

**Unofficial translation**



**Lao People's Democratic Republic  
Peace Independence Democracy Unity Prosperity**

**Ministry of Education and Sports**

**No. 3552/MoES.DSA.13  
Vientiane Capital, dated 28 August 2013**

**DECISION  
of the Minister on**

**The Regulation on Management of Students Studying Abroad**

- Pursuant to the Law on Education of the Lao People's Democratic Republic (amended) No. 04/NA, dated 03 July 2007;
- Pursuant to the Prime Minister's Decree on the Organization and Operation of the Ministry of Education and Sports, No. 282/PM, dated 07 September 2011;
- Pursuant to the Decision of Minister of Education and Sports on the Organization and Operation of the Department of Student Affairs, No. 921/MoES.DP, dated 27 March 2012; and
- Pursuant to a Study and Request Letter of the Department of Student Affairs.

**The Minister of Education and Sports here by issues a Decision  
on the Regulation on Management of Students Studying Abroad:**

**Chapter 1  
General Provisions**

**Article 1      Objective**

1. This Decision is a legislation for the management of students, researchers and long-term trainees holding Lao nationality and studying, researching or training abroad, to ensure equalized and centralized management, aiming to monitor, encourage, provide assistance and facilitate in all aspects in accordance with actual contexts and situations to ensure that building and training technicians at all levels have high quality and effectiveness and bring back knowledges and capabilities for contribution to the socio-economic development of the nation in each period of times.
2. This Decision determines encouraging and promotion benefits and rules relating to study, research and living abroad of students, researchers and trainees of all types of funding resources.

## **Article 2      Scope of Application**

This Decision is applicable to Lao students and researchers studying and researching abroad in various levels such as: general education, vocational education, higher education of all levels and long-term trainings (10 months and more).

## **Article 3      General Policy**

1. The Party and the Government encourage Lao citizens who have eligibilities, knowledges, capabilities and ready financial supports to go abroad for studying, researching and training in cultures, societies, technical sciences and technologies at various levels, and come back to contribute to the development of the country.
2. Financial supports for studying abroad generally are:
  - 1) Government's scholarships which come from Government's budget or grants or loans from foreign countries and international organisations.
  - 2) Grants or exchanges between local administrations or between educational institutions.
  - 3) Grants or loans from individuals or groups or legal entities.
  - 4) Private financial supports derived from their incomes or parents or relatives or donors.

## **Article 4      Management**

Ministry of Education and Sports is the center for managing Lao students and researchers studying abroad in accordance with its duties and in cooperation with domestic and international stakeholders.

# **Chapter 2 Eligibilities for Studying Abroad**

## **Article 5      General Eligibilities**

All students and researchers going to study abroad at all levels shall possess the following general eligibilities:

1. Having reliable financial supports.
2. Having passed selection process of various methods and forms in accordance with conditions of each financial supports.
3. Following the completion of the study, they shall be return to the country as scheduled, bring back certificates and other relevant documents, and present them to Ministry of Education and Sports within 1 month.

## **Article 6      Personal Eligibilities**

A. Age:

1. Level of general education: for general cases, age for studying abroad for lower secondary education or above shall not exceed 17 years old at the time of departure and shall meet all legal requirements of the destination countries. In special cases, children of diplomats, Lao technicians or experts who are assigned to work abroad, shall be considered separately.
2. Vocational, first, second and tertiary levels: general case is 15 years old at the time of departure to abroad.

3. Bachelor's level: general case is not more than 35 years old at the time of departure to abroad.
  4. Master's level: general case is not more than 40 years old at the time of departure to abroad.
  5. Doctor's level: general case is not more than 50 years old at the time of departure to abroad.
  6. Long-term training: general case is not more than 60 years old at the time of departure to abroad (except special cases for high-ranking leaders).
- B. Health: students and researchers at all levels must be in good health physically and mentally, no transmitted diseases or chronic diseases.
- C. Attitude: good attitude (a certification from a school or an organisation or parents is required), no criminal record, drug-abuse record, etc.

#### **Article 7      Basic Knowledge**

For general cases, all students and researchers going to study abroad (except trainees or interns) shall possess basic knowledges in cultures/sciences in accordance with their education levels as follows:

1. Secondary education level: for lower secondary education level, a certificate of primary education is required. For upper secondary education level, a certificate of lower secondary education is required.
2. Vocational education: for first level, a certificate of lower secondary education or equivalent is required. For second level and tertiary level, a certificate of upper secondary education or equivalent is required.
3. Bachelor's level: a certificate of upper secondary education or equivalent is required.
4. Master's level: a certificate of bachelor's level is required.
5. Doctor's level: a certificate of master's level is required.
6. Long-term trainings and expertized educations shall follow the requirements of scholarships or requirements of relevant sectors.

#### **Article 8      Selection Requirement**

1. Secondary education level shall follow the requirements of scholarships and requirements of host schools abroad.
2. Vocational level, first, second and tertiary education levels, bachelor's level, master's level, doctor's level, expertized level and long-term trainings shall follow the requirements of scholarships.

#### **Article 9      Document/Information Requirement**

1. Scholarship: for all cases, documents and information relating to the education is required.
2. Documentation:
  - (1) Application form and resume as required by scholarship donors and Ministry of Education and Sports.
  - (2) Certification/guaranty letter or agreement/approval of relevant organisations or parents.

- (3) Education documents: 1). Copy of education certificates (Lao and English translation) and 2). Copy of transcripts (if so required).
- (4) Medical certificate from a state hospital issued during the application.
- (5) Copy of family book or ID card or residential certificate.

**Article 10      Approval**

1. Lao students and researchers leaving to study abroad at all education levels shall be agreed or approved in writing by parents, families or custodians or relevant organisations.
2. Minister of Education and Sports shall be the one who agrees and approves.

**Article 11      Preparation to go abroad**

1. All students and researchers shall apply for passports and visas prior to departure dates.
2. Ministry of Education and Sports (Department of Student Affairs) in collaboration with relevant stakeholders shall conduct trainings, disseminate and provide advices relating to necessary documents for studying abroad, conduct learning sessions or upgrade basic knowledges regarding sciences and foreign languages in accordance with actual contexts and conditions of each academic year.
3. Ministry of Education and Sports (Department of Student Affairs) is the center for coordination for preparation of budget and vehicles for departure and welcome in accordance with actual situations of each case.

### **Chapter 3 Organisation and Management of Lao Students Abroad**

**Article 12      Domestic Organisation and Management**

1. Ministry of Education and Sports (Department of Student Affairs) directly manages in accordance with its roles and responsibilities: (1) information relating to scholarships, (2) coordination with donors, (3) researching on methodology and procedure for selection in cooperation with other stakeholders, (4) recruitment and application, (5) preparation and departure, (6) welcome back to the country and monitoring of career.
2. Ministry of Education and Sports (Cabinet, Department of International Coordination and Department of Student Affairs) shall coordinate and cooperate with embassies/consulates or scholarship donors in Lao PDR and embassies/consulates of Lao PDR abroad to monitor, encourage and solve possible issues relating to Lao students.

**Article 13      Organisation and Management Abroad**

1. Embassies and consulates of Lao PDR abroad have the roles to manage directly and in coordination with host countries the monitoring, encouraging and solving possible issues relating to activities and education of Lao students and researchers, and report to the Government (Ministry of Education and Sports) regularly.
2. Organisations of students and researchers:
  - (1) Representative: Lao students abroad of more than 5 people shall appoint a representative of students and researchers as necessary and appropriate to actual conditions. Such representative shall be appointed by embassies or

consulates of Lao PDR in such countries (if less than 5, they shall be under direct supervision of embassies or consulates). In the event that a country does not have Lao embassy or consulate, a representative of students and researchers shall be appointed by Ministry of Education and Sports.

- (2) [Lao People's Revolutionary] Party's members and civil society organisations: embassies or consulates have the roles to supervise and manage activities of [Lao People's Revolutionary] Party's members and civil society organisations. In the event that a country does not have Lao embassy or consulate, the supervision and management shall be under Ministry of Education and Sports.

## **Chapter 4**

### **Scope of Rights of, Duties of and Prohibitions for Lao Students Abroad**

#### **Article 14 Scope of Rights**

1. Lao students studying abroad by any financial support have the rights to be taken care by the Government in accordance with this Decision, and relevant laws and regulations of Lao PDR and of host countries.
2. Lao students studying abroad have the rights to receive and use of scholarships in accordance with requirement and agreement of scholarship donors.
3. Lao students receiving scholarships from the Government for vocational education or specialized education at various levels, having completed the education with honor (excellent), and having good attitude, have rights to request for scholarships for another upper level.
4. Lao students have the rights to participate in activities organized by embassies or consulates or host countries.
5. Lao students have the rights to receive awards for their outstanding performances from the Party and the Government of Lao PDR, and from educational institutions as well as from organisations/government of host countries.

#### **Article 15 Duties**

1. All Lao students of all education levels studying abroad by any form of financial supports shall have obligations and duties to study and research to gain professional/technical/scientific knowledges and technologies, complete the curriculum as scheduled, and return to the country to contribute to the development of the country.
2. Follow laws, regulations and cultures of Laos and of host countries; follow rules of their educational institutions strictly; respect the organisations and teachers; and be friends with compatriots and foreigners.
3. Be active in developing themselves in terms of attitudes, behaviors, political views, mind and physics to become good citizens of the society and of the nation.
4. Perform other duties as assigned to them by organisations of Laos and of host countries.
5. Representatives of Lao students have duties to report about activities, study, research and life of groups or individuals to embassies or consulates in that country or neighboring countries. In the event that a country does not have Lao embassy or consulate, this shall be reported to Ministry of Education and Sports in Vientiane Capital, Lao PDR.

#### **Article 16 Prohibitions**

1. Students receiving Government's scholarships are prohibited from delaying their education more than 1 academic year, and changing curriculum without proper reasons.
2. Not involve with: drugs, alcohols, drinking and partying that goes beyond a limit, illegal trades, gangsters, activities against laws and regulations, and social problems that are wrong in view of traditions and cultures of Laos and of foreign countries i.e. the country they are studying in.

### **Chapter 5**

#### **Awards for Good Performance and Measures against Violators**

#### **Article 17 Awards for Good Performance**

- Students, researchers and trainees whose performances are outstanding individually or commonly will be proposed to relevant organisations of Laos and of host countries for awards or prizes in accordance with actual performances.
- For those who are excellent and have good attitudes will be considered to receive scholarships for and upper education level.

#### **Article 18 Measure against Violators**

All Lao students and researchers studying abroad having behaviors or actions violating this Decision and provisions of relevant laws of Laos or of foreign countries, will be educated, disciplined, fined or sanctioned based on severity of the case.

### **Chapter 6**

#### **Final Provisions**

#### **Article 19 Implementation**

- Ministries, equivalent organisations, local administrations, provincial/capital departments of education and sports, educational institutes, public and private organisations, families/parents, students, researchers, trainees and the society shall acknowledge and implement this Decision.
- Department of Student Affairs of Ministry of Education and Sports is to manage, monitor-inspect and evaluate the implementation, coordinate with relevant stakeholders, and summarize and report to higher levels in each academic year.

#### **Article 20 Effectiveness**

This Decision is effective from the date of signature. Any Decisions or Provisions that were used previously are canceled.

**Minister of Education and Sports**

*[Signature and seal]*

**Dr. Phankham VIPHAVANH**

CC:

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