

Order №126/N  
Of the Minister of Education and Science of Georgia  
22 July 2011  
Tbilisi

**On the Approval of the Forms of State Higher and Vocational Education Documents –  
Diploma and Vocational Diploma**

Based on Article 61 of the General Administrative Code of Georgia Paragraph 1(m) of Article 7 of the Law of Georgia on Higher Education, Article 15 (l) of the Law of Georgia on Vocational Education and Paragraph 2(l) of Article 3 of the Charter of the Ministry of Education and Science of Georgia approved by Resolution N37 of 21 May 2004 of the Government of Georgia, **I hereby order:**

1. To approve the form of state higher education document according to Annex N1;
2. To approve the form of state vocational education document according to Annex N2;
3. To invalidate Order N162 of the Minister of Education and Science of Georgia of 24 March 2009 of the Approval of the Forms of State Higher Education Document – Diploma and the Procedure of Issuance thereof.
4. This Order shall come in force upon its publication.

*D. Shahkin*

## **Form of a Diploma - Higher Education State Document**

### **Article 1. Scope of Regulation**

1. This Annex shall provide for the form of a diploma – higher education stated document to be issued by a higher education institution (hereinafter a HEI)
2. The diplomas, envisaged by this Annex shall be issued after the accomplishment of the state-recognised educational programme.
3. A diploma can be issued by a HEI, which/a structural subdivision of which awarded a qualification/academic degree or a legal successor thereof.

### **Article 2. Diploma Data**

1. A diploma, except for not-state-recognised diploma, issued by a licensed higher education, institution shall be a document of strict accounting, which should have the following defensive marks:
  - a) The whole surface should be covered with defensive (guilloche) pattern, using three types of patterns concurrently;
  - b) The mark (logo) attached to the face of a diploma, the diploma series and individual number should luminescent under ultra-violet rays.
2. A diploma should have the polygraph imprint of:
  - a) the initials of the name of the manufacturing polygraph company and client;
  - b) the registration number awarded by the Ministry of Finance of Georgia, diploma series (in Latin letters) and six-digit individual number (in consequential Arabic figures);
  - c) the initials of the Ministry of Finance of Georgia – „სფს“ (MoF).
3. A diploma issued by a HEI should be made in the Georgian language and, at the discretion of the HEI in a foreign language/in foreign languages.
4. Irrespective of making a diploma in various languages, the authentic signature of the person, responsible for signature should be used.
5. A diploma should contain the following data:
  - a) the inscription “Georgia”, which should be placed in the upper central part of the diploma;
  - b) full name of the HEI (without specification of the organisational-legal form thereof);
  - c) HEI logo (if there is such)
  - d) “Interim qualification Diploma,” “Bachelor’s Diploma,” “Certified Doctor’s / Dental Doctor’s / Veterinarian’s Diploma,” “Master’s Diploma,” or “Doctor’s Diploma;”
  - e) diploma series (in Latin letters) and six-digit individual number (in consequential Arabic figures), specified in subparagraph 2(b) of this Article;
  - f) the name of qualification/academic degree awarding body;
  - g) the number, date (dd/mm/yy) of the decision on awarding qualification/academic degree;
  - h) the first and the last names of the person, the qualification/academic degree was awarded to;
  - i) awarded qualification/academic degree;
  - j) minor qualification (if there is such);
  - k) the first and the last names (in full) and signature of the manager of the unit, which awarded the qualification/academic degree;
  - l) the first and the last names of the HEI manager;
  - m) the place of issuance of the diploma;
  - n) the date of issuance of the diploma (dd/mm/yy);
  - o) HEI seal;

- p) diploma registration number in the unified register of diplomas and duplicates.
6. A diploma, issued as a result of implementation of a joint educational programme the data, envisaged by subparagraphs “b”, “c”, “f”, “k”, “l”, “o” and “p” of Paragraph 5 of this Article, concerning all the HEIs implementing the programme concerned.
  7. A doctor’s diploma should contain the title of doctoral thesis along with data envisaged by Paragraph 5 of this Article.
  8. Along with the data, envisaged by this Annex, a diploma may also contain the other information, set by the HEI, which information does not contradict the law of Georgia.
  9. The data envisaged by Paragraph 5(b) of this Article is the name of the HEI for the moment of issuance of the diploma. By decision of the HEI this data can be the name of the HEI for the period of study of the student or for the moment of awarding the qualification thereto.

### **Article 3. A Diploma Duplicate**

1. A duplicate can be issued to the person whose diploma does not exist anymore or it no more fit for use.
2. A duplicate can be issued by the HEI, envisaged by Paragraph 3 of Article 1 of this Annex.
3. Upon issuance of a duplicate the respective form of a diploma, approved by the HEI should be filled in, which shall bear the inscription “Duplicate.”
4. If with due consideration of the circumstances of a specific case it deems impossible to establish all the information, provided for by a diploma form, the person responsible for the issuance of a diploma shall be required to enter only that part of the information into the duplicate, which can be proved commensurate with the procedure, envisaged by Georgian legislation.
5. A diploma duplicate shall be registered in the unified register of diplomas and duplicates.

### **Article 4. Availability of Information concerning a Diploma Form, Issued Diploma and a Duplicate Diploma**

1. A HEI shall be required to published the approved form of the Diploma on its official webpage, to upload it into the Register of Educational Institutions (hereinafter the Register) and submit one copy thereof to the LEPL – National Centre for Educational Quality Enhancement.
2. A HEI shall be required to upload the electronic copy of a Diploma/Diploma Duplicate in the Register within a period of 10 days following its filling in, also the enter the following data: the registration data, granted to the Diploma/Diploma Duplicate by the Ministry of Finance of Georgia, series, and individual number. A HEI shall also be required to upload relevant changed into the Register in the case of amendment of the aforementioned data.

### **Article 5. Transitional Provisions**

1. The persons, who successful accomplish the educational programme of a Certifies Specialist (Vocational Higher Education) shall be awarded with a Certified Specialist’s Diploma, which shall contain data, envisaged by Article of this Annex. However instead of data, envisaged by Paragraph 5(d) of Article 2 of this Annex the phrase “Certified Specialist’s Diploma” should be specified.
2. Diplomas, issued to persons, who accomplished one-cycle educational programme before final shifting to education according to educational programmes envisaged by the Law on Higher Education (Bachelor Studies, Master Studies, Certified Specialist, Doctoral Studies), were awarded respective qualification/academic degree and acquired the right to receive a higher education diploma by decision of a HEI but never received it, shall contain data, envisaged by Article 2 of this Annex, except for data, envisaged by Paragraphs 5(d) and 5(j) of the same Article. A higher education diploma should additionally contain following data:
  - a) stipulation “Higher Education Diploma”;
  - b) duration of the educational programme;

- c) Full name and signature of the head of the basic educational institution that is the legal successor of the respective structural subdivision or implements the educational programmes of the respective direction.
- 3. Data envisaged by Paragraph 5(f) of Article 2 of this Annex shall include the name of the HEI/HEI structural subdivision/branch awarding qualification/academic degree.
- 4. A Diploma Duplicate, envisaged by Paragraphs 1 and 2 of this Article shall be issued in accordance with the requirements envisaged by Articles 2 and 3 of this Annex.

## **Form of a Vocational Education State Document – Vocational Diploma**

### **Article 1. Scope of Regulation**

1. This Annex provides for the form of Vocational Education State Document – Vocational Diploma to be issued by a Vocational education programme implementing educational institution (PEI).
2. The responsible institution for the issuance of a Vocational Diploma shall be the PEI, which/structural subdivision/branch of which awarded vocational qualification or a legal successor thereof.

### **Article 2. Vocational Diploma Data**

1. A Vocational Diploma is a document of strict accounting which should have the following defensive marks:
  - a) the whole surface should be covered with defensive (guilloche) pattern, using three types of patterns concurrently;
  - b) the symbol (logo), Diploma series and individual number on Vocational Diploma face should luminescent under ultraviolet rays.
2. A diploma should have the polygraph imprint of:
  - a) the initials of the name of the manufacturing polygraph company and client;
  - b) the registration number awarded by the Ministry of Finance of Georgia, diploma series (in Latin letters) and six-digit individual number (in consequential Arabic figures);
  - c) the initials of the Ministry of Finance of Georgia – „სფს” (MoF).
3. A Vocational Diploma should be made in the Georgian language and, at the discretion of the PEI in a foreign language/in foreign languages.
4. Irrespective of making a diploma in various languages, the authentic signature of the person, responsible for signature should be used.
5. A Vocational Diploma should contain the following data:
  - a) the inscription “Georgia”, which should be placed in the upper central part of the diploma;
  - b) Full name of the PEI (without specification of the organisational-legal form thereof);
  - c) PEI logo (if there is such);
  - d) “Vocational Diploma”;
  - e) diploma series (in Latin letters) and individual number, specified in subparagraph 2(b) of this Article;
  - f) the name of qualification awarding body;
  - g) the number, date (dd/mm/yy) of the decision on awarding qualification;
  - h) the first and the last names of the person, the qualification was awarded to;
  - i) awarded qualification (with the indication of the level);
  - j) the first and the last names (in full) and signature of the head of the PEI;
  - k) the place of issuance of the Vocational Diploma;
  - l) the date of issuance of the Vocational Diploma (dd/mm/yy);
  - m) PEI seal;
  - n) diploma registration number in the register of Vocational Diplomas and duplicate Diplomas.
6. Along with the data, envisaged by this Annex, a Vocational Diploma may also contain the other information, set by the PEI, which information does not contradict the Georgian legislation.
7. The data envisaged by Paragraph 5(b) of this Article is the name of the PEI for the moment of issuance of the diploma. By decision of the PEI this data can be the name of the PEI for the period of study of the student or for the moment of awarding qualification to vocational student concerned.

### **Article 3. Vocational Diploma Duplicate**

1. A duplicate can be issued to the person whose Vocational Diploma does not exist anymore or it no more fit for use.
2. A duplicate can be issued by the PEI, envisaged by Paragraph 2 of Article 1 of this Annex.
3. Upon issuance of a duplicate the respective form of diploma, approved by the PEI should be filled in, which form should bear the inscription “Duplicate.”
4. A Vocational Diploma duplicate shall be registered in the unified register of Vocational Diploma and Diploma duplicates.

### **Article 4. Availability of Information concerning a Vocational Diploma Form, Issued Vocational Diploma and a Duplicate Vocational Diploma**

3. A PEI shall be required to publish the approved form of Vocational Diploma on its official webpage, to upload it into the Register of Educational Institutions (hereinafter the Register) and submit one copy thereof to the LEPL – National Centre for Educational Quality Enhancement.
4. A PEI shall be required to upload the electronic copy of a Vocational Diploma/ Vocational Diploma Duplicate in the Register within a period of 10 days following its filling in, also the enter the following data: the registration data, granted to the Diploma/Diploma Duplicate by the Ministry of Finance of Georgia, series, and individual number. A PEI shall also be required to upload relevant changed into the Register in the case of amendment of the aforementioned data.