



## FREQUENTLY ASKED QUESTIONS

### filling in the template of the diploma supplement:

Instructions in template:	Clarification:
<p>4.3. <i>Detajet e programit: ( p.sh. modulet apo njësitë e studjuara), si dhe notat dhe kreditet individuale të fituara (nëse këto informata egzistojnë, duhet t'i bashkëngjitet pasqyra e notave)/ Program details: (e.g. modules or units studied), and the individual grades/marks/credits obtained: (if this information is available in an official transcript this should be used here)</i></p>	<p>Refer to the transcript of records and attach the transcript of records to the diploma supplement</p>
<p>4.5: <i>Klasifikimi i përgjithshëm i kualifikimit (në gjuhën origjinale)/ Overall classification of the qualification (in original language):</i></p>	<p>Level of qualification according to the National Qualification Framework and/or code of the field of study in accordance with national regulations.</p>
<p>5.2: <i>Statusi profesional (nëse ekziston)/ Professional status (if applicable):</i></p>	<p>Fill in information about the classification of the profession (i.e. title and code) related to the study programme, <i>if applicable</i>.</p> <p>In other cases the information may also be more generic e.g.:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>“The student is entitled to exercise professional work in the field(s) of economics, business administration and management for which the degree was awarded.”</p> </div>
<p>6.1. <i>Informata shtesë/Additional information</i></p>	<p>Provide any relevant information about the study programme which helps the graduate to communicate his/her qualification to other institutions/employers (e.g. list of Learning Outcomes, reference to compulsory internships as part of the study programme etc.).</p>
<p><i>Where should be placed the name of the signing person?</i></p>	<p>The name (and capacity) of the signing person can be put under “7.3 Kapaciteti/Capacity”</p>
<p><i>Who needs to/can sign the DS? Does it have to</i></p>	<p>Should be in line with the diploma and</p>

<i>be signed by one or two persons?</i>	instructions at national and institutional level; in case of uncertainties check with Ministry of Education, Science and Technology for the case of your own institution.
<i>Can the template be adapted?</i>	<p>The template can be adapted in shape and colour, including header/logo of the university etc.</p> <p>Recommended to facilitate recognition outside the institution: use the same template for all study programmes at one university!</p>

June 2017