.g. *qualifies to apply for admission of doctoral work*.

5.2 Professional Status:

If applicable, give details of any rights to practice, or professional status accorded to the holders of the qualification; e.g. *the issued degree of 'X' entitles its holder to the legally protected professional title 'Y' and to exercise professional work in the field of 'Z'*.

6. ADDITIONAL INFORMATION

6.1 Additional Information:

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). Include further relevant details about the higher education institution where the qualification was obtained.

If the qualification is a joint or double/multiple degree, or if it was earned under a transnational or borderless education arrangement, this should be noted here.

6.2 Additional Information Sources:

Indicate any further useful information sources and references where more details on the qualification could be sought; e.g. the higher education institution's website; the department in the issuing institution; the website of the European Network of Information Centres (ENIC) and National Academic Recognition Information Centres (NARIC) www.enic-naric.net.

7. CERTIFICATION OF THE SUPPLEMENT

7.1 Date

Indicate the date when the Diploma Supplement was issued. This would not necessarily be the same date the qualification was awarded.

7.2 Signature

The name and signature of the official certifying the Diploma Supplement

7.3 Capacity

Indicate the official post of the certifying individual.

7.4 Official Stamp/Seal

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

8. INFORMATION ON THE HIGHER EDUCATION SYSTEM

A description of the national higher education system within which the individual named on the original qualification graduated has to be attached to the Diploma Supplement.

The description is usually provided by the respective national ENIC and NARIC centres and is available on the website: www.enic-naric.net. Since BiH has not yet established a national ENIC office, a description was developed with international experts and the respective BiH authorities in the frame of the joint project of the European Commission and the Council of Europe "Strengthening Higher Education in Bosnia and Herzegovina". The description is issued in the attached model of a Diploma Supplement for Bosnia and Herzegovina.

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