



STARPTAUTISKĀ
KOSMETOLOĢIJAS
KOLEDŽA

DIPLOMA SUPPLEMENT

Diploma series PK E Nr. xxxx

This Diploma Supplement conforms to the example developed by the European Commission, European Council and United Nations Educational, Scientific and Cultural Organization (UNESCO/CEPES). The appendix of the diploma has been prepared in order to provide objective information and ensure an academic and professional acknowledgment of a document certifying the qualification (for example, diploma, and certificate).

The Diploma Supplement includes information about the essence, level, context, content and status of the studies successfully passed by the person mentioned on the diploma. It doesn't include indication about the evaluation and parity of the qualification, or recommendations for its recognition. Information is provided in all eight sections. If any section doesn't provide information, a reason must be given.

1. INFORMATION ABOUT THE RECEIVER OF THE QUALIFICATION:

- 1.1. Family name(s): **Bērziņš**
- 1.2. Given name(s): **Jānis**
- 1.3. Date of birth (*day/ month/ year*): **xx.xx.xxxx.**
- 1.4. Student identification number or code (*if available*): **xxxxxxx - xxxxx**

2. INFORMATION ABOUT THE QUALIFICATION:

- 2.1. Name of qualification and (*if applicable*) title conferred (*in original language*): **Skaistumkopšanas speciālists kosmetoloģijā**
- 2.2. Main field(s) of study for the qualification: **Esthetic cosmetology**
- 2.3. name (*in original language*) and status of awarding institution:
SIA „Starptautiskā Kosmetoloģijas koledža” (International College of Cosmetology) – institution of first-level professional higher education. International College of Cosmetology is a private, state recognised educational institution and it is entitled to run accredited programme and to issue state recognised diplomas of first-level professional higher education (Non-term Accreditation Paper No. 5, issued by Ministry of Education and Science, Republic of Latvia, December 10, 2015)
- 2.4. Name (*in original language*) and status of institution (*if different from 2.3.*) administering studies:
see 2.3
- 2.5. Language(s) of instruction/examination: **Latvian**

3. INFORMATION ABOUT THE QUALIFICATION LEVEL:

- 3.1. Level of qualification:

Diploma of first-level professional higher education. The fourth professional level of qualification and LQF and EQF fifth level

3.2. Official length of programme (*years and credits*), start and end date of the acquisition of the programme:

3 years, 120 Latvian credit points, 180 ECTS credit points; xx.xx.xxxx. – xx.xx.xxxx.

3.3. Access requirements:

Certificate of general or professional secondary education

4. INFORMATION ABOUT THE STUDIES' CONTENT AND RESULTS:

4.1. Mode of study: **Full-time studies**

4.2. programme requirements:

4.2.1. *Aim of studies: Provide an opportunity for students, by studying in the national qualification framework system, in the first level professional higher education study programme „Aesthetic cosmetology” after achieving secondary (general or professional) education as a result of formal professional studies, to acquire qualification analogue to European framework first cycle (180 ECTS), in accordance the continuously growing demands of the EU and Latvian employers regarding the quality of professional work.*

4.2.2. *Learning outcomes: An academically, intellectually and professionally prepared student in accordance with the requirements of Professional higher education state standards and Professional standards "Beauty care (cosmetology)", has mastered the necessary theoretical knowledge, professional abilities and practical skills to fully work in beauty care enterprises, health care institution or commercial structure beauty care institutions as an employer or employee, or work as a self-employed person or as a sole trader with modern cosmetology technologies and methods, using cosmetic products for facial and/or body beauty care problem solving, taking into account professional work ethics, work and technical safety standards, general hygiene requirements and other professional work legislation acts.*

4.3. Components of the programme, credit points achieved by the person and mark/evaluation received:

| Study-courses | Latvian credit-points | ECTS credit points | Grade |
|---|------------------------------|---------------------------|---------------|
| STUDY COURSES IN GENERAL SUBJECTS | | | |
| Business studies | 2 | 3 | 9 (excellent) |
| Human Resource Management and the basics of Law | 2 | 3 | 9 (excellent) |
| Marketing | 2 | 3 | 9 (excellent) |
| Project development and Management | 2 | 3 | 9 (excellent) |
| Computer Technologies | 2 | 3 | 9 (excellent) |
| Foreign language (English) | 4 | 6 | 9 (excellent) |
| Foreign language (Russian) | 4 | 6 | 9 (excellent) |
| Work and Environment Protection | 1 | 3 | 9 (excellent) |
| Psychology | 3 | 4.5 | 9 (excellent) |
| The basics of the salon activity | 2 | 3 | 9 (excellent) |
| PROFESSIONAL STUDY COURSES IN FIELD | | | |
| Anatomy | 4 | 6 | 9 (excellent) |
| Physiology | 2 | 3 | 9 (excellent) |
| Dermatology | 3 | 3 | 9 (excellent) |
| Health studies , First aid | 2 | 3 | 9 (excellent) |
| Therapy | 3 | 4.5 | 9 (excellent) |
| Nutrition studies | 2 | 3 | 9 (excellent) |
| Microbiology and Genetics | 3 | 4.5 | 9 (excellent) |
| Pharmacology | 2 | 3 | 9 (excellent) |
| Chemistry of cosmetics | 2 | 3 | 9 (excellent) |

| | | | |
|---|----|-----|---------------|
| Cosmetics and Innovation | 3 | 4.5 | 9 (excellent) |
| PROFESSIONAL STUDY COURSES IN FIELD | | | |
| The basics of cosmetics mixing | 1 | 1.5 | 9 (excellent) |
| Aromatherapy | 2 | 3 | 9 (excellent) |
| Stylistics | 2 | 3 | 9 (excellent) |
| Make-up studies | 3 | 4.5 | 9 (excellent) |
| Manicure and Pedicure | 2 | 3 | 9 (excellent) |
| Esthetic surgery, mesotherapy | 2 | 3 | 9 (excellent) |
| Micropigmentation | 1 | 1.5 | 9 (excellent) |
| Physiotherapy | 1 | 1.5 | 9 (excellent) |
| Electroprocedures | 4 | 6 | 9 (excellent) |
| Materials Science | 5 | 7.5 | 9 (excellent) |
| Hygiene | 1 | 1.5 | 9 (excellent) |
| Classical body massage Foot Reflexology | 3 | 4.5 | 9 (excellent) |
| Cosmetic procedures (body) | 3 | 4.5 | 9 (excellent) |
| Waxing | 1 | 1.5 | 9 (excellent) |
| Lithotherapy | 1 | 1.5 | 9 (excellent) |
| Face cosmetic massages | 3 | 4.5 | 9 (excellent) |
| Cosmetic procedures (face) | 4 | 6 | 9 (excellent) |
| Cosmetic procedures (face) chemical peels | 1 | 1.5 | 9 (excellent) |
| The course of eyelash extending | 1 | 1.5 | 9 (excellent) |
| SELECTED STUDY COURSES | | | |
| SPA massages | 1 | 1.5 | 9 (excellent) |
| PRACTICUM | | | |
| Qualification practice | 16 | 24 | 9 (excellent) |
| QUALIFICATION EXAMINATION | | | |
| Qualification exam | 12 | 18 | 9 (excellent) |
| Subject of qualification paper: xxxxxxx xxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx xxxxxxxxxxx | | | |

4.4. grading scheme and, if available, grade distribution guidance:

| Achievement level | Grade | Meaning | Approx. ECTS grade | Grade distribution |
|-------------------|-------|---------------------|--------------------|--------------------|
| Very high | 10 | With distinction | A | 0.00% |
| | 9 | Excellent | A | 100.00% |
| High | 8 | Very good | B | 0.00% |
| | 7 | Good | C | 0.00% |
| Medium | 6 | Almost good | D | 0.00% |
| | 5 | Satisfactory | E | 0.00% |
| | 4 | Almost satisfactory | EXF | 0.00% |
| Low | 3-1 | Unsatisfactory | Fail | 0.00% |

Qualification obtainer`s average mark 9 (see article 6.3.)

4.5. Qualification class: „**Standard**”

For criteria for granting qualification class „Standard”, see article 6.5.

5. INFORMATION ABOUT THE QUALIFICATION:

5.1. Further study opportunities: **Right to continue studies in second level professional higher educational study programmes with rights to work in the regulated profession.**

5.2. Professional status:

Gives right to begin work in the cosmetology profession of a beauty care specialist

6. ADDITIONAL INFORMATION:

- 6.1. Programme status: **The first level professional higher education study programme „Aesthetic cosmetology” in the International Cosmetology College for receiving the qualification of a beauty care cosmetology specialist, has been accredited:**
- 6.1.1. *Ministry of Education and Science Accreditation certificate No. 5, issued to SIA “Starptautiskā Kosmetoloģijas koledža” Ltd. for the rights to issue state recognized diplomas for receiving higher education. Accreditation certificate issued on December 10th, 2015. Termless.*
- 6.1.2. *Ministry of Education and Science Accreditation certificate No. 041023 - 2, issued to SIA “Starptautiskā Kosmetoloģijas koledža” Ltd. for the rights to implement the accredited professional higher education programme “Aesthetic cosmetology” (code 41722) and grant beauty care specialist professional qualifications. Accreditation certificate issued – February 26th, 2016. Termless.*
- 6.1.3. *Ministry of Education and Science accreditation certificate No. 5, issued to SIA “Starptautiskā Kosmetoloģijas koledža” Ltd. for the rights to implement the accredited study course Health care. Accreditation certificate issued on February 26th, 2016, valid for June 18th, 2019.*
- 6.2. Fourth professional qualification level: **Theoretical and practical preparation, which gives the opportunity to carry out difficult executive work, as well as organize and manage the work of other specialists**
- 6.3. Addition to item 4.4.:
- the qualification obtainer`s average mark is calculated in the following way:
- $$a_w = \text{SUM}(a*f) / \text{SUM}(f), \text{ where:}$$
- a_w – the average mark;
 a – the assesment for each course of the programme;
 f – the amount of course in credit.
- 6.4. This supplement is in effect only together with the diploma Series PK E Nr. xxxx
- 6.5. Explanation for article 4.5., standard qualification class indicates full fulfillment of programme`s requirements
- 6.6. Further information sources:

International College of Cosmetology
 address: Graudus iela 68, Rīga, LV-1058, Latvia
 phone: +371 - 26378425
 e-mail: info@kk.edu.lv
 http://www.kk.edu.lv;

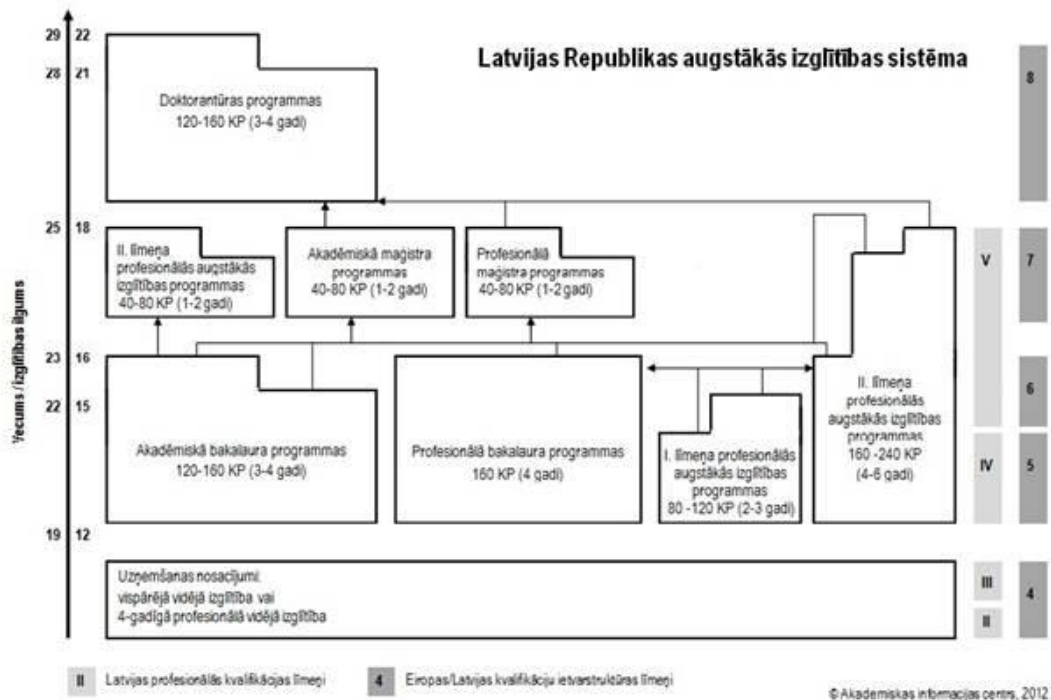
Academic Information Centre (Latvijas ENIC/NARIC)
 address: Vaļņu iela 2, Rīga, LV-1050, Latvia
 phone: +371 - 67225155
 fax: +371 - 67221006
 http://www.aic.lv .

7. CERTIFICATION OF THE SUPPLEMENT:

- 7.1. Date: **June xx. xxxx**
- 7.2. Signature: _____ **Given name(s) Family name(s): Mg.paed.,Mg.commerc (MBA)**
- 7.3. Capacity: **Headmaster of International College of Cosmetology**
- 7.4. Official stamp or seal:

8. NATIONAL HIGHER EDUCATION SYSTEM:

8.1. Certificate of general secondary education and diploma of vocational secondary education gives the right to continue education at higher education level. However, the universities/colleges are free to set specific admission requirements, e.g. additional subjects that had to be taken at the secondary school level to qualify for admission to a particular programme).



According to the Latvian legislation, higher education programmes are placed in the Latvian Qualifications Framework (henceforth – LQF) and comply with eight levels of the European Qualifications Framework (henceforth – EQF).

The Placement of Higher Education Certifying Education Documents in the LQF and EQF

| Education documents certifying higher education | LQF and EQF level |
|---|-------------------|
| Diploma of first level professional higher education | 5 |
| Bachelor's diploma Professional Bachelor's diploma Diploma of professional higher education, diploma of higher professional qualification (second level professional higher education, the length of full-time studies – at least 4 years) | 6 |
| Master's diploma Professional Master's diploma Diploma of professional higher education, diploma of higher education, diploma of higher professional qualification (second level professional higher education, the total length of full-time studies – at least 5 years) | 7 |
| Doctor's diploma | 8 |

Higher education system comprises both academic higher education and professional higher education. *Bakalaura*s (Bachelor's) and *maģistrs* (Master's) degrees are awarded both in academic and professional higher education programmes.

The objectives of the **academic higher education (HE)** are to prepare graduates for an independent research work, as well as to provide theoretical background for professional activities.

Academic programmes leading to a *bakalaura (Bachelor's) degree* comprise 120–160 credit points (henceforth – CP)² (160–240 ECTS). The duration of full-time studies is 6–8 semesters (3–4 years).

Academic programmes leading to *maģistrs (Master's) degree* comprise 40–80 CP (60–120 ECTS). The duration of full-time studies is 2–4 semesters (1–2 years).

Total duration of full-time Bachelor's and Master's studies is at least 5 years.

Academic education programmes are implemented according to the state standard of the academic education.

The objectives of the **professional HE** are to provide in-depth knowledge in a particular field, preparing graduates for design or improvement of systems, products and technologies, as well as to prepare them for creative, research and teaching activities in this field.

Professional HE programmes leading to a *professional bakalaura (Bachelor's) degree* are designed to ensure a professional competence, they comprise at least 160 CP (240 ECTS) including practical placement of ≤ 26 CP (39 ECTS). The duration of full-time studies is at least 8 semesters (4 years).

Professional HE programmes leading to a *professional maģistrs (Master's) degree* comprise no less than 40 CP (60 ECTS) including practical placements of ≤ 6 CP (9 ECTS). The duration of full-time studies is at least 2 semesters (1 year).

Total duration of full-time Bachelor's and Master's studies is at least 5 years.

Graduates of both types of *bakalaura (Bachelor's) degree* have access to Master's studies, graduates of the *maģistrs (Master's) degree* – to doctoral studies.

Degrees obtained in medicine, dentistry and pharmacy professional studies (5 and 6 years of studies) are referenced to the *maģistrs (Master's) degree* and the graduates can continue their studies in doctoral level programmes.

In the professional HE there are other types of programmes apart from Bachelor's and Master's study programmes.

- *First level professional HE (college) study programmes* that lead to the 4th level professional qualification (LQF level 5). Programmes comprise 80–120 CP (120–180 ECTS), and these programmes are mainly targeted at labour market, yet the graduates can continue their studies in second level professional HE programmes.

- *Second level professional HE study programmes* that lead to the 5th level professional qualification (LQF level 6–7). These programmes can comprise either at least 40 CP (60 ECTS) for holders of *bakalaura (Bachelor's) degree* or at least 160 CP (240 ECTS) for secondary school leavers. In both cases programmes should include a practical placement and graduation examinations. If study programme comprises 160 CP (240 ECTS) and the compulsory part of a *bakalaura (Bachelor's) programme*, graduates obtain access to Master's studies.

Doctoral studies. Since January 1, 2000 a single type of doctoral degree – *doktors* – is awarded in Latvia. The degree of *maģistrs (Master's degree)* is required for admission to doctoral studies. *Doktors (Doctoral) degree* is awarded after public defence of doctoral thesis and successfully passed exams in the chosen scientific branch or sub-branch. The doctoral thesis has to include original results of the research and new cognitions in the scientific discipline and may be a result of three to four years of doctoral studies at a higher education institution or an equivalent amount of independent research. The doctoral thesis may be a dissertation, a set of scientific publications or a monograph. The rights to award

the *doktors (Doctoral)* degree are delegated by decision of the Cabinet of Ministers to promotion councils established at the universities. The procedure for awarding the *doktors (Doctoral)* degree is controlled by the Commission of the Scientific Qualification.

Grading system. Degree of achieved study results is assessed by 10-point degree system or PASS/FAIL.

10-point Degree System

| Achievement level | Grade | Meaning | Approx. ECTS grade |
|-------------------|-------|--|--------------------|
| very high | 10 | izcili (with distinction) | A |
| | 9 | teicami (excellent) | A |
| high | 8 | ļoti labi (very good) | B |
| | 7 | labi (good) | C |
| medium | 6 | gandrīz labi (almost good) | D |
| | 5 | viduvēji (satisfactory) | E |
| | 4 | gandrīz viduvēji (almost satisfactory) | E/FX |
| low | 3–1 | negatīvs vērtējums (unsatisfactory) | Fail |

Quality assurance. According to the Latvian legislation, state-recognized degrees/diplomas may be awarded upon the completion of an accredited programme in an accredited HE institution holding a state-approved Satversme (by-law) or college statute. Decisions on programme accreditation are taken by the Study Accreditation Commission, while those on the institutional accreditation – by the Higher Education Council.

More information:

1. On educational system – <http://www.izm.gov.lv>;
2. On recognition diplomas – <http://www.aic.lv>;
3. On status of programmes/institutions – <http://www.aiknc.lv>
4. On study possibilities in Latvia – <http://studyinlatvia.lv>
5. On European education systems and policies – www.eurydice.org

² Latvian credit point is defined as a one-week full-time study workload. An average workload of a full-time study year in most HE programmes is 40 credit points. Latvian credit point system is compatible with ECTS. The number of ECTS credits is found by multiplying the number of Latvian credit points by a factor of 1.5.