

*Name of awarding institution (in original language)*

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## DIPLOMA SUPPLEMENT

A Diploma Supplement is issued pursuant to Article 19 of the Short-Cycle Higher Vocational Education Act (Uradni list RS, št. 86/04 in 100/13), and in accordance with recommendations 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.

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 contents and results gained
5. Information on the function of the qualification
6. Additional information
7. Certification of the supplement
8. Information on the short-cycle higher vocational education system in the Republic of Slovenia

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 *Given name:*
  - 1.2 *Family name:*
  - 1.3 *Date and place of birth:*
  - 1.4 *Student identification number or code at the higher vocational college:*
  - 1.5. *Date of graduation:*
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**2. Information identifying the qualification**

- 2.1 *Name of qualification and title conferred (in original language):*
  - 2.2 *Field of study, study programme, module:*
  - 2.3 *Name of awarding institution (in original language):*
  - 2.4 *Number and date of the decision to enter the provider in the Register of providers of officially recognised education programmes, namely for the respective study programme:*
  - 2.5 *Legal status of awarding institution:*
  - 2.6 *Language(s) of instruction/examination:*
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**3. Information on the level of the qualification**

- 3.1 *Level of qualification:*
  - 3.2 *Official length of study programme:*
  - 3.3 *Access requirements:*
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**4. Information on the contents and results gained**

- 4.1 *Mode of study:*
  - 4.2 *Study programme requirements and student obligations:*
  - 4.3 *Study programme details:*
  - 4.4 *Individual grades/credits obtained:*
  - 4.5 *Student average grade:*
  - 4.6. *Grading scheme:*
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## **5. Information on the function of the qualification**

5.1 *Access to further study:*

5.2 *Professional status:*

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## **6. Additional information**

6.1 *Additional information:*

6.2 *Futher information sources:*

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## **7. Certification of the supplement**

7.1 *Date:*

7.2 *Signature:*

7.3 *Official capacity:*

7.4 *Official stamp or seal:*

## 8. Information on the short-cycle higher vocational education system in the Republic of Slovenia

The short-cycle higher vocational education in the Republic of Slovenia is regulated by the Short-Cycle Higher Vocational Education Act (Uradni list RS, št. 86/2004 in 100/2013). The short-cycle higher vocational education is part of tertiary education. Upon the completion of a short-cycle higher vocational education programme, it is possible to enter a specialisation study programme or a supplementary study programme at the same level.

Upon a successful completion of a short-cycle higher education programme, a diploma is awarded that indicates a professional title as specified by the Professional and Academic Titles Act (Uradni list RS, št. 61/2006).

Access to short-cycle higher vocational education studies is open to holders of a matura certificate or a vocational matura certificate (final examination obtained prior to 1 June 1995) and to those who have passed a master craftsman, foreman or shop manager exam, have three years of work experience and have passed a test in the Slovenian language and literature and mathematics or a foreign language in the scope prescribed for a vocational matura examination. Students complete their studies with a diploma thesis. Upon graduation from a higher vocational college, graduates may find employment or continue in higher professional study programmes on the basis of the recognition process.

Under certain conditions, transfers between a short-cycle higher vocational education programme and a higher education programme are possible in both directions. In a short-cycle higher vocational education programme, a student obtains 120 credit points (CP) under the European Credit Transfer and Accumulation System (ECTS). The diploma awarded to a student upon a successful completion of the degree will indicate the professional title obtained and the profession.

Levels of SQF, EQF and EHEQF

Slovenian Qualifications Framework Act (Uradni list RS, No. 104/15) in its Article 11 classified levels of Slovenian Qualifications Framework (from now on: SQF) into European Qualifications Framework (from now on: EQF) and in its Article 12 into European Higher Education Qualifications Framework (from now on: EHEQF).

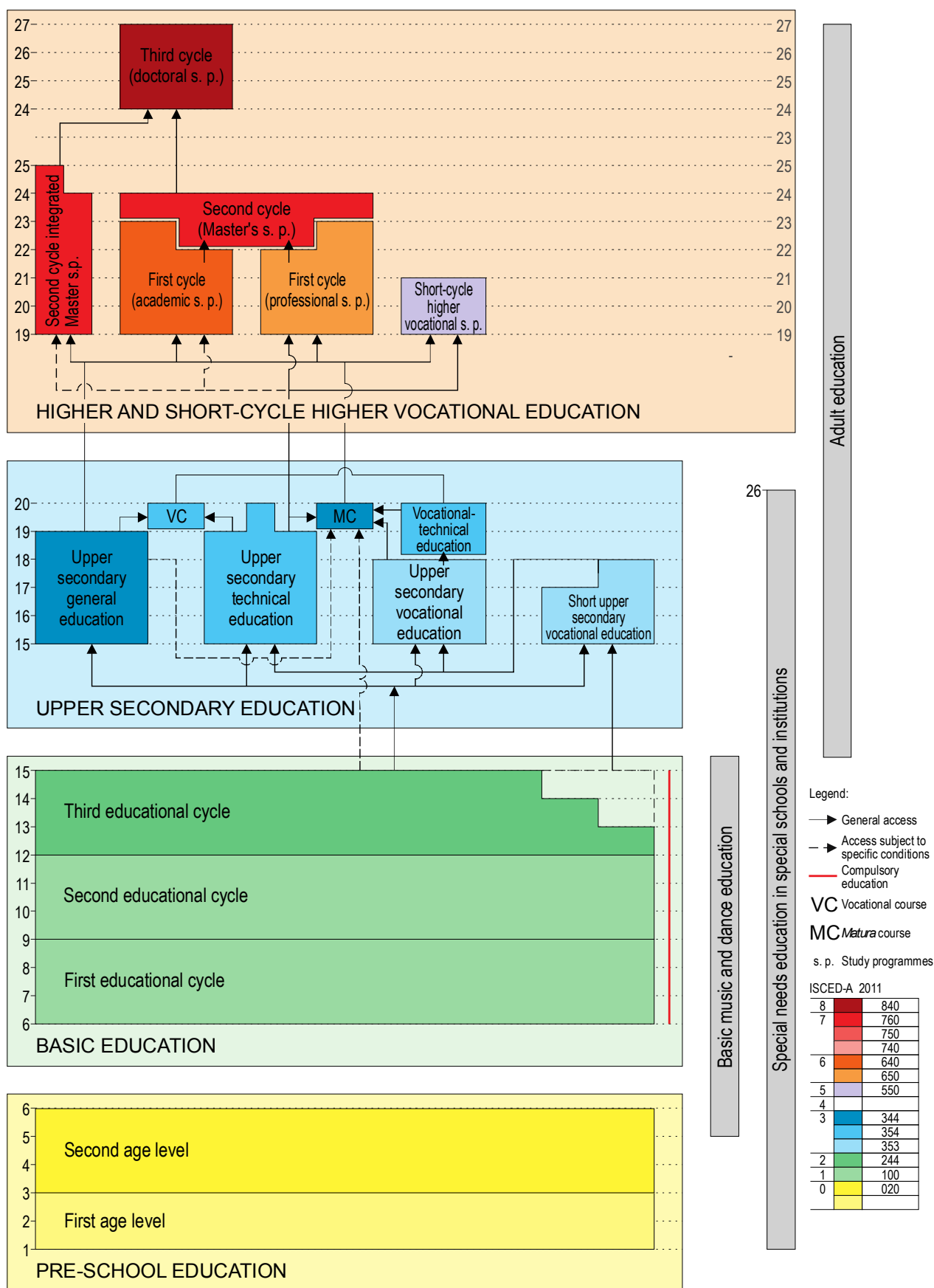
Qualifications in the SQF, EQF and EHEQF are classified as evident in the following table:

SQFK/SOK	EQFK/EOK	EHEQF/EOKV
6	5	<i>short cycle</i>
7	6	<i>1<sup>st</sup> cycle</i>
8	7	<i>2<sup>nd</sup> cycle</i>
9	8	<i>3<sup>rd</sup> cycle</i>
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The quality of higher vocational colleges and short-cycle higher vocational study programmes is ensured through accreditation and internal and external evaluation procedures. The accreditation and prolongement of accreditation of short-cycle higher vocational study programmes and higher vocational colleges is the responsibility of Ministry of Education, Science and Sport and Commission

of Accreditation of higher vocational education study programmes and of higher vocational colleges, appointed by the Council of the Republic of Slovenia of Vocational and Professional Education. The external evaluation of higher vocational colleges and short-cycle higher vocational study programmes is the responsibility of the Slovenian Quality Assurance Agency for Higher Education. Higher vocational colleges are responsible for internal evaluation procedures.

## STRUCTURE OF THE EDUCATION SYSTEM IN THE REPUBLIC OF SLOVENIA



## INSTRUCTIONS ON THE COMPLETION

### 1. Information identifying the holder of the qualification

*Enter the graduate's full name, date and place of birth as entered in the records referred to in Article 56 of the Short-Cycle Higher Vocational Education Act, student identification number and date of graduation.*

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### 2. Information identifying the qualification

- 2.1 *Enter the name of the document granted and the professional title as well as its abbreviation published in the Professional and Academic Titles Act (Uradni list RS, no. 61/2006).*
  - 2.2 *Enter the field of studies and official name of the study programme; if the programme is divided into modules, enter them, as well; include the date of the study programme adoption (complemented, amended) and the date of its accreditation by the Council of the Republic of Slovenia for Vocational and Professional Education.*
  - 2.3 *Enter the official name of the higher vocational college issuing the diploma, its abbreviated name and head office address.*
  - 2.4 *Enter the number and date of the decision to enter the provider and the study programme in the Register of providers of officially recognised education programmes*
  - 2.5 *Enter the status of the higher vocational college: public, private with a state concession, or private.*
  - 2.6 *Enter the languages of instruction in which the course was delivered and the qualification examined.*
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### 3. Information on the level of the qualification

- 3.1 *Enter the level of the qualification: higher vocational education, SOK/NQF 6, EOK/EQF 5, EOVK/EHEQF Short cycle*
  - 3.2 *Enter the official duration of the study programme in years and credit points (ECTS).*
  - 3.3 *Enter the access requirements, criteria for the selection of candidates in the event of enrolment limitations.*
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### 4. Information on the contents and results gained

- 4.1 *Enter the organisation of the studies: fulltime, part-time or distance.*
- 4.2 *Describe the main elements of the study programme and define students' obligations (exams, written seminar work, practical training, diploma examination, etc.). Provide details of the regulations covering progress to a higher year and successfully passing the qualification. Provide details of the learning outcomes, skills and competences, envisaged by the study programme.*

- 4.3 *Provide a detailed description of the study programme (syllabus, number of hours in each course, credit evaluation, etc.),*
- 4.4 *information on the student's exam results and other programme requirements, as well as any other student's achievements (important seminar papers, presentations, products, diploma papers, awards, prizes, etc.). Do not enter failing grades. Enter the place and institution, where the programme requirements have been met, if the institution was not the same as the diploma issuing institution.*
- 4.5 *Enter the average grade of the student calculated as the mean value of grades in all completed requirements graded on a scale of 6 to 10. The calculation shall include only recorded grades and not failing grades nor the grade of the thesis or diploma examination. The latter shall be entered separately. In the event of recognition where a grade is not/cannot be applied, include the grades attained at your institution..*
- 4.6 *Enter the method of assessment, present the grading scheme and explain the meaning of each grade*
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## **5. Information about the function of the qualification**

- 5.1 *Indicate that upon graduation from a higher vocational college, graduates may continue in higher professional study programmes on the basis of the recognition process. Indicate the further professional study programme (and the name of higher education institution) to which the qualification gives access on transfer criteria grounds.*
- 5.2 *List typical jobs where the diploma holders are typically employed.*
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## **6. Additional information**

- 6.1 *Add any relevant information on the study programme not yet entered under any of the headings above, but which are important for the evaluation of the programme. (e.g. time spent studying abroad)*
- 6.2 *Enter the address of your institution and contacts, which may provide further information, their telephone numbers, email addresses, websites, etc. and the address of the Enic/Naric centre. Add also the web address for SQF, that is <http://www.nok.si/en/>.*
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## **7. Certification of the supplement**

- 7.1 *Enter the date of issue of the certificate supplement.*
- 7.2 *Enter the full name of the person authorised to sign the supplement.*
- 7.3 *Enter the official job title of the person authorised to sign the supplement.*
- 7.4 *Confirm the authenticity of the document by stamp.*