

No: 2077/QD-HVNG

Ha Noi, November 13 2024

DECISION

On the Promulgation of the Regulation on the Printing, Management, and Issuance of Diplomas by the Diplomatic Academy of Vietnam

DIRECTOR OF THE DIPLOMATIC ACADEMY OF VIETNAM

Pursuant to Law on Education No. 43/2019/QH14 dated June 14, 2019;

Pursuant to Law on Higher Education No. 08/2012/QH13 dated June 18, 2012; and the Law Amending and Supplementing a Number of Articles of the Law on Higher Education dated November 19, 2018;

Pursuant to Decree No. 99/2019/ND-CP dated December 30, 2019, of the Government, detailing and guiding the implementation of a number of articles of the Law Amending and Supplementing a Number of Articles of the Law on Higher Education;

Pursuant to Circular No. 08/2021/TT-BGDĐT dated March 18, 2021, of the Minister of Education and Training, promulgating the Regulation on Undergraduate Training;

Pursuant to Circular No. 21/2019/TT-BGDĐT dated November 29, 2019, of the Minister of Education and Training, promulgating the Regulation on Management of Diplomas for lower secondary, high school, pedagogy intermediate, pedagogy college, higher education degrees, and certificates of the national education system;

Pursuant to Circular No. 27/2019/TT-BGDĐT dated December 30, 2019, of the Minister of Education and Training, stipulating the main content recorded on higher education diplomas and diploma supplements;

Pursuant to Decision No. 08/2024/QĐ-TTg dated June 28, 2024, of the Prime Minister, stipulating the functions, tasks, powers, and organizational structure of the Diplomatic Academy of Vietnam under the Ministry of Foreign Affairs;

Pursuant to Decision No. 508/QĐ-HVNG dated August 10, 2021, of the Director of the Academy, promulgating the Regulation on Full-time Undergraduate Training at the Diplomatic Academy of Vietnam;

Pursuant to the proposal of the Director General of the Department of Education and Training,

DECIDES:

Article 1. To promulgate the Regulation on the Printing, Management, and Issuance of Diplomas by the Diplomatic Academy of Vietnam (attached herewith).

Article 2. This Decision takes effect from the date of signing and replaces Decision No. 74/QĐ-HVNG dated 20 February 2020 of the Director of the Diplomatic Academy of Vietnam on the promulgation of the Regulation on the management of higher education diplomas at the Diplomatic Academy of Vietnam.

Article 3. The Chief of Office, Head of Undergraduate and Postgraduate Training Department, Head of Faculty/Dean, and Heads of relevant units shall be responsible for implementing this Decision

Recipients:

- As Article 3 (for implementation);
- Archived at: Administrative Division, Department of Education and Training.

Acting. DIRECTOR

Signed

Dr. Pham Lan Dung

REGULATION ON THE PRINTING, MANAGEMENT, AND ISSUANCE OF DIPLOMAS BY THE DIPLOMATIC ACADEMY OF VIETNAM

*(Issued together with Decision No. 2077/QĐ-HVNG dated November 13, 2024,
of the Director of the Diplomatic Academy of Vietnam)*

Chapter I

GENERAL PROVISIONS

Article 1. Scope and Subjects of Application

1. This Regulation stipulates the printing and management of diploma blanks; the management and issuance of diplomas by the Diplomatic Academy of Vietnam (hereinafter referred to as the **Academy**), including: the content and language recorded on the diploma and diploma supplement; printing and management of diploma blanks, diploma management; issuance, modification, revocation, and cancellation of diplomas; issuance of diploma copies from the original ledger; and the responsibilities of individuals and units in performing duties related to diploma work.

2. This Regulation applies to units and individuals of the Academy assigned the tasks of printing and managing diploma blanks; managing diplomas, and related organizations and individuals.

Article 2. Principles of Diploma Management and Issuance

1. The Academy shall **uniformly print and manage** all types of diploma blanks bearing the Academy's seal.

2. Diplomas shall be issued once. In cases where an issued diploma is found to contain errors due to the fault of the Academy, the Academy shall be responsible for reissuing the original diploma to the learner.

3. All acts of fraud in the issuance and use of diplomas are **strictly prohibited**.

4. Ensuring publicity and transparency in the issuance of diplomas.

Article 3. Diplomas of the Diplomatic Academy of Vietnam

1. Diplomas of the Diplomatic Academy of Vietnam include:

- a) Bachelor's Degree;
- b) Master's Degree;
- c) Doctoral Degree.

2. The Academy shall organize the printing and management of diploma blanks; and manage and issue diplomas in accordance with legal regulations and the provisions of this Regulation.

Article 4. Rights and Obligations of Diploma Recipients

1. Diploma recipients shall have the following rights:
 - a) To request the Academy to issue the diploma within the prescribed time limit; to accurately and fully record information on the diploma;
 - b) To request the Academy to reissue the diploma or modify the content recorded on the diploma in accordance with the provisions of this Regulation;
 - c) To request the Academy to issue a diploma copy from the original ledger when needed.
2. Diploma recipients shall have the following obligations:
 - a) To accurately and fully provide necessary information corresponding to the content recorded on the diploma;
 - b) To verify the accuracy of the information recorded on the diploma before signing to receive it;
 - c) To provide a power of attorney in accordance with legal regulations when not personally collecting the diploma;
 - d) To preserve and maintain the diploma; not to erase, amend, or allow others to use the diploma;
 - đ) To use the diploma modification decision attached to the diploma after modification;
 - e) To report the loss of the diploma to the Academy and the nearest police agency; to provide a written commitment regarding the loss of the diploma and be legally responsible for the commitment's content;
 - g) To return the diploma to the Academy within 30 days from the date of receiving the decision to revoke the diploma.

Article 5. Responsibilities of the Diplomatic Academy of Vietnam in Diploma Issuance

1. To verify, cross-check, and accurately and fully record the information on the diploma. To request the recipient to confirm the verification of information, the requirements for modification, and the provision of grounds for modification requests.
2. To establish complete issuance and management dossiers for diplomas and archive them in accordance with the provisions of this Regulation.
3. To ensure the accuracy of information in the dossiers and in the original diploma issuance ledger.
4. To ensure facilities, equipment, and fire and explosion prevention measures for the preservation of diplomas and diploma issuance dossiers.
5. To verify the authenticity of diplomas upon request from agencies, organizations, or individuals.

Chapter II
DESIGN, PRINTING, AND MANAGEMENT OF DIPLOMA BLANKS AND
ANTI-COUNTERFEITING STAMPS

Article 6. Design and Approval of Diploma Blanks and Anti-Counterfeiting Stamps

1. The Diplomatic Academy of Vietnam shall autonomously design the templates and approve the diploma blanks for Bachelor's, Master's, and Doctoral degrees, as well as the anti-counterfeiting stamps.

2. The Undergraduate and Postgraduate Training Department shall be responsible for designing the diploma blanks and anti-counterfeiting stamps.

3. The Director of the Academy shall be responsible for approving the templates of the diploma blanks and anti-counterfeiting stamps.

4. The submission of diploma blank samples to the Ministry of Education and Training, the Ministry of Foreign Affairs, and the Hanoi City Police shall comply with the provisions of Clause 2, Article 10 of Circular No. 21/2019/TT-BGDDT dated November 29, 2019, of the Minister of Education and Training.

Article 7. Organization of Printing Diploma Blanks and Anti-Counterfeiting Stamps

1. The Undergraduate and Postgraduate Training Department shall estimate the annual quantity of diploma blanks and submit it to the Director of the Academy for approval to print the quantity of diploma blanks and anti-counterfeiting stamps.

2. The Undergraduate and Postgraduate Training Department shall carry out the procedures for printing diploma blanks: contracting with the printing facility, specifying the type and quantity of blanks. The selected printing facility must ensure the quality of the blanks as well as the security of the blank printing information.

3. The Undergraduate and Postgraduate Training Department shall be responsible for printing the anti-counterfeiting stamps to be affixed to the diplomas

Article 8. Management of Diploma Blanks

1. Convention for Diploma Blank Serial Numbers a) Bachelor's Degree: The serial number shall consist of the characters "HVNG" followed by a sequence of 06 consecutive natural numbers established from smallest to largest, continuing across subsequent print runs up to the largest number (e.g., HVNG000001). b) Master's Degree: The serial number shall consist of the characters "NG.THS-" followed by a sequence of 06 consecutive natural numbers established from smallest to largest, continuing across subsequent print runs up to the largest number (e.g., NG.THS-000001). c) Doctoral Degree: The serial number shall consist of the characters "NG-" followed by a sequence of 06 consecutive natural numbers established from smallest to largest, continuing across subsequent print runs up to the largest number (e.g., NG-000001).

2. The Testing and Quality Assurance Office shall receive the handover of the numbered diploma blanks and anti-counterfeiting stamps from the Undergraduate and Postgraduate Training Department (a handover record shall be established) and shall be responsible for managing the Academy's diploma blanks and anti-counterfeiting stamps.

3. The Testing and Quality Assurance Office shall maintain a ledger to track the issuance and receipt (import/export) of blanks and anti-counterfeiting stamps; and assign personnel responsible for blank management.

4. In the event of lost diploma blanks, the unit managing the blanks shall establish a record, immediately notify the nearest police agency, report to the Ministry of Foreign Affairs, and report to the Ministry of Education and Training.

Article 9. Procedure for Diploma Blank Cancellation

1. Diploma blanks that are defective during the printing process, damaged, of substandard quality, or no longer in use due to the promulgation of new templates by the Ministry of Education and Training or for other reasons must be cancelled.

2. Diploma Blank Cancellation Procedure

a) The Director of the Academy shall establish a Diploma Blank Cancellation Council, with the Director or Vice-Director as the chairperson, and members including the Testing and Quality Assurance Office, the Undergraduate Training Office/Postgraduate Training Office, and other relevant units.

b) The cancellation of diploma blanks must be recorded in a Cancellation Minutes, clearly stating the composition of the Council, the reason for cancellation, the quantity and condition of the blanks before cancellation, the type of blank cancelled, the serial numbers of the diploma blanks, the date and place of cancellation, and the method of cancellation. The Cancellation Minutes must bear the signatures of the Council members and be archived in the diploma blank management dossier.

c) The Testing and Quality Assurance Office shall be assigned as the focal point for diploma blank cancellation.

Chapter III

MANAGEMENT, ISSUANCE, REISSUANCE, MODIFICATION, REVOCATION, AND CANCELLATION OF DIPLOMAS

Article 10. Conditions for Diploma Issuance and Collection

1. Diplomas shall be issued after the learner completes the training program, meets the exit standards for the training level as stipulated by the Academy, fulfills the obligations and responsibilities of the learner toward the Academy, and is recognized for graduation by the Academy.

2. Procedures for Diploma Collection:

a) The learner must present their student ID/card, Citizen Identity Card, passport, or other valid personal identification when receiving the diploma.

b) If the learner does not personally collect the diploma, the proxy recipient must present their Citizen Identity Card, passport, or valid personal identification along with the following documents: a power of attorney authenticated by a competent authority, and notarized copies of the Citizen Identity Cards of both the authorizing person and the authorized person.

c) The diploma issuance officer shall issue the diploma individually and require the recipient to sign and clearly state their full name in the original diploma issuance ledger.

Article 11. Time Limit for Diploma Issuance

1. The Director of the Academy shall be responsible for issuing diplomas to eligible learners within the following time limits:

a) 30 days from the date of the decision recognizing undergraduate graduation.

b) 30 days from the date of the decision recognizing graduation and awarding the Master's Degree.

c) 30 days from the date of the decision recognizing the Doctoral Academic Title and awarding the Doctoral Degree.

2. During the period awaiting diploma issuance, learners eligible for the diploma may request the Academy to issue a Temporary Graduation Certificate.

Article 12. Proposal for Diploma Blank and Anti-Counterfeiting Stamp Issuance

1. The Undergraduate and Postgraduate Training Department (UPGTD) shall be responsible for proposing the issuance of diploma blanks and anti-counterfeiting stamps. Specifically:

a) The Undergraduate Training Office (UDO) shall propose the quantity of Bachelor's Degree blanks;

b) The Postgraduate Training Office (PDO) shall propose the quantity of Master's and Doctoral Degree blanks.

2. The UDO and PDO shall submit the dossier requesting the issuance of diploma blanks and anti-counterfeiting stamps (Decision recognizing graduation and Request Form) to the Testing and Quality Assurance Office (TQAO) no later than 02 working days from the date of signing the Decision recognizing graduation and awarding the degree (Appendix V).

3. The TQAO shall issue the diploma blanks and anti-counterfeiting stamps (accompanied by a handover minutes and logged in the blank management ledger) to the UDO and PDO no later than 02 working days from the date of receiving the request.

Article 13. Printing of Diplomas and Diploma Supplements

1. The Director of the Academy shall be responsible for approving the diploma template, including the content recorded on the diploma and diploma supplement, in accordance with Circular No. 27/2019/TT-BGDDT dated December 30, 2019, of the Minister of Education and Training, stipulating the main content recorded on higher education diplomas and diploma supplements. The diploma template shall be publicly disclosed on the Academy's official website.

2. The language recorded on the diploma shall be Vietnamese and English. The English content must be accurate and consistent with the Vietnamese content; the English font size shall not be larger than the Vietnamese font size.

3. The UDO shall be responsible for printing and affixing stamps to the diploma blanks and diploma supplements for Bachelor's Degrees.

4. The PDO shall be responsible for printing and affixing stamps to the diploma blanks and diploma supplements for Master's and Doctoral Degrees.

5. In the event of incorrect information being printed on a diploma, the staff responsible for printing shall report the error to the TQAO for establishing a cancellation record and requesting new blanks (Appendix VI).

Article 14. Signing and Sealing

1. The Director of the Diplomatic Academy of Vietnam shall sign the diplomas according to the signature template registered with the competent authority.

2. The Head of the UPGTD shall sign the diploma supplements according to the signature template registered with the competent authority.

3. The signed diplomas shall be transferred to the records officer for sealing. Sealing shall be carried out in accordance with current administrative document regulations.

Article 15. Diploma Management

1. The UDO shall be responsible for the management and issuance of Bachelor's Degrees.

2. The PDO shall be responsible for the management and issuance of Master's and Doctoral Degrees.

3. The UDO and PDO shall be responsible for any damage or loss of diplomas under their management. If a diploma signed and sealed by the Academy's Director is lost before being issued to the recipient, the unit managing the diploma must establish a record, immediately notify the nearest police agency, report to the Ministry of Foreign Affairs, and report to the Ministry of Education and Training.

Article 16. Original Diploma Issuance Ledger

1. The original diploma issuance ledger shall be established when issuing the original diploma and shall fully record the Vietnamese content of the original diploma. In cases where the diploma content is modified or the diploma is reissued, a

supplementary ledger must be established to record the modified or changed contents of the diploma (Appendices I, II, III, IV).

2. The original diploma issuance ledger must be recorded accurately, paginated, sealed at the junction of pages, not erased or altered, and must be strictly managed and permanently archived.

3. The original diploma issuance ledger and the supplementary ledger (if any) shall be managed like diplomas, as stipulated in Article 15 of this Regulation.

4. Convention for Recording Serial Numbers in the Original Diploma Issuance Ledger

a) For Bachelor's Degrees:

The ledger serial number shall have 3 parts separated by a dot (.), in the following order:

- Part 1: Abbreviation of the major (QHQT, KTQT, etc.) and the 2 digits representing the intake academic year;

- Part 2: The 4-digit year of issuance;

- Part 3: A sequence of 4 consecutive natural numbers established from smallest to largest for each year, from January 1st to December 31st.

Example: QHQT48.2025.0001.

b) For Master's Degrees:

The ledger serial number shall have 3 parts separated by a dot (.), in the following order:

- Part 1: Specialization of the degree

- Part 2: Year of issuance;

- Part 3: Sequential number in the diploma issuance ledger.

Example: QHQT.2024.22

c) For Doctoral Degrees:

The ledger serial number shall have 3 parts separated by a slash (/), in the following order:

- Part 1: Sequential number in the diploma issuance ledger;

- Part 2: Abbreviated character set for the training level and the training academic year

- Part 3: Year of issuance.

Example: 05/TS11/2024

Article 17. Diploma Reissuance

1. The Diplomatic Academy of Vietnam shall be responsible for reissuing the original diploma only if the information printed on the diploma is incorrect due to the fault of the Academy.

2. Procedures for Diploma Reissuance:

a) The person requesting reissuance shall submit one dossier to the UDO/PDO including: an application form for reissuance, the diploma proposed for reissuance, and documents proving the Academy's printing error;

b) The Academy shall decide on the reissuance within 05 working days from the date of receiving the complete valid dossier. The Academy shall respond in writing, stating the reason if the diploma is not reissued;

c) If the diploma template has changed since the time of the original issuance, the Academy shall use the current diploma template for the reissued diploma.

Article 18. Diploma Content Modification

1. The diploma recipient shall have the right to request modification of the content recorded on the diploma in the following cases:

- a) Having an authorized agency decide on a change or correction of civil status;
- b) Being re-identified in terms of ethnicity or gender;
- c) Having an addition to or adjustment of civil status;
- d) Having delayed birth registration or re-registration of birth.

2. Sequence and Procedures for Diploma Modification

a) Dossier for Diploma Content Modification

The person requesting modification shall submit one dossier directly to the PGAO including the following documents:

- Application form for diploma content modification;
- The diploma proposed for modification;
- Extract or decision on change/correction of civil status, re-identification of ethnicity or gender (for cases modified due to these reasons);
- Birth certificate (for cases modified due to addition, adjustment, re-registration of birth, or delayed birth registration);
- Identity card, Citizen Identity Card, passport, or other valid personal identification with a photo of the diploma recipient. The information on these documents must be consistent with the requested diploma modification.

The documents in the modification request dossier must be copies from the original ledger or notarized copies of the original. If the submitted documents are unauthenticated copies, the requester must present the original for cross-checking by the recipient; the recipient must sign a confirmation and clearly state their full name on the copy and be responsible for the accuracy of the copy compared to the original

b) Within 05 working days from the date of receiving the complete valid dossier, the Director of the Academy shall consider and decide on the modification; if the modification is denied, the Academy shall respond in writing, stating the reason.

c) Modification of the diploma content shall be performed by a modification decision, not by direct amendment on the diploma itself. The modification decision shall

be archived in the diploma issuance dossier. Based on the modification decision, the Academy shall record the full information about the diploma and the modified content in the supplementary section of the original diploma issuance ledger.

3. Main Content of the Diploma Modification Decision

The diploma modification decision shall include the following main contents:

- a) Full name (first name, middle name, last name); date of birth of the diploma holder (as recorded on the diploma issued);
- b) Name, serial number, and date of issuance of the diploma;
- c) Content of the modification;
- d) Reason for the modification;
- e) Effectiveness and responsibility for implementing the decision.

Article 19. Diploma Revocation and Cancellation

1. Diplomas shall be revoked and cancelled in the following cases:

- a) Committing acts of fraud in admission, study, examination, thesis defense, or fraud in submitting documentation to receive the diploma;
- b) Issued to a person who was ineligible to receive it;
- c) Issued by an unauthorized person;
- d) Having been erased or amended;
- đ) Allowing others to use the diploma;
- e) Due to the fault of the Diplomatic Academy of Vietnam.

2. Upon discovering a case specified in Clause 1 of this Article, the UPGTD shall report to the Board of Directors (BOD) and advise the Director of the Academy in making the decision to revoke and cancel the diploma.

3. The decision to revoke and cancel the diploma shall be published on the Academy's official information portal; it shall be sent to the person whose diploma is revoked, the inspection agency that detected the violation (if any), the employer of the person whose diploma is revoked (if any), and other relevant agencies and organizations.

Article 20. Public Disclosure of Diploma Issuance Information on the Official Website

1. The information subject to public disclosure regarding diploma issuance includes: name of the diploma; full name (first name, middle name, last name), and date of birth of the diploma recipient; serial number and original ledger number of the diploma; and date of diploma issuance.

2. The public information must ensure accuracy compared to the original diploma issuance ledger, must be archived and updated regularly on the Academy's official website, ensuring ease of management, access, and search.

3. In cases where a diploma is modified, revoked, or cancelled, this information must also be publicly disclosed on the Academy's official website. The public disclosure of information regarding the issuance, modification, revocation, and cancellation of diplomas and certificates on the official website shall apply to all diplomas issued prior to the effective date of this Regulation.

Chapter IV

DIPLOMA COPIES FROM THE ORIGINAL LEDGER

Article 21. Diploma Copies from the Original Ledger

1. Diploma copies from the original ledger shall be valid for use in transactions, replacing the original, except where otherwise stipulated by law.

2. Diploma copies shall be issued based on the original ledger; the content recorded on the copy must be strictly accurate compared to the original ledger.

3. The issuance of diploma copies shall be carried out simultaneously with the issuance of the original, or after the original issuance date.

4. The unit holding the original diploma issuance ledger shall be responsible for issuing copies to the learner upon request.

5. The template for the diploma copy blank shall be designed identically to the original diploma, with the words "COPY" printed above the words "BACHELOR'S DEGREE", "MASTER'S DEGREE", "DOCTORAL DEGREE" . The Testing and Quality Assurance Office (TQAO) shall be responsible for managing the diploma copy blanks.

6. The serial number convention for diploma copy blanks shall follow the convention for diploma blanks specified in Clause 1, Article 8 of this Regulation, with the prefix BS/ added before it.

Article 22. Persons Entitled to Request Diploma Copies from the Original Ledger

1. The person who was awarded the original diploma.

2. The legal representative, or the authorized representative of the person awarded the original diploma.

3. The parents, children; spouse; siblings; or other legal heirs of the person awarded the original diploma, in the event that person is deceased.

Article 23. Procedures for Issuing Diploma Copies from the Original Ledger

1. The person requesting a diploma copy from the original ledger must submit an application form for the diploma copy, fully providing information regarding the diploma issued; they must present the original or a notarized copy of a valid Citizen Identity Card/passport for verification by the receiving officer. If the person requesting the diploma copy is defined in Clause 2 and Clause 3 of Article 22 of this Regulation,

they must additionally present a power of attorney (for authorized persons) or documents proving their relationship with the person awarded the original diploma.

2. If the person requesting the diploma copy submits the request via postal mail, they must send notarized copies of the documents stipulated in Clause 1 of this Article, accompanied by one (01) stamped envelope clearly stating the full name, address, and contact phone number of the recipient.

3. The unit receiving the application for a diploma copy shall consolidate the required number of copies, send the request, and receive the blanks from the TQAO to proceed with the issuance.

4. The unit issuing the diploma copy from the original ledger shall record the copy content strictly according to the content recorded in the original diploma issuance ledger; submit for signing and sealing; and establish the copy issuance ledger.

Article 24. Copy Issuance Ledger and Management of Diploma Copies from the Original Ledger

1. The copy issuance ledger shall be established when issuing diploma copies from the original ledger, fully recording the contents of the copy issued by the Academy. The copy issuance ledger must be recorded accurately, paginated, sealed at the junction of pages, not erased or altered, and must be strictly managed and permanently archived.

2. The issuance of every diploma copy from the original ledger must be recorded in the copy issuance ledger; a unique serial number must be assigned to each copy recorded in the ledger.

3. Convention for Recording Serial Numbers in the Copy Issuance Ledger

a) For Bachelor's Degree copies: Starts with the character sequence "BS/CN/", followed by the abbreviation of the training major, followed by a slash (/), followed by the 4-digit year of copy issuance, followed by a hyphen (-) and a sequence of 4 consecutive natural numbers established continuously from smallest to largest for each year from January 1st to December 31st (Example: BS/CN/QHQT/2024-0001);

b) For Master's Degree copies: Starts with the character sequence "BS/THS/", followed by the abbreviation of the training specialization, followed by a slash (/), followed by the 4-digit year of copy issuance, followed by a hyphen (-) and a sequence of 3 consecutive natural numbers established continuously from smallest to largest for each year from January 1st to December 31st (Example: BS/THS/QHQT/2024-001);

c) For Doctoral Degree copies: Starts with the character sequence "BS/TS/", followed by the abbreviation of the training specialization, followed by a slash (/), followed by the 4-digit year of copy issuance, followed by a hyphen (-) and a sequence of 3 consecutive natural numbers established continuously from smallest to largest for each year from January 1st to December 31st (Example: BS/TS/QHQT/2024-001).

Chapter V

IMPLEMENTATION ORGANIZATION

Article 25. Responsibility for Implementation Organization

1. Under-graduate and Post-graduate Affairs Offices
 - a) To design the diploma blank and anti-counterfeiting stamp templates;
 - b) To print the diploma blanks, diploma copy blanks, and anti-counterfeiting stamps;
 - c) The Undergraduate Training Office (UDO) shall print, issue, and manage Bachelor's Degrees;
 - d) The Postgraduate Training Office (PDO) shall print, issue, and manage Master's and Doctoral Degrees;
 - đ) To regularly monitor the situation to promptly propose solutions; to chair and assist the Director in preparing reports to the Ministry of Education and Training as stipulated.
2. Testing and Quality Assurance Office shall manage the diploma blanks, diploma copy blanks, and anti-counterfeiting stamps.
3. Administration:
 - a) The Administrative Division shall submit diplomas and diploma copies for signing; and affix the seal to diplomas and diploma copies.
 - b) The Technical Service and Accounting Division shall settle the finances for the design and printing of diploma blanks and diploma copies.

Article 26. Responsibility for Inspection and Supervision

The Director of the Academy shall direct the organization of inspection and supervision of the printing, management of diploma blanks; and the issuance of diplomas and diploma copies from the original ledger, in order to promptly detect and resolve arising issues according to the annual periodic plan or on an ad-hoc basis.

Article 27. Handling Violations

Units and individuals involved in the printing, use, and management of diploma blanks; and the issuance and management of diplomas and diploma copies from the original ledger who commit violations regarding the regulations on printing, management, issuance, and use of diplomas shall, depending on the severity, be subject to disciplinary responsibility before the Academy or legal responsibility as stipulated by the State.

APPENDIX I

TEMPLATE OF THE ORIGINAL LEDGER FOR ISSUANCE OF BACHELOR'S DEGREES

(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting Director of the Diplomatic Academy of Vietnam)

**THE MINISTRY OF FOREIGN AFFAIRS
DIPLOMATIC ACADEMY OF VIETNAM**

ORIGINAL LEDGER FOR ISSUANCE OF BACHELOR'S DEGREES

Academic Year:.....

Type of training:.....

Decision Recognizing Graduation No.....date.....month.....year.....

No.	Full name	Date of birth	Place of birth	Gender	Ethnicity	Nationality	Major	Year of Graduation	Graduation Classification	Diploma Serial Num	Original Ledger Serial	Signature and Full Name	Notes
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											ber	Num ber	of Diplo ma Recip ient	

APPENDIX II

TEMPLATE OF THE ORIGINAL LEDGER FOR ISSUANCE OF MASTER'S DEGREES

(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting Director of the Diplomatic Academy of Vietnam)

**THE MINISTRY OF FOREIGN AFFAIRS
DIPLOMATIC ACADEMY OF VIETNAM**

ORIGINAL LEDGER FOR ISSUANCE OF MASTER'S DEGREES

Academic Year:.....

Type of training:.....

Decision Recognizing Graduation No.....date.....moth.....year.....

No.	Full name	Date of birth	Place of birth	Gender	Ethnicity	Nationality	Decision Establishing Thesis Evaluation	Defense Date	Major/ Training Specialization	Diploma Serial Number	Original Ledger Serial Number	Signature and Full Name of Diploma	Notes
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							Council					Recipient	

APPENDIX III

TEMPLATE OF THE ORIGINAL LEDGER FOR ISSUANCE OF DOCTORAL DEGREES

(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting Director of the Diplomatic Academy of Vietnam)

**THE MINISTRY OF FOREIGN AFFAIRS
DIPLOMATIC ACADEMY OF VIETNAM**

ORIGINAL LEDGER FOR ISSUANCE OF DOCTORAL DEGREES

No.	Full name	Date of birth	Place of birth	Gender	Ethnicity	Nationality	Decision Establishing Doctoral Thesis Evaluation Council	Defense Date	Major/Training Specialization	Decision Awarding Doctoral Degree	Diploma Serial Number	Original Ledger Serial Number	Signature and Full Name of Diploma Recipient	Notes

APPENDIX IV

TEMPLATE OF THE SUPPLEMENTARY LEDGER FOR ORIGINAL BACHELOR'S DEGREE ISSUANCE

(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting Director of the Diplomatic Academy of Vietnam)

**THE MINISTRY OF FOREIGN AFFAIRS
DIPLOMATIC ACADEMY OF VIETNAM**

SUPPLEMENTARY LEDGER FOR ORIGINAL DIPLOMA ISSUANCE

No.	Full name	Date of birth	Issued Diploma Serial Number	Reissued Diploma Serial Number (if applicable)	New Original Ledger Serial Number (if applicable)	Content Modified/ Changed	Signature and Full Name of Recipient of New/Modified Diploma	Notes

APPENDIX V

TEMPLATE OF THE REQUEST FORM FOR ISSUANCE OF DIPLOMA BLANKS AND ANTI-COUNTERFEITING STAMPS

*(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting
Director of the Diplomatic Academy of Vietnam)*

DIPLOMATIC ACADEMY OF VIETNAM
Under-graduate & Post-graduate Affairs Office

THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness

Ha Noi, date month year

REQUEST FORM FOR ISSUANCE OF DIPLOMA BLANKS AND ANTI- COUNTERFEITING STAMPS

To: - The Board of Directors;
- The Testing and Quality Assurance Office;

Pursuant to Decision No. []/QĐ-HVNG dated [Day] [Month], [Year] of the Director of the Diplomatic Academy of Vietnam regarding the recognition and awarding of the Bachelor's/Master's/Doctoral Degree to the Academic Year..., Under-graduate Affairs/Post-graduate Affairs Office hereby requests the Testing and Quality Assurance Office to issue the quantity of diploma blanks and anti-counterfeiting stamps as specified below:

No.	Type of Diploma Blank/Stamp	Quantity (in figures)	Quantity (in words)	Notes
1				Decision No. [...]/QĐ-HVNG dated [Day]/[Month]/[Year]
2				

3				
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Applicant

Head of Unit/Department

APPENDIX VI

TEMPLATE OF THE MINUTES OF DIPLOMA BLANK CANCELLATION

(Attached to Decision No. 2077/QĐ-HVNG dated November 13, 2024, of the Acting Director of the Diplomatic Academy of Vietnam)

**DIPLOMATIC ACADEMY OF
VIETNAM
Testing and Quality Assurance
Office**

**THE SOCIALIST REPUBLIC OF VIETNAM
Independence - Freedom - Happiness**

Ha Noi, date month year

MINUTES OF DIPLOMA BLANK CANCELLATION

Time:

Participants:

Venue:

Content:

No.	Diploma Serial Number	Type of Diploma	Reason for Cancellati on	Method of Cancellati on	Notes
1					
2					

**Representative of the Blank
Cancellation Council**

Person Drafting the Minutes