

## PRIVATE ALEV SCHOOLS- IBDP ADMISSIONS POLICY

### Description of Selection Process

The IB philosophy, mission statement, and benefits are first introduced to students and parents at the beginning of grade 8. The IBDP Coordinator and the School Management Team of ALEV Schools inform prep classes as well as grade 9 and 10 students and parents about the admissions policy during frequent and regular meetings. To discuss students' plans, the school counselor and career advisor schedule meetings with students and parents in grades 9 and 10.

Students and parents are expected to attend these meetings, as participation is one of the conditions for acceptance into the Diploma Programme. Any decision taken during the application process must be discussed and approved by both students and parents. Application forms for the IBDP without the legal parent's signature will not be accepted during the enrollment procedure.

The selection process for our students intending to attend the International Baccalaureate Diploma Programme at our school proceeds in the following order:

- 8th grade IB introductory parent & student meetings (first week of October)
- Prep class IB introductory parent meetings (second week of September)
- 9th grade IB introductory parent meetings (second week of September)
- Prep and 9th grade IB introductory student meetings (second week of October)
- 10th grade student counseling (September – May)
- 10th grade field selection parent meetings (September – February)
- 10th grade field selection student meetings (September – February)
- 10th grade student & parent meeting – National Programme (YKS) and IB Diploma Programme introductory presentation (November)
- National Programme and IB Diploma Programme selection forms distributed to all students (January)
- Students submit their German and English language certificates to the school guidance office (September – February)
- Students take a placement test for courses taught in a foreign language (February)
- Students who choose the IB are evaluated by the IBDP Commission based on the IBDP admission criteria (February – March)
- All students who meet or conditionally meet the IBDP admission criteria participate in IB course presentation sessions (April)
- IB course presentations are given to students and presentation slides are shared via TEAMS (April)
- School counseling discusses course selection and career planning with students (April-June)
- Submission of language certificates (for students with conditional admission) (June)

## Conditions for Entry to IB Diploma Programme:

ALEV Schools provide their students with an international education throughout their life in a learning environment where they can grow to become a “World Citizen”.

For admission to the IB Programme, **10th-grade ALEV students** are required to submit or fulfill:

1. Student Self-Evaluation Form by the counselors (September)
2. German and English Language Certificates in B1 according to CEFR (February)
3. Placement Test in IB Courses (January and/or February)
4. Students' Previous Reports (Grade 9 & 10)
5. The student's written average grades in the 9th and 10th grades must be 70 or above. The student must not have any failing grades.
6. Students must behave in accordance with the principles of academic integrity and must not have received any serious disciplinary sanctions. Consistency in class attendance and a strong sense of responsibility are essential.
7. Reference for the IB Admission Committee and Counsellors (IB Learner Profile and ATL Skills)

*\*Should there be any restriction for the number of students attending the program, students will be ranked according to the above-mentioned criteria.*

### Transfer Students from other schools:

#### Grade 9 or 10 students from other schools are required to:

1. Take the ALEV Entrance Exam and achieve a minimum score of 70
2. Submit a Student Self-Evaluation Form prepared by their school counselors
3. Provide German and English language certificates at minimum B1 level (according to CEFR)
4. Sit a placement test for courses taught in a foreign language and achieve a minimum score of 70
5. Submit previous reports and transcripts (Grades 9 & 10)
6. Attend an interview with the IB Admission Committee (evaluating IB Learner Profile and ATL Skills)

**Grade 11 students transferring from other IB schools are required to:**

- Take the ALEV Entrance Exam and achieve a minimum score of 70
- Attend an interview with the IB Admission Committee
- Reference letter from previous DP Coordinator
- Provide proof of at least B1+ level in German and English, either through the entrance exam, the DSDII certificate in German, and/or the First Certificate in English.

The IB Diploma Programme Commission decides on student admission, taking all the above criteria into account. The Commission evaluates each application individually and holistically, considering the student's academic competence, attitude, behaviour, sense of responsibility and suitability for the programme. Any criteria that the student has not met may also be taken into account by the committee when making its decision. The above conditions are the basic qualifications required of students during the application process.

If the student cannot bring their language certificate by February and fails the placement test taken in February, they will be conditionally accepted if they meet these requirements later.

(See: Students do not meet the requirements section.)

Meeting these criteria does not guarantee acceptance onto the programme. The committee reserves the right to refuse admission to a student, even if they have met all academic and administrative requirements, if deemed necessary. The committee's decisions are final.

Students participating in the IB Diploma Programme agree to pay the annual IB fee, as determined by the criteria set forth in the Ministry of National Education's International Diploma and Certificate Programmes Implementation Guidelines, in addition to the school fee. This fee covers payments to the IB organization, exam application and submission costs, online platform membership, course materials, and implementation costs. Payment terms are announced by the school administration.

## **Students do not meet the requirements:**

### **1- Placement Test Condition:**

Students who wish to apply for the Diploma Programme but do not achieve the required score in the February placement test will be given a second opportunity at the end of April. Students who pass this exam and meet all other criteria will be conditionally accepted into the IB Diploma Programme.

However, if they are unsuccessful, they will not be admitted to the programme, even if they meet all other admission criteria.

### **2- Language Certificate Condition:**

To be accepted into the IB Diploma Programme, students must submit their German and English B1 certificates to the school guidance office by February of Grade 10.

Students who cannot meet the language requirement by February may still be conditionally accepted, provided they fulfill all the other admission criteria and submit their certificates by June following a re-evaluation by the IBDP Commission. Students will be conditionally accepted into the IB Programme if they submit their language certificate before the academic year is completed in grade 10 and meet all other requirements. Students who fail to submit the required language certificates by June will not be admitted to the IB Diploma Programme.

**Students that are conditionally accepted** into the IB Programme commit to meeting the following conditions throughout 11th grade.

- Do extra work related to the relevant criterion
- Complete assignments regularly and to a high standard
- Complete any additional assignments given by the teacher for the missing criterion
- Fulfill all assignments and responsibilities throughout the 11th grade
- Attend teacher-parent meetings

## Progression from Grade 11 to Grade 12

All students are assessed individually by the IB Committee and subject teachers in the middle of the first semester, the middle of the second semester, and at the end of the semester in 11th grade.

The following criteria are considered at the end of the semester in 11th grade:

1. Academic achievement in IB courses
2. Compliance with deadlines for internal and external assignments and the quality of assignment content
3. Regular entries in the CAS portfolio
4. Compliance with the IB learner profile
5. Commitment to academic integrity principles

At the end of the 11th grade, the IB Diploma Programme Committee and relevant subject teachers reassess students' academic performance, attitudes, and level of fulfillment of the program requirements. If the assessment concludes that the student cannot continue the program, the school administration may refer the student to classes within the National Program, provided there is space available. In this case, the student continues their education within the framework of the National Programme. The decisions made by the Committee during this process are final.

### For students conditionally accepted into the program at the end of 11th grade:

The student's conditional criterion is taken into account during the evaluation process. If the student has shown improvement in relation to the criterion and has also met the above criteria, they will continue in the IB Class in 12th grade.

## Policy Revision

The policy is periodically reviewed by PLT, Head of departments, teachers. The school community collaboratively works on "ALEV School's Admissions Policy" every June and revises it, when necessary, every August. All attendees are invited to work on collaborative documents and share thoughts regarding the school admissions policy during the collaborative meetings.

Last updated: May 2025

Approved: September 2025

### ALEV IB DP Application Form

I hereby declare that I accept the above-mentioned terms and conditions

for admission of my daughter / son ..... in the IB  
Diploma Programme at ALEV Schools.

Last Name:.....

First Name: .....

Mother ☐ Father ☐ Other ☐

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_