



LAO PEOPLE'S DEMOCRATIC REPUBLIC
Peace Independence Democracy Unity Prosperity



Ministry of Education and Sports
Department of Higher Education
Logos Institute of Foreign Languages

No: **480** /LIFL.
Vientiane Capital, Date: **10 Sep 2026**

REGULATION
on Completion of Studies and the Awarding of Diplomas (Revised 2026)

- Pursuant to Decision No. 689/MOES of the Minister of Education and Sports on the Organization and Activities of the Logos Institute of Foreign Languages (LIFL), dated 15 February 2022;
- Pursuant to the proposal of the Academic Affairs Division, LIFL.

**The Rector of the Logos Institute of Foreign Languages hereby issues
this Regulation:**

CHAPTER I
Completion of Studies

Article 1. Requirements for Completion of Studies (Revised)

A student shall complete his or her studies and receive a diploma only when he or she has fulfilled all of the following requirements:

- 1.1 Be a student duly registered with LIFL in accordance with the regulations;
- 1.2 Pass all courses prescribed in the curriculum of his or her department (i.e., each course must have a grade point of 1.00 or higher);
- 1.3 Have a cumulative grade point average of no less than 2.00 for each semester;
- 1.4 Pass the defense of the final project report or the final examination;
- 1.5 Students of the Department of Chinese and the Department of Korean must also pass a foreign language proficiency test as required by their respective departments;
- 1.6 Comply with the student code of conduct and other regulations of LIFL.

Article 2. Diplomas and the Awarding of Diplomas (Revised)

- 2.1 Diploma: an official document certifying the educational level of a student who has completed a program of study in a particular field, issued by LIFL and registered with the Ministry of Education and Sports;
- 2.2 Awarding of Diplomas to Students: LIFL shall issue a diploma to a student only when he or she has fulfilled all the requirements set out in Article 1;
- 2.3 LIFL shall print the words "With Honors" on the diploma, and a red diploma cover shall be awarded, to students who meet the following requirements:
 - 2.3.1 Students in the Associate Degree program:
 - A cumulative grade point average (CGPA) of 3.85 or higher, without any re-examination or grade-improvement examination;
 - A grade point average (GPA) of 3.50 or higher in every semester;
 - A grade of B or higher in every course, without any grade improvement;

- A grade of B+ (3.50) or higher for the written and defended Final Project Report or for the Final Examination.

2.3.2 Students in the Bachelor's Degree and Continuing Bachelor's Degree programs:

- A cumulative grade point average (CGPA) of 3.85 or higher, without any re-examination or grade-improvement examination;
- A grade point average (GPA) of 3.50 or higher in every semester;
- A grade of B or higher in every course, without any grade improvement;
- A grade of B+ (3.50) or higher for the written and defended Final Project Report.

Article 3. Student Information on the Diploma (Revised)

The diploma of a graduating student shall state his or her first name and surname, date of birth, and province/city of birth. For international students, the country of birth shall also be stated.

Article 4. Change of Name, Surname, Date of Birth or Province of Birth

A graduating student who wishes to change his or her name, surname, date of birth or place of birth must complete the change lawfully before the first semester of the final year. A change of name, surname, date of birth or place of birth made after the diploma has been issued shall not be grounds for LIFL to issue a new diploma.

CHAPTER II

Receipt of Diplomas

Article 5. Diploma Recipients (Revised)

Graduates of LIFL must collect their diplomas in person. If a graduate is unable to collect the diploma in person and wishes another person to sign for it on his or her behalf, the graduate must issue a letter of authorization to that person in accordance with the regulations.

Article 6. Diploma Award Ceremony

LIFL shall hold a diploma award ceremony for its graduates once per academic year.

Article 7. Issuance of Temporary Certificates of Completion

7.1 A temporary certificate of completion is an official document certifying the completion of studies of a student who has completed a program in any field at LIFL but has not yet received a diploma.

7.2 LIFL shall issue a temporary certificate of completion to a graduate who needs it to support other documents. This certificate is equivalent to a diploma and is valid for one (01) year.

Article 8. Requests to Receive a Diploma Before the Award Ceremony

A student who has passed the defense of the final project report or the final examination, who meets all requirements set out in Article 1 of this Regulation, and who needs the original diploma before the scheduled award ceremony must follow these steps:

- Register and pay the fees and service charges in accordance with LIFL regulations to request the diploma;
- Complete the diploma application form provided by LIFL, filling in all information fully, correctly and clearly, and sign it. The information must match the information used when registering as a student of the Institute (if any information has changed, Article 4 of this Regulation shall apply);
- Six (6) 3x4 cm photographs with a white background (taken within the last 3 months) and a copy of the student ID card.

Article 9. Replacement of Diplomas

9.1 LIFL shall not issue a new diploma to replace an original diploma that the holder has already signed for and personally checked.

9.2 Where necessary, if a diploma has been damaged by a disaster due to force majeure, and this is certified by the local authorities or the relevant agency, LIFL shall issue only a certificate of completion, which must clearly state: "Issued in replacement of Diploma No. ..., dated ..., which was damaged and is no longer usable". LIFL shall also issue a decision annulling the old diploma and issuing a replacement certificate of completion, to be kept in the graduate's file.

9.3 Documents required to apply for a certificate of completion in replacement of a diploma:

- 1) A written request using the LIFL template;
- 2) A certificate of damage issued by the local authorities or the relevant agency, or the old unusable diploma;
- 3) Two (2) 3x4 cm photographs with a white background, and payment of the fee in accordance with the Institute's regulations.

9.4 If a student provides incorrect personal information when submitting the diploma application, LIFL shall not consider any correction after the diploma has been issued.

Article 10. Revocation and Termination of Diplomas

A diploma is an honor conferred by LIFL upon its graduates, and every holder must keep it with dignity. If a diploma is intentionally used in a way that brings discredit or damages the reputation of LIFL or of the Ministry of Education and Sports, LIFL has the right to take legal action and to revoke that person's ownership of the diploma.

Article 11. Forgery of Diplomas

LIFL has the right to take legal action against anyone who forges a diploma, knowingly uses a forged diploma, or violates the regulations on the issuance of diplomas, in accordance with the law.

Article 12. Scope of Application

This Regulation applies within LIFL and to relevant parties that cooperate with LIFL in academic matters in accordance with the law.

Article 13. Implementation

All units within LIFL shall jointly implement this Regulation effectively, in accordance with their respective duties. In the event of a violation of any article of this Regulation, LIFL has the right to take disciplinary action or legal action in accordance with the law.

Article 14. Effectiveness

This Regulation takes effect from the date of signature. All relevant parties shall take note of it and strictly implement it. Any regulation that conflicts with this Regulation is hereby repealed.

Rectr of LIFL

(Seal and signature)

PhD. JINSUL CHUNG

