DOPUNSKA ISPRAVA O STUDIJU

Upute, pravila i ogledni primjeri

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Sadržaj

PREDGOVOR

Poštovani,

reformom visokog obrazovanja i provedbom Bolonjskog procesa na visokim učilištima u Republici Hrvatskoj, uvedeni su mehanizmi kojima je cilj omogućiti obrazovnu i profesionalnu mobilnost studenata. Među njima se osobito ističe Dopunska isprava o studiju, dokument koji svjedoči o tijeku akademske karijere studenta i služi mu kao smjernica prilikom nastavka obrazovanja ili zapošljavanja, kako u Republici Hrvatskoj tako i na širem globalnom području.

Dopunska isprava, koju će studenti dobivati po završetku bolonjskih studijskih programa, bit će jasan pokazatelj kompetencija, odnosno razine znanja, vještina i sposobnosti koje je student stekao, čime će visoka učilišta i poslodavci dobiti nedvosmislene informacije o studentu.

Obzirom da je Dopunska isprava o studiju novost u području visokog obrazovanja, ali i na tržištu rada, Povjerenstvo za izradu modela Dopunske isprave dalo je okvir za izradu ovih uputa, vodeći se pritom europskim standardima i specifičnostima sustava visokog obrazovanja u Republici Hrvatskoj.

Nadamo se da će Vam Upute za ispunjavanje Dopunske isprave o studiju biti od koristi u radu, kako bismo zajedničkim trudom studentima omogućili i olakšali što uspješniji nastavak akademske karijere i izlazak na tržište rada.

prof. dr. sc. Dragan Primorac,
ministar znanosti, obrazovanja i športa

UVODNE NAPOMENE

Dopunska isprava o studiju važna je pomoć uspješno završenim studentima u nastavku studija i sudjelovanju na tržištu rada.

Ove upute predstavljaju minimalni standard hrvatske dopunske isprave o studiju. Upute slijede i objašnjavaju odredbe navedene u Pravilniku o sadržaju diploma i dopunskih isprava o studiju (Narodne novine broj 09/05 i 47/07; pročišćen tekst nalazi se kasnije u tekstu). Upute služe olakšavanju ispravnoga popunjavanja dopunske isprave o studiju u skladu s hrvatskim i europskim propisima o dopunskoj ispravi.

Upute su izrađene na temelju Pravilnika o sadržaju diploma i dopunskih isprava o studiju, rada Povjerenstva za izradu modela dopunske isprave o studiju, međunarodnih primjera dopunskih isprava, analize ispunjenih oglednih dopunskih isprava hrvatskih visokih učilišta, uputa za izradu dopunske isprave o studiju koje su izdali Europska komisija, Vijeće Europe i UNESCO-CEPES (uključujući upute iz lipnja 2007. godine), te komentara hrvatskih stručnjaka u području visokoga obrazovanja.

Svi primjeri dopunskih isprava koji su navedeni u ovim uputama imaju samo oglednu svrhu. Ukoliko postoji očita razlika između uputa i primjera, potrebno je slijediti upute.

Zašto se kao prijevod engleskoga termina *diploma supplement* koristi naziv dopunska isprava o studiju, a ne dodatak diplomi?

U hrvatskome sustavu visokoga obrazovanja po završetku prve razine studijskih programa ustrojenih sukladno Zakonu o znanstvenoj djelatnosti i visokom obrazovanju (tzv. "Bolonjski studiji") studentu se izdaje isprava pod nazivom **svjedodžba**. Po završetku druge razine studija izdaje se **diploma**. Zbog izbjegavanja nedoumica oko toga za koju se točno ispravu izdaje *diploma supplement*, a i kako bi se izbjegli eventualni problemi oko izdavanja ispravne vrste isprave po završetku prve razine studija, kao prijevod engleskoga termina *diploma supplement* u Hrvatskoj se koristi općeniti termin "dopunska isprava o studiju".

Kada i pod kojim uvjetima se izdaje dopunska isprava o studiju? Na kojemu se jeziku izdaje dopunska isprava?

Dopunska isprava o studiju izdaje se po završetku bolonjskih studija. Dopunska isprava o studiju izdaje se svim studentima bez naknade na hrvatskome i engleskome jeziku. Ne

postoji ograničenje da se dopunska isprava izdaje i na drugim jezicima pod posebnim uvjetima koje samostalno odredi visoko učilište.

Je li moguće izdati dopunsku ispravu o studiju prije dovršetka studijskoga programa?

Prema uputama EK/VE/UNESCO-CEPES i Zakonu o znanstvenoj djelatnosti i visokom obrazovanju, nije moguće. Dopunska isprava o studiju ne zamjenjuje prijepis ocjena koji se izdaje prije završetka studijskoga programa, nego opisuje ukupnu kvalifikaciju koju je student stekao završetkom studijskoga programa. Za potrebe opisivanja studentskih postignuća tijekom studija potrebno je koristiti prijepis ocjena.

Što dopunska isprava o studiju nije?

Dopunska isprava o studiju nije životopis, ali može sadržavati podatke koji su nužni za razumijevanje studentskih izvannastavnih aktivnosti vezanih uz studij (primjerice, no ne isključivo, studentska praksa koja nije bila dio studijskoga programa). Točne upute za opisivanje dodatnoga studentskog rada pogledajte u cjelini 6.1.
Dopunska isprava ne zamjenjuje diplomu ili svjedodžbu, odnosno prijepis ocjena (za točne upute pogledajte cjelinu 4.3.), niti ne osigurava automatsko priznavanje hrvatske visokoobrazovne kvalifikacije u inozemstvu.

Što dopunska isprava o studiju nudi studentima?

Diploma ili svjedodžba uz koju je izdana dopunska isprava o studiju razumljivija je na tržištu rada i na drugim visokim učilištima, te ju je lakše usporediti s kvalifikacijama koje se stječu u inozemstvu. Dopunska isprava nudi precizan i objektivan opis studentske akademske karijere i kompetencija koje je student stekao na studiju. Naposljetku, dopunska isprava nudit će jednostavniji pristup tržištu rada i jednostavniji nastavak studija u Hrvatskoj i u inozemstvu.

Što dopunska isprava o studiju nudi visokim učilištima?

Olakšava akademsko i stručno priznavanje obrazovnih kvalifikacija, te prijam studenata koji su studij završili na drugim visokim učilištima.
Nudi okvir za opis kvalifikacije koji je zajednički na razini Europe, pritom ne utječući na autonomiju visokoga učilišta u opisivanju postignuća svojih studenata.
Povećava vidljivost visokoga učilišta u inozemstvu.

Povećava zapošljivost u Hrvatskoj i inozemstvu studenata koji su završili studij na tome visokom učilištu.
Smanjuje administrativno opterećenje visokih učilišta vezano uz pitanja sadržaja i prenosivosti diploma i svjedodžbi.

Zašto je potrebna dopunska isprava o studiju?

U Hrvatskoj i u svijetu značajno se povećava broj visokih učilišta i broj i vrsta kvalifikacija koje ta visoka učilišta izdaju. Države su nagnane stalno mijenjati svoje kvalifikacijske i obrazovne sustave pod pritiskom ekonomskih, političkih i tehnoloških globalnih promjena. Istovremeno, globalizacija doprinosi povećanju mobilnosti – kako akademske mobilnosti studenata između pojedinih razina studija, tako i radne mobilnosti studenata koji su završili studij. Ove osobe s pravom traže pravično priznavanje kvalifikacija koje su stekli na studiju. Visoka učilišta sve se više suočavaju s problemom nepriznavanja i pogrešnoga procjenjivanja njihovih kvalifikacija, i ovaj problem stavlja sve veće kako administrativne, tako i ekonomske zahtjeve pred visoka učilišta. Ukoliko visoka učilišta ne pruže jasne i transparentne informacije o znanju, vještinama i kompetencijama svojih studenata, što nije moguće napraviti samo koristeći svjedodžbe ili diplome, tržište rada i druga visoka učilišta teško će procijeniti razinu i svrhu kvalifikacije koju je student stekao.

Dopunska isprava o studiju na ove izazove odgovara promicanjem transparentnosti u visokome obrazovanju kroz standardizirani sustav podataka. Oblik dopunske isprave o studiju omogućava brzu prilagodbu sadržaja s novim kvalifikacijama i kompetencijama. Dopunska isprava potpomaže mobilnost, nastavak studija na drugim visokim učilištima, zapošljivost i cjeloživotno učenje. Naposljetku, dopunska isprava o studiju promiče pravično procjenjivanje kvalifikacija koje je utemeljeno na činjenicama.

Napomena: svi ogledni primjeri inozemnih dopunskih isprava o studiju koji su navedeni u ovim uputama preneseni su s internetske stranice EUROPASS-a na adresi:
http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassDiplomaSupplement/navigate.action

UPUTE ZA ISPUNJAVANJE DOPUNSKE ISPRAVE O STUDIJU

(DIPLOMA SUPPLEMENT)

Primjeri koji se navode u uputama, služe samo za ilustraciju koju možete prilagoditi svojim potrebama. U slučaju da u pojedinoj cjelini dopunske isprave postoji potreba za dodatnim informacijama, one se mogu uključiti ukoliko odgovaraju cjelini i ukoliko su presudne za razumijevanje obrazovne kvalifikacije. To se posebice odnosi na cjeline čiji sadržaj nije strogo definiran (3, 4, 5 i 6).

1. Nositelj kvalifikacije

1.1. Prezime

Navedite prezime studenta.

1.2. Ime

Navedite ime studenta.

1.3. Datum (dan, mjesec, godina), mjesto i država rođenja

Navedite datum, mjesto i državu rođenja. Obratite pozornost na format datuma rođenja (dan, mjesec, godina).

1.4. Matični broj studenta

Ova cjelina treba omogućiti nedvosmisleno prepoznavanje studenta kao osobe upisane na program za koji se izdaje dopunska isprava o studiju. Ovdje se najčešće koristi matični broj studenta.

2. Podaci o kvalifikaciji

2.1. Naziv kvalifikacije (na hrvatskome i na jeziku na kojemu je stečena) i titula (ukoliko postoji)

Navedite puni naziv kvalifikacije onako kako piše na diplomi ili svjedodžbi. Naziv kvalifikacije mora odgovarati odredbama Zakona o znanstvenoj djelatnosti i visokome obrazovanju, Zakonu o akademskim i stručnim nazivima i akademskom stupnju i nazivu navedenome u studijskom programu. Navedite ako je riječ o združenome (zajedničkom) studiju ili ako kvalifikaciju zajednički izdaje više visokih učilišta. Navedite ako kvalifikacija donosi i titulu propisanu posebnim propisom te navedite o kojoj je tituli riječ. Navedite ukoliko je ta titula

zaštićena zakonom. Navedite ako završetkom studija osoba može raditi kao stručnjak u nekome području (npr. kao profesor ili nastavnik). Pri navođenju naziva, koristite nazive prilagođene pojedinome spolu, sukladno Zakonu o akademskim i stručnim nazivima i akademskom stupnju. U ovoj cjelini možete navesti i samo razinu kvalifikacije, bez naznake područja studija. U dopunskoj ispravi na stranome jeziku rabite hrvatski naziv kvalifikacije.

Primjeri:

- Sveučilišna prvostupnica (baccalaurea) dizajna
- Magistar šumarstva
- Stručni prvostupnik (baccalaureus) ekonomije
- Magistar engleskoga jezika i književnosti i filozofije
- Magistra struke
- Stručna prvostupnica

Inozemni primjeri:

- Danska: Burgerlijk werktuigkundig-elektrotechnisch ingenieur
- Francuska: ICN Grande Ecolé
- Irska: Bachelor of Business Studies
- Njemačka: Master of Science - M. Sc, Joint study program with Univ. of Manchester, Great Britain
- Slovenija: Magister znanosti
- Velika Britanija: Bachelor of Science with Honours

2.2. Naziv studijskoga programa

Navedite glavno područje ili, ako ih ima više, glavna područja (discipline) studija. Ako postoje poddiscipline ili specijalizacije, jasno naznačite da je o njima riječ. Navedite i ako se radi o dvopredmetnome studiju. U ovoj je cjelini nužno navesti znanstveno područje unutar kojega se studij izvodi. Ako naziv studijskoga programa u dopusnici definira glavno područje studija, ovdje možete koristiti taj naziv.

U ovoj cjelini nije potrebno navoditi vrstu i razinu studija (npr. preddiplomski studij), budući da je to vidljivo iz cjeline 3.1.

U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Primjer (hrvatski):

- Tehničke znanosti – elektrotehnika
- Kulturalni studiji
- Poslovna ekonomija u turizmu i hotelijerstvu, smjer Poduzetništvo u turizmu i hotelijerstvu

Primjer (engleski)

- Technical sciences – electrotechnics
- Cultural studies
- Business economics in tourism and hotel management, stream Entrepreneurship in tourism and hotel management

Inozemni primjeri:

- Danska: nema ovu cjelinu
- Francuska: Gestion et Management
- Irska: Accounting, Finance
- Njemačka: Mechanical Engineering
- Slovenija: Technical Sciences
- Velika Britanija: Environmental Biology

2.3. Naziv i pravni status visokoga učilišta koje dodjeljuje kvalifikaciju

Navedite naziv visokoga učilišta koje dodjeljuje kvalifikaciju. Navedite sljedeće podatke vezane uz pravni status visokoga učilišta: vrstu visokoga učilišta, je li visoko učilište javno ili privatno, zatim kojim je rješenjem i kada visoko učilište dobilo dopusnicu za rad[1]. Ukoliko je visoko učilište prošlo zaseban (npr. inozemni) postupak akreditacije ili ako je prošlo poseban postupak vrjednovanja kvalitete, navedite to u ovoj cjelini.

S obzirom da se u Hrvatskoj provodi postupak akreditacije studijskih programa, navedite i datum izdavanja dopusnice za izvođenje studija, te da ju je izdalo nadležno ministarstvo.

Ako se dopunska isprava o studiju izdaje za združeni ili dvostruki studij (*joint or double degree*), u ovoj cjelini navedite status svih visokih učilišta koja su izvodila studij, uz naznaku dijela studija koji su izvodili.

U dopunskoj ispravi na stranome jeziku rabite hrvatski termin za naziv i vrstu visokoga učilišta. Ostale podatke napišite na stranome jeziku.

Primjer (hrvatski):

- Sveučilište u Rijeci, Fakultet za turistički i hotelski menadžment u Opatiji (javno visoko učilište), dopusnica Ministarstva znanosti, obrazovanja i športa nakon evaluacije Nacionalnoga vijeća za visoko obrazovanje od 1. srpnja 2005. godine. Sveučilišni preddiplomski studij menadžmenta, dopusnica Ministarstva od 1. srpnja 2005. godine.

Primjer (engleski):

- Sveučilište u Rijeci, Fakultet za turistički i hotelski menadžment u Opatiji (public higher education institution), accreditation issued by the Ministry of Science, Education and

1 U trenutku pisanja ovih uputa, još uvijek nisu doneseni propisi o vanjskom vrjednovanju visokih učilišta. Kada ovi propisi budu doneseni, u ovoj cjelini potrebno je koristiti termine iz tih propisa.

Sports following an external assessment procedure by the National Council for Higher Education on July 1, 2005. Accreditation for university undergraduate study programme in management issued by the Ministry on July 1, 2005.

- [Name of the institution] is a private school of professional higher education which has undergone external quality assurance in Croatia in 2005 with satisfactory results and has received accreditation from the Ministry of Science, Education and Sports on July 1, 2005. The Ministry issued the accreditation for the study programme in management on the same date.

2.4. Naziv i pravni status visokoga učilišta koje izvodi studij (ukoliko je različito od 2.3)

Ova se cjelina odnosi na ustanovu koja je odgovorna za provedbu studija. U nekim slučajevima ta ustanova može biti različita od ustanove u 2.3., te stoga ovdje navedite odgovarajuće podatke koji su predviđeni u 2.3.

U tekstu dopunske isprave na stranome jeziku rabite hrvatski termin za naziv i vrstu visokoga učilišta.

2.5. Jezik/jezici na kojemu/ima je studij izveden

Navedite jezik ili jezike na kojima su se održavali nastava i ispiti. Ako postoji značajan dio obveza na studiju za koje je studentu bilo potrebno poznavanje stranoga jezika kako bi ih mogao svladati (primjerice literatura na stranome jeziku), u ovoj cjelini to navedite. Moguće je navesti i okviran broj ECTS bodova koje je student stekao na takvim obvezama.

U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

3. Podaci o razini kvalifikacije

3.1. Razina kvalifikacije

U ovoj se cjelini definira precizna razina kvalifikacije u hrvatskome sustavu obrazovanja i posebice visokoga obrazovanja. Navedite sljedeće cjeline: vrstu studijskoga programa, razinu studija (samo na stranome jeziku gdje se ne razumije značenje hrvatskih termina, npr. *first cycle, second cycle, third cycle, short cycle),* je li studij sveučilišni ili stručni te gdje je studij smješten u Hrvatskome kvalifikacijskom okviru[2]. Navedite i relevantne podatke o nacionalnim mjerljivim pokazateljima razina (*level indicators*) koji su povezani s ovom kvalifikacijom[3].

U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

2 U ovome trenutku radi se na donošenju Hrvatskoga kvalifikacijskog okvira. Smještaj studija u Hrvatskom kvalifikacijskom okviru nije potrebno navoditi dok ne bude donesen.

3 Mjerljive pokazatelje razina nije potrebno navoditi dok Hrvatski kvalifikacijski okvir ne bude donesen.

Primjeri (hrvatski):

- Stručni studij
- Stručni studij u trajanju od dvije godine (120 ECTS bodova)
- Integrirani preddiplomski i diplomski sveučilišni studij
- Specijalistički diplomski stručni studij
- Diplomski sveučilišni studij

Primjeri (engleski):

- Professional study programme (first cycle degree)
- Two-year professional study programme (short cycle, 120 ECTS credits)
- Integrated undergraduate and graduate university study programme (integrated first and second cycle degree)
- Specialist graduate professional study programme (second cycle degree)
- Graduate university study programme (second cycle degree)

Inozemni primjeri:

- Danska: 5 (ovo se odnosi na razinu studija u danskome nacionalnom kvalifikacijskom okviru, koji je opisan u cjelini 8. dopunske isprave o studiju)
- Francuska: Grade Master – 180 crédits ECTS – (Bac + 5)
- Irska: Bachelor Degree (Honours)
- Njemačka: Graduate/second degree (two years), by research with thesis
- Slovenija: Master
- Velika Britanija: 6

3.2. Predviđeno trajanje studija

Navedite predviđeno trajanje studija u semestrima ili godinama na način na koji je navedeno u dopusnici za izvođenje studija. Navedite i radno opterećenje studenta, izraženo kroz minimalan broj ECTS bodova potrebnih za završetak studija. Navedite ukoliko ste na razini visokoga učilišta predvidjeli mogućnost apsolventskoga statusa ili produljenja studija[4]. Uključite informacije o važnijim sastavnim dijelovima studija, npr. duža praksa ili terenski rad. Poželjno je navesti i objašnjenje o trajanju semestra, odnosno godine kao broj studentskih radnih sati tjedno pomnožen s brojem tjedana.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Primjeri (hrvatski):

- Trogodišnji studij, 180 ECTS bodova
- Sedmosemestralni studij, 210 ECTS bodova, semestar se sastoji od 15 tjedana nastave,

4 Ova informacija omogućava bolje razumijevanje u inozemstvu duljega trajanja studija u Hrvatskoj u odnosu na trajanje studija predviđeno dopusnicom.

a svaki tjedan sadrži 25 sati predavanja i vježbi te 25 sati samostalnoga rada.

Primjeri (engleski)

- Three-year study programme, 180 ECTS credits
- Seven semester study programme, 210 ECTS credits, one semester consists of 15 weeks of course work, and every week consists of 25 hours of lectures and practical work, and 25 hours of private study.

3.3. Potrebna obrazovna razina za upis na studij

Navedite koju je obrazovnu razinu student morao postići kako bi se prijavio za upis na navedeni studij. Uz sam naziv potrebne obrazovne razine, obvezno navedite minimalno trajanje tih razina u semestrima ili godinama, ili u broju stečenih ECTS bodova (čime se opisuje radno opterećenje studenta). Ukoliko je visoko učilište odredilo točan naziv kvalifikacije koja je preduvjet za upis na studij, navedite taj naziv. Ukoliko je visoko učilište odredilo neke dodatne uvjete za upis na studij, navedite to. Ukoliko postoji velik broj iznimaka ili ukoliko se uvjeti određuju pojedinačno, obvezno uputite na mjesto na kojemu se mogu pronaći informacije o točnim uvjetima upisa.
Ukoliko se kao uvjet za upis na studij priznaju neki elementi neformalnoga ili informalnoga učenja, navedite to ovdje.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Primjeri (hrvatski):

- Završena četverogodišnja srednja škola ili jednakovrijedni četverogodišnji srednjoškolski program.
- Završena trogodišnja ili četverogodišnja srednja škola.
- Preddiplomski sveučilišni studij ili stručni studij pod posebnim uvjetima. Više informacija na [web stranica].
- Preddiplomski sveučilišni studij na kojem se stječe minimalno 240 ECTS bodova u sličnome području studija. Više informacija na [web stranica].

Primjeri (engleski):

- Four-year secondary school, or secondary school of an equivalent workload (e.g. through part-time secondary schooling).
- Three- or four-year secondary school.
- Undergraduate university study programme offering at least 180 ECTS credits. Graduates of professional study programmes (first cycle) can also apply under special conditions. More information available from [web site].
- Undergraduate university study programme offering at least 240 ECTS credits from a similar field of study. More information available from [web site].

4. Podaci o sadržaju kvalifikacije i uspjehu

4.1. Način izvođenja studija

Ova cjelina odnosi se na način studiranja na programu. Ovdje se upisuje na koji je način konkretan student za kojega se izdaje dopunska isprava studirao i dovršio navedeni studij.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Primjeri (hrvatski):
Redoviti studij
Izvanredni studij

Primjeri (engleski):
Full-time study
Part-time study

4.2. Zahtjevi i rezultati studijskoga programa (Ova točka bi trebala biti opsežna)

U ovoj vrlo važnoj cjelini potrebno je navesti sve informacije koje će čitatelju dopunske isprave omogućiti da razumije koja znanja, vještine i kompetencije stječe student koji je završio navedeni studij. Navedite informacije o rezultatima učenja *(learning outcomes)*, znanjima, vještinama, kompetencijama te obrazovnim ciljevima studija. **Podaci iz ove cjeline, u kojoj se opisuju rezultati učenja, a ne njegovi formalni dijelovi, u budućnosti će imati sve veći značaj u procjenjivanju obrazovnih kvalifikacija.**
Uz to, navedite minimalne uvjete za stjecanje navedene kvalifikacije. Također, navedite ukoliko osim ispita postoje i drugi obvezni elementi studija koje student mora uspješno zadovoljiti. Navedite i uvjete dovršetka studija, poput minimalne duljine završnoga rada, je li završni rad potrebno obraniti, postoji li praksa i njezino trajanje, te postoje li završni ispiti. Ako u dopunskoj ispravi ne navodite detaljne podatke, tada svakako navedite na kojoj je web stranici moguće pronaći podatke koji ovdje nedostaju.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Sažet primjer u kojemu nisu navedeni rezultati učenja (hrvatski):

- *Uspješno položeni svi ispiti i druge obveze iz propisanoga programa. Izrada i obrana magistarskoga rada u duljini 25.000 riječi uz polaganje triju završnih ispita i izrada završnoga projekta. Više informacija, posebice informacije vezane uz rezultati učenja, dostupne su na [web stranica].*

4.3. Podaci o programu, ocjene i ECTS bodovi

U ovoj cjelini opisuje se koje je obveze student pohađao na studiju, što je položio i kakav je uspjeh postigao (istovrijedno prijepisu ocjena). Navedite podatke o svim položenim predmetima, vježbama, seminarima i drugim studijskim obvezama, u skladu sa studijskim programom. Navedite je li student napisao i obranio završni rad te koja je bila tema. Navedite ukoliko postoje podaci kako su ECTS bodovi ili radno opterećenje podijeljeni po dijelovima predmeta (npr. predavanja, seminari, vježbe, samostalan rad).
Ukoliko se dopunska isprava o studiju izdaje za združeni studij, u ovome dijelu dopunske isprave navedite i koja je obveza izvedena i položena na kojem visokom učilištu.

Ukoliko visoko učilište izdaje poseban završni prijepis ocjena koji sadrži dolje navedene minimalne podatke, tada je dostatno u ovome dijelu dopunske isprave referirati na taj poseban prijepis ocjena. U tom slučaju student neće moći koristiti dopunsku ispravu o studiju ako uz nju ne priloži i završni prijepis ocjena. Predlažemo da se, bez obzira na praksu visokoga učilišta o izdavanju završnoga prijepisa ocjena, u ovome dijelu dopunske isprave o studiju navedu svi podaci iz prijepisa ocjena.
Ukoliko se izdavanje završnoga prijepisa ocjena naplaćuje, tada je u dopunskoj ispravi o studiju u ovoj cjelini **obvezno** navesti i donje podatke kako bi se osigurala provedba odredbe Pravilnika o sadržaju diploma i dopunskih isprava o studiju koja propisuje da se dopunska isprava o studiju izdaje bez naknade.

Člankom 83. stavkom 7. Zakona o znanstvenoj djelatnosti i visokom obrazovanju predviđeno je da stručni studij završava polaganjem svih ispita, a da se studijskim programom može predvidjeti i polaganje završnoga ispita i/ili izrada završnoga rada. Ukoliko studijskim programom nije predviđeno polaganje završnoga ispita i/ili izrada završnoga rada, tada u dopunskoj ispravi navedite da takva obveza nije postojala.

U ovoj cjelini moraju biti navedeni ovi **minimalni** podaci:

- redni broj kolegija/predmeta;
- oznaka kolegija/predmeta (šifra), ako postoji;
- naziv kolegija/predmeta;
- predviđen broj sati nastave za svaki kolegij/predmet;
- završna ocjena za svaki kolegij/predmet;
- stečeni ECTS bodovi za svaki kolegij/predmet;
- semestar/godina studija u kojoj je predmet slušan;
- izborni kolegiji/predmeti (navedeni u semestru/godini u kojem su slušani);
- naziv završnoga rada;
- ime i prezime mentora završnoga rada;
- je li postojala obveza obrane završnoga rada, a ako jest, kada je završni rad obranjen;

- datum dovršetka studija;
- datum početka studija;
- broj isprave o završetku studija (diplome ili svjedodžbe)
- (za združene studije) koja je obveza izvedena na kojem visokom učilištu, te na kojem je visokom učilištu položena

Redoslijed i raspored prethodnih podataka nije unaprijed zadan.

U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

4.4. Sustav ocjenjivanja i, ukoliko postoji, opis raspodjele ocjena

U ovoj cjelini što detaljnije opišite sustav prema kojemu se ocjenjivao studentski uspjeh. Sustav ocjenjivanja u Hrvatskoj određen je zakonskom skalom 1–5, uz mogućnost da se neki oblici nastave provode bez ocjenjivanja ili se ocjenjuju opisno. No, Zakon ne propisuje točno kako se ocjenjivanje provodi, te stoga između visokih učilišta u Republici Hrvatskoj postoje značajne razlike u ocjenjivanju. U ovoj cjelini omogućavate osobi koja ne poznaje vaš studijski program da usporedi uspjeh vašega studenta s uspjehom studenata iz drugih sustava visokoga obrazovanja, koji koriste drukčije ocjenjivanje. Iz tog je razloga važno da u ovoj cjelini budete što jasniji i detaljniji.

Navedite ukoliko su se neki dijelovi programa ocjenjivali opisno (u tom slučaju u cjelini 4.3. za te obveze napišite "obavljeno", ili na engleskom "completed"). Ukoliko postoji sustav raspodjele ocjena ili rang-lista ocjena, ovdje navedite i osnovne crte toga sustava.

Ocjene na ispitima je moguće dodjeljivati na dva glavna načina: apsolutno (uzimajući u obzir broj bodova koje je student ostvario u odnosu na minimum potreban za neku ocjenu) i relativno (uzimajući u obzir broj bodova koje je student ostvario u odnosu na postotak studenata koji su ostvarili isti ili bolji broj bodova). Na primjer, u slučaju apsolutnoga ocjenjivanja, svi studenti koji su dobili više od 90 bodova na ispitu u kojemu je maksimum 100 bodova, mogli bi dobiti ocjenu 5. U ovome sustavu ocjenjivanja teoretski je moguće da velik broj studenata dobije ocjenu 5, ukoliko je ispit lagan ili ukoliko su studenti odlično naučili gradivo. U slučaju relativnoga ocjenjivanja, studenti bi dobili ocjenu 5 ukoliko pripadaju u prvih 90% po broju bodova od svih studenata koji su prošli ispit. U ovome sustavu ocjenjivanja moguće je da studenti dobiju ocjenu 5 i ako na ispitu ostvare samo 70 od 100 mogućih bodova, ako je to broj bodova koji je dobilo 10% najboljih studenata.

ECTS sustav ocjenjivanja koristi relativno ocjenjivanje i skalu od pet prolaznih ocjena i dvije nedovoljne ocjene. U ovoj cjelini moguće je objasniti na koji način se sustav ocjenjivanja koji se koristi na visokim učilištima prevodi u ECTS ocjene[5].

S obzirom na to da ocjena *nedovoljan* nije prolazna ocjena i da se s ocjenom *nedovoljan* ne

5 Pritom je potrebno uzeti u obzir da vodič kroz ECTS preporučuje da se nacionalne ocjene ne prevode u ECTS ocjene u slučajevima kada institucija koristi apsolutno ocjenjivanje (te stoga ne može napraviti rang-listu).

može dobiti kvalifikacija u Hrvatskoj, potrebno je navesti da student koji je dobio ocjenu nedovoljan iz bilo kojega predmeta, nije zadovoljio uvjete za stjecanje kvalifikacije.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

4.5. Prosječna ocjena tijekom studija i razina uspjeha, ukoliko postoji (na hrvatskome):
Navedite prosječnu ocjenu studiranja. Ukoliko postoji poseban naziv za razinu uspjeha, navedite i taj naziv (npr. *cum laude, summa cum laude*).
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik, uz hrvatske termine za uspjeh (odličan, vrlo dobar, itd.).

5. Uporaba kvalifikacije

5.1. Pristup daljnjim razinama studija

Navedite sve više razine studija kojima kvalifikacija nudi pristup, te posebno naglasite kakve su mogućnosti nastavka studija na stručnim i sveučilišnim programima. Obvezno navedite postoje li dodatni uvjeti za pristup višoj razini (kao npr. odluka sveučilišta za upis na diplomski sveučilišni studij ukoliko je student završio stručni studij). Navedite postoji li minimalna razina uspjeha na studiju koju je student mogao ostvariti da bi mogao upisati višu razinu studija. Navedite je li kvalifikacija završna ili je samo preduvjet za nastavak studija na višoj razini (u Hrvatskoj su svi preddiplomski, diplomski i poslijediplomski studiji najčešće završni).
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

Primjeri (hrvatski):

- Za dopunsku ispravu koja se izdaje po završetku stručnoga studija: Po završetku stručnoga studija menadžmenta, student ima pravo nastaviti studij na specijalističkom diplomskom stručnom studiju. Student ima pravo nastaviti studij na diplomskom sveučilišnom studiju ukoliko je to predvidjelo sveučilište koje provodi taj studij, pri čemu se kao uvjeti mogu postaviti razlikovni ispiti. Da bi se mogao prijaviti na upis na specijalistički diplomski stručni studij menadžmenta informacijskih sustava, student je na stručnome studiju morao ostvariti minimalnu ocjenu 3.0.
- Za dopunsku ispravu koja se izdaje po završetku preddiplomskoga sveučilišnog studija: Po završetku preddiplomskoga sveučilišnog studija sociologije, student ima pravo nastaviti studij na diplomskom sveučilišnom studiju i na specijalističkom diplomskom stručnom studiju. Ne postoji minimalna ocjena koju je student trebao ostvariti na preddiplomskom sveučilišnom studiju kako bi se prijavio na upis na diplomski sveučilišni studij sociologije. Uvjete za nastavak studija u drugim područjima studija određuje visoko učilište koje provodi taj studij.

Primjeri (engleski):

- After completing the professional study programme in management, a student has access to the specialist graduate professional programme. The student can also enrol the graduate university study programme if the university delivering the programme has allowed it, in which case the university can require additional examinations to be passed. In order to apply for the specialist graduate professional programme in Information Systems Management, the student's minimum average grade at the professional study programme should have been at least 3.0.
- After completing the undergraduate university programme in sociology, a student gains access to graduate university programmes and to specialist graduate professional programmes. There is no minimal grade requirement for applying for entry to the graduate university programme in sociology. The conditions of application to programmes in other areas are determined by the higher education institutions delivering the programme.

5.2. Profesionalni status (ukoliko postoji)

U ovoj cjelini definiraju se profesionalna prava koje studenti dobivaju završetkom navedenoga studija. Navedite je li kvalifikacija omogućava studentima vođenje vlastite prakse ili je li studenti završetkom studija dobivaju neki profesionalni naziv ili status. U slučaju da kvalifikacija omogućava studentima vođenje vlastite prakse, ali postoje neki uvjeti (poput stručnoga ispita), navedite koja su postojeća pravila. Navedite ukoliko kvalifikacija pruža pristup reguliranoj profesiji koja se inače ne može obavljati bez kvalifikacije, te postoje li kakvi dodatni uvjeti koje student mora ispuniti za početak obavljanja prakse (primjerice predavanje u srednjoj školi).

U slučaju kada kvalifikacija omogućava studentima obavljanje prakse ili pristup reguliranoj profesiji, navedite kako je to regulirano (npr. uvjeti strukovne komore, zakon, ili nešto drugo).

U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

6. Dodatne informacije

6.1. Dodatne informacije

Navedite sve dodatne informacije koje nisu sadržane u prethodnim cjelinama, a koje su važne za procjenu svrhe, razine i korištenja kvalifikacije. Npr. je li nositelj kvalifikacije studirao u inozemstvu, je li bio na stručnoj praksi u inozemstvu, itd. Mogu se navesti i eventualne nagrade, stipendije i priznanja te izvannastavne aktivnosti studenta. Uz objašnjavanje studentskoga rada na kvalifikaciji ova cjelina omogućuje visokome učilištu i priznavanje dodatnoga rada i uspjeha studenta tijekom studija.

Ukoliko se ovdje dodaju informacije koje nisu sastavni dio studijskoga programa (npr. rad u

studentskoj udruzi, studentsko predstavljanje, nagrada ili uspjeh na studiju koju ne izdaje visoko učilište koje izdaje kvalifikaciju), visoko učilište treba svim studentima omogućiti da pod jednakim uvjetima dostave informacije za ovu cjelinu. Budući da je dopunska isprava javna isprava o studentu, visoko učilište treba definirati uvjete pod kojima se mogu rabiti podaci o studentskim aktivnostima tijekom studija koje nije prikupilo visoko učilište.
U ovoj cjelini navedite ukoliko je student završio združeni studij ili ukoliko je studij bio izvođen u više država.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

6.2. Izvori dodatnih informacija

Navedite gdje je moguće potražiti dodatne korisne informacije o kvalifikaciji. Npr. web stranica visokoga učilišta, odsjek na kojem se provodi studij, nacionalni centar za informiranje o sustavu studiranja, ENIC/NARIC ured, itd. Preporučljivo je navesti podatke za kontakt za eventualna pitanja.
U dopunskoj ispravi na stranome jeziku u ovoj cjelini rabite taj jezik.

7. Ovjera dopunske isprave o studiju

7.1. Mjesto i datum

Datum i mjesto izdavanja dopunske isprave o studiju. To ne mora biti isti datum kada je izdana isprava o studiju (diploma, svjedodžba itd.).

7.2. Ime i potpis

Ime i potpis osobe koja ovjerava dopunsku ispravu.

7.3. Funkcija potpisnika

Funkcija potpisnika dopunske isprave.

7.4. Pečat

Službeni pečat ustanove koja izdaje dopunsku ispravu.

Klasa i urudžbeni broj

8. Podaci o sustavu visokoga obrazovanja u Hrvatskoj

8.1. Vrste visokih učilišta

Sveučilišta su visoka učilišta koja osnivaju i provode sveučilišne studije u najmanje dva znanstvena i/li umjetnička područja u većem broju polja. Iznimno, sveučilišta mogu također izvoditi stručne studije. Sveučilišta mogu imati sastavnice koje su pravne osobe i

koje se zovu **fakulteti** ili **umjetničke akademije**. Sveučilišta i njihove sastavnice izvode studijske programe i provode znanstvene djelatnosti, kao i druge stručne i umjetničke djelatnosti.

Veleučilišta i visoke škole su visoka učilišta koja izvode stručne studije. Ove dvije vrste visokih učilišta razlikuju se u opsegu programa koje izvode: veleučilišta su visoke škole koje izvode barem tri različita studija iz barem tri različita znanstvena polja. Njihova je misija pružati studentima stručno obrazovanje s naglaskom primjene u praksi i uobičajeno uključuju praktičan rad.

Javna sveučilišta osnivaju se zakonom, javna veleučilišta i visoke škole osnivaju se uredbom Vlade Republike Hrvatske, dok se privatna visoka učilišta osnivaju odlukom osnivača.

8.2. Vrste studija

Sveučilišni studiji osposobljavaju studente za obavljanje poslova u znanosti i visokom obrazovanju, u poslovnom svijetu, javnom sektoru i društvu općenito, te ih osposobljava za razvoj i primjenu znanstvenih i stručnih dostignuća na odgovarajućoj razini.

Stručni studiji pružaju studentima primjerenu razinu znanja i vještina koja omogućava obavljanje stručnih zanimanja i osposobljava ih za neposredno uključivanje u radni proces odmah po diplomiranju.

8.3. Akreditacija visokih učilišta i studijskih programa

Visoka učilišta i studijski programi u Republici Hrvatskoj moraju proći kroz proces akreditacije da bi dobili dopusnicu za osnivanje, odnosno izvođenje. Zahtjev za dopusnicom šalje se ministarstvu nadležnom za visoko obrazovanje, koje od Nacionalnoga vijeća za visoko obrazovanje traži mišljenje. Nacionalno vijeće imenuje ekspertno povjerenstvo koje u suradnji s Agencijom za znanost i visoko obrazovanje provodi evaluaciju visokog učilišta ili studijskog programa i priprema izvješće. Radni tekst izvješća šalje s visokom učilištu radi komentara i pojašnjenja. Nacionalno vijeće izdaje konačno mišljenje o predloženom studijskom programu ili visokom učilištu i preporuča ministru izdavanje ili uskratu dopusnice.

8.4. Ustroj sveučilišnih studija

Od 2005. godinje svi studijski programi u Hrvatskoj studentsko radno opterećenje na studiju izražavaju putem ECTS bodova. Student u pravilu može steći 60 ECTS bodova tijekom jedne godine redovitoga studija.

8.4.1. Preddiplomski sveučilišni studiji – prva razina uobičajeno traju tri godine tijekom kojih studenti stječu 180 ECTS bodova. Manjina preddiplomskih studija u Hrvatskoj izvodi se kao četverogodišnji studiji u kojima studenti stječu 240 ECTS bodova. Po završetku studija studenti dobivaju svjedodžbu i akademski naziv sveučilišni/a prvostupnik/ca

(baccalaureus/baccalaurea) uz naznaku struke. Iznimno, studenti koji završe studij u tehničkim znanostima stječu akademski naziv sveučilišni/a prvostupnik/ca (baccalaureus/baccalaurea) inženjer uz naznaku struke.
Studenti koji su završili preddiplomski sveučilišni studij mogu se upisati na diplomski sveučilišni studij ili specijalistički diplomski stručni studij, ili mogu ući na tržište rada.

8.4.2. Diplomski sveučilišni studij – druga razina uobičajeno traje dvije godine tijekom koje studenti stječu 120 ECTS bodova. Manjina diplomskih studija u Hrvatskoj izvodi se kao jednogodišnji studij u kojem studenti stječu 60 ECTS bodova. Po završetku studija studenti dobivaju diplomu i akademski naziv magistar/magistra uz naznaku struke. Iznimno, studenti koji završe studij u tehničkim znanostima stječu akademski naziv magistar/magistra inženjer/inženjerka uz naznaku struke.
Studenti koji su završili diplomski sveučilišni studij mogu se upisati na poslijediplomske studije ili mogu ući na tržište rada.

8.4.3. Integrirani preddiplomski i diplomski sveučilišni studij – prva i druga razina uobičajeno traje pet ili šest godina tijekom kojih studenti stječu 300 ili 360 ECTS bodova. Po završetku studija studenti dobivaju diplomu i akademski naziv magistar/magistra uz naznaku struke. Iznimno, studenti koji završe diplomski sveučilišni studij medicine, stomatologije ili veterine stječu akademski naziv doktor/doktorica uz naznaku struke.
Studenti koji su završili integrirani preddiplomski i diplomski sveučilišni studij mogu se upisati na poslijediplomske studije ili mogu ući na tržište rada.

8.4.4. Poslijediplomski sveučilišni studij – treća razina uobičajeno traje tri godine. Po završetku studija studenti dobivaju diplomu i akademski stupanj doktor/doktorica znanosti ili doktora/doktorice umjetnosti uz naznaku znanstvenog ili umjetničkog polja ili grane. Sveučilišta autonomno uređuju korištenje ECTS bodova u poslijediplomskim sveučilišnim studijima.

8.4.5. Poslijediplomski specijalistički studij uobičajeno traje jednu do dvije godine. Po završetku studija studenti dobivaju diplomu i akademski naziv sveučilišni/a specijalist/specijalistica s naznakom struke. Iznimno, studenti koji završe poslijediplomski specijalistički studij medicine, stomatologije ili veterine stječu akademski naziv sveučilišni/a magistar/magistra s naznakom struke. Nazivi stečeni na poslijediplomskim specijalističkim studijima mogu se koristiti uz akademski naziv stečen na diplomskim sveučilišnim studijima. Sveučilišta autonomno uređuju korištenje ECTS bodova u poslijediplomskim specijalističkim studijima.

8.5. Ustroj stručnih studija

8.5.1. Stručni studij na kojem se stječe manje od 180 ECTS bodova uobičajeno traje dvije ili dvije i pol godine tijekom kojih studenti stječu 120 ili 150 ECTS bodova. Po završetku studija studenti dobivaju svjedodžbu i stručni naziv stručni/a pristupnik/pristupnica s naznakom struke.
Studenti koji su završili ovakve stručne studije mogu se upisati na više razine stručnih studija ili mogu ući na tržište rada.

8.5.2. Stručni studiji uobičajeno traju tri godine tijekom kojih studenti stječu 180 ECTS bodova. Manji broj stručnih studija izvode se kao četverogodišnji studiji tijekom kojih studenti stječu 240 ECTS bodova. Po završetku studija studenti dobivaju svjedodžbu i stručni naziv stručni/a prvostupnik/ca s naznakom struke. Iznimno, studenti koji završe studij u tehničkim znanostima stječu stručni naziv stručni/a prvostupnik/prvostupnica (baccalaureus/baccalaurea) inženjer/inženjerka uz naznaku struke.
Studenti koji su završili stručne studije mogu se upisati na specijalističke diplomske stručne studije, diplomske sveučilišne studije pod uvjetima koje odredi sveučilište ili mogu ući na tržište rada.

8.5.3. Specijalistički diplomski stručni studij uobičajeno traje dvije godine tijekom kojih studenti stječu 120 ECTS bodova. Manji broj specijalističkih diplomskih stručnih studija se izvode kao jednogodišnji programi tijekom kojih studenti stječu 60 ECTS bodova. Ukupan broj ECTS bodova koje studenti stječu tijekom prve i druge razine stručnih studija iznose najmanje 300. Po završetku specijalističkog diplomskog stručnog studija studenti dobivaju diplomu i stručni naziv stručni/a specijalist/specijalistica s naznakom struke. Iznimno, studenti koji završe studij u tehničkim znanostima dobivaju naziv stručni/a specijalist/specijalistica inženjer/inženjerka s naznakom struke, a studenti koji završe studij u području medicine, stomatologije ili veterine stječu stručni naziv diplomirani s naznakom struke.
Studenti koji su završili specijalističke diplomske stručne studije mogu ući na tržište rada ili mogu, sukladno odlukama sveučilišta, polagati razlikovne ispite za završetak diplomskog sveučilišnog studija i upis na poslijedipolomski sveučilišni studij.

8.6. Uvjeti upisa na studij

Visoka učilišta samostalno određuju minimalne uvjete upisa na preddiplomske sveučilišne studije i na prvu razinu stručnih studija. Uobičajen uvjet za upis na preddiplomski sveučilišni studij je završena četverogodišnja srednja škola, dok je uvjet za upis na stručni studij završetak trogodišnje ili četverogodišnje srednje škole.
Razredbeni postupak za upis na prvu razinu studija na hrvatskim sveučilištima i fakultetima uobičajeno sadrži bodovanje ocjena iz srednje škole i razredbeni ispit. Svaki fakultet provodi svoj vlastiti razredbeni ispit. Razredbeni postupak za upis na prvu razinu studija

na veleučilištima i visokim školama također sadrži bodovanje ocjena iz srednje škole i ponekad razredbeni ispit, no razredbeni ispiti se koriste rjeđe nego na sveučilištima.
Minimalni uvjet za upis na diplomske sveučilišne studije je završeni preddiplomski sveučilišni studij. Sveučilište može omogućiti upis na ove studije i studentima koji su završili stručne studije pod uvjetima koje samo odredi.
Minimalan uvjet za upis na specijalističke diplomske stručne studije je završeni stručni studij ili preddiplomski sveučilišni studij.
Minimalan uvjet za upis na poslijediplomske studije je završetak odgovarajućeg diplomskog studija. Uobičajen uvjet za upis na ove studije je završen diplomski sveučilišni studij. Studenti koji su završili predbolonjske sveučilišne dodiplomske studije s trajanjem od najmanje 4 akademske godine također se mogu prijaviti za upis na poslijediplomske sveučilišne studije.

8.7. Sustav ocjenjivanja

Sustav ocjenjivanja u Republici Hrvatskoj sastoji se od pet ocjena : 5 – izvrstan, 4 – vrlo dobar, 3 – dobar, 2 – dovoljan, 1 – nedovoljan. Minimalna prolazna ocjena je 2 – dovoljan.

8. Podaci o sustavu visokoga obrazovanja u Hrvatskoj

8.1. Types of institutions

Universities (*sveučilišta*) are higher education institutions which deliver university study programmes in at least two scientific and/or art areas in a greater number of fields. Exceptionally, universities may also deliver professional study programmes. Universities may have constitutent higher education institutions which are legal entities and are called **faculties (*fakulteti*)** or **art academies (*umjetničke akademije*).** Universities and their constituents deliver study programmes and conduct scientific research and other professional and art activities.

Polytechnics (*veleučilišta*) and **schools of professional higher education (*visoke škole*)** are higher education institutions which deliver professional study programmes. These two institutions differ in the scope of the programmes they offer: polytechnics are those schools of professional higher education which deliver professional study programmes in three or more scientific fields. Their mission is to offer application-oriented programmes which are professional in character, and which often include practical work experience in the general area of study.

Public universities are established by a law, public polytechnics and schools of professional higher education are established by a decree of the Croatian Government, while private higher education institutions are established by a resolution of the founder.

8.2. Types of programmes

University study programmes allow students to work in science and higher education, private and public sectors, as well as in wider society. Graduates from university study programmes are also educated to apply and develop scientific and professional knowledge at the appropriate level.

Professional study programmes provide students an appropriate level of knowledge, skills and competences to work in applied professions, and to join any work process immediately after graduation.

8.3. Accreditation of higher education institutions and study programmes

Both higher education institutions (HEIs) and study programmes must undergo an evaluation process in order to be accredited for operation in Croatia. The request for accreditation is submitted to the ministry in charge of higher education, which requests a recommendation from the National Council for Higher Education (NCHE). The NCHE appoints an expert committee which, in cooperation with the Agency for Science and Higher Education, performs the evaluation and submits a report. A draft report is sent to the HEI which can provide comments and submit further clarifications and additions. The National Council gives a final evaluation of the proposed study programme or higher education institution and recommends to the minister to issue or deny an accreditation.

8.4. Organization of university study programmes

Since 2005, all study programmes in Croatia express student work load in terms of ECTS credits. As such, a student can accumulate 60 ECTS credits in one academic year. An exception are postgraduate programmes, in which higher education institutions autonomously determine the use of ECTS credits.

8.4.1. Undergraduate university programmes – first cycle (*preddiplomski sveučilišni studij*) normally last for three years in which students accumulate 180 ECTS credits. A minority of undergraduate university programmes in Croatia are delivered as four year programmes in which students accumulate 240 ECTS credits. Upon completion students are awarded a document called *svjedodžba* and the academic title of University Baccalaureus (*sveučilišni prvostupnik*) with a reference to the field of study. Exceptionally, students graduating from technical sciences are awarded the academic title University Baccalaureus Engineer (*sveučilišni prvostupnik inženjer*) with a reference to the field of study.
Students holding a first cycle university degree can apply for admission at graduate university programmes or specialist professional graduate programmes or enter the labour market.

8.4.2. Graduate university programmes – second cycle (*diplomski sveučilišni studij)* normally last for two years in which students accumulate 120 ECTS credits. A minority of graduate programmes in Croatia are delivered as one year programmes in which students accumulate 60 ECTS credits. The total number of credits accumulated at first and second cycle programmes is at least 300. Upon completion students are awarded a document called *diploma* and the academic title of Master *(magistar)* with a reference to the field of study. Exceptionally, students graduating from technical sciences are awarded the academic title Master of Engineering (*magistar inženjer*) with a reference to the field of study.
Students holding a second cycle university degree can continue their studies at postgraduate university programmes or enter the labour market.

8.4.3. Integrated undergraduate and graduate university programmes - first and second cycle (*integrirani preddiplomski i diplomski sveučilišni studij*) normally last for five or six years in which students respectively accumulate 300 or 360 ECTS credits. Upon completion students are awarded a document called *diploma* and the academic title Master (*magistar*) with a reference to the field of study. Upon completion of integrated first and second cycle programmes in medicine, dental medicine or veterinary medicine students are awarded the academic title of Doctor (*doktor*) with a reference to the field of study.
Students can continue their studies at postgraduate university programmes or enter the labour market.

8.4.4. Postgraduate university programmes - third cycle (*poslijediplomski sveučilišni studij*) normally last for three years. Upon completion students are awarded a document called *diploma* and the academic degree of Doctor of Science or Doctor of Arts (*doktor znanosti* or *doktor umjetnosti*) with a reference to the field and branch of science. Universities autonomously determine whether ECTS credits will be awarded in postgraduate study programmes.

8.4.5. Postgraduate specialist programmes (*poslijediplomski specijalistički studij)* normally last one to two years. Upon completion students are awarded a document called *diploma* and the title of University Specialist (*sveučilišni specijalist*) with a reference to the field of study. Students of postgraduate specialist programmes in medicine, dental medicine or veterinary medicine are awarded the title of University Master (*sveučilišni magistar*) with a reference to the field of study. Titles conferred after completion of postgraduate specialist programmes can be used together with the title received after completion of graduate study programmes. Universities autonomously determine whether ECTS credits will be awarded in postgraduate study programmes.

8.5 Organization of professional study programmes

8.5.1. Short cycle professional programmes (*stručni studij*) normally last for two or two-and-a-half years, in which students accumulate between 120 and 150 ECTS credits respectively. Upon completion students are awarded a document called *svjedodžba* and the professional title *stručni pristupnik*[6] with a reference to the field of study.
Students holding a short-cycle professional degree can apply for admission for the completion of first-cycle professional degree or enter the labour market.

8.5.2. Professional programmes – first cycle (*stručni studij)* normally last for three years in which the students accumulate 180 ECTS credits. A minority of professional programmes in Croatia are delivered as four year programmes in which students accumulate 240 ECTS credits. Upon completion students are awarded awarded a document called *svjedodžba* and the professional title of Professional Baccalaureus (*stručni prvostupnik*) with a reference to the field of study. Exceptionally, students graduating from technical sciences are awarded the professional title Professional Baccalaureus Engineer (*stručni prvostupnik inženjer*) with a reference to the field of study.
Students holding a first cycle professional degree can apply for admission at specialist professional graduate programmes, to the second cycle university programme under special conditions, or enter the labour market.

6 Since this is a short cycle programme, there is no equivalent translation for this degree in the English language.

8.5.3. Specialist graduate professional programmes – second cycle (*specijalistički diplomski stručni studij)* normally last for two years in which the students accumulate 120 ECTS credits. A minority of specialist graduate professional programmes in Croatia are delivered as one year programmes in which students accumulate 60 ECTS credits. The total number of credits accumulated at first and second cycle programmes is at least 300. Upon completion of specialist graduate professional programmes students are awarded a document called *diploma* and the professional title of Professional Specialist (*stručni specijalist)* with a reference to the field of study. Exceptionally, students graduating from technical sciences are awarded the professional title Professional Specialist Engineer (*stručni specijalist inženjer)* with a reference to the field of study, and students graduating in the fields of medicine, dental medicine or veterinary medicine are awarded a professional title of *diplomirani*[7] with a reference to the field of study.

Students holding a second cycle professional degree can enter the labour market or apply for special admission, under additional conditions, to a postgraduate university programme.

8.6. Educational requirements for admission into study programmes

The minimum educational requirement for admission into undergraduate university programmes and professional programmes (first cycle) are set by higher education institutions. Normally, the minimum requirement for admission into undergraduate university programme is the completion of a four-year secondary school, while for enrolment into professional programme (first cycle) it is the completion of a three- or four-year secondary school.

The admissions process to first cycle programmes at Croatian universities normally requires students to present their secondary school grades and take an entrance examination. Each constituent unit of a university normally builds its own entrance examination. The admissions process to first cycle programmes at polytechnics and schools of professional higher education also uses secondary school grades and may use entrance examinations, but the use of entrance examinations is less common than in the case of universities.

The minimum educational requirement for enrolment into graduate university programmes is the completion of an undergraduate university programme. The university can allow students who have completed a professional programme to also enrol graduate university programmes, but they are allowed to set special requirements in these cases.

The minimum educational requirement for enrolment into specialist graduate professional programmes is the completion of an undergraduate university programme or a professional programme (first cycle).

The minimum educational requirement for enrolment into postgraduate programmes is the completion of an appropriate graduate programme. Normally, the requirement for

7 There is no equivalent translation for this degree in the English language.

enrolment into a postgraduate university programme is the completion of a graduate university programme. Students who have completed the pre-Bologna undergraduate programmes (*sveučilišni dodiplomski studij*) with a duration of minimum 4 academic years are allowed to apply for Bologna postgraduate programmes as well.

8.7. Grading scheme

The Croatian national grading scheme consists of five grades with numerical equivalents: izvrstan – 5 (outstanding); vrlo dobar – 4 (very good); dobar – 3 (good); dovoljan – 2 (sufficient); nedovoljan – 1 (insufficient - fail). The minimum passing grade is dovoljan – 2. There are no intermediate grades in the Croatian grading scheme.

The majority of higher education institutions in Croatia do not use a ranking system in assigning grades to students. Some institutions, however, may also use the ranking system and thus the ECTS grading scale in addition to the national grading scheme.

INTERNETSKI LINKOVI NA DODATNE INFORMACIJE O DOPUNSKOJ ISPRAVI

Izbor linkova izloženih ovdje nipošto ne iscrpljuje popis dostupnih informacija o dopunskoj ispravi koje je moguće pronaći na internetu, no predstavlja kvalitetne i provjerene podatke. Predlažemo pretraživanje interneta s terminom *"diploma supplement"* za dodatne informacije.

http://www.aic.lv/ace/ace_disk/Dipl_Sup/
Svi službeni popratni dokumenti o dopunskoj ispravi o studiju. Na ovoj stranici postoji i arhiva drugih relevantnih dokumenata o Bolonjskom procesu.

http://ec.europa.eu/education/policies/rec_qual/recognition/diploma_en.html
Službena stranica Europske unije o dopunskoj ispravi o studiju.

http://europass.cedefop.europa.eu/europass/home/vernav/InformationOn/EuropassDiplomaSupplement/navigate.action
Ovo je službena stranica o dopunskoj ispravi o studiju u sklopu Europassa. Na ovoj je stranici moguće pronaći primjere ispunjenih dopunskih isprava o studiju u nekim europskim državama.

PRAVILNIK O SADRŽAJU DIPLOMA I DOPUNSKIH ISPRAVA O STUDIJU

Narodne novine broj 09/05 i 47/07 (interni pročišćeni tekst – neslužbeno)

Članak 1.

Ovim pravilnikom propisuje se sadržaj diploma i dopunskih isprava o studiju, koje studentima izdaju visoka učilišta nakon završetka studija.

Visoka učilišta izdaju studentima dopunske isprave o studiju, bez naknade, na hrvatskom i na engleskom jeziku.

Članak 2.

Diploma sadrži sljedeće podatke:

- naziv Republika Hrvatska i grb;
- puni naziv visokog učilišta i sjedište;
- naziv: DIPLOMA;
- ime i prezime studenta;
- datum, mjesto i državu rođenja studenta;
- naziv i smjer završenoga studijskog programa;
- stečeni akademski naziv odnosno stupanj;
- broj, mjesto i datum izdavanja diplome;
- potpis čelnika i pečat visokog učilišta.

Članak 3.

Dopunska isprava o studiju (dodatak diplomi, odnosno *diploma supplement)* sadrži:

1. podatak o nositelju diplome (ime i prezime, datum i mjesto rođenja, matični broj studenta);

2. podatke o stečenoj kvalifikaciji (naziv obrazovne kvalifikacije na hrvatskom jeziku i jeziku na kojem je stečena, glavna područja studija, naziv i podatke o pravnom statusu visokih učilišta koja izvode studijske programe, te naziv i podatke o pravnom statusu visokih učilišta koje izdaju kvalifikacije, jezik na kojem je studij izveden);

3. podatke o razini kvalifikacije (stupanj kvalifikacije, trajanje studija, potrebna obrazovna razina za pristup studiju);

4. podatke o sadržaju i rezultatima dobivene kvalifikacije (načine izvođenja studija, kojim je propisom odobren studijski program, osnovne podatke o tijeku studijskog programa, sustav ocjenjivanja s postignutim ocjenama i prosjekom ocjena, naziv i ocjenu diplomskog rada, stečenu razinu i eventualnu dodatnu diplomu – *summa cum laude* i sl.);

5. podatke o mogućnostima zapošljavanja odnosno uključivanja u daljnje studijske

programe (podatak o mogućnostima zapošljavanja, podatak o mogućnostima uključivanja u daljnje studijske programe);
6. dodatne informacije (naznaka izvora);
7. ovjeru dodatka diplome (ime i prezime potpisnika, datum i mjesto izdavanja te pečat);
8. podatke o visokoškolskom sustavu u Republici Hrvatskoj (struktura cjelokupnoga obrazovnog sustava, podaci o stupnjevima visokoškolskog sustava, izvori informacija o visokoškolskom sustavu).

Članak 4.

Pravilnik o sadržaju i obliku diploma koje izdaju visoka učilišta (»Narodne novine«, broj 53/01 i 118/01) primjenjuje se pri izdavanju diploma i dopunskih isprava o studiju nakon završetka studija ustrojenih sukladno propisima koji su vrijedili prije stupanja na snagu Zakona o znanstvenoj djelatnosti i visokom obrazovanju (»Narodne novine«, br. 123/03).

Članak 5.

Ovaj pravilnik stupa na snagu osmoga dana od dana objave u »Narodnim novinama«, a primjenjuje se pri izdavanju diploma i dopunskih isprava o studiju nakon završetka studija ustrojenih sukladno Zakonu o znanstvenoj djelatnosti i visokom obrazovanju.

POVJERENSTVO ZA IZRADU MODELA DOPUNSKE ISPRAVE O STUDIJU (Diploma supplement)

Povjerenstvo za izradu modela dopunske isprave o studiju osnovano je 27. studenoga 2006. godine sa zadaćom izrade modela dopunske isprave o studiju u Republici Hrvatskoj. Povjerenstvo je na svojim sjednicama raspravilo sve cjeline dopunske isprave i dalo okvir za izradu ovih uputa. Povjerenstvo je posebice vodilo računa o tomu da Pravilnik o sadržaju diploma i dopunskih isprava o studiju bude usklađen s europskim standardima dopunske isprave, te da upute budu prilagođene hrvatskome sustavu visokoga obrazovanja.

Članovi Povjerenstva za izradu modela dopunske isprave o studiju
bili su abecednim redom:
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prof. Stipe Brčić, akad. slikar, Arhitektonski fakultet Sveučilišta u Zagrebu,
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prof. dr. sc. Mladen Havelka, dekan, Zdravstveno veleučilište u Zagrebu,
prof. dr. sc. Jasmina Havranek, ravnateljica, Agencija za znanost i visoko obrazovanje,
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dr. sc. Zrinka Kovačević, pomoćnica ministra, Ministarstvo znanosti, obrazovanja i športa,
prof. dr. sc. Zvonko Maković, Filozofski fakultet Sveučilišta u Zagrebu,
prof. dr. sc. Predrag Marković, Filozofski fakultet Sveučilišta u Zagrebu,
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prof. dr. sc. Josip Silić, Filozofski fakultet Sveučilišta u Zagrebu,
prof. dr. sc. Ksenija Turković, Pravni fakultet Sveučilišta u Zagrebu i
prof. dr. sc. Slobodan Uzelac, državni tajnik, Ministarstvo znanosti, obrazovanja i športa, predsjednik Povjerenstva.

ECTS (EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM)
EUROPSKI SUSTAV PRIKUPLJANJA I PRENOŠENJA KREDITA (BODOVA)

ECTS je sustav prikupljanja i prenošenja bodova koji je usmjeren prema studentu (učeniku), a temelji se na razvidnosti rezultata učenja i samih procesa učenja. Cilj uvođenja ovoga sustava jest olakšati planiranje, provođenje, priznavanje i vrjednovanje kvalifikacija i jedinica učenja, kao i studentske mobilnosti.

ECTS bodovi temelje se na radnom opterećenju koje se zahtijeva od studenata radi stjecanja očekivanih rezultata učenja. **Rezultati učenja** opisuju što student treba znati, razumjeti i moći napraviti nakon što je uspješno završio proces učenja. Povezani su s mjerljivim pokazateljima razina („level descriptors") u nacionalnim i europskim kvalifikacijskim okvirima. **Radno opterećenje** opisuje količinu vremena koja je studentima u prosjeku potrebna kako bi izvršili sve obveze vezane uz nastavu i učenje (poput predavanja, seminara, projekata, praktičnoga rada, pripreme za nastavu, samostalnoga učenja, ispita i drugog), a koje su potrebne kako bi se postigli očekivani rezultati učenja.

60 ECTS bodova iznos je radnoga opterećenja studenta u formalnome kontekstu učenja u jednoj godini redovitoga studija. U većini slučajeva radno opterećenje redovitoga studenta u jednoj godini iznosi 1500 do 1800 sati, te stoga jedan ECTS bod iznosi 25 do 30 sati rada. Budući da izvanredni studenti ne studiraju u punome studijskom radnom opterećenju, oni u pravilu ne mogu steći 60 ECTS bodova u jednoj akademskoj godini.

ECTS bodovi dodjeljuju se predmetima i drugim studijskim obvezama studenata na temelju radnoga opterećenja koju pojedina studijska obveza nosi. Prije određivanja radnoga opterećenja studenta nužno je definirati očekivane rezultate učenja jer se samo na temelju njih može procijeniti koliko rada student treba uložiti da bi ih uspješno stekao. Za procjenu radnoga opterećenja studenata korisno je provesti ankete o tomu koliko je studentima potrebno vremena da steknu očekivane rezultate učenja za pojedini predmet ili kolegij na studiju.

ECTS bodovi dodjeljuju se po završetku svih nastavnih obveza na studiju ili komponenti studija (predavanje, seminar ili vježba), te nakon što je uspješno provedeno ispitivanje rezultata učenja. To znači da nije moguće dodjeljivati ECTS bodove za djelomično ispunjene obveze u nekom predmetu, seminaru ili vježbi.

ECTS bodovi stečeni na jednom studijskom programu mogu se prenijeti na drugi studijski program na istome ili drugom visokom učilištu. Preduvjet ovoga prenošenja jest da visoko učilište priznaje ECTS bodove i rezultate učenja s drugoga visokog učilišta. Visoka učilišta u pravilu se trebaju unaprijed dogovoriti i objaviti uvjete o priznavanju ECTS bodova kako bi

studenti znali točno koje će im obveze biti priznate.

ECTS bodovi opisuju samo radno opterećenje studenta na nekome predmetu ili kolegiju. Bez uvida u studijski program, ECTS bodovi ne opisuju rezultate učenja i kompetencije studenata. U skladu s tim, mogućnost prijenosa ECTS bodova koja je u hrvatskome Zakonu o znanstvenoj djelatnosti i visokom obrazovanju predviđena člankom 75. stavkom 1. služi za prenošenje količine ostvarenoga rada na studiju, a ne za opisivanje rezultata učenja i kompetencija studenata. Upravo je iz tog razloga u stavku 2. navedenoga članka određeno da kriterije i uvjete prijenosa ECTS bodova uređuju opći akti visokih učilišta.

NAPOMENA: Ovaj tekst je temeljen na tekstu "ECTS Key Features" Europske komisije iz prosinca 2007. godine. Europska je komisija najavila da će tijekom 2008. godine izdati opsežniji opis ECTS-a.

University of Zagreb
Faculty of electrical engineering and computing

Diploma Supplement
ver. 1.0

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the 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.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Family name(s): **Ivan**

1.2 Given name(s): **Horvat**

1.3 Date of birth *(day/month/year)*: 31/01/1980, Zagreb, Republic of Croatia

1.4 Student identification number or code: 0036363636

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification:
Bachelor of science in electrical engineering and information technology – B.Sc.
Name in original language: **Baccalaureus elektrotehnike i informacijske tehnologije**
Title conferred: **Bachelor of science**

2.2 Main field(s) of study for the qualification:
Electrical engineering and information technology

2.3 Name and status of awarding institution:
Sveučilište u Zagrebu Fakultet elektrotehnike i računarstva
University / State institution

2.4 Name and status of institution administering studies: same

2.5 Language(s) of instruction/examination: Croatian

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification: First level study program, with bachelor thesis

3.2 Official length of programme: 3 years, 180 ECTS

3.3 Access requirements(s): Finished four-year high school

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study: Full time

4.2 Programme requirements:

Electrical Engineering covers the application of physical laws about electromagnetic phenomena in development of products and services that provide a benefit to the mankind. Information technology, which uses computers, computer networks, communication systems and technology to sense, process, store and display the information, today has a significant impact on electrical engineering. Nowadays, it is almost impossible to come across an activity within electrical engineering that is not interconnected with information technology. Thus, these areas have been joined into the first-cycle study program of Electrical Engineering and Information Technology. This program develops the competencies to analyze and solve engineering problems of medium complexity, to work as an efficient member of a team, and to contribute to design of systems and processes in the area of electrical engineering and information technology. The fundamental knowledge of mathematics, physics, electrical engineering and information technology, backed up with usage of contemporary computer tools, is utilized.

The first year of study is common both to study of Electrical engineering and information technology and to other first lever study offered by the Faculty of electrical engineering and computing, the study of Computing. This first year gives the students the fundamental knowledge of mathematics, physics, electrical engineering and computing. Also, this first year teaches the student to communicate effectively and acquaints them with general principles of engineering.

In the second year students broaden the knowledge in mathematics and electrical engineering, but also introduces students to quality management and principles of economy. To emphasize individual work, they conduct and present a seminar.

In the third year, especially in the 6^{th} semester, specializations in five major fields, Wireless Communications, Electronics, Electronic and Computer Engineering, Control Engineering and Automation, and Electrical Power Engineering are introduced by corresponding mandatory and elective courses, which gives some practical knowledge for students who will not continue to the second level study. Some knowledge on ecology and law is also given. In the 5^{th} semester, to increase project management and teamwork competences, they complete a project in groups of 6-8 students. The study finishes after the bachelor thesis is successfully completed and publicly defended.

The first-cycle graduates have:

(a) Knowledge and understanding of

- Appropriate mathematical principles and techniques underlying electrical engineering and information technology including linear algebra, calculus, vector calculus and integral transforms,
- Science principles underlying electrical engineering and information technology systems,
- Systematic understanding of key aspects and concepts of electrical engineering including circuit and field theory, electronics, signals and systems, electrical energy technology, and automatic control.
- Systematic understanding of key aspects and concepts of information technology including digital logic, programming, algorithms and data structures, computer architecture, communication systems, and information theory,
- Coherent knowledge of the branch of electrical engineering and information technology based on knowledge and understanding of fundamental principles

given in common courses, as well as some forefront of the branch given in specialization courses,
- Social, ethical, business and legal context of engineering

(b) Engineering Analysis
- Ability to apply their knowledge and understanding to identify, formulate and solve engineering problems in Wireless Communications, Electronics, Electronic and Computer Engineering, Control Engineering and Robotics, and Electrical Power Engineering using methods established in respective specializations,
- Ability to apply gained knowledge and understanding in analysis of electrical engineering and information technology products, processes and methods,
- Ability to select and apply relevant analytic and modelling methods for problems in Wireless Communications, Electronics, Electronic and Computer Engineering, Control Engineering and Robotics, and Electrical Power Engineering and to program a computer to solve the problem,

(c) Engineering Design
- Ability to apply their knowledge and understanding to develop and realize design to meet defined and specified requirements in Wireless Communications, Electronics, Electronic and Computer Engineering, Control Engineering and Robotics, and Electrical Power Engineering,
- An understanding of design methodologies in electrical engineering and information technology, and an ability to use appropriate mathematical methods or information technology tools,

(d) Investigations
- Ability to conduct searches of literature, and to use data bases and other sources of information,
- Ability to design and conduct appropriate experiments in electrical engineering and information technology, interpret the data and draw conclusions
- Workshop and laboratory skills to use relevant laboratory equipment and analyze the results critically

(e) Engineering Practice
- Select and apply appropriate scientific principles, mathematical and computer based methods for analyzing general electric engineering and information technology systems,
- Ability to combine theory and practice to solve problems in electric engineering and information technology,
- Understanding of applied techniques and methods, and of their limitations
- Awareness of social impacts of engineering practice

(f) Transferable skills
- Ability to function effectively as an individual or as a member of a team, and to present the work both in written and oral form,
- Ability to use diverse methods to communicate effectively with the engineering community and with society at large,
- Awareness of the health, safety and legal issues and responsibilities of engineering practice, the impact of engineering solutions in a societal and environmental context, and commit to professional ethics, responsibilities and norms of engineering practice,
- Awareness of project management and business practices, and utilization of project management methods,
- Recognition of the need, and ability to engage in independent, life-long learning.

4.3 Programme details:

The student passed examinations and completed exercises in the following subjects:

	Subject	Lecture Hours	Exercise Hours	ECTS Points	Date of examination	Grade
1.	Mathematics 1	90		7	07/06/1998	sufficient (2)
2.	Fundamentals of Electrical Engineering	75	15	7	02/15/1999	good (3)
3.	Digital Logic	60	15	6	06/25/1998	sufficient (2)
4.	Programming and Software Engineering	60	15	6	06/09/1998	good (3)
5.	Communication Skills	30		3	06/09/1998	very good (3)
6.	Mathematica		15	1	06/09/1998	passed
7.	Mathematics 2	90		7	04/13/1999	sufficient (2)
8.	Physics 1	75	15	6	09/14/1998	sufficient (2)
9.	Algorithms and Data Structures	60	15	6	06/12/1998	very good (4)
10.	Computer Organization	60	15	6	06/17/1999	sufficient (2)
11.	Management in Engineering	30		3	06/16/1998	very good (4)
12.	Autocad		15	2	02/18/2000	passed
13.	Mathematics 3E	60		5	06/26/2000	very good (4)
14.	Physics 2	75	15	6	04/27/2000	good (3)
15.	Electronics 1	75	15	7	09/23/1999	good (3)
16.	Electrical Circuits	75	15	7	02/28/2000	very good (4)
17.	Quality Management	30		3	09/21/2000	very good (4)
18.	Matlab		15	2	09/21/2000	very good (4)
19.	Probability and Statistics	60		5	09/14/2000	good (3)
20.	Signals and Systems	60	15	6	07/03/2000	very good (4)
21.	Energy Technology	60	15	6	11/10/2000	very good (4)
22.	Electromagnetic Fields	60	15	6	01/31/2001	excellent (5)
23.	Economics and Managerial Decision Making	45		4	02/09/2001	very good (4)
24.	Seminar	30		3	02/26/2001	excellent (5)
25.	Automatic Control	60		5	02/05/2001	very good (4)
26.	Communication Systems	60		5	02/14/2001	very good (4)
27.	Information Theory	45		4	01/31/2001	excellent (5)
28.	Electronics 2	45		4	06/20/2001	excellent (5)
29.	Applied Electromagnetics	45		4	06/28/2001	good (3)
30.	Sustainable Development and Environment	30		2	06/15/2001	excellent (5)
31.	Project		15	6	06/18/2001	excellent (5)
32.	Mobile Communications	45		4	07/12/2001	excellent (5)
33.	Audiotechnics	45		4	06/12/2001	excellent (5)
34.	Digital Video	45		4	02/07/2002	excellent (5)
35.	Introduction to Virtual Environments	45		4	01/28/2002	very good (4)
36.	Commercial Law	30		2	02/13/2002	excellent (5)
37.	BSc Thesis			12	02/06/2002	excellent (5)

Total ECTS points: 180

According to success shown in written bachelor thesis work (excellent (5)), verbal bachelor exam (excellent (5)) and according to general success during whole period of studies (overall grade point average 4.16 at 5.00 scale) **Ivan Horvat** passed his bachelor exam with excellent (5) grade on June 9, 2003).

4.4 Grading scheme:

All courses are graded through continuous assessment, where all student activities contribute with a certain number of points. Maximal number of points earned on a course is 100. In general, regular class attendance is expected of all students. However, the regular attendance contributes with 5-10 points. The contributions of other activities are:

- homework: 10-20 points;
- laboratories: 5-15 points;
- mid-term exams: 20-50 points;
- final exam: 20-40 points.

Little exceptions are allowed depending on the specific course structure. To achieve a passing grade, it is generally required to earn at least 50 points.

After the final exam, the students are ranked according to the number of points earned. The final grade depends on the position on the rank-list, as follows:

- grade 5 – first 15 % of students
- grade 4 – next 35 % of students
- grade 3 – next 35 % of students
- grade 2 – next 15 % of students

4.5 Overall classification of the qualification *(in original language)*: **n.a.**

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

This degree entitles the student to continue education at the second level study of Faculty of electrical engineering and computing in order to obtain the degree Master of science in Electrical engineering and information technology. The student can also enrol second level Computing or Information and communication technology program, where some bridge courses should be completed.
The continuation of the study is possible also at other schools which offer second level study programs.

5.2 Professional status:

The bachelor degree in Electrical engineering and information technology entitles its holder to bear the legally protected professional title Bachelor of science and to exercise professional work in the field for which was awarded.

The study rests on a strong fundamental knowledge of mathematics, physics, computer science, circuit and field theory, electronics, energy technology, and automatic control. Because of that, the student possesses all the knowledge and skills needed to solve tasks of medium complexity in different branches of industries and enterprises, and to face with changes and technological innovations, which are expected in the future. The employment is not necessarily limited to the fields of Electrical engineering or Information technology.

6 ADDITIONAL INFORMATION

6.1 Additional information:

University of Zagreb, founded in 1669, consists of 29 faculties, 3 art academies and 1 university centre for studies. The university enrols around 65.000 students. Faculty of electrical engineering and computing was constituted in 1956, under the name Faculty of electrical engineering, a descendant to Technical college of the University of Zagreb, which was founded in 1919. Today's name was adopted in 1995. The faculty enrols more than 4000 students. About 15000 students have graduated at this faculty since 1956.

6.2 Further information sources:

Republic of Croatia, Ministry of science, education and sports, http://www.mzos.hr

University of Zagreb, http://www.unizg.hr
Faculty of electrical engineering and computing, http://www.fer.hr

7 CERTIFICATION OF THE SUPPLEMENT

7.1 Date: 31/01/2005

7.2 Signature:

_____
Prof.Dr. Pero Perić

7.3 Capacity: Vice dean for education

7.4 Official stamp or seal:

Republika Slovenija
UNIVERZA V MARIBORU

priloga k diplomi

Janez Novak

Ocenjevanje tveganj - model izračuna neželjenih dogodkov

Številka diplome:
M00777

priloga k diplomi

Priloga k diplomi se izdaja na podlagi 32. člena Zakona o visokem šolstvu (Uradni list RS, št. 67/93, 22/94 – odločba US, 39/95 – odločba US, 18/98 – odločba US, 35/98 – odločba US in 99/99) in ob upoštevanju *Konvencije o priznavanju visokošolskih kvalifikacij v evropski regiji* (Uradni list RS – Mednarodne pogodbe, št. 14/99) ter priporočil Evropske komisije, Sveta Evrope in Unesco/Cepesa.

Sestavljena je iz osmih poglavij in vsebuje:

1. informacijo o diplomantu,
2. informacijo o visokošolski izobrazbi,
3. informacijo o stopnji izobrazbe,
4. informacijo o študiju in uspešnosti diplomanta,
5. informacijo o možnostih za nadaljevanje študija in zaposlovanja,
6. dodatne informacije,
7. podpis pooblaščene osebe in pečat in
8. informacijo o visokošolskem sistemu v Republiki Sloveniji.

V prilogo k diplomi se ne vpisujejo vrednostne sodbe, izjave o ekvivalentnosti ali predlogi za priznavanje visokošolske izobrazbe v drugih državah.

1. INFORMACIJA O DIPLOMANTU

1.1 Ime:	JANEZ
1.2 Priimek:	NOVAK
1.3 Datum in kraj rojstva:	17. 5. 1973, MARIBOR
1.4 Vpisna številka študenta:	78965423

2. INFORMACIJA O VISOKOŠOLSKI IZOBRAZBI

2.1 Ime listine in strokovni oziroma znanstveni naslov:

Ime listine: Diploma o magisteriju
Strokovni oz. znanstveni naslov: MAGISTER ZNANOSTI

2.2 Študijsko področje, študijski program, smer:

Študijsko področje: TEHNIŠKE VEDE
Študijski program: Podiplomski študijski program za pridobitev magisterija ELEKTROTEHNIKA

Študijski program je bil sprejet na Senatu FERI 26. 01. 1996, na Senatu UM 26. 3. 1996 in na Svetu za visoko šolstvo RS 30. 05. 1996, z novimi predmetniki pa dopolnjen na Senatu FERI 23. 11. 2001, na Senatu UM 22. 1. 2002 in na Svetu za visoko šolstvo RS 15. 03. 2002.

2.3 Ime visokošolskega zavoda, ki je diplomo podelil:

Univerza v Mariboru
Fakulteta za elektrotehniko, računalništvo in informatiko
FERI
Smetanova ul. 17
2000 Maribor

2.4 Pravni status visokošolskega zavoda: Državni

2.5 Uradni učni jezik: Slovenski jezik

3. INFORMACIJA O STOPNJI IZOBRAZBE

3.1 Stopnja izobrazbe: Magisterij

3.2 Trajanje študija: 2 LETI

3.3 Vpisni pogoji:

V magistrski študijski program Elektrotehnika se lahko vpišejo kandidati, ki:
- so uspešno končali katerega izmed naslednjih univerzitetnih študijskih programov dodiplomskega študija: elektrotehnika, računalništvo in informatika, fizika, matematika, gospodarsko inženirstvo - elektrotehniška smer z zaključno oceno najmanj 8 (prav dobro) ali če so kandidati vključeni v raziskovalno delo, kar dokazujejo z objavljenimi članki in referati ter imajo po diplomi dve leti delovnih izkušenj, in
- vsaj pasivno obvladajo dva svetovna jezika ali enega aktivno.

4. INFORMACIJA O ŠTUDIJU IN USPEŠNOSTI DIPLOMANTA

4.1 Način študija: Izredni

4.2 Glavne sestavine programa in študentove obveznosti:

Predavanja: 375 ur
Število izpitov: 7
Število ECTS točk: 120

4.3 in 4.4 Podatki o študijskem programu ter uspeh študenta pri študiju in diplomi

Št.	Predmet	Letnik	Število ur predavanj	Število ur vaj	Skupaj	ECTS	Ocena	Datum
1	IZBRANA POGLAVJA IZ FIZIKE	1	75	0	75	15	09	27. 1. 1999
2	IZBRANA POGLAVJA IZ TEORETSKE ELEKTROTEHNIKE	1	75	0	75	15	10	4. 3. 1999
3	IZBRANA POGLAVJA IZ STIKALNIH NAPRAV	1	75	0	75	15	10	1. 6. 1999
4	METODE KONČNIH IN ROBNIH ELEMENTOV V ELEKTROTEHNIKI	2	75	0	75	15	10/10	13. 12. 1999
5	ELEKTROENERGETSKI SISTEMI	2	75	0	75	15	10	22. 5. 2001
6	IRD I	1	0	0	0	15	10	23. 5. 2001
7	IRD II (priprava in zagovor magistrske naloge)	2	0	0	0	30	10	23. 5. 2001

Ocena diplomskega dela: **0,0**

4.5 Ocenjevalna lestvica:

10	odlično (izjemni rezultati z zanemarljivimi napakami)
9	prav dobro (nadpovprečno znanje, vendar z nekaj napakami)
8	prav dobro (solidni rezultati)
7	dobro (dobro znanje, vendar z večjimi napakami)
6	zadostno (znanje ustreza minimalnim kriterijem)
5 – 1	nezadostno (znanje ne ustreza minimalnim kriterijem)

4.6 Povprečna ocena: **9,9**

5. INFORMACIJA O MOŽNOSTIH ZA NADALJEVANJE ŠTUDIJA IN ZAPOSLOVANJA

5.1 Možnosti za nadaljevanje študija:

Magister znanosti lahko nadaljuje izobraževanje na študijskem programu za pridobitev doktorata znanosti.

5.2 Možnosti za opravljanje poklica:

Magister znanosti je usposobljen za zahtevna delovna mesta v akademskem okolju, znanstveno-raziskovalnih inštitucijah, gospodarstvu in negospodarstvu.

6. DODATNE INFORMACIJE

6.1 Dodatne informacije:

6.2 Viri dodatnih informacij:

Univerza v Mariboru
Fakulteta za elektrotehniko, računalništvo in informatiko
Smetanova 17
2000 Maribor
Tel: +386 2 220 70 07
Fax: +386 2 220 70 24
e-mail: info@feri.uni-mb.si
Internet: www.feri.uni-mb.si

ENIC/NARIC Nacionalni informacijski center
za akademsko priznavanje diplom Ministrstvo za šolstvo, znanost in šport
Župančičeva 6
1000 Ljubljana
Slovenija
Tel: +386 1 478 57 31, +386 1 478 53 90
Fax: +386 1 478 56 69
e-mail: anita.jesenko@mss.edus.si

7. PODPIS POOBLAŠČENE OSEBE IN PEČAT

Datum: 24. 11. 2000 Dekan

Pečat:

8. INFORMACIJA O VISOKOŠOLSKEM SISTEMU V REPUBLIKI SLOVENIJI

Visoko šolstvo v Republiki Sloveniji ureja zakon o visokem šolstvu. Veljati je začel 1. 1. 1994, dopolnitve pa 24. 12. 1999. Študij je dodiplomski in podiplomski. Dodiplomski študijski programi so univerzitetni in visokošolski strokovni. Fakultete in akademije lahko izvajajo obe vrsti programov, visoke strokovne šole pa le visokošolske strokovne. Podiplomski študijski programi so: programi za pridobitev specializacije, programi za pridobitev magisterija in programi za pridobitev doktorata znanosti. Po dodiplomskih programih se pridobi diploma in tako imenovani prvi strokovni naslov; po podiplomskih si je mogoče pridobiti drugo diplomo in drugi strokovni naslov specialist ali znanstvena naslova magister znanosti oziroma umetnosti in doktor znanosti. Strokovni in znanstveni naslovi so določeni v skladu z zakonom o strokovnih in znanstvenih naslovih (Uradni list RS, št. 47/98). V tujini pridobljeni strokovni in znanstveni naslov velja, če je diploma, s katero se izkazuje pridobitev naslova, priznana v Republiki Sloveniji.

V univerzitetni študijski program se lahko vpiše, kdor je opravil maturo (zaključni izpit pred 1. 6. 1995), po letu 2001/2002 pa tudi poklicno maturo in dodatni izpit. Programi trajajo štiri do šest let in se praviloma končajo z diplomskim izpitom (zagovorom diplomske naloge). V diplomo, ki jo dobi študent po uspešno končanem študiju, se vpiše strokovni naslov z navedbo stroke. Diploma po končanem univerzitetnem študiju omogoča zaposlitev ali nadaljevanje podiplomskega študija.

V visokošolski strokovni študijski program se lahko vpiše, kdor je opravil maturo, poklicno maturo ali zaključni izpit po štiriletnem srednješolskem ali enakovrednem programu. Programi trajajo praviloma tri leta, izjemoma štiri. Končajo se z zagovorom diplomske naloge. V diplomo, ki jo dobi študent po uspešno končanem študiju, se vpiše strokovni naslov z navedbo stroke. Diploma po končanem strokovnem študiju omogoča zaposlitev ali nadaljevanje študija po specialističnih študijskih programih, lahko pa tudi v magistrskih.

Prehod med strokovnim in univerzitetnim študijem je pod določenimi pogoji mogoč v obe smeri.

V specialistični študijski program se lahko vpiše, kdor ima diplomo iz univerzitetnega ali visokošolskega strokovnega študija. Programi trajajo eno do dve leti. Po uspešno končanem študiju se pridobi strokovni naslov specialist oziroma specialistka z navedbo stroke.

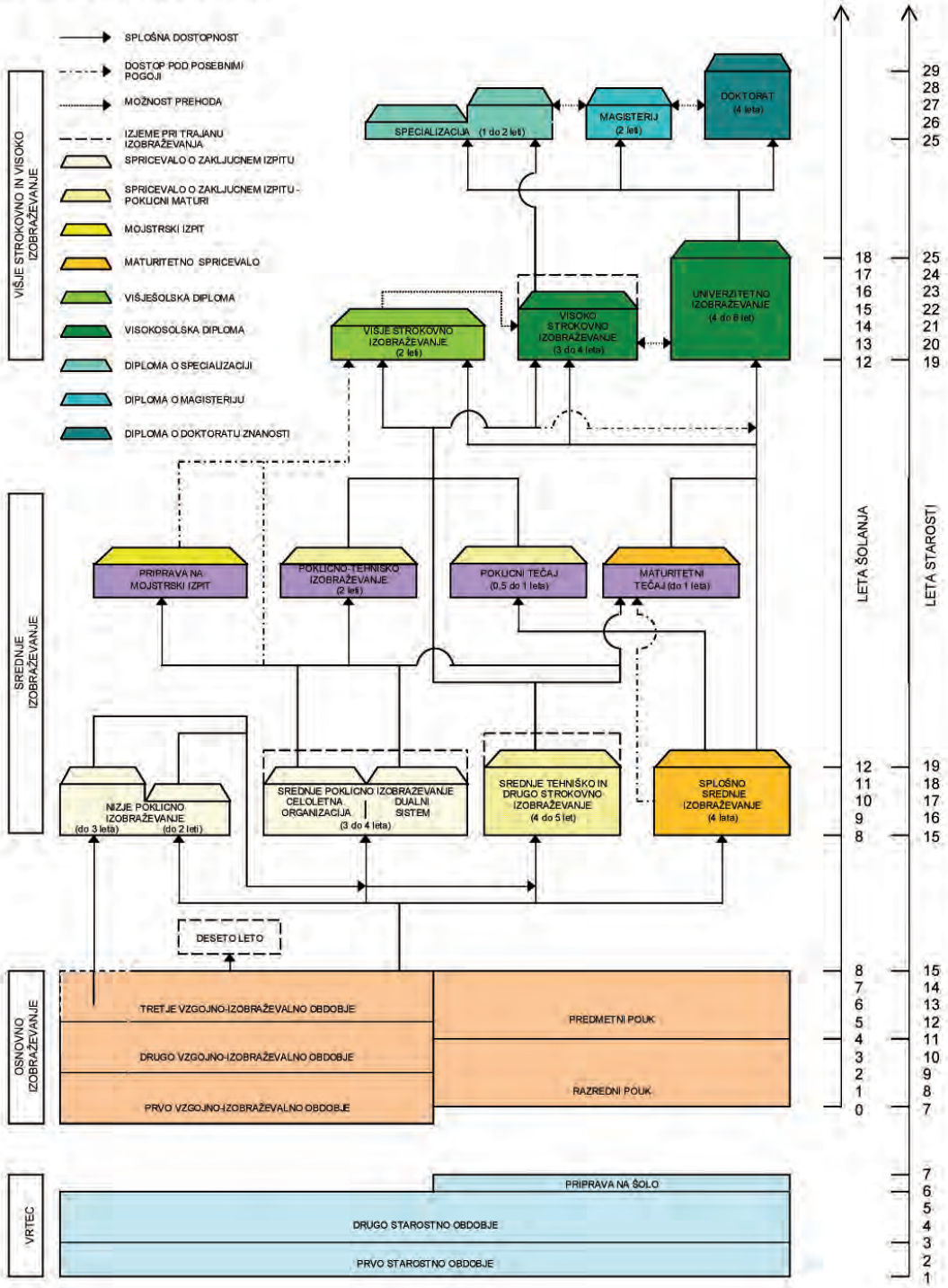
V magistrski študijski program se lahko vpiše, kdor ima diplomo iz univerzitetnega študija, lahko pa tudi, kdor je končal visokošolski strokovni študij. Programi trajajo dve leti in se končajo z zagovorom magistrske naloge. Po uspešno opravljenem zagovoru se pridobi znanstveni naslov magister znanosti oziroma magistrica znanosti ali magister umetnosti oziroma magistrica umetnosti.

V doktorski študij se lahko vpiše, kdor ima diplomo univerzitetnega študija ali kdor ima opravljen magisterij. Doktorski študij po univerzitetni diplomi traja štiri leta, po magisteriju pa dve leti. Diplomanti si pridobijo znanstveni naslov doktor oziroma doktorica znanosti.

Prehodnost med magistrskim in doktorskim študijem je mogoča. Študenti, ki so se vpisali najprej v dveletni magistrski študij, lahko nadaljujejo študij še nadaljnji dve leti in si pridobijo doktorat. Študenti, ki so se vpisali v štiriletni doktorski študij, lahko po dveh letih končajo študij z magisterijem.

Kreditni sistem študija (ECTS) se uvaja postopoma: pri podiplomskem študiju se je uveljavil na večini fakultet, tako da mora študent za dokončanje magistrskega študija zbrati 120 kreditnih točk (KT), za doktorski študij pa 240. Za dodiplomski študij je kreditni sistem za zdaj vpeljan le na posameznih visokošolskih zavodih.

ŠOLSKI SISTEM V REPUBLIKI SLOVENIJI – 2000



Republika Slovenija
UNIVERZA V MARIBORU

the diploma supplement

Janez Novak

Risk assessment - model of calculationof undesired events

Diploma serial number:
M00777

the diploma supplement

The Diploma Supplement has been issued on the basis of Article 32 of the Higher Education Act (Official Gazette RS 67/93, 22/94 - Constitutional Court Decision, 39/95 – Constitutional Court Decision, 18/98 – Constitutional Court Decision, 35/98 – Constitutional Court Decision, 99/99), taking into account the *Convention on the Recognition of Qualifications Concerning Higher Education in the European Region* (Official Gazette RS – International Treaties, 14/99) and the recommendations of the European Commission, Council of Europe and Unesco/Cepes. It comprises eight sections containing the following information:
1. Information identifying the holder of the qualification
2. Information identifying the qualification
3. Information on the level of the qualification
4. Information on the content and results gained
5. Information on the function of the qualification
6. Additional information
7. Certification of the supplement
8. Information on the system of higher education the Republic of Slovenia

The information contained within the supplement should not include any value judgements, equivalence statements or suggestions about recognition in other countries.

1 Information identifying the holder of the qualification

1.1	**Given name(s):**	**JANEZ**
1.2	**Family name(s):**	**NOVAK**
1.3	**Date and place of birth:**	**17. 5. 1973, Maribor**
1.4	**Student identification number:**	**78965423**

2 Information identifying the qualification

2.1 Name of qualification and title conferred (in original language):

Name of qualification: diploma o magisteriju znanosti
Professional or scientific title: magister znanosti

2.2 Main field(s) of study for the qualification, study programme, options:

Main field of study: TECHNICAL SCIENCES
Study programme: Postgraduate Master's of Science Programme – ELECTRICAL ENGINEERING

The Study Programme was adopted at the 7th Session of the Senate of the Faculty of Electrical Engineering and Computer Science on 26.01.1996 and at the Higher Education Council of the RS on 30.05.1996, and it was completed by the new subjects at the 29th Session of the Senate of the Faculty of Electrical Engineering and Computer Science on 23.11.2001 and at the Higher Education Council of the RS on 15.03.2003.

2.3 Name of awarding institution (in original language):

Univerza v Mariboru
Fakulteta za elektrotehniko, računalništvo in informatiko
FERI
Smetanova 17
2000 Maribor

2.4 Legal status of institution: State institution

2.5 Language(s) of instruction: Slovenian

3 Information on the level of the qualification

3.1 Level of qualification: Master

3.2 Official length of programme: 2 YEARS

3.3 Admission requirement(s):

Candidates, who:
- have successfully finished one of the following under-graduate university study programmes: electrical engineering, computer and information science, physics, mathematics, economic engineering – option of electrical engineering with a final grade of at least 8 (very good) or if the candidates are included in research, which is proved by the published articles and lectures and if they have two years of vocational experience after graduation and
- master at least two world languages or one actively

may enrol to the programme Electrical Engineering.

4 Information on the content and results gained

4.1 Mode of study: Part-Time

4.2 Main programme components and requirements:

Lectures: 375 hours
Number of Examinations: 7
Number of ECTS: 120

4.3 & 4.4 Programme details and grades obtained at end-of-term examinations and graduation examination:

No.	Examination	Year	Lectures (hours)	Exercises (hours)	Total (hours)	ECTS	Grade	Date
1	CHOSEN CHAPTERS OF PHYSICS	1	75	0	75	15	9	27.1.1999
2	CHOSEN CHAPTERS OF THEORETICAL ELECTRICAL ENGINEERING	1	75	0	75	15	10	4.3.1999
3	CHOSEN CHAPTERS OF SWITCH DEVICES	1	75	0	75	15	10	1.6.1999
4	METHODS OF FINAL AND MARGINAL ELEMENTS IN ELECTRICAL ENGINEERING	2	75	0	75	15	10/10	13.12.1999
5	ELECTRICAL ENERGETIC SYSTEMS	2	75	0	75	15	10	22.5.2001
6	REPORT IN INDIVIDUAL RESEARCH I	1	0	0	0	15	10	23.5.2001
7	REPORT ON INDIVIDUAL RESEARCH II (preparation and oral presentation of master thesis)	2	0	0	0	15	10	18.6.2001

Grade obtained with the diploma thesis: /

4.5 Grading scheme:

10	Excellent	(outstanding achievement with minor, almost negligible defects)
9	Very good	(above-average achievement with some defects)
8	Good	(well performed work but with some material defects)
7	Satisfactory	(satisfactory performance with some defects)
6	Pass	(performance meets only the minimum criteria)
5	Fail	(certain requirements remain to be met prior to the award of credit points)
1-4	Fail	(in-depth and thorough further study is needed for meeting the requirements)

4.6 Grade point average: **9,9**

5 Information on the function of the qualification

5.1 Admission to further study:

A master of science may continue his or her education at the scientific doctoral study programme.

5.2 Professional status:

A master of science is enabled for demanding employments in the academic sphere, at scientific research institutions, in economy and in non-economical sectors.

6 Additional information

6.1 Additional information

6.2 Further information sources:

University of Maribor
Faculty of Electrical Engineering and Computer Science
Smetanova 17
2000 Maribor
Tel.: +386 2 220 70 07
Fax: +386 2 220 70 24
e-mail: info@feri.uni-mb.si
Internet: www.feri.uni-mb.si

ENIC/NARIC National Information Centre
For Academic Recognition of Diplomas Ministry of Education, Science and Sports
Župančičeva 6
1000 Ljubljana
Slovenia
Tel.: +386 1 478 57 31, +386 1 478 53 90
Fax: +386 1 478 56 69
e-mail: anita.jesenko@mss.edus.si

7 Certification of the supplement

Date: 24. 11. 2000 Dean

Official stamp or seal:

8 Information on the higher education system in the Republic of Slovenia

In the Republic of Slovenia, higher education is regulated by the Higher Education Act. The original act entered into force on 1 Jan. 1994 and its amendments on 24 Dec. 1999. Studies are divided into undergraduate and post-graduate studies. Undergraduate studies consist of university and professional type of programmes. Faculties and academies offer both types of programmes, while professional colleges provide only professional courses of study. At the postgraduate level programmes lead to the following degrees: *specializacija, magisterij* and *doktorat znanosti*. After the completion of undergraduate studies, graduates obtain a *diploma* and the first degree title. After the completion of post-graduate studies, graduates obtain the second degree and the second degree title. Depending on the type of the programme, the title is either a professional title of a specialist or the academic title of either magister znanosti/umetnosti or doktor znanosti. Professional and academic titles are conferred in compliance with the Professional and Academic Titles Act (Ur. l. RS 47/98). In Slovenia, foreign professional and academic titles are recognised provided that the degree granting the title is recognised.

The admission requirement for undergraduate programmes of the university type is a matura examination (a final examination before 1 June 1995). After 2001/2002, a vocational matura examination (poklicna matura) and an additional examination will be an alternative requirement also granting admission to this type of programmes. Programmes last four to six years and, as a rule, end with the diploma examination (defence of a diploma thesis). The diploma conferred after a successful completion of studies specifies the professional title naming the field of study. A university diploma enables graduates to start work or continue their studies at the post-graduate level.

The admission requirement for undergraduate programmes of the professional type is either a matura, vocational matura or final examination after the completion of a four-year secondary education programme or its equivalent. Professional higher education programmes last in principle three, exceptionally four years. They end with the defence of a diploma thesis. The diploma conferred after a successful completion of studies specifies the professional title naming the field of study. Graduates can either enter the labour market or continue their studies in programmes leading to specializacija or even magisterij.

Transfers between professional and university type of programmes are possible in both directions provided that certain conditions are met.

The admission requirement for post-graduate programmes leading to *specializacija* is a degree obtained after the university or professional type of higher education programme. These programmes last one year. Having completed the studies, graduates obtain the professional title of a specialist or specialistka (female holders) naming the field of study.

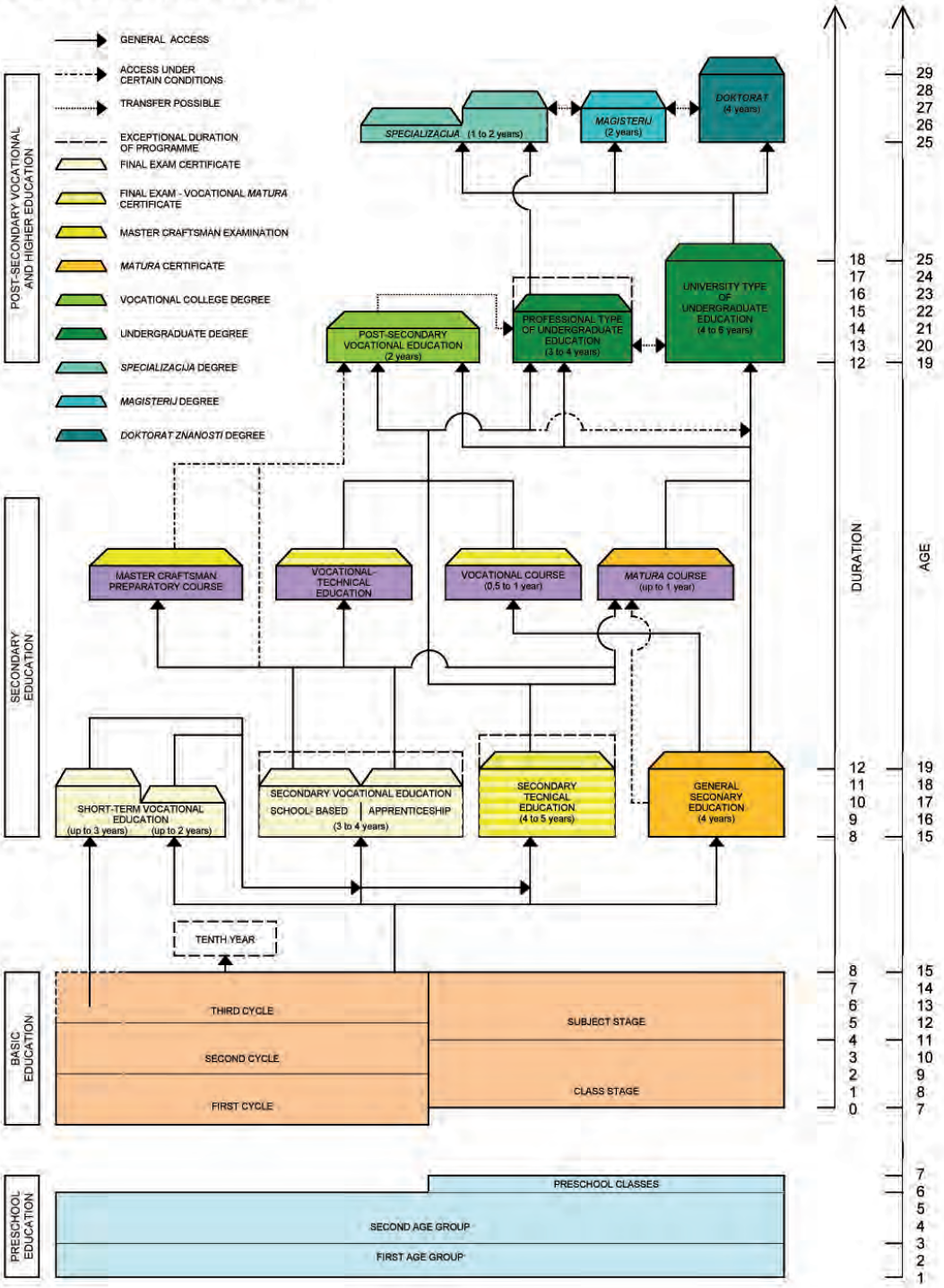
The admission requirement for post-graduate programmes leading to *magisterij* is a degree obtained after the university or professional type of undergraduate programmes. These programmes last two years and end with the defence of a master's thesis (*magistrska naloga*). Having graduated by passing the defence, graduates obtain the academic title of a magister znanosti or magistrica znanosti (female holders) and magister umetnosti or magistrica umetnosti (female holders), respectively.

The admission requirement for post-graduate programmes leading to a *doktorat znanosti* is either a degree obtained upon the completion of the university type of undergraduate studies or a *magisterij* degree. Doctoral studies after a university degree last four, after a *magisterij* degree two years. Graduates obtain the academic title of doktor or doktorica znanosti (female holders).

Transfers between *magisterij* and doctoral studies are possible. Students that first enrolled in a two-year *magisterij* programme may continue their studies for two additional years and obtain a *doktorat znanosti*. Students that first enrolled in a four-year doctoral course of study may complete their studies after two years with a *magisterij* degree.

The credit transfer system (ECTS) is being gradually implemented. Most faculties have introduced it at the post-graduate level. Students must receive 120 credit points to complete their studies at the *magisterij* level and 240 credit points to obtain a *doktorat znanosti*. At the undergraduate level, however, the system has been implemented only by a certain number of faculties.

EDUCATION SYSTEM IN THE REPUBLIC OF SLOVENIA – 2000



[Name of the Higher Education Institution]

Diploma Supplement

This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the 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 should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1. HOLDER OF THE QUALIFICATION

1.1 Family Name / 1.2 First Name

Mustermann, Jens

1.3 Date, Place, Country of Birth

23. Dezember 1987, Essen, Germany

1.4 Student ID Number or Code

MB - 12345

2. QUALIFICATION

2.1 Name of Qualification (full, abbreviated; in original language)

Master of Science - M. Sc.

Joint study program with Univ. of Manchester, Great Britain

Title Conferred (full, abbreviated; in original language)

n.a.

Explanatory Note: Usually not applicable for Germany, except for some specialised professional designations, which are awarded simultaneously with the academic degree. For these see 5.2.

2.2 Main Field(s) of Study

Mechanical Engineering

2.3 Institution Awarding the Qualification (in original language)

Gottfried Wilhelm Leibniz- Universität (founded 1623)
Department of Mechanical Engineering

Status (Type / Control)

University / State Institution

2.4 Institution Administering Studies (in original language)

[same]

Status (Type / Control)

[same]

2.5 Language(s) of Instruction/Examination

German

Certification Date:

Chairman Examination Committee

3. LEVEL OF THE QUALIFICATION

3.1 Level

Graduate/second degree (two years), by research with thesis

3.2 Official Length of Programme

Two years, 120 ECTS-credits

3.3 Access Requirements

Bakkalaureus/Bachelor degree (three to four years),
in the same or related field; or foreign equivalent

4. CONTENTS AND RESULTS GAINED

4.1 Mode of Study

Full-time

4.2 Programme Requirements/Qualification Profile of the Graduate

Explanatory Note: If available, provide details of the learning outcomes, skills, competencies and stated aims and objectives associated with the qualification. 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.

4.3 Programme Details

See “Transcript of Records” for list of courses and grades; and ,,Prüfungszeugnis" (Final Examination Certificate) for subjects offered in final examinations (written and oral), and topic of thesis, including evaluations.

4.4 Grading Scheme

General grading scheme cf. Sec. 8.6 - Grade Distribution (Award year) ,,Sehr gut" (7%) - ,,Gut" (23%) ,,Befriedigend" (50 %) - ,,Ausreichend" (15%) - ,,Nicht ausreichend" (5%)
In addition institutions already use the ECTS grading scheme which operates with the levels A (best 10 %), B (next.25 %), C (next 30 %), D (next 25 %), and E (next 10 %).

4.5 Overall Classification (in original language)

Gut
Based on the accumulation of grades received during the study programme and the final thesis (examinations 75%, master thesis 25%);
cf. Prüfungszeugnis (Final Examination Certificate)

Certification Date:

Chairman Examination Committee

5. FUNCTION OF THE QUALIFICATION

5.1 Access to Further Study

Qualifies to apply for admission for doctoral studies (thesis research) - Prerequisite: Overall grade of at least "Note" and acceptance of doctoral thesis research project

5.2 Professional Status

Explanatory Note: 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 Additional Information

Explanatory Note: 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 Further Information Sources

On the institution: www.u-leibniz.de; on the programme
www. u-leibniz.de/Maschinenbau/index.htm - For national information sources cf. Sect. 8.8

7. CERTIFICATION

This Diploma Supplement refers to the following original documents:
Urkunde über die Verleihung des Grades vom [Date]
Prüfungszeugnis vom [Date]
Transcript of Records vom [Date]

Certification Date: 23. July 2001

Prof. Dr. Hans Meyer
Chairman, Examination Committee

(Official Stamp/Seal)

8. NATIONAL HIGHER EDUCATION SYSTEM

The information on the national higher education system on the following pages provides a context for the qualification and the type of higher education that awarded it.

8. INFORMATION ON THE GERMAN HIGHER EDUCATION SYSTEM[1]

8.1 Types of Institutions and Institutional Status

Higher education (HE) studies in Germany are offered at three types of Higher Education Institutions (HEI).[2]

- *Universitäten* (Universities) including various specialized institutions, offer the whole range of academic disciplines. In the German tradition, universities focus in particular on basic research so that advanced stages of study have mainly theoretical orientation and research-oriented components.

- *Fachhochschulen* (Universities of Applied Sciences) concentrate their study programmes in engineering and other technical disciplines, business-related studies, social work, and design areas. The common mission of applied research and development implies a distinct application-oriented focus and professional character of studies, which include integrated and supervised work assignments in industry, enterprises or other relevant institutions.

- *Kunst- und Musikhochschulen* (Universities of Art/Music) offer studies for artistic careers in fine arts, performing arts and music; in such fields as directing, production, writing in theatre, film, and other media; and in a variety of design areas, architecture, media and communication.

Higher Education Institutions are either state or state-recognized institutions. In their operations, including the organization of studies and the designation and award of degrees, they are both subject to higher education legislation.

8.2 Types of Programmes and Degrees Awarded

Studies in all three types of institutions have traditionally been offered in integrated "long" (one-tier) programmes leading to *Diplom-* or *Magister Artium* degrees or completed by a *Staatsprüfung* (State Examination).

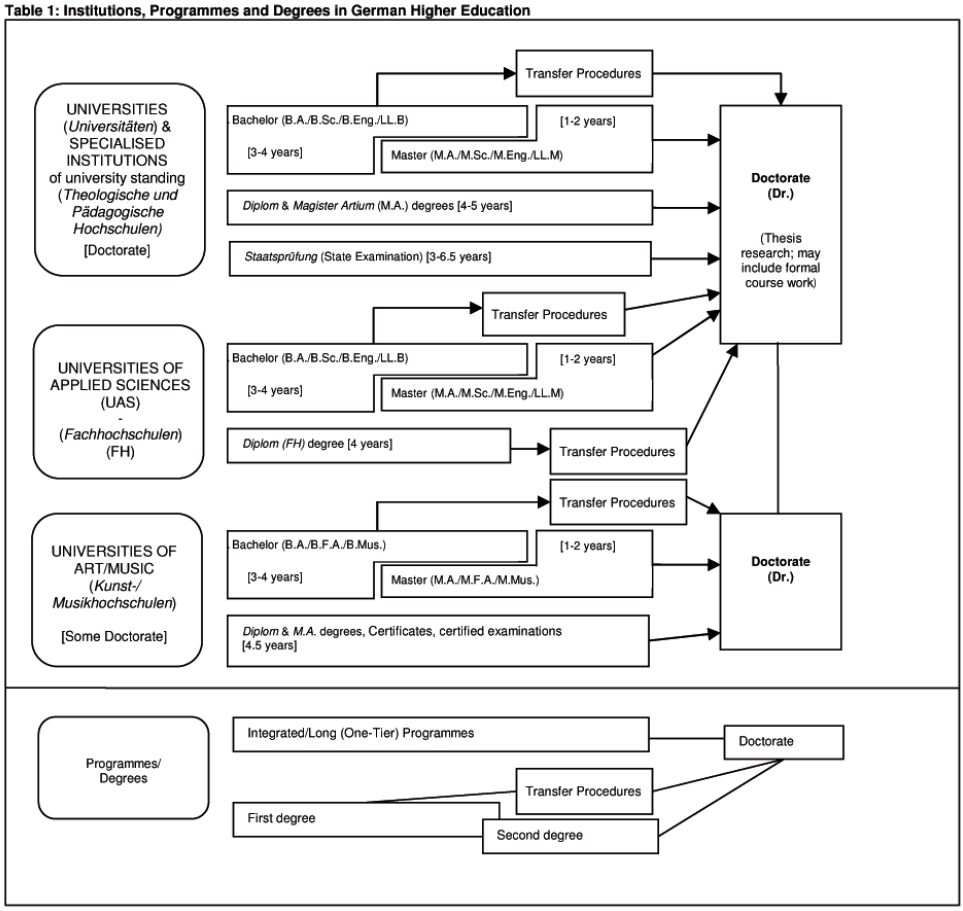
Within the framework of the Bologna-Process one-tier study programmes are successively being replaced by a two-tier study system. Since 1998, a scheme of first- and second-level degree programmes (Bachelor and Master) was introduced to be offered parallel to or instead of integrated "long" programmes. These programmes are designed to provide enlarged variety and flexibility to students in planning and pursuing educational objectives, they also enhance international compatibility of studies.

For details cf. Sec. 8.4.1, 8.4.2, and 8.4.3 respectively. Table 1 provides a synoptic summary.

8.3 Approval/Accreditation of Programmes and Degrees

To ensure quality and comparability of qualifications, the organization of studies and general degree requirements have to conform to principles and regulations established by the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany (KMK).[3] In 1999, a system of accreditation for programmes of study has become operational under the control of an Accreditation Council at national level. All new programmes have to be accredited under this scheme; after a successful accreditation they receive the quality-label of the Accreditation Council.[4]

Table 1: Institutions, Programmes and Degrees in German Higher Education



PRIMJERI

8.4 Organization and Structure of Studies

The following programmes apply to all three types of institutions. Bachelor's and Master's study courses may be studied consecutively, at various higher education institutions, at different types of higher education institutions and with phases of professional work between the first and the second qualification. The organization of the study programmes makes use of modular components and of the European Credit Transfer and Accumulation System (ECTS) with 30 credits corresponding to one semester.

8.4.1 Bachelor

Bachelor degree study programmes lay the academic foundations, provide methodological skills and lead to qualifications related to the professional field. The Bachelor degree is awarded after 3 to 4 years.
The Bachelor degree programme includes a thesis requirement. Study courses leading to the Bachelor degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.[5]
First degree programmes (Bachelor) lead to Bachelor of Arts (B.A.), Bachelor of Science (B.Sc.), Bachelor of Engineering (B.Eng.), Bachelor of Laws (LL.B.), Bachelor of Fine Arts (B.F.A.) or Bachelor of Music (B.Mus.).

8.4.2 Master

Master is the second degree after another 1 to 2 years. Master study programmes must be differentiated by the profile types "more practice-oriented" and "more research-oriented". Higher Education Institutions define the profile of each Master study programme.
The Master degree study programme includes a thesis requirement. Study programmes leading to the Master degree must be accredited according to the Law establishing a Foundation for the Accreditation of Study Programmes in Germany.[6]
Second degree programmes (Master) lead to Master of Arts (M.A.), Master of Science (M.Sc.), Master of Engineering (M.Eng.), Master of Laws (L.L.M), Master of Fine Arts (M.F.A.) or Master of Music (M.Mus.). Master study programmes, which are designed for continuing education or which do not build on the preceding Bachelor study programmes in terms of their content, may carry other designations (e.g. MBA).

8.4.3 Integrated "Long" Programmes (One-Tier): *Diplom* degrees, *Magister Artium, Staatsprüfung*

An integrated study programme is either mono-disciplinary (*Diplom* degrees, most programmes completed by a *Staatsprüfung*) or comprises a combination of either two major or one major and two minor fields (*Magister Artium*). The first stage (1.5 to 2 years) focuses on broad orientations and foundations of the field(s) of study. An Intermediate Examination (*Diplom-Vorprüfung* for *Diplom* degrees; *Zwischenprüfung* or credit requirements for the *Magister Artium*) is prerequisite to enter the second stage of advanced studies and specializations. Degree requirements include submission of a thesis (up to 6 months duration) and comprehensive final written and oral examinations. Similar regulations apply to studies leading to a *Staatsprüfung*. The level of qualification is equivalent to the Master level.

- Integrated studies at *Universitäten (U)* last 4 to 5 years (*Diplom* degree, *Magister Artium*) or 3 to 6.5 years (*Staatsprüfung*). The *Diplom* degree is awarded in engineering disciplines, the natural sciences as well as economics and business. In the humanities, the corresponding degree is usually the *Magister Artium* (M.A.). In the social sciences, the practice varies as a matter of institutional traditions. Studies preparing for the legal, medical, pharmaceutical and teaching professions are completed by a *Staatsprüfung*.
The three qualifications (*Diplom*, *Magister Artium* and *Staatsprüfung*) are academically equivalent. They qualify to apply for admission to doctoral studies. Further prerequisites for admission may be defined by the Higher Education Institution, cf. Sec. 8.5.

- Integrated studies at *Fachhochschulen (FH)*/Universities of Applied Sciences (UAS) last 4 years and lead to a *Diplom (FH)* degree. While the *FH*/UAS are non-doctorate granting institutions, qualified graduates may apply for admission to doctoral studies at doctorate-granting institutions, cf. Sec. 8.5.

- Studies at *Kunst- and Musikhochschulen* (Universities of Art/Music etc.) are more diverse in their organization, depending on the field and individual objectives. In addition to *Diplom/Magister* degrees, the integrated study programme awards include Certificates and certified examinations for specialized areas and professional purposes.

8.5 Doctorate

Universities as well as specialized institutions of university standing and some Universities of Art/Music are doctorate-granting institutions. Formal prerequisite for admission to doctoral work is a qualified Master (UAS and U), a *Magister* degree, a *Diplom*, a *Staatsprüfung*, or a foreign equivalent. Particularly qualified holders of a Bachelor or a *Diplom (FH)* degree may also be admitted to doctoral studies without acquisition of a further degree by means of a procedure to determine their aptitude. The universities respectively the doctorate-granting institutions regulate entry to a doctorate as well as the structure of the procedure to determine aptitude. Admission further requires the acceptance of the Dissertation research project by a professor as a supervisor.

8.6 Grading Scheme

The grading scheme in Germany usually comprises five levels (with numerical equivalents; intermediate grades may be given): "*Sehr Gut*" (1) = Very Good; "*Gut*" (2) = Good; "*Befriedigend*" (3) = Satisfactory; "*Ausreichend*" (4) = Sufficient; "*Nicht ausreichend*" (5) = Non-Sufficient/Fail. The minimum passing grade is "*Ausreichend*" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.
In addition institutions may already use the ECTS grading scheme, which operates with the levels A (best 10 %), B (next 25 %), C (next 30 %), D (next 25 %), and E (next 10 %).

8.7 Access to Higher Education

The General Higher Education Entrance Qualification (*Allgemeine Hochschulreife, Abitur*) after 12 to 13 years of schooling allows for admission to all higher educational studies. Specialized variants (*Fachgebundende Hochschulreife*) allow for admission to particular disciplines. Access to *Fachhochschulen* (UAS) is also possible with a *Fachhochschulreife*, which can usually be acquired after 12 years of schooling. Admission to Universities of Art/Music may be based on other or require additional evidence demonstrating individual aptitude.
Higher Education Institutions may in certain cases apply additional admission procedures.

8.8 National Sources of Information

- *Kultusministerkonferenz (KMK)* [Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany]; Lennéstrasse 6, D-53113 Bonn; Fax: +49[0]228/501-229; Phone: +49[0]228/501-0
- Central Office for Foreign Education (ZaB) as German NARIC; www.kmk.org; E-Mail: zab@kmk.org
- "Documentation and Educational Information Service" as German EURYDICE-Unit, providing the national dossier on the education system (www.kmk.org/doku/bildungswesen.htm; E-Mail: eurydice@kmk.org)
- *Hochschulrektorenkonferenz (HRK)* [German Rectors' Conference]; Ahrstrasse 39, D-53175 Bonn; Fax: +49[0]228/887-110; Phone: +49[0]228/887-0; www.hrk.de; E-Mail: sekr@hrk.de
- "Higher Education Compass" of the German Rectors' Conference features comprehensive information on institutions, programmes of study, etc. (www.higher-education-compass.de)

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1 The information covers only aspects directly relevant to purposes of the Diploma Supplement. All information as of 1 July 2005.

2 *Berufsakademien* are not considered as Higher Education Institutions, they only exist in some of the *Länder*. They offer educational programmes in close cooperation with private companies. Students receive a formal degree and carry out an apprenticeship at the company. Some *Berufsakademien* offer Bachelor courses which are recognized as an academic degree if they are accredited by a German accreditation agency.

3 Common structural guidelines of the *Länder* as set out in Article 9 Clause 2 of the Framework Act for Higher Education (HRG) for the accreditation of Bachelor's and Master's study courses (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 10.10. 2003, as amended on 21.4.2005).

4 "Law establishing a Foundation 'Foundation for the Accreditation of Study Programmes in Germany'", entered into force as from 26.2.2005, GV. NRW. 2005, nr. 5, p. 45 in connection with the Declaration of the *Länder* to the Foundation "Foundation: Foundation for the Accreditation of Study Programmes in Germany" (Resolution of the Standing Conference of the Ministers of Education and Cultural Affairs of the *Länder* in the Federal Republic of Germany of 16.12.2004.

5 See note No. 4.

6 See note No. 4.

DIPLOMA SUPPLEMENT
RECORD OF ACADEMIC ACHIEVEMENT

The University of Nottingham

This Diploma Supplement follows the model developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the 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 should be free from any value-judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided an explanation should give the reason why.

The Diploma Supplement is issued in a widely spoken European language and free of charge to every student upon graduation.

INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

Family name(s) Other
Given name(s) Alison Nicole

Date of Birth 01 Jan 1984
Student ID 4123456
HESA Reference 0000021234567

INFORMATION IDENTIFYING THE QUALIFICATION

Qualification Bachelor of Science with Honours
Programme of Study Environmental Biology
Language of Instruction English

Awarding Institution The University of Nottingham
Administering Institution The University of Nottingham

INFORMATION ON THE LEVEL OF THE QUALIFICATION
(please see overleaf for Access Requirements)

Level of Qualification 6

Length of Programme 3 year UG

INFORMATION ON THE CONTENTS AND RESULTS GAINED
(please see overleaf for Programme Requirements and Grading Scheme)

Degree Classification Second Class, Division Two
Mode of Study Full time

Special Award

Programme Details

2004 - 2005		**Mark**	**Resit Mark**	**Credit**
C135E3	Soil and Water Science	48		20
D211F1	Food: Manufacturing, Nutrition and Health	68		10
D235E4	Dynamic Interactions: Pure and Applied Population Biology	38		10
C13688	Avian Biology and Conservation	50		10
F82228	Patterns of Life	45		10
D23BEP	Research Project in Environmental Biology 2	55		40
F83223	Ecology, Conservation & Management	52		20
2003 - 2004		**Mark**	**Resit Mark**	**Credit**
C12321	Animal Behaviour	38		10
C12327	Conservation Biology & Biogeography	51		10
C12338	Ecology	49		10
C123E3	Soil Science	63		10
D223E2	Environmental Science Field Course	57		10
D223Z5	Animal Physiological Ecology	62		10
C111E2	Oceanography	62		10
C12458	Biological Photography and Imaging 1	40		10
C124E4	Aquatic Science	49		10
C124E5	Aquatic Science Field Course	45		10
D224P4	World Agroecosystems	52		10
D224Z4	Research Techniques in Agriculture and Physiology	50		10
2002 - 2003		**Mark**	**Resit Mark**	**Credit**
C111E1	Global Environmental Processes	50		10
D211E2	Foundation Science	61		10
D211E4	Principles of Ecology	58		10
D211N1	Introductory Biochemistry: The Molecules of Life	55		10
D211P1	Genetics and Cell Biology	48		10
D211Z1	Whole Organism Biology	39	39	10
C112E2	Atmospheric Environment	49		10
C41236	Evolutionary Biology	25	37	10
D212E1	Data Transfer, Analysis and Presentation	61		10
D212P1	Community & Whole Plant Physiology A: Systematics, Growth & Differ	26	41	10
D212P2	Plant and Cell Physiology A: Growth and Differentiation	33		10
D212P3	Genetics with Specialist Options	26	43	10

Total Credits 360
Final Mark 52
Date of Award 15 Dec 2005

CERTIFICATION OF THE SUPPLEMENT

ELECTRONIC SIGNATURES OF VC & REGISTRAR

Signature		
Name	Professor Sir Colin M Campbell	Mr Keith H Jones
Capacity	Vice-Chancellor	Registrar

Date Diploma Supplement Issued 01 Feb 2006

INFORMATION ON THE LEVEL OF THE QUALIFICATION *(continued from previous page)*

Admissions requirements
Information on the minimum qualifications necessary to be considered for entry to a course (including English language requirements, other required skills or experience) is given in the relevant Programme Specification available at: http://www.nottingham.ac.uk/programme-specifications.

INFORMATION ON THE CONTENTS AND RESULTS GAINED *(continued from previous page)*

Programme requirements
A Programme Specification is produced for any course on which a student may be registered. Information on the course structure, assessment criteria, learning outcomes and any other requirements which are in addition to those stated in the University's study regulations (http://www.nottingham.ac.uk/quality-manual/study-regulations/index.htm) and the University of Nottingham's Qualifications Framework (http://www.nottingham.ac.uk/quality-manual/QAstructures/quals-framework.htm) are given in the relevant Programme Specification available at: http://www.nottingham.ac.uk/programme-specifications.

Information on modules taught at the University of Nottingham for the current session is available from the Module Catalogue available at: http://www.nottingham.ac.uk/module-catalogue. For information on modules taught in previous sessions please e-mail: module-specifications@nottingham.ac.uk.

University policies and procedures as set out in University Regulations (http://www.nottingham.ac.uk/regulations) and the Quality Manual (http://www.nottingham.ac.uk/quality-manual) automatically apply to all courses.

Undergraduate credit structure
Each individual module has a credit value, which contributes to the academic year. University of Nottingham credit values are translated into ECTS credit values by dividing the Nottingham credit value by two.

10 hours of effort per 1 credit
120 credits per full-time academic year or equivalent
360 credits for award of Honours degree
480 credits for award of Integrated Masters
360 credits for award of Pass degree
300 credits for award of Ordinary degree
240 credits for award of Undergraduate Diploma
120 credits for award of Undergraduate and Foundation Certificates

There may be exceptions to the standard credit totals owing to entry at a later stage of the course, or Accreditation of Prior (Experiential) Learning (AP(E)L), or because of a change of course or the need to take a stage of the course for a second time.

Grading scheme and, if available, grade distribution guidance
For the majority of awards, numeric marks are awarded on the scale 0-100. The module pass mark is 40%.

Compensation and reassessment
Candidates have the right to one reassessment attempt and under certain circumstances may be offered one further reassessment opportunity at the School's discretion. If applicable these marks are shown in the Resit column. Information on the award of credit, progression, compensation and reassessment is contained in the University's study regulations available at: http://www.nottingham.ac.uk/quality-manual/study-regulations/index.htm.

Awards
Full information on the methods for classifying undergraduate degrees approved for use in the University of Nottingham is available at: http://www.nottingham.ac.uk/quality-manual/assessment/degree-class.htm.

For the majority of awards, the weighted numerical average is translated into degree classification as follows:

I (First class honours)	=	70%+
IIi (Upper Second Class Honours)	=	60% - 69%
IIii (Lower Second Class Honours)	=	50% - 59%
III (Third Class Honours)	=	40% - 49%

Rounding
The University convention on rounding of numeric marks is available at: http://www.nottingham.ac.uk/quality-manual/assessment/degree-class.htm.

Use of borderlines
The University convention on the use of borderlines is available at: http://www.nottingham.ac.uk/quality-manual/assessment/degree-class.htm. The Examination Board may use the procedure set out in the relevant Programme Specification (http://www.nottingham.ac.uk/programme-specifications) to determine if the classification of borderline candidates may be raised.

INFORMATION ON THE FUNCTION OF THE QUALIFICATION

Access to further study
Subject to attainment of the minimum qualifications necessary to be considered for entry to a course, a University of Nottingham Honours Bachelors degree provides access to taught postgraduate and postgraduate research programmes either at Masters or Doctoral level. Integrated Masters degrees provide access to Doctoral programmes.

Professional status
Information on the accreditation, professional or statutory recognition of a course (if applicable) is given in the relevant Programme Specification accessible through the University's website at: http://www.nottingham.ac.uk/programme-specifications. Information on the current professional standing of the holder of a University of Nottingham award may be obtained from the relevant professional or statutory body.

ADDITIONAL INFORMATION

Additional information
Additional information may be obtained from the University's website at: http://www.nottingham.ac.uk or by e-mailing: Exams-Office@nottingham.ac.uk. To check the validity of this document please e-mail: transcripts@nottingham.ac.uk.

Further information sources

Diploma Supplement:	http://www.nottingham.ac.uk/courses-office/examinations/diploma_supplement.htm
European Credit Transfer System (ECTS) Credit:	http://www.nottingham.ac.uk/courses-office/marks-processing/ECTS.htm
National Recognition Information Centre for the UK (UK NARIC):	http://www.uknec.org.uk/

INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

In England, Wales and Northern Ireland[1], Higher Education institutions are independent, self-governing bodies active in teaching, research and scholarship and established by Royal Charter or legislation. Most are part-funded by government.

Higher Education (HE) is provided by many different types of institution. In addition to universities and university colleges, whose Charters and statutes are made through the Privy Council which advises the Queen on the granting of Royal Charters and incorporation of universities, there are a number of publicly-designated and autonomous institutions within the higher education sector. About ten per cent of higher education provision is available in colleges of further education by the authority of another duly empowered institution. Teaching to prepare students for the award of higher education qualifications can be conducted in any higher education institution or further education college.

Degree awarding powers and the title 'university':
All the universities and many of the higher education colleges have legal power to develop their own courses and award their own degrees, and determine the conditions on which they are awarded: some HE colleges and specialist institutions without these powers offer programmes, with varying extents of devolved authority, leading to the degrees of an institution which does have them. All universities in existence before 2005 have the power to award degrees on the basis of completion of taught courses and the power to award research degrees. From 2005, institutions in England and Wales that award only taught degrees ('first' and 'second cycle') and which meet certain numerical criteria, may also be permitted to use the title 'university'. Higher education institutions that award only taught degrees but which do not meet the numerical criteria may apply to use the title 'university college', although not all choose to do so.

All of these institutions are subject to the same regulatory quality assurance and funding requirements as universities; and all institutions decide for themselves which students to admit and which staff to appoint.

Degrees and other higher education qualifications are legally owned by the awarding institution, not by the state.

The names of institutions with their own degree awarding powers ("Recognised Bodies") are set out at: http://www.dfes.gov.uk/recognisedukdegrees/annex4.shtml

Institutions able to offer courses leading to a degree of a recognised body ("Listed Bodies") are listed by the English, Welsh and Northern Irish authorities. The list may be found at: http://www.dfes.gov.uk/recognisedukdegrees/annex5.shtml.

Qualifications
The types of qualifications awarded by higher education institutions at sub-degree and undergraduate (first cycle) and postgraduate level (second and third cycles) are described in the Framework for Higher Education Qualifications for in England, Wales and Northern Ireland (FHEQ), including qualifications descriptors, developed with the sector by the Quality Assurance Agency (QAA - established in 1997 as an independent UK-wide body to monitor the standard of higher education provision - www.qaa.ac.uk). The Qualifications and Curriculum Authority (QCA), the Qualifications Curriculum and Assessment Authority for Wales (ACCAC) and the Council for Curriculum Examination and Assessment, (Northern Ireland) (CCEA) have established the National Qualifications Framework, which is aligned with the FHEQ as shown overleaf with typical credit values. These authorities regulate a number of professional, statutory and other awarding bodies which control qualifications at HE and other levels.
Foundation degrees, designed to create intermediate awards strongly oriented towards specific employment opportunities, were introduced in 2001 and are available in England, Wales and Northern Ireland. In terms of the European HE Area they are "short cycle" qualifications within the first cycle.

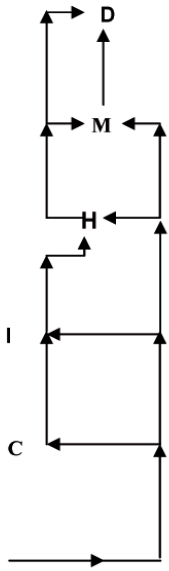
Quality Assurance

Academic standards are established and maintained by higher education institutions themselves using an extensive and sophisticated range of shared quality assurance approaches and structures. Standards and quality in institutions are underpinned by universal use of external examiners, a standard set of indicators and other reports and by the activities of the QAA and in professional areas by relevant Professional and Statutory Bodies. This ensures that institutions meet national expectations described in the FHEQ: subject benchmark (character) statements, the Code of Practice and a system of programme specifications. QAA conducts peer-review based audits and reviews of higher education institutions with the opportunity for subject-based review as the need arises. Accuracy and adequacy of quality-related information published by the higher education institutions is also reviewed. QAA reviews also cover higher education programmes taught in further education institutions.

Credit Systems
There is a national credit system in place in Wales which embraces all post-16 education. Around 75% of institutions in England and Northern Ireland (around 85% of students) belong to credit systems consortia. There are local credit systems in some other institutions. QCA is developing a system intended for further education in England, the Framework for Achievement, designed to articulate with higher education. Many institutions use credit points for students transferring between programmes or institutions, and use ECTS for transfers within the European area and to recognise learning gained by students on exchange visits with institutions elsewhere in Europe.

Admission
The most common qualification for entry to higher education is the General Certificate of Education at 'Advanced' (A)-level (including the "advanced supplementary"). Other qualifications for entry are the Advanced Vocational Certificate of Education, the kite-marked Access Certificate or other qualifications located in the National Qualification Framework (NQF) level 3 Advanced, or the equivalent according to the Credit and Qualifications Framework in Wales, including the Welsh Baccalaureate and qualifications in the Scottish Credit and Qualifications Framework. A-levels are normally taken by students in their 13th year of school or at a college of further education and comprise up to three or four specialist subjects studied in considerable depth, involving coursework and final examinations. Part-time and mature students may enter with these qualifications or alternatives with evidenced equivalent prior learning and experience. Institutions will admit students whom they believe to have the potential to complete their programmes successfully, and set their requirements for entry to particular programmes accordingly.

[1] The UK has a system of devolved government, including for higher education, to Scotland, to Wales and to Northern Ireland. This description is approved by the High Level Policy Forum which includes representatives of the Department for Education and Skills (DfES), Scottish Executive, the Welsh Assembly Government, the Higher Education Funding Councils for England, Scotland and Wales, the Quality Assurance Agency (QAA), Universities UK (UUK), the Standing Conference of Principals and the National Recognition Information Centre for the UK (UK NARIC).

National Qualifications Framework	Framework for Higher Education Qualifications	European HE Area Cycle/typical credits	Progression with selection of students
8 Specialist awards	D (doctoral) Doctorates	Third cycle (540 where appropriate)	
7 Level 7 Diploma	M (masters) Masters degrees, Postgraduate Diplomas and Certificates	Second cycle (180/120/60)	
6 Level 6 Diploma	H (honours) Bachelors Degrees, Graduate Diplomas and Certificates	First cycle (360)	
5 Level 5 BTEC Higher National Diploma	I (intermediate) Diplomas of Higher Education and Further Education, Foundation Degrees, Higher National Diplomas	Short cycle (240)	
4 Level 4 Certificate	C (certificate) Certificates of Higher Education	(120)	
3 Level 3 Certificate Level 3 NVQ A levels	**QCA/ACCAC/CCEA (non-HE)** **QAA** **Entry to each level of the Framework for Higher Education Qualifications is possible from the next lower level in the National Qualifications Framework or Framework for Higher Education Qualifications for students with the necessary pre-requisites.** **Typically one undergraduate academic year is 120 credits (compare ECTS: 60 credits)**	Entry	
s2 Level 2 Diploma Level 2 NVQ GCSEs Grades A*-C			
1 Level 1 Certificate Level 1 NVQ GCSEs Grades D-G			
Entry Entry Level Certificate in Adult Literacy			

National Recognition Information Centre for the United Kingdom (UK NARIC), Version 3, 17 February 2005

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SUPPLEMENT AU DIPLOME N°2005 XXXXXX XXXX

Le présent supplément au diplôme suit le modèle élaboré par la Commission européenne, le Conseil de l'Europe et l'UNESCO/CEPES. Le supplément vise à fournir des données indépendantes et suffisantes pour améliorer la "transparence" internationale et la reconnaissance académique et professionnelle équitable de qualifications (diplômes, acquis universitaires, certificats, etc.). Il est destiné à décrire la nature, le niveau, le contexte, le contenu et le statut des études accomplies avec succès par la personne désignée par l'attestation de diplôme originale à laquelle ce supplément est annexé. Il devrait être dépourvu de tout jugement de valeur, déclaration d'équivalence ou suggestion de reconnaissance. Toutes les informations requises par les huit parties devraient être fournies. Lorsqu'une information n'est pas fournie, une explication doit être donnée.

INFORMATIONS SUR LE TITULAIRE DU DIPLOME

1.1	Nom(s) de famille:	XXXXXXXX
1.2	Prénom(s):	XXXXXXXX
1.3	Date de naissance:	XXXXXXXX
1.4	Numéro d'identification de l'étudiant (si disponible):	XXXXXXXX

INFORMATIONS SUR LE DIPLOME

2.1	Intitulé du diplôme :	**ICN Grande école**
2.2	Principal(aux) domaine(s) d'étude couvert(s) par le diplôme:	Gestion et Management
2.3	Nom et statut de l'établissement ayant délivré le diplôme:	ICN Ecole de management (Etablissement d'enseignement supérieur privé reconnu par l'état.)
2.4	Nom et statut de l'établissement dispensant les cours :	ICN Ecole de management
2.5	Langue(s) de formation/d'examen:	les enseignements sont dispensés en langue française. Certains cours se déroulent également en anglais. (Voir 4.3)

INFORMATIONS SUR LE NIVEAU DE QUALIFICATION

3.1	Niveau de qualification:	Grade Master – 180 crédits ECTS – (Bac + 5)
3.2	Durée officielle du programme:	6 semestres de formation
3.3	Condition(s) d'accès:	Accès par voie de concours uniquement (Bac+2)

INFORMATIONS SUR LE CONTENU ET LES RESULTATS OBTENUS

4.1	Organisation des études:	Temps PLEIN (*régime de formation de l'étudiant détaillé en 6.1*)
4.2	Exigences du programme:	Ce programme a pour objectif l'acquisition par l'apprenant d'une triple maîtrise : ? Maîtrise des techniques de base de gestion et d'un domaine de spécialisation ; ? Maîtrise et gestion de l'information dans un processus décisionnel et construction de sa propre connaissance ; ? Maîtrise de l'action par le fait d'initier, de décider, de conduire et d'assumer en toute responsabilité.

4.3 Précisions sur le programme: *(si ces informations figurent sur un relevé officiel, veuillez vous y reporter)*

Enseignements	Crédits ECTS	Grades
1er SEMESTRE		
Méthodes de communication et diagnostic	3	A+
Fondements du marketing 1 : bases du marketing opérationnel	3	B
Méthodes de décision	3	A+
Comptabilité financière	3	E
Systèmes d'information de gestion	3	A
Droit des affaires	3	B
Calcul économique et problèmes économiques	3	B
Etude économique	2	A
Participation et rapport sur séminaire « Entreprise de soi »	3	A
Anglais	3	B

Supplément au diplôme n° 2005.XXX - XXX

Groupe ICN
École de Management

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2ème SEMESTRE	Crédits ECTS	Grades
Management de projets	3	C
Fondements du marketing 2 : Méthodes, techniques et outils du marketing	3	B
Logistique	3	C
Analyse financière et fiscalité 1	3	A
Méthodes quantitatives : statistiques décisionnelles	3	E
Environnement juridique 2	3	C
Exercice de plaidoirie (mise en situation)	2	C
Regards croisés sur les problèmes économiques	3	A
Analyse des coûts et fiscalité 2	3	E
Projet école (1ère phase)	3	A+
Langue vivante 2 *(détail en rubrique 6.1)*	3	A
3ème SEMESTRE		
Management des organisations et des ressources humaines	3	B
Méthodes quantitatives : analyse des données et recherche opérationnelle	3	D
Contrôle de gestion et gestion financière	3	C
Simulation marketing et gestion FORGAM	3	A
Projet école (2ème phase)	9	A+
Anglais	3	C
4ème SEMESTRE		
Environnement international des affaires	3	C
Dominante Marketing	18	A
Atelier Management des hommes - ICN	9	A
Simulation de gestion ARTEM	2	A
Cycle de conférences « arts et sciences »	3	B
Langue vivante 2 *(détail en rubrique 6.1)*	3	A
5ème SEMESTRE		
Politique générale d'entreprise	3	A
Analyse de l'industrie et stratégie d'entreprise	3	A
Ethique et responsabilité	3	A
Les outils de pilotage du dirigeant	3	D
International management and intercultural negotiations	3	B
Cycle parcours	12	B
6ème SEMESTRE		
Stage cadre fin de cursus, mémoire de recherche, cursus internationaux	30	A
TOTAL	**180 ECTS**	

ENSEIGNEMENTS SUPPLEMENTAIRES (POLE INITIATIVES ET PROJET) :

Participation à la vie de l'école
Activités corporelles
Participation à l'accueil des admissibles
Rapport de stage de 1ère année
Participation et rapport séminaire leadership
Participation et rapport séminaire pilotage carrière

4 Système de notation et, si possible, informations concernant la répartition des notes

Les enseignements sont évalués par une note sur une échelle de 0 à 20. Une compensation entre les modules existe. Pour offrir une lisibilité internationale des résultats, les notes locales font l'objet d'une conversion en grade relatif selon la norme définie par « The National Council for the Evaluation of Foreign Educational Credentials ».

Grade relatif	Fourchette Note pédagogique	Grade relatif	Fourchette Note pédagogique	Grade relatif	Fourchette Note pédagogique
A+	[16, 20]	A	[14, 16 [	B	[12, 14 [
C	[10, 12 [	D	[8, 10 [	E	[0, 8 [

Supplément au diplôme n° 2005 XXX - XXX

Groupe ICN
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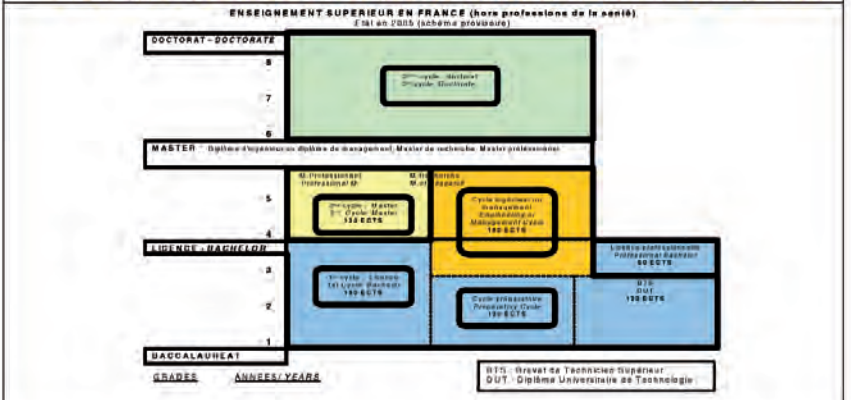
4.5 Classification générale du diplôme : non applicable

INFORMATIONS SUR LA FONCTION DE LA QUALIFICATION		
5.1	Accès à un niveau d'études supérieur:	Programme Doctoral
5.2	Statut professionnel (si applicable):	Non applicable

INFORMATIONS COMPLÉMENTAIRES						
6.1	Informations complémentaires sur le parcours de l'élève	Voie d'accès :	ECRICOME (accès classes préparatoires)			
		Régime des études :	Formation initiale			
		Langue(s) étudiée(s)	Anglais - Espagnol			
		Dominante suivie :	Dominante Marketing			
		Atelier suivi :	Atelier Management des hommes - ICN			
		Stages en entreprises et séjours en universités étrangères :	Stage	2002	3 Mois	BNP PARIBAS FRANCE
			Stage	2003	2 Mois	COCA COLA FRANCE
			Séjour	2005	4 Mois	Université : ICADE ESPAGNE
6.2	Autres sources d'information	Vous pouvez vous assurer de l'authenticité de ce document en saisissant le numéro du supplément au diplôme à l'adresse ci-dessous : http://www.icn-nancy.fr/verif_diplom.php				

CERTIFICATION DU SUPPLÉMENT		
7.1	Date :	01/02/2006
7.2	Signature :	Thomas Froehlicher
7.3	Fonction :	Directeur Général
7.4	Tampon ou cachet officiel : *Ce document composé de 3 pages n'est valable que revêtu du cachet officiel de l'école et de la signature manuscrite du signataire défini en rubrique 7.2*	*Le document original comporte une signature manuscrite et le tampon officiel de ICN école de management*

8.0 INFORMATIONS SUR LE SYSTÈME NATIONAL D'ENSEIGNEMENT SUPÉRIEUR



Supplément au diplôme n° 2005.XXX - XXX

Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Comhairle na nDámhachtainí Ardoideachais agus Oiliúna
Higher Education and Training Awards Council

DIPLOMA SUPPLEMENT

This Diploma Supplement was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the 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 should be free from any value judgements, equivalence statements or suggestions about recognition. Information in all eight sections should be provided. Where information is not provided, an explanation should give the reason why.

1 INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION

1.1 Surname:

McNulty

1.2 First Name (s):

Joseph Peter

1.3 Date of birth (day/month/year):

22 / 09 / 1976

1.4 Student identification number or code (if available):

L00996543; 8326432 H

2 INFORMATION IDENTIFYING THE QUALIFICATION

2.1 Name of qualification and (if applicable) title conferred

Bachelor of Business Studies

2.2 Main field(s) of study for the qualification:

Accounting
Finance

2.3 Name and status of awarding institution (in original language):

The Higher Education and Training Awards Council (www.hetac.ie), a state body established by the Qualifications (Education and Training) Act, 1999. Successor to the National Council for Educational Awards.

2.4 Name and status of institution (if different from 2.3) administering studies (in original language):

Letterkenny Institute of Technology, an autonomous state institution, established in 1971 (www.lyit.ie); formerly known as Letterkenny Regional Technical College; Regional Technical Colleges Act 1992 refers; higher education and training programmes accredited by HETAC.

2.5 Language(s) of instruction/examination:

English

3 INFORMATION ON THE LEVEL OF THE QUALIFICATION

3.1 Level of qualification:

Bachelor Degree (Honours). In full-time mode four years post Leaving Certificate;

3.2 Official length of programme:

In full-time mode 4 years (240 ECTS Credits)
In part-time mode, 240 credits may be accumulated over several years.

3.3 Access requirement(s):

Leaving Certificate (or equivalent); further details www.lyit.ie

4 INFORMATION ON THE CONTENTS AND RESULTS GAINED

4.1 Mode of study:

Full-time

4.2 Programme requirements:

Learner must satisfy programme requirements as prescribed in the Approved Course Schedule and the Marks and Standards of the Institute; subject pass mark is generally 40%; further details www.lyit.ie

4.3 Please see over.

4.4 Grading scheme and, if available, grade distribution guidance:

Marks out of 100% ; Pass mark 40%.			
Award grading based on final stage average			

4.5 Overall classification of the qualification (in original language):

Pass with 2nd Class Honours, Grade 2

5 INFORMATION ON THE FUNCTION OF THE QUALIFICATION

5.1 Access to further study:

Degree programmes may entitle access to postgraduate study

5.2 Professional status (if applicable):

This award entitles the learner, on application, to Associate Membership of the Institute of Professional Front Raw Forwards.

6 ADDITIONAL INFORMATION

6.1 Additional information:

Not applicable

6.2 Further information sources:

www.lyit.ie

SAMPLE

4.3 Programme details-(e.g. modules or units studied), and the individual grades/marks/credits obtained:

*Marks out of 100; Pass Marks generally 40% **The ECTS Grade is a relative grading indicating the learner's performance within the cohort; A top 10%; B next 25%; C next 30%; D next 25%; E next 10%.

CODE	SUBJECT	STAGE	MARKS*	ECTS Credits	ECTS GRADE**
FN101	Introduction to Financial Accounting		63	7	B
FN102	Financial Accounting 1		56	7	C
FN103	Introduction to Finance 1		45	7	D
MT106	Calculus for Finance 1		42	7	D
MT109	Calculus for Finance 1		45	8	D
FN201	Financial Accounting 2		51	8	C
FN202	Financial Accounting 3		55	8	C
FN205	Finance 1		63	8	B
FN206	Finance 2		63	7	B
EC201	Microeconomics 1		56	7	C
EC203	Microeconomics 2		45	7	D
EC205	Quantitative Methods 2		42	7	D
EC206	Econometrics 1		45	8	D
EC207	Applied Economics: Euro Economy		51	8	C
EC208	Applied Economics: Industrial Economics		55	8	C
FN305	Corporate Finance 1		63	7	B
FN306	Corporate Finance 2		63	7	B
FN307	Derivatives 1		56	7	C
FN308	Derivatives 2		45	7	D
FN309	International Finance 1		42	7	D
FN310	International Financial Markets and Institutions		45	8	D
FN399	Finance Thesis		51	8	C
EC301	Microeconomics 3		55	8	C
EC302	Microeconomics 4		63	8	B
EC303	Macroeconomics 3		63	7	B
EC304	Macroeconomics 4		56	7	C
EC306	Econometrics 2		45	7	D
EC307	Applied Economics: Fiscal Policy		42	7	D
EC308	Applied Economics: Economic of the EU		45	8	D
EC312	Industrial Organisation		51	8	C
EC316	Economic Integration 1		55	8	C
EC317	Economic Integration 2		63	8	B
	OVERALL AVERAGE		59%		

SAMPLE

7 CERTIFICATION OF THE SUPPLEMENT

7.1 Date:	**7.2** Signature:	**7.3** Capacity:	**7.4** Official stamp or seal:

DESCRIPTION OF HIGHER EDUCATION SYSTEM IN IRELAND
OCTOBER 2004

Introduction

The higher education or third-level sector in Ireland includes a range of Higher Education Institutions – Universities and Institutes of Technology as well as Colleges of Education, the National College of Art and Design, non-State aided private higher education colleges and other National institutions. The Universities and Colleges of Education are funded by the Higher Education Authority (HEA). The Institutes of Technology and the Dublin Institute of Technology are funded directly by the Department of Education and Science (www.education.ie)

Ireland has a binary system of higher education, designed to ensure maximum flexibility and responsiveness to the needs of students and to the wide variety of social and economic requirements. However, within each sector and between the two sectors, a diversity of institutions offers differing types and levels of courses. The Universities are essentially concerned with undergraduate and postgraduate programmes, together with basic and applied research. The main work of the Institutes of Technology is in undergraduate programmes, with a smaller number of postgraduate programmes and a growing involvement in regionally orientated applied research.

Government Agencies

The Higher Education Authority (HEA) (www.hea.ie) which was established in 1971 is responsible for furthering the development and assisting in the co-ordination of State investment in higher education. The National Qualifications Authority of Ireland (NQAI) (www.nqai.ie) was established by the Qualifications (Education and Training) Act 1999, and is responsible for establishing and maintaining the national Framework of Qualifications. The Higher Education and Training Awards Council (HETAC) (www.hetac.ie) which was also established as part of the 1999 Act is the qualifications awarding body for the Institutes of Technology and other non-university higher education colleges and institutions. HETAC may also delegate the authority to make awards to an Institute of Technology.

Higher Education Institutions

There are seven universities recognised under the Universities Act, 1997 – University College Cork, University College Dublin, National University of Ireland Galway, National University of Ireland Maynooth, the University of Dublin, Trinity College, the University of Limerick and Dublin City University. The Universities validate and award their own qualifications as well as those in institutions recognised by them including for example, the Colleges of Education. The Universities have primary responsibility for their own quality assurance systems and have established the Irish Universities Quality Board (IUQB) to promote best practice in quality assurance throughout their sector. The Higher Education Authority also has a review role in relation to quality assurance procedures in Universities.

There are thirteen Institutes of Technology (IoTs), which are designated under the Regional Technical Colleges Acts, 1992 to 1999. The institutions are Athlone IT, IT Blanchardstown, Cork IT, IT Carlow, Dundalk IT, Dun Laoghaire Institute of Art, Design and Technology, Letterkenny IT, Galway-Mayo IT, Limerick IT, IT Sligo, IT Tallaght, IT Tralee and Waterford IT.

These conduct programmes leading to awards made by the Higher Education and Training Awards Council. In some cases, following a review process, the institutions have been or may be delegated authority by the Council to make higher education and training awards themselves. In addition, while the institutions have primary responsibility for quality assurance, the Council has a quality assurance monitoring and review role in relation to the institutions.

Other higher education colleges and institutions include National institutions, private colleges and other higher education and training institutions. However, under recent legislation any provider of education and training regardless of the source of that provision, whether it is an educational institution, the workplace or the community, can apply to the Higher Education and Training Awards Council for validation of a programme.

Finally, the Dublin Institute of Technology (DIT) (www.dit.ie) makes its own awards following legislation which was passed in 1992. While DIT has primary responsibility for the implementation of quality assurance procedures, the National Qualifications Authority of Ireland has a quality review role in relation to these procedures.

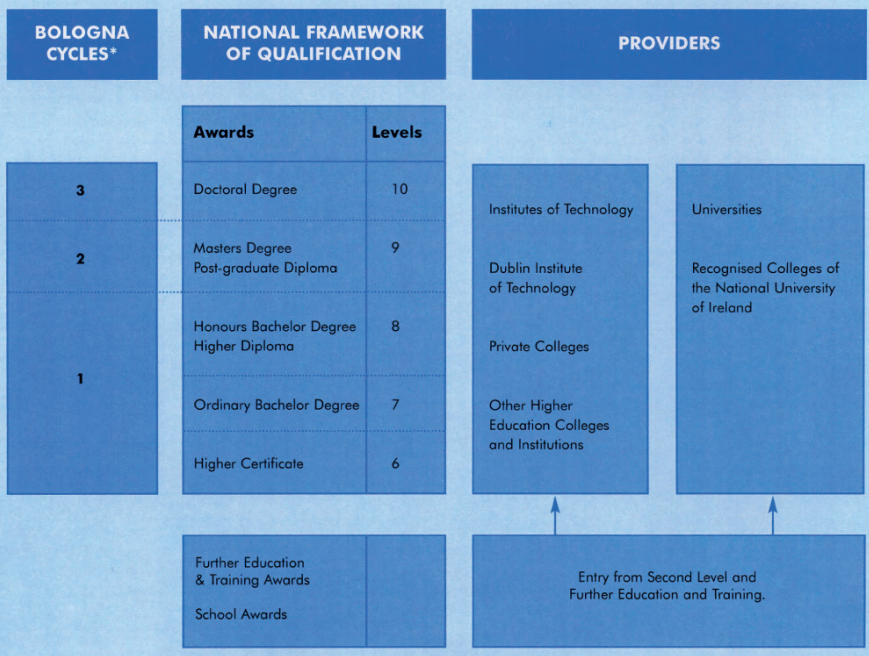
National Framework of Qualifications

The National Framework of Qualifications (launched on 17 October 2003) sets the overall standards of the awards of the Higher Education and Training Awards Council and the Dublin Institute of Technology, as well as accommodating the awards of the universities. The Framework is the single, nationally and internationally accepted entity, through which all learning achievements may be measured and related to each other, and which defines the relationship between all education and training awards. It is a 10-level framework with higher education and training awards being made at levels 6 to 10. The National Qualifications Authority of Ireland has defined an initial set of 15 major award types for each of the 10 levels as follows:

LEVEL	MAJOR AWARD-TYPE
10	Doctoral Degree
9	Masters Degree and Post-graduate Diploma
8	Honours Bachelor Degree and Higher Diploma
7	Ordinary Bachelor Degree
6	Advanced Certificate and Higher Certificate
5	Level 5 Certificate
4/5	Leaving Certificate
4	Level 4 Certificate
3	Level 3 Certificate & Junior Certificate
2	Level 2 Certificate
1	Level 1 Certificate

Awards at Levels 7 to 10 will be made by the Higher Education and Training Awards Council, the Dublin Institute of Technology, the Universities and Institutes of Technology with Delegated Authority. At Level 6, the Higher Certificate award will be made by Higher Education and Training Awards Council and the Dublin Institute of Technology. The National Framework is in the process of being implemented.

THE HIGHER EDUCATION AND TRAINING SYSTEM IN IRELAND



*The Bologna Process, which commenced in 1999, is designed to lead to the creation of the European Higher Education Area by 2010. A central initiative in the process is adoption of a system based on three cycles - undergraduate, graduate and doctorate.