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MINISTY OF EDUCATION, SCIENCE AND TECHNOLOGY
MINISTRY OF LABOUR AND SOCIAL WELFARE

FREQENTLY ASKED QUESTIONS

filling in the template of the diploma supplement:

Instructions in template:	Clarification:
4.3. 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)	Refer to the transcript of records and attach the transcript of records to the diploma supplement
4.5: Klasifikimi i përgjithshëm i kualifikimit (në gjuhën origjinale)/ Overall classification of the qualification (in original language):	Level of qualification according to the National Qualification Framework and/or code of the field of study in accordance with national regulations.
5.2: Statusi profesional (nëse ekziston)/ Professional status (if applicable):	Fill in information about the classification of the profession (i.e. title and code) related to the study programme, *if applicable.* In other cases the information may also be more generic e.g.: "The student is entitled to exercise professional work in the field(s) of economics, business administration and management for which the degree was awarded."
6.1. Informata shtesë/Additional information	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.).
Where should be placed the name of the signing person?	The name (and capacity) of the signing person can be put under "7.3 Kapaciteti/Capacity"
Who needs to/can sign the DS? Does it have to	Should be in line with the diploma and

be signed by one or two persons?	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.
Can the template be adapted?	The template can be adapted in shape and colour, including header/logo of the university etc.

Recommended to facilitate recognition outside the institution: use the same template for all study programmes at one university! |

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