



Admission Policy

**Prva gimnazija Varaždin
International Baccalaureate Diploma Programme**



**Diploma Programme
Admission Policy**

Last revised, January 2018

Team for revision of this document:

- IB DP Coordinator
- Head of school
- TOK, CAS, EE Coordinators
- School pedagogue
- Teachers

Contact:

IBO
www.ibo.org

PRVA GIMNAZIJA VARAŽDIN
Petra Preradovića 14
42 000 Varaždin
HR

IB DP
School number: 003045

www.gimnazija-varazdin.hr

e-mail: ib@gimnazija-varazdin.skole.hr
ksenija.kipke-horvat@skole.hr

tel. 042 302 128
mob. 095 4200 451
fax. 042 320 420

IB mission statement

The international Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

PGV mission statement

We aim to provide students with the opportunity to develop their knowledge and skills according to contemporary educational practice.

We want to develop curious, inquiring and knowledgeable young people who will understand, respect and care about others.

Our goal is to produce future citizens of the world who will know how to accept challenges, how to act in global reality, be active lifelong learners and competitive collaborators within international society.

IB LEARNER PROFILE

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

<p>INQUIRERS We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.</p>	<p>OPEN-MINDED We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.</p>
<p>KNOWLEDGEABLE We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.</p>	<p>CARING We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.</p>
<p>THINKERS We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.</p>	<p>RISK-TAKERS We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.</p>
<p>COMMUNICATORS We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.</p>	<p>BALANCED We understand the importance of balancing different aspects of our lives-intellectual, physical and emotional-to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.</p>
<p>PRINCIPLED We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and right of people everywhere. We take responsibility for our actions and their consequences.</p>	<p>REFLECTIVE We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.</p>

Contents

Introduction and Purpose of the document 2

International Baccalaureate Diploma Programme (IB DP) – general information 2

Six subject groups 3

Promotional activities for students to enrol the IB Diploma Programme 4

Advising students regarding their options 4

Expectations from applicants to the Programme 5

Application requirements 5

Admission assessment 5

Admission committee 5

Documentation needed to apply 6

References 6

Introduction and Purpose of the document

This document is aimed to inform future IB DP students and their parents about regulations and practices related to application and enrolment to the programme in PGV.

It consists of:

- General information on the programme itself
- Promotional activities
- Advice regarding options available
- Expectations from applicants for the programme
- Requirements necessary for the application to the programme
- Admission assessment regulations
- Documentation needed for the application.

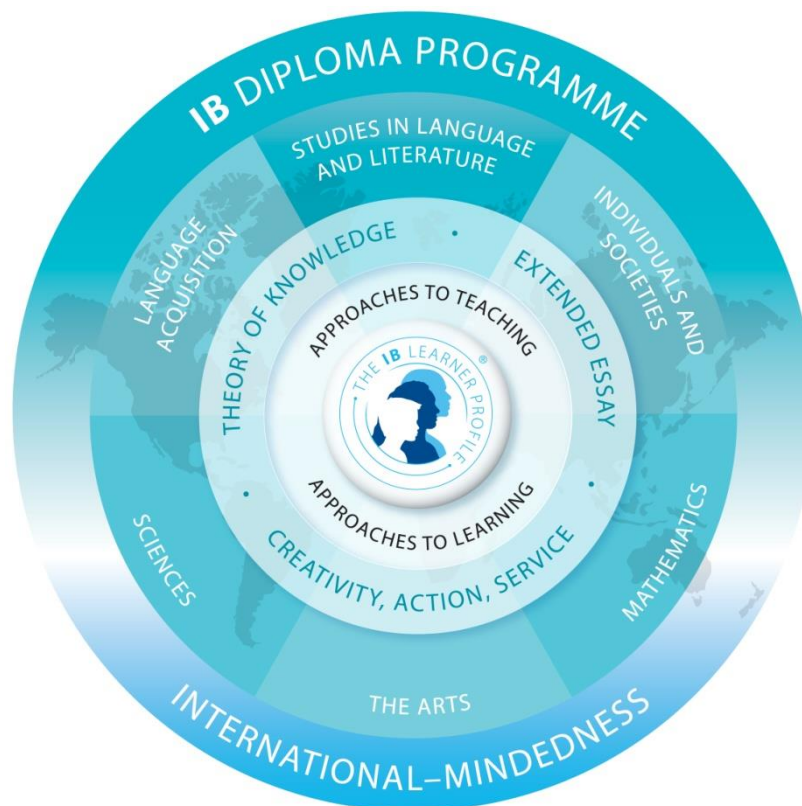
International Baccalaureate Diploma Programme (IB DP) – general information

It is a two-year programme for students from 16 to 19 years of age (third and fourth/final year in relation to the Educational system in the Republic of Croatia).

Students enrol to the IB DP in the third year (first year in IB DP), and end their education with the fourth year (second in IB DP) of their secondary education.

Student who enrolls in the IB DP must take IB DP Final exams (Međunarodna matura), at the end of second year of IB DP. Final exams at PGV are provided in May (May examination session).

IB DP Curricular model:



Core subjects/obligations

There are three Core subjects/obligations with their requirements to be fulfilled: Theory of Knowledge (TOK), Extended Essay (EE), and Creativity, Activity, Service (CAS).

Six subject groups

There are six groups of subjects from which students chose one subject. Student should have six chosen subjects, one subject from each group (except for group six, which may not be chosen; in such a case students will chose an additional subject from other group). ESS may be chosen from group 3 or 4.

In our school we offer the following subjects:

	Group	Subject offered
1	STUDIES IN LANGUAGE AND LITERATURE	CROATIAN A Literature ENGLISH A Language and Literature
2	LANGUAGE ACQUISITION	ENGLISH B GERMAN B
3	INDIVIDUALS AND SOCIETIES	BUSINESS AND MANAGEMENT (BM) GEOGRAPHY HISTORY
3/4	INTERDISCIPLINARY	ENVIRONMENTAL SYSTEMS AND SOCIETIES
4	SCIENCES	BIOLOGY CHEMISTRY COMPUTER SCIENCE (CS) PHYSICS
5	MATHEMATICS	MATHEMATICS HL MATHEMATICS SL
6	THE ARTS	VISUAL ARTS (VA)

All **subjects are available** on High level (HL) or Standard level (SL). Students should make their own choice of three HL and three SL subjects (in special cases four HL and two SL subjects are allowed). In order to gain the final Diploma, students should fulfil all the requirements (subject and core), as stated in Assessment policy.

Marking in IB DP is provided through a grading scale from 1 to 7, and from E to A (core), as stated in the Assessment policy.

At the end of each year, students are awarded with **Certificates**, issued by PGV, with marks and grade point average in line with the Croatian national system.

The Final **Diploma document** is awarded by IBO according to the provisions and regulations of IB DP (Assessment policy).

Learner profile

We expect from students to develop their full potentials in the best possible way, according to Learners profile document (as described herein).

Academic honesty

We expect students and their parents to familiarize themselves with regulations concerning decent and honest behaviour according to Academic honesty policy. Students should respect intellectual property of others while working towards their own. In the process of producing their individual scientific works students should apply regulations as described in the document titled Effective citing and referencing.

Language

IB DP in PGV is provided in English language. This language has the internal status of the official language, both for delivering as well as assessing programme materials.

Final exams are provided in English language.

The exceptions are mother tongue (Croatian in the majority of cases at our school), and another Language B (in our case, German language).

Promotional activities for students to enrol the IB Diploma Programme

Having two educational systems in one School, we are fully aware of the importance of promoting the IB DP. We continuously work on the improvement of our visibility by using all means available. All individuals involved (students, teachers, parents), are ambassadors of IBO educational philosophy and practice. Our main concern is to provide all the involved individuals with clear regulations, positive attitudes, and ultimately with satisfaction while engaging in all activities, with the aim of achieving optimal personal outcomes. It is our firm belief that exactly such an approach leads to the best possible promotion of the programme.

The promotion of the IB Diploma Programme is a whole-year process.

We start with our promotional activities with the beginning of a new calendar year leading to potential enrolment in the subsequent school year. Promotion activities are focused on students in national programmes in their second year of education (2nd year in the national programme is equivalent to the 10th year in the UK).

The promotional activities that we undertake are the following:

- Preparing promotional materials (brochures, presentations, etc.)
- Organising a schedule for different types of meetings with students and parents
- Updating web pages and promotional boards
- Meeting with students attending the adequate year of secondary school programme (each class separately, for about an hour; introducing IBDP, benefits, discussions, answering questions)
- Meeting with parents (February parent-teacher conferences in the 2nd year are dedicated to IB DP introduction and the promotion of the programme). Parents are presented with details of the programme and its benefits, but other details as well, such as the cost of the programme etc.
- Making mailing lists of interested students and parents
- Maintaining contacts between students, parents and the IB Coordinator, responding to additional questions, clarifying information, advising potential individual choices, and other. The IB Coordinator is available to potential students and their parents in order to help them in making a rightful decision.
- Setting up a meeting with students where presentations on School DP Curriculum are delivered, where teachers present their subjects and methods used in teaching/learning/assessing process. It is normally followed by a discussion and a Q&A session
- Organizing meetings with parents and students interested in applying to the IB DP. Clarifying conditions for the application and enrolment, announcing the dates
- In the meantime IB Coordinator is available and open to any question or help in making decisions
- Potential students are introduced to actual IBDP students; they are encouraged to visit DP classes and have their own first-hand experience.
- Students and parents are introduced with possibilities to enrol to some Pre-IB DP Summer Schools

Advising students regarding their options

While considering the option of joining the IBDP, our students (mostly coming from National Educational system), are sometimes puzzled with the range of options they have in IBDP. Also, they

tend to be concerned about the right choice for further education, and at that point they are not yet aware of the individual responsibility for their own work. However, they are mostly highly motivated and supported by their parents to go forth and join the IB DP.

The mentioned factors lead to a great deal of uncertainty, repeated questions, a demand for certain answers and a lot of advice seeking.

The IB DP Coordinator and the CAS Coordinator (school psychologist) are available and happy to step in and help the potential students. We cherish an individual approach to every person and try to help them by posing certain questions which might in turn lead to individual conclusions regarding doubts that students may experience.

Expectations from applicants to the Programme

We expect applicants to the IB DP to be:

- Fully aware of the curricular structure of the Programme.
- Fully aware of the Academic Honesty demands of the Programme
- Prepared to develop as individuals according to Learners profile inherent to the IB DP
- Skilled English language communicators (at least very good in reading, writing and comprehending language input)
- Motivated for the Programme and the requirements of the chosen subject

Application requirements

All students who had finished second year of High school education (10th year), may apply to the IB DP, if they have observed the following conditions:

- At least grade 4 (in National grading scale from 1 (minimal) to 5 (maximum)), from key subjects in the preceding year: Croatian language, English language, Mathematics
- Proved English language skills (interview)
- Proved motivation (written in application form; interview)
- Interview is mandatory for all applicants

Admission assessment

If students have a score less than required with reference to a key subject, they may take the admission exam from the subject at issue. In that situation, admission is as follows:

- Students must pass the required written admission exam with the needed mark (4)
- Students must attend the interview where English language skills are tested
- Students should be able to prove their motivation for the Programme
- Final outcome of the mentioned admission assessment is defined by the admission committee

Admission committee

It consists of the IB DP Coordinator, Language teachers (Language A, B), Mathematics teacher, CAS Coordinator, School Psychologist.

If needed, admission committee may organise additional admission assessment for a particular subject elected by the student. This may be necessary in order to check special skills pertinent to the

subject at issue (e.g. Visual Arts), or to check previous knowledge of elective courses. In that case the subject teacher involved in the assessment will become a member of the Admission committee.

Documentation needed to apply

Students should prove their achievements from previous two high-school years by providing their **Certificates** (svjedodžba).

Students should fill in the **Application form** (presented by the IB DP Coordinator).

If there are any additional certificates available regarding language experiences, top rankings on subject competitions etc., those may be handed in, but are considered just as additional material.

References

- *Guideline for developing a school assessment policy in the Diploma Programme (IBO,2010)*
- *Guide to programme evaluation (IBO, 2016)*
- *Programme standards and practices (IBO, 2014)*
- *DP: From principles into practice (IBO, 2015)*
- *Handbook of procedure DP (IBO, 2018)*
- *General regulations: Diploma Programme (IBO, 2014)*
- *Programme evaluation guide and self-study questionnaire: Diploma Programme (IBO, 2016)*
- *Grade descriptors (IBO, for use from September 2014/January 2015)*
- *Approaches to teaching and learning in the Diploma Programme (IBO, 2015)*