



Prva  
riječka  
hrvatska  
gimnazija

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Primorsko-goranska županija

# Admission policy

It is strongly recommended that parents consult the school's webpage and the International Baccalaureate website before they apply for the IB DP programme in order to have a better understanding of the school, the curriculum offered and the admissions process. It is also strongly recommended for the applicants to undergo the personalized pathway to the IB DP before they apply for the programme.



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## Application requirements

All students who had finished the second year of grammar 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
- If a student obtained less than grade 4 in one of the three subjects, they must pass a test before being granted admission.
- If a student obtained less than grade 4 in one of the three subjects and have passed the admissions test, they may enrol in the programme if all other requirements have been fulfilled. However, they may not enter the course in the subject on a higher level, but on a standard level only.

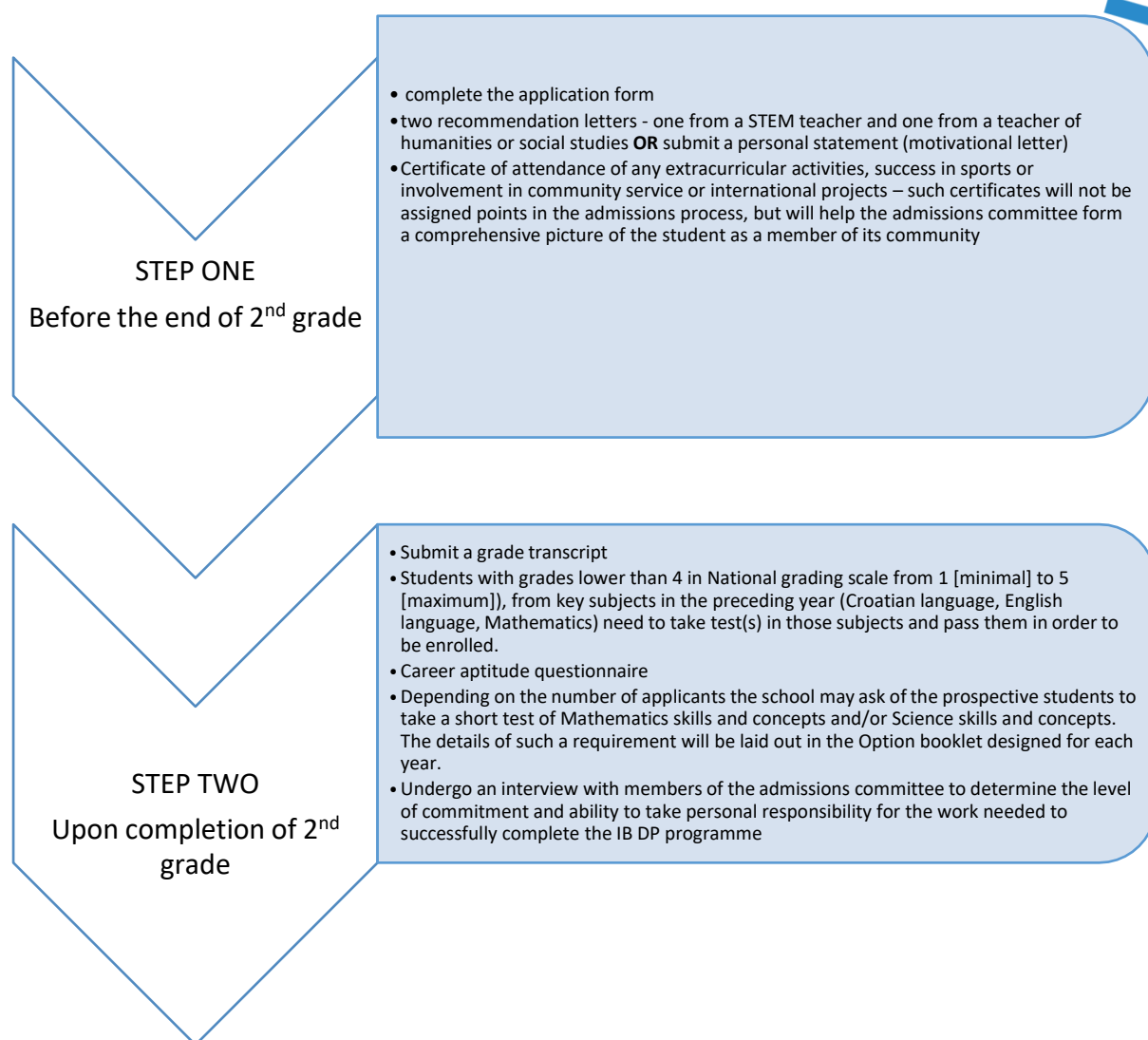
If a student comes from a vocational school implementing the Croatian national curriculum, they must pass the test in all three key subjects before being granted admission.

The admissions process depends on the educational origin of the student and is laid out in the next three sections of the document.

The minimal number of students required to form a class and start the programme is **10**.

## Admissions process for internal students

Internal students are strongly encouraged to express their wish to apply for the IB DP as early as possible to the DP coordinator and complete the *Personalized Pathway* to IB before applying to the program.



The school prioritizes students that have already been enrolled in PRHG during their first two years and have completed them with success and exemplar behaviour.

## Admissions process for external students

### STEP ONE Before the end of 2<sup>nd</sup> grade (submit)

- complete the application form
- assessment of the level of autonomy in learning and motivation for learning and personal growth from the programme they are enrolled in at the beginning of the admissions process
- two recommendation letters - one from a STEM teacher and one from a teacher of humanities or social studies
- submit a personal statement (motivational letter)
- Certificate of attendance of any extracurricular activities, success in sports or involvement in community service or international projects – such certificates will not be assigned points in the admissions process, but will help the admissions committee form a comprehensive picture of the student as a member of its community
- Submit a certificate of English language proficiency (not needed in cases of official international certificates showing) at CEFR B2 level - IELTS score 5.5-6.0, Cambridge First, TOEFL score 72-94)

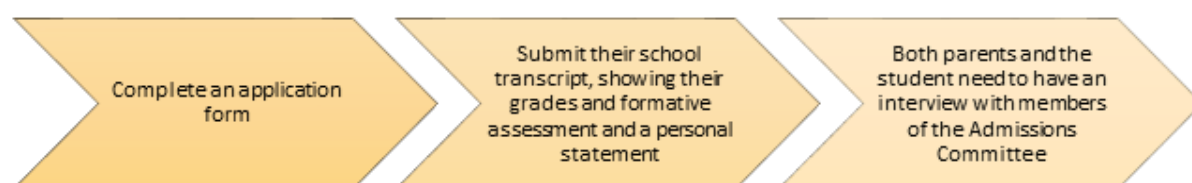
### STEP TWO Upon completion of 2<sup>nd</sup> grade

- Submit a grade transcript.
- Students with grades lower than 4 in National grading scale from 1 [minimal] to 5 [maximum]), from key subjects in the preceding year (Croatian language, English language, Mathematics) need to take test(s) in those subjects and pass them in order to be enrolled. Students from abroad have to choose another subject instead of Croatian, but it has to be a STEM subject (and a subject they will consequently choose as their IB subject)
- Students from vocational school implementing the Croatian national curriculum must pass a test in all three key subjects before being granted admission.
- Depending on the number of applicants the school may ask of the prospective students to take a short test of Mathematics skills and concepts and/or Science skills and concepts. The details of such a requirement will be laid out in the Option booklet designed for each year.
- Career aptitude questionnaire
- Undergo an interview with members of the admissions committee to determine the level of commitment and ability to take personal responsibility for the work needed to successfully complete the IB DP programme



## Admissions process for external students previously enrolled in IB DP

It is the practice of the IB to make its programmes available to all students from IB World Schools. Students who transfer from other IBDP schools are welcome. PRHG will work closely with parents and other DP coordinators to ensure as smooth a transition as possible.



IB DP students from other schools are the only ones who can enrol in the programme in the ongoing school year.

## Admissions timeline

The exact dates are determined by the school coordinator for each year. *Step one* documents should be submitted **by the end of May**. Once the school year ends and students submit all of the required documents (including the grade transcripts of the 2<sup>nd</sup> grade) they will be scheduled for an interview and, if needed, for required tests. Grade transcripts should be added to complete the application no later than the first week of July. The interviews mentioned in Step two will be scheduled and conducted **by the end of the second week of July**.

## Compulsory language support

Those students whose English language proficiency level is slightly below what is required, that is at minimum CEFR B1 or equivalent, may be admitted in case they meet all other requirements. They will also have to attend and pay language support lessons offered by the school. Students whose English language proficiency is well below level required, that is lower than CEFR B1 or equivalent, will not be admitted.



## Transfers during school year

The school will accept transfer students from other DP programmes only.

## Special Educational Needs

When declaring special educational needs, students and their parents must provide appropriate official documentation describing the needs of the student and official recommendations as how best to support the student. The documents should be submitted in the step one phase of the admissions process. Students must be cognitively fit to fulfil the programme requirements. The general rules of accepting students with learning difficulties will apply. Support for such students during the Programme will be within the Special Education Needs ISB IB Policy. The timeline of the general admissions process will be followed.

When declaring a physical handicap, a judgment will be made as to whether the student can reasonably, safely and comfortably be accommodated in the building, in offsite facilities, and through the school's timetable after all reasonable adjustments have been made. (It should be noted that the school does not have a lift and some learning spaces are not within reach by wheelchair.)

## Equal opportunity

No student will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.

## Subject availability

Where appropriate subject or level is not available at PRHG, parents may need to pay the cost of tutoring or of an online course.

Also, the minimal number of students required to form a study group for a subject is 3.



## Learning contract

Upon the offer of a place in the IB DP programme each student must sign a learning contract indicating their awareness of the commitment to fulfil the rigorous requirements of the programme, be cooperative and open to self-development and meet the programme's academic deadlines.

While students are encouraged to enrol in the IB DP programme as full diploma candidates, this does not guarantee they will be successful in the programme as it requires a great deal of dedication, responsibility, hard work and collaboration.

## Academic Integrity contract

All candidates must sign an academic integrity contract indicating their commitment to the PRGH's Academic Integrity policy.

## Admissions contract for parents

Parents of the prospective student must sign a contract indicating that they are familiar with school rules and policies and consent to adhere to them.

## Admission committees

The final decision on the admissions is made by an admissions committee appointed by the school coordinator, made up of 4 members, three IB DP teachers and the school coordinator. The members of the admissions committee are appointed on a yearly basis.

## Tuition fees

The School charges fees annually for its IB Diploma Programme. Fees are reviewed each year and are liable to increase each year. Annual Schedule of School Fees will be revised and issued by the School Board before a new generation of students is enrolled.

## Scholarships

Prospective students and parents will be advised about and existing scholarships for students.

This policy may be revised each school year.