**§ 36**

**METHODICAL RECOMMENDATIONS FOR THE DEVELOPMENT AND ISSUANCE OF THE EUROPEAN DIPLOMA SUPPLEMENT**

European application to the diploma (further – Diploma Supplement) with ESCT (European Credit Transfer System) is the effective instrument of providing academic and professional mobility in European space of Higher Education.

According to the definition of the Bologna process, **Diploma Supplement –** is the document developed by the European Commission, European Council and UNESCO for providing transparency, comparability of academic and professional recognition of qualifications (diplomas, science degrees and certificates). It is attached to a diploma of higher education, filled in Kazakh and English. It describes the character, level, context, content, status and results of a successful study completion. Provides additional information concerning national systems of higher education, allows define place of given qualification in accordance with the educational system.

Issuance of common European appendices to diploma to graduates on the base of credit units helps to broaden access to European education and provides employment of graduates, because all academic degrees and other qualifications will be oriented on European labor market. Moreover, the process of issuing European Diploma Supplement is inseparable part of Bologna process as an instrument of mutual recognition of education documents.

Present Methodical recommendations for the development and issuance of the European Diploma Supplement (bachelor, master’s degree students) of al-Farabi Kazakh National University determine the order of registration, content, approval and storage of Diploma Supplement of graduates of al-Farabi Kazakh National University.

The aim of developing European Supplement Diploma of graduates of Kazakh National University is to facilitate the academic and professional recognition process of university qualification graduates for promotion of their further education and their employment abroad, and increasing their competitiveness on Kazakhstan and international labor market.

European Diploma Supplement is an international educational document, consequently, international instrument of recognizing higher and postgraduate education across the world. Furthermore, European Diploma Supplement – supplement, explanatory note attached to the graduate’s diploma of the university. This document provides all information which is required for evaluating degrees or qualifications and issued in accordance to international standard form and informs about all types of activities needed to get degree (qualification).

The European Diploma Supplement model was worked out on December 1996 on the initiative of European Commission, European Soviet and UNESCO.

European Diploma Supplement of graduates of al-Farabi Kazakh National University does not substitute original document of education (State Diploma), does not contain data concerning equivalence of degrees obtained recognized in many countries and can not be recognized abroad.

**Requirements to the structure and content of Diploma Supplement to the diploma of al-Farabi Kazakh National University.**

1. European DiplomaSupplement tothe diploma of al-Farabi Kazakh National University graduates of accredited educational programs is strictly issued in compliance with the models worked out by Joint working groups of representatives of European commission, European Council and UNESCO.
2. European Diploma Supplement does not contain any evaluative items, comparison with other programs of teaching and recommendations concerning other programs of teaching and recommendations concerning feasibility of acceptance of the given diploma or qualification.
3. European Diploma Supplement consists of eight sections and must contain data in all sections. In case of not having any information from any sections of European Diploma Supplement it is necessary to indicate causes of renouncement with obligatory data.
4. European Diploma Supplement always must accompany original document of education as it does not have legal power. Availability of European Diploma Supplement does not guarantee status of university, its qualifications and the fact that it is recognized as a part of National system of higher education.
5. Every European Diploma Supplement must begin with preamble: “Present Diploma Supplement” corresponds to the models worked out by European commission and UNESCO. The aim of the supplement is to present independent data with the aims of providing international “transparency” and objective academic and professional recognition of qualification (diploma, degrees, certificates and others). The Supplement contains descriptions of character, levels and status of education successfully completed by a person, whose name is in the original document of qualification. The application should not contain judgment, statement of equivalency or proposal of recognition. Data must be presented in all eight sections. In case of absence of such data there should be an explanation of the reasons”.
6. European Diploma Supplement should contain the name and the degree of qualifications; the name and status of the university and qualification classification. All these data must be presented in state and English languages, as incorrect translation may mislead those who give qualification. In case when the alphabet differs from Latin transliteration is allowed.
7. Universities should take measures to minimize falsification and distortion of European Diploma Supplement issued by them.
8. Special attention should be paid to translation and terminology. To overcome the problems connected with the terminology the language of original should be where it is indicated in the document.
9. In European Diploma Supplement estimation of qualifications received in other countries must concentrate on the acquired knowledge, skills taking into account the fact that there is need to find not exact equivalency, but “fair recognition”.

**Structure of the European Diploma Supplement of al-Farabi Kazakh National University**

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| 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 qualifications to which this supplement is appended. It should be free form any value judgments, 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. Family name(s);  1.2. Given name(s);  1.3. (Place and) Date of birth;  1.4. Student identification number or code. |
| **2. Information identifying the qualification**  2.1. Name of the qualification;  2.2. Main field (s) of study for the qualification;  2.3. Name and status of awarding institution;  2.4. Name and status of institution administrating studies;  2.5. Language (s) of instruction / examination. |
| **3. Information on the level of the qualification**  3.1. Level of qualification;  3.2. Official length of program;  3.3. Access requirements. |
| **4. Information on the contents and results gained**  4.1. mode of study;  4.2. Program requirements;  4.3. Program details (e.g. modules or units studied and individual grades/marks/credits obtained/.)  4.4. Grading scheme and, if available grade distribution guidance/  4.5. Overall classification of the award. |
| **5. Information on the function of the qualification**  5.1. Access to further study  5.2. Professional status conferred. |
| **6. Additional information**  6.1. Additional information;  6.2. Further information sources. |
| **7. Certification of the supplement**  7.1. Date;  7.2. Signature;  7.3. Capacity;  7.4. Official stamp or seal. |
| **8. Information on the national higher education system(s).** |

1. **Information identifying the owner of qualification.**

1.1.The full name is indicated.

1.2. All names are indicated

1.3. Birth year, month, day are indicated

1.4. Given item must help to identify a person as a learner, who has completed a particular program which is confirmed by European Diploma Supplement.

**2. Information identifying the qualification.**

**2.1.** In this section the full name of qualification in the original language is indicated.

There is an indication that the education document gives to its owner any nationally recognized title .And if it is defended by law.

2.2. Only main disciplines which determine basic subject area of qualification, for instance, managing personnel, electricity supply and so on are indicated.

2.3. The name of university which gave the diploma, its status and the agencies which have accredited the university.

2.4. The status of the university which conducted teaching.

2.5. The language(s) which is (are) used in teaching process and exams are indicated. It is possible to use several languages in teaching process (for instance, basic teaching language – national (Russian), part of discipline (indicating a list) was taught in English).

**3. Information on the level of qualification.**

3.1. Exact level of qualification and its place in specific national educational structure documents of education (this item is illustrated in eighth section and corresponds to it) are indicated. Local educational structure is described.

3.2. The official deadlines of educational programs in weeks or years and the complexity of actual program expressed in credit units – credits by ECTS system including information of every important element, block, module, especially practical training are indicated.

3.3. The essence and the continuity of qualification obtained and the periods of teaching necessary for access to the educational program are described in the Diploma Supplement; for instance, bachelor degree, certificate of finishing secondary education and so on. This is especially important when the necessary condition for getting qualification is the completion of the intermediate (after secondary school) stage of training.

**4. Information on the content of qualification and received results.**

4.1. Forms of teaching depend on how the study program was acquired, for instance, fulltime or extra mural, including internships and so on.

4.2. If possible the requirements for fulfillment of minimal standards necessary to obtain qualification, for example, obligatory components or practical classes, regulations for writing papers and so on are indicated. If there is information on distribution of credits, it should be included in the section.

4.3. Each separate module and curriculum is described. List of marks or grades got in every module of qualification is given. The information should be as full as possible. All exams and assessment system and / or disciplines offered for taking exams, including the information on course works / projects and graduation works are given. Terms of defending graduates’ qualification works (for example, public defense) are identified.

4.4. Information on assessment system used when certifying students within the frame of qualification under consideration is presented.

4.5. If possible it is indicated full classification of final qualification, for instance, the degree of excellence, Summa Cum Laude, Merit, Avec Distinction and others.

**5. Information on the function of classification.**

5.1. The ways of qualification provision in the country where is issued the diploma for further academic and professional education. The place of the given qualification in the hierarchy of education stages of the country is indicated.

5.2. The rights given to the owner in compliance with the professional status and qualification is thoroughly described.

**6. Additional information.**

6.1.Any additional information which has not been mentioned, but required for evaluation of the essence, level and possibilities for using qualification, for instance, studying additional modules, additional qualification and etc. is given.

6.2. Resources are described and given footnotes for them, where you can find information about mentioned qualification, for instance, website of university, departments of the university where the qualification was given.

7. Notary of European Diploma Supplement.

7.1. Notary should indicate the date of issue of the European Diploma Supplement. The date of issue of European Diploma Supplement may be different from the date of issue of the diploma.

7.2. Notary should indicate the name and signature of the executive which shows the reliability of the data of the European Diploma Supplement.

7.3. The official position of the person who notarized the document.

7.4. Put an official seal or stamp which verify authenticated European Diploma Supplement.

**8. Information about national education system.**

There must be the description of the system of education in the context: general entrance requirements for admission; types of universities and structure of qualification. The Description of the national education system must not exceed two pages of printed texts, the use of tables and charts is preferred.

**The process for issuing Diploma Supplement to the diploma of al-Farabi Kazakh National University.**

1. European Diploma Supplement is issued on the base of application which comprises statement (appendix 1) and a completed application form (appendix 2) with the application package of documents with verifying data indicated in application form.

*Compulsory* – copy of ID and Diploma.

*Optional:*

- Copies of all transcripts received by applicant during studying in other universities;

- Copies of documents confirming practical work experience in professional sphere;

- Copies of diplomas, certificates, ID of studying in courses, faculties of additional education and about receiving additional qualification and others;

- Copies of documents of rewards, received by students in competitions in city, all-republican and international levels.

2. There must be indicated personal information of a student, faculty and graduating department, specialty and specialization, names of qualification paper, additional data (for instance gained professional experience, participation in trainings, international projects, conferences and others), which can be taken into account in designing European Diploma Supplement.

3. In case of designing application for receiving European Diploma Supplement no later within a month before an expected date of issue of high education, it can be issued at one time with diploma.

4. In case of applying for receiving European Diploma Supplement not at a specified time – in other periods, deadlines and conditions for issuing is mentioned by applicant and executive person who takes responsibility for registration and organizing issue, in individual order.

5. Issuance of European Diploma Supplement to the graduates of al-Farabi Kazakh National University is realized on a paid basis. Tuition fee size is maintained on the base of cost calculation and organizing issuance and verified by order of the rector of al-Farabi Kazakh National University.

6. On the base of received documents the person responsible for filling forms of European Diploma Supplement forms European Diploma Supplement of an applicant.

7. Registration and issuance of European Diploma Supplement is realized jointly by faculty deans and Department of academic affairs.

8. Deans of faculties are the people who take responsibility for filling in the forms of European Diploma Supplement in Univer system on the base of transcripts.

9. By order of rector the structure unit of the Department by academic question is assigned, which responsible for content and issuance of European Diploma Supplement.

10. European Diploma Supplement is filled in the official language with translation into English. Department of International cooperation of KazNU named after al-Farabi takes responsibility for translation of the form of European Diploma Supplement.

11. Information of studied disciplines contain a full list split by semesters with indicating credits ECTS and results of certification.

13. European Diploma Supplement is verified by Vice-rectors’ signatures for academic affairs, directors of departments for academic affairs and is verified by official stamp of the university.

14. Issuance of European Diploma Supplement of al-Farabi Kazakh National University to the applicant is realized by an executive responsible for it.

15. In issuing European Diploma Supplement of Kazakh national university the register number must be written in a special journal and a student must put signature.

16. Copies of European Diploma Supplement of graduates of al-Farabi Kazakh National University are saved in the archive of the university with copies of diplomas of received qualifications /degrees.

Appendix 1

To Vice-rector for Academic Affairs

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Full name

from student \_\_\_\_\_\_\_\_\_year

faculty\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application / Statement

Please consider the possibility of issuing me European Diploma Supplement to the diploma of al-Farabi Kazakh National University graduate

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appendix 2

Application form

1. Full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Date (day, month, year) place, country of birth

3. Faculty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Producing department

5. Specialty \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Additional information (gained professional experience; taking part in training courses, international projects, conferences and others).

Contact information

Home phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_