DIPLOMA SUPPLEMENT LABEL

ASSESSMENT SHEET

Country:

Name of applicant institution:

Erasmus ID code:

Application reference number:

Name of evaluator:

ASSESSMENT CRITERIA

A. Completeness of the application	Y	N
1. Four completed and certified copies (signed, dated and stamped)[1] of original, authentic DS, which were issued to students who have graduated from the applicant institution, are enclosed		
2. The DS was issued by the applicant institution in 2009, 2010, 2011, 2012 or 2013		
3. The DS was issued to two students in different subject areas after completion of their first cycle studies <u>and</u> two students in different subject areas after completion of their second cycle of studies or The DS was issued to two students in different subject areas after completion of their first cycle studies and to one student after completion of his or her second cycle studies and to one student after completion of his or her third cycle studies* 4. The DS was issued to four students after completion of their studies in different subject areas* (Only if the applicant institution has only a one cycle programme; please refer also to remarks under 2.4.1 of the application form) 5. The DS was issued to four students after completion of their studies in all subject areas available at the institution* (Only if the applicant institution has less than four subject areas; please refer also to remarks under 2.4.2 of the application form)		

*NB: Please choose the appropriate option between 3, 4 and 5.

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[1] Each DS copy should be certified on at least one page.

B. Conformity with the standard DS model of the DS copies provided

B.1 Conformity with the preamble text. NB – applicants have been instructed that inclusion of the preamble is highly recommended. If, however, the preamble has not been included, you should mark this section not applicable (NA).	**Y**	**N**	**NA**
The preamble of the DS copies provided comply with the following text: "This Diploma Supplement model was 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." http://ec.europa.eu/education/policies/rec_qual/recognition/ds_en.pdf *NB: Minimal variations in the wording are acceptable as long as there is no change to the meaning.*			
Comments:			

B.2 Compliance of the DS copies with the DS model content	**Y**	**N**
The DS copies comply with the standard DS model as featured in annex 1 'Diploma Supplement Model' and annex 2 'Explanatory notes to the Diploma Supplement' of the DS application form. If applicable, please refer also to remarks under 2.4.3 of the application form. • *The DS model used by the applicant should include all the sections and sub-sections mentioned in the annex of the application form. If this is the case, the assessment result should be yes (Y).* • *However, some sub-sections can only be included if applicable (sub-sections 2.1 'title conferred', section 2.4, 5.2 and 6.1). In case these sub-sections have not been included, assessors are requested to check if the data in question are indeed not applicable. If this is the case, the assessment result should be yes (Y).* • *Sections identifying the holder of the qualification (in section 1.1-1.4) may be anonymised (i.e. this information may be removed). If this is the case, the assessment result should be yes (Y).* • *If there are any sections or sub-sections missing despite the fact that the data in question are applicable (see above), the assessment result should be "incomplete", and the application cannot be accepted. Therefore the assessment result should be no (N).*		
Comments:		

C. Confirmations made by the applicant	Y	N
The applicant has confirmed that all students of the applicant institution receive the Diploma Supplement automatically and free of charge upon graduation.		
The DS is issued in a widely spoken European language.		
Comments:		

D. Public Information on the DS	Y	N
• The webpage has been provided by the applicant and states that the DS is being issued in a widely spoken European language, given automatically and free of charge to every student upon graduation. • A duly completed example of a DS is available on the applicant's webpage, including the Transcript of Records, which, if available, is supplied as a separate annex and is published on the same webpage. *NB: If the web site has not been provided, or if any of the elements above is missing on the web site, the assessment result should be no (N), and the application cannot be accepted.*		
Comments:		

ASSESSMENT CONCLUSION

Please write your conclusion using <u>one</u> of the following options: Successful / Rejected.

- *If the assessment results of all sections are "Y," the assessment conclusion **must be successful**.*
- *If at least one of the assessment results is "N," the assessment conclusion **must be rejected**.*

My conclusion: ……………………………

COMMENTS and RECOMMENDATIONS

The comments and possible recommendations should relate to your assessment of the strengths, weaknesses and potential of the application. They should justify the overall assessment conclusion.

Signature: ……………………………………… Date:……………..