OUTLINE STRUCTURE FOR THE DIPLOMA SUPPLEMENT

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.

1   INFORMATION IDENTIFYING THE HOLDER OF THE QUALIFICATION
1.1   Family name(s):
1.2   Given name(s):
1.3   Date of birth *(day/month/year)*:
1.4   Student identification number or code *(if available)*: <**number of sudent indentification card or other number allowing HE institution to recognize the student >**

2   INFORMATION IDENTIFYING THE QUALIFICATION
2.1   Name of qualification and *(if applicable)* title conferred *(in original language)*:
Entry: nsmr of the qualification (degreee, professional qualification) defined for the programme in quetsion, e.g.:

> ***ārsta grāds*** *(medical degree)*
> ***dabaszinātņu bakalaura grāds datorzinātnēs*** (bachelor of natural sciences degree in computer science)
> ***diploms par otrā līmeņa augstāko profesionālo izglītību ekonomikā*** (*diploma of second-level porofessional higher education in economics*
> *a.o.*

2.2   Main field(s) of study for the qualification:
Entry - main fields osf studies completed, e.g.**:**

> *Skolotāju izglītība - fizika (teacher training - physics)*
> *Mūzika - kompozīcija (music - composing),*
> *Vēsture (History),*
> *Vēsture, filozofija (History, philosophy)*
> *Svešvalodas - vācu un franču valoda (Foreign languages - German and French language)*
> *Svešvalodas - japāņu valoda (Foreign languages - japanese language)*
> *Dabaszinātnes- ķīmija (Natural sciences -p chemistry)*

2.3   Name *(in original language)* and status of awarding institution:
Smiltenes universitāte, valsts akreditēta (datums), valsts dibināta, universitāte
Smiltenes universitāte*, state-accredited (date), state-founded university*

Dobeles augstskola, valsts akreditēta (datums), valsts dibināta universitātes (neuniversitātes) tipa augstskola
Dobeles augstskola*, state-accredited (date), state-founded university-type (non-university type) higher educational institution,*

Piebalgas dabaszinātņu augstskola, valsts akreditēta (datums), juridiskas personas dibināta universitātes(neuniversitātes) tipa augstskola
Piebalgas dabaszinātņu augstskola*, state-accredited (date), private university-type (non-university type) higher educational institution,*

Dzelzceļa institūts, juridiskas personas dibināta neuniversitātes tipa augstskola ar 3 akreditētām programmām

Dzelzceļa institūts, *licensed private non-university higher educational institution with 3 accredited programmes*

Rīgas vadības un informāciju tehnoloģiju augstskola, valsts dibināta neuniversitātes tipa augstskola
Rīgas vadības un informāciju tehnoloģiju augstskola*, state-founded non-university type higher education institution.*

Nam4es of higher education institutions can be explained in English in p.6.1. In the case of institutions, that do not officially belong to "universities" or "academies" it should be explained, that the translation is approximate.

2.4   Name *(in original language)* and status of institution *(if different from 2.3)* administering studies:
In most cases it will be the same institutin that awards the qualification, in these cases the entry shall be : "tā pati, kas 2.3.punktā"
        "same as in point 2.3."
In the case of branches or colleges belonging to HEIs, the entry in 2.4. is different from the one in 2.3. keeping the description format as in 2.3.

 This is the case e.g. in the examples below:
        Rīgas Humanitārais institūts" (2.3. punktā LU): (Riga Humanitarian institute, while the institution in p. 2.3. is University of Latvia)
        Rīgas Biznesa institūts (2.3. punktā RTU) - (Riga Business institute, while the institution in 2.3. is Riuga technical university)
        RTU Liepājas filiāle (2.3. punktā RTU) - (Liepāja branch of Riga Technical university, in 2.3. it is RTU)
        RTU muitas koledža (2.3. punktā RTU) - (Riga Customs' college - in 2.3. it is RTU)
        a.o.

2.5   Language(s) of instruction/examination:
Possible cases of Language:

Latvian;
latvian, English
English

In cases of the programmes of foreign languages here is given a notice that the explanation can be found in p. 6.1, where, on its turn, it is said that studies take place mainly in the foreign language(s) studied.

3   INFORMATION ON THE LEVEL OF THE QUALIFICATION
3.1   Level of qualification:
       Possible cases of entries:

Bakalaurs study programmes:
        Latvian - pirmais (pamatstudiju) akadēmiskais grāds
        English - *first (undergraduate) academic degree*

Maģistrs study programmes
        Latvian - otrais akadēmiskais grāds
        English - *second (graduate) academic degree*

Doctoral programmes
        latvian -doktora (zinātniskais)grāds
        English -*doctoral (rewsearch) degree*

Professional bakalaurs study programmes
        Latvian -pirmais (pamatstudiju) profesionālais grāds

English -*first (undergraduate) professional degree*

Professional maģistrs programmes
latvian -otrais profesionālais grāds
English - second (graduate) professional degree

First-level professional higher education programmes)
Latvian -pirmā līmeņa profesionālās augstākās izglītības diploms, skat.6.1. punktu
English - *first-level higher professional education diploma, see p. 6.1.*

Second-level professional higher education programmesOtrā līmeņa profesionālās augstākās izglītības studiju programma.
Latvian -otrā līmeņa profesionālās augstākās izglītības diploms, skat.6.1. punktu
English -*second-level higher professional education diploma, see p. 6.1.*

3.2   Official length of programme:
Entry: length of the progranmme when acquired in full-time studies in years, al;so indicating the

number of latvian and ECTS credit points

Example:

3.5 gadi pilna laika studiju, 143 Latvijas kredītpunkti, 214,5 ECTS kredītpunkti

3.5 years of full-time studies, 143 Latvian credit points, 214.5 ECTS credits

3.3   Access requirements(s)
Entry: general admission requirements according to the Law, specific requirements of the particular
programme CAN be indicated.

   Entries:

- for all undergrqaduate programmes:
  - Generel secondary   (it can be indicated, which of the general secondary education
  programmes is required) or basic education plus 4-year secondary vocational education,
  - *general secondary education (var norādīt, kura no vispārējās vidējās izglītības programām)*
  or 9-year basic education plus 4-year secondary vocational education
- Second-level professional higher education programmes:
  a) after bakalaurs/:
  - bakalaura grāds (var norādīt nozari(es))
  - *bakalaurs degree (in ... branch(es))*

  b) after first-level professional study programme
  - pirmā līmeņa augstākās profesionālās izglītības diploms
  - *first-level higher professional education diploma*

- Maģistrs programmes:
  - bakalaura grāds (var norādīt nozari(es)) vai profesionālā augstākā izglītība (norādīt
    nozari(es)) ar tiesībām studēt maģistrantūrā
  - *bakalaurs degree (in   branch(es)) or higher professional education (in   branch(es))*
    providing access to Maģists programmes
- Doctoral programmes
  - Maģistra grāds vai tam pielīdzināta augstāka izglītība (norādīt nozari(es))
  - *Maģistrs degree or equivalent higher education in (branch(es))*

4   INFORMATION ON THE CONTENTS AND RESULTS GAINED
4.1   Mode of study:

Entry

"Pilna laika studijas" (full-time studies), or

"Nepilna laika studijas" (part-time studies)

4.2   Programme requirements:
The beacic requirements for award of qualification should be explained, indicating the main study blocks and compulsory practice placements as well as requirements regarding the final thesis ((bakalaurs or maģistrs thesis, diploma paper, dissertation etc.)
Any specific features, that can help better understandiung the nature of the qualification can be explained here, especially the information regarding the requirements for award oif the final qualification. If possible the purposes at which the qualification is aimend should be explained, as well as the results of studies, that have to be achieved to meet these goals, i.e. the knowledge, skills ad abilities related to the qualification in question.

Example. If the qualification testifies for a bachelor degree in chemistry with the right to work as a chemistry teacher, the entry could be as follows.

The main programme requitremets are:
to acquire the basics of mathematisc, physics and computer science, which are sufficient for a proper understanding of Chemistry;
to acquire theoretical courses of chemistry in all main branches of chemistry;
to acquire the experimental techniques and the appropriate skills in all main branches of chemistry;
wto carry out independent research (noless than 8 weeks full-time or 8 credit points) in a chosen branch of chemistry and to summarize the results in a bakalaurs thesis, which on its turn should cvomply with the requirements of a scientific publication,
to acquire the programme in psychology and pedagogics required for work a s a teacher,
to acquire the practical skills of a chemistryu teacher 2 practical placements at school in the 3rd and 4th year of studies, no less than 16 weeks in total

4.3   Programme details: (e.g. modules or units studied), and the individual grades/marks/credits obtained:
(if this information is available on an official transcript this should be used here)

Entry: all completed courses, practical placements, final/State examinations, thesis dividing the study components into following blocks:
"Part A (compulsory)",
"Part B daļa (restricted options)",
"part C (free choice)",
"Practical placement" (information regarding opractical place,ments is enetered in a free text form)**,**
 "Final/ State examinations",
"Bakalaurs, maģistrs or doctoral thesis, diploma paper (full name of the thesis is given)

For each completed study component the entry contains**: name, number of credit points, number of ECTS credits, grade**.

The wighed avreage gradereceiuve by the holder can be indicated, as well:
Entry in Latvian **"Kvalifikācijas īpašnieka svērtā vidējā atzīme - (***atzīme***)"**

Entry in English **"Weighed average grade of the qualification holder -(***grade***)"**

If the weighed average grade is indicated, the method of calculatio should be described in point 6.1.

4.4   Grading scheme and, if available, grade distribution guidance:
grading scheme with explanation of the emeaning of each grade is given in form of a table also indicating the frequency of each grade among the graduates of the programme in question (if the record-keeping at the HEI is not yet in a form of a database, the distribution at the moment could not yet be indicated).

Atzīme Grade	Nozīme Meaning	Atzīmes īpatsvars šīs programmas studentu vidū Frequency of the grade among the graduates of the programme I question
10	*izcili* *(with distinction)*	<percentage of the students of the programme in question who have received grade "10">
9	*teicami (excellent)*	<percentage of the students of the programme in question who have received grade "9">
8	*ļoti labi* *(very good)*	<percentage of the students of the programme in question who have received grade "8">
7	*labi* *(good)*	<percentage of the students of the programme in question who have received grade "7">
6	*gandrīz labi* *(almost good)*	<percentage of the students of the programme in question who have received grade "6">
5	*viduvēji (satisfactory)*	<percentage of the students of the programme in question who have received grade "5">
4	*gandrīz viduvēji* *(almost satisfactory)*	<percentage of the students of the programme in question who have received grade "4">
3-1	*neapmierinoši* *(unsatisfactory)*	<percentage of the students of the programme in question who have received grade "3" to "1">

4.5   Overall classification of the qualification *(in original language)*:
If the holder has been awarded a standard qualification, the entry is
> **"nav"**
> **"no"**
If the holder has been awarded a qualification with distinction (iar izcilību), the entry in bothe the latvian and the English version of DS is
> **"Ar izcilību"**
If the qualification has been awarded with distinction, the criteria for distinction have to be explained in p. 6.1.

5   INFORMATION ON THE FUNCTION OF THE QUALIFICATION
5.1   Access to further study:
The entry dwescribes in which programmes the qualification holder is eligible to continue his/her studies in Latvia.
> Possible cases:

Qualificartion	Ieraksts
Diploms par pirmā līmeņa profesionālo augstāko izglītību Diploma of first-level higher professional education	In Latvian: **Turpinot studijas bakalaura vai otrā līmeņa augstākās profesionālās izglītības programmās, iespējama kredītu pārnese** In English **Possible credit transfer when continuing studies in *bakalaurs* or second-level higher professional education programmes**
Bakalaura (t.sk. profesionālā bakalaura) grāds	In Latvian **Tiesības stāties maģistrantūrā un profesionālajās programmās, kuras paredzētas studijām pēc bakalaura grāda ieguves**

Bakalaurs degree (including professional bakalaurs)[1]	In English **Access to *Maģistrs* programmes and to professional programmes designed for studies after award of *bakalaurs* degree**
Diploms par otrā līmeņa profesionālo augstāko izglītību Diploma of bsecond-level higher professional education a) if the programme includes a bakalaurs standard	a) In Latvian **Tiesības stāties maģistrantūrā un profesionālajās programmās, kuras paredzētas studijām pēc bakalaura grāda ieguves** In English **Access to *Maģistrs* programmes and to professional programmes designed for studies after award of *bakalaurs* degree**
Diploms par otrā līmeņa profesionālo augstāko izglītību Diploma of bsecond-level higher professional education b) if the programme dos not include bakalaurs standard	In Latvian: **Studiju turpināšanai maģistrantūrā jāizpilda papildus prasības** In English **Access to *maģistrs* programmes is possible after fulfilling additional requirements**
Maģistra (t.sk. profesionālais maģistra) grāds Maģistrs degree (including professional maģistrs degree[2]	In Latvian **Tiesības stāties doktorantūrā** In English **Access to doctoral studies**

5.2   Professional status *(if applicable)*:
The entry in latvia in most cases will be
         "Nav paredzēts piešķirt"

         "not applicable"

In such cases when the edducation in fact is oriented towards employment in a particular profession, it should be described, what rights the qualification gives to its holder, e.g.
In latvian **"Dod tiesības strādāt (nosaukums) profesijā"**
In English **"Provides access to profession of (name)"**
vai
Latviešu valodā **"Dod tiesības strādāt sertificēta (profesijas nosaukums) uzraudzībā:**
Angļu valodā **"Access to professional activities under supervision of a certified (name of profession)"**

In such cases it is recommended to describe in point 6.1. the legal conditions that regulat the profession in question in Latvia.

6   ADDITIONAL INFORMATION
6.1   Additional information:
According to the needs, various information can be provided in p.6.1.

a) Information regarding the staus of the **programme** completed by the qualification holder:

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[1] Both bkinds of bakalaurs (acdad. and prof.) have axccess to master programmes. Still, it does not mean that a great part academic bachelors will e admitted to professional masters programmes and vice versa - one has to note that "access" is not the same as "admission". At admission of professional bachelors to academic master programmes and vice versa there can be additional requirements imposed.
[2] Both types of maģistrs have access to doctoral studies. However "access' does not mean same as "admission" At admission to doctoral studies there can be additional requirements for professional maģistrs holders.

Piebalgas universitāte Bakalaurs programme in computer science is accredited
14.09.2007 for full accreditation period -6 years

Vārnukroga koledža first-level progfessional higher education programme in
psychology is temporarily accredited fer 2 years

b) In the case of programmes for studies of foreign languages it is explained that the studies in these programmes are mainly taught in the foreign language(s) in question.

c) In the case of first or second level professiobal higher education diplomas the definition of the appropriuate level of vocational qualifications (IV or V) should be given

      IV qualification level   theoretical and practical preparedness for complicated work, including capabilities to organise and to supervise work of other specialists;

      V qualification level - highest qualification of a specialist in a branch in question that also allows for planning and performing research in ythat branch.

d) If the weighed average grade of the qualification holder is given in point 4.3, its calculation method should be explained:

In English: "Weighed average grade of the qualification holder is calculated as:

$$a_W = sum(a*f)/sum(f),$$

where: a_W-wighed average grade, a- grade in each course of A and B part of the programme, f-course workload in credit points"

e) If the qualification has been awarded with distinction, the criteria should be given:

In English:: **Qualification is awarded "ar izcilību"(with distinction) if:**

    (the distinction criteria applied in the particular HEI are given)

f). other relevant information that helps to better understand the qualification.

6.2   Further information sources:

Entry could be for instance;

     - Address, telephone, fax and e-mail of the HEI in quastion.

    - contact information of the Academic Information centre (Latvian ENIC/NARIC):
     Vaļņu ielā 2, Rīga, Latvija, LV-1050,
     telephone +371-7-225155, fax: +371-7221006 , e-mail: ieva@aic.lv

7   CERTIFICATION OF THE SUPPLEMENT
7.1   Date:
7.2   Signature:
7.3   Capacity:
7.4   Official stamp or seal:
As long as possible, the certification of the DS should be at the same level as the one of the qualification itself. If that is complicated (e.g. rector's signature in a big university) certification should be at the highest possible level

8   INFORMATION ON THE NATIONAL HIGHER EDUCATION SYSTEM

(N.B. Institutions who intend to issue Diploma Supplements should refer to the explanatory notes that explain how to complete them.)

Entry: "See attached". Each DS should have attached a description of the latvian higher education system for the appropriate academic year, produced by the Latvian Aqcademic Information centre System description is printed separately and attached to the DS.