



Prva
riječka
hrvatska
gimnazija

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Republika Hrvatska
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 Diploma 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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1. Mission statement

The goal of the IB School is to educate young people to be prepared for further education, the work environment, and a meaningful life in society. This goal, rooted in the IB learner profile, can only be achieved through the dedicated work of all stakeholders. At PRHG, we express our collective desire to nurture our students' academic excellence and success as a personal goal in school, future career, and lifelong learning. Through learning, we inspire our students to make a difference, take an active part in the community, and strive to change their surroundings. Our students notice and understand cultural diversity, inquire and consider different ideas, collaborate, and reflect continuously.

Admission is an integral part of this mission, as it ensures that students who join the IB Diploma Programme at Prva riječka hrvatska gimnazija share a commitment to learning, curiosity, and personal growth. The admissions process reflects the school's belief in fairness, inclusivity, and equal opportunity, offering access to students from diverse educational and cultural backgrounds who are motivated to engage in an international academic environment.

By maintaining transparent and equitable admissions criteria, PRHG seeks to identify students who demonstrate both academic potential and the personal attributes consistent with the IB learner profile—students who are inquirers, communicators, thinkers, and caring individuals ready to take responsibility for their learning and contribute positively to the school community.

2. Philosophy

Admissions to the IB Diploma Programme (DP) at PRHG are guided by the school's mission to nurture academically capable, open-minded, and responsible young people who are prepared for further education, active citizenship, and a meaningful life in society.

PRHG welcomes students who demonstrate motivation, curiosity, and the willingness to meet the challenges of a rigorous international curriculum. The admissions process is designed to ensure that candidates have the academic preparation, language proficiency, and personal attributes necessary to succeed in the IB Diploma Programme while contributing positively to the school community.

3. Purpose and scope

This policy outlines the principles, procedures, and criteria governing admission to the IB Diploma Programme (DP) at Prva riječka hrvatska gimnazija. It applies to all prospective DP students and their parents/guardians and defines the roles and responsibilities of the Admissions Committee, the IB Coordinator, and school administration.

The policy ensures transparency, fairness, and consistency in the admissions process and aligns with both the International Baccalaureate Organization (IBO) guidelines and the Croatian national education framework.



4. Application requirements

All candidates wishing to apply to the IB DP, must have completed their second year of high school or IBMYP 5 and have to pass an entrance exam in English, Croatian and Maths. This is a requirement regardless of their prior education.

It is also advisable for the prospective candidates to apply only if they have taken into consideration the following:

- At least grade 4 (in IB grading scale from 1 [minimum] to 7 [maximum]), from key subjects in MYP 4 and: Croatian language, English language, Mathematics
- At least grade 4 (in National grading scale from 1 [minimum] to 5 [maximum]), from key subjects in the two preceding years of high school: Croatian language, English language, Mathematics is a good indication that the candidate is ready for the academic rigor of the IBDP
- If the candidate's primary language is not Croatian, this subject can be substituted with Biology or another STEM/Sciences subject
- 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.

The admission process depends on the number of admissions slots available as well as the educational origin of the student and is laid out in the next three sections of the document.

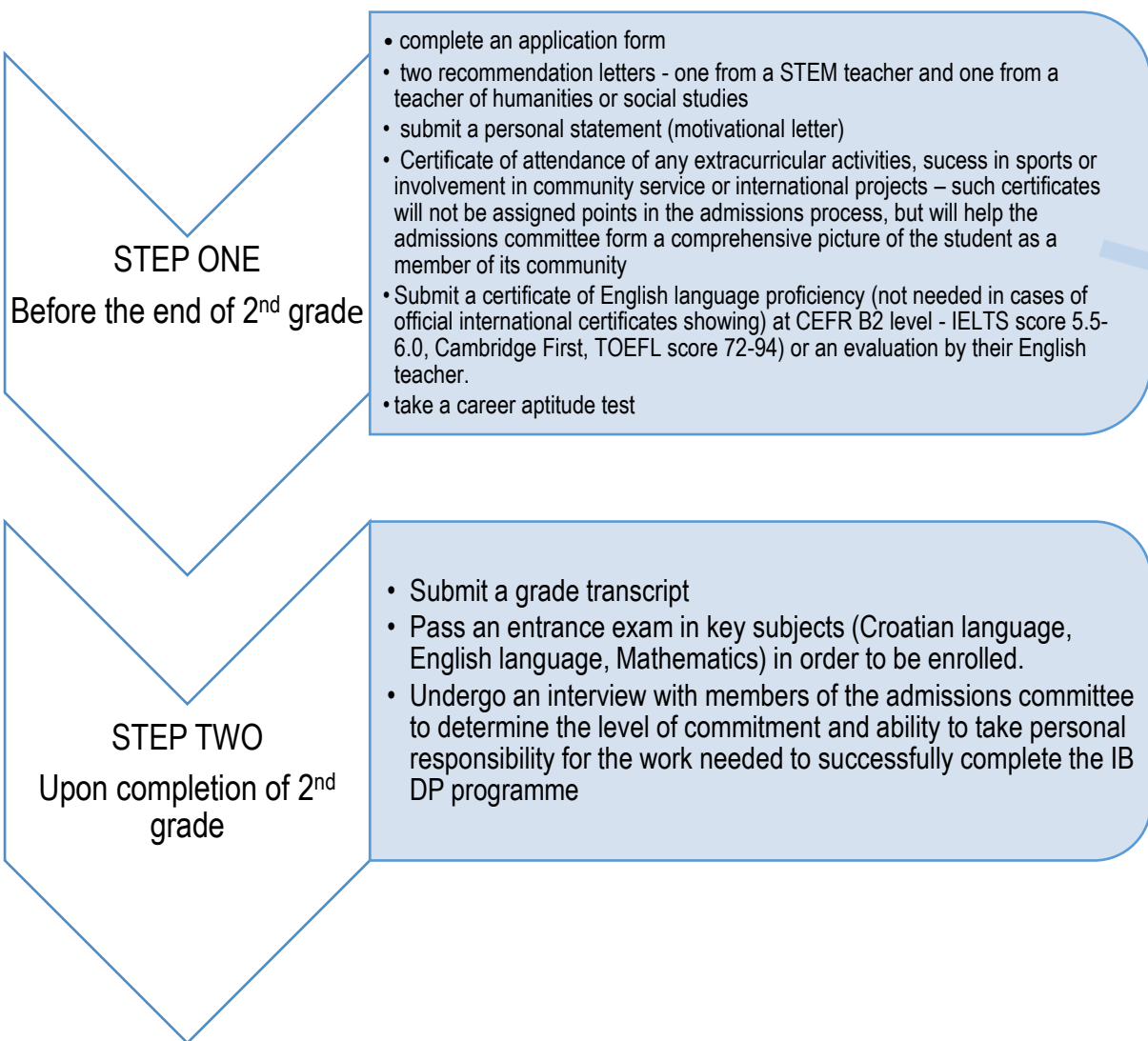
5. Admissions process into the IBDP for internal IBMYP students

As per national regulations, those students who have successfully completed IBMYP5 are ensured direct access to the School's Diploma Programme. An interview with each IBMYP5 student will be conducted prior to their joining the IBDP in order to check on their progress on their IB journey.

The school will prioritize students that have already been enrolled in PRHG's IBMYP during their first two years and have completed them with success and exemplary behavior.

6. Admissions process for internal students

Internal students who have attended the Croatian national curriculum up to their second year of high school are strongly encouraged to express their wish to apply for the IB DP as early as possible to the IB 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 exemplary behaviour.

7. Admissions process for external students

STEP ONE
Before the end of 2nd grade
(submit)

- complete an 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)
- take a career aptitude test

STEP TWO
Upon completion of 2nd grade

- Submit a grade transcript.
- Pass an entrance exam in key subjects (Croatian language, English language, Mathematics) in order to be enrolled.
- 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



8. 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.

DP transfer students with a GPA of 4 or lower are required to pass entrance exams into the IB DP in Math, Croatian, English AND the subjects in which they have chosen to continue pursuing.



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

Pamoja is at request of student's parents/guardian and has additional fees attached.

Interviews can be done in person or online if the student is currently not residing in Croatia.

9. Admissions timeline

There are two enrolment deadlines each year, summer deadline and fall deadline, both lasting during the summer break.

The exact admissions dates are published by the Ministry of Education and Science of Croatia 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 official academic transcripts of the 2nd grade) they will be scheduled for an interview and, if needed, for entrance exams 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 **during the first week of July**.

The fall enrolment deadline follows the same procedure as the summer one with the dates published on the school webpage.



10. 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.

11. Transfers during school year

The school will accept transfer students from other IB Diploma programmes only.

12. Barriers to learning

When declaring barriers to learning or 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 Inclusion 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.)

13. 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.

14. Subject availability

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



It is important to note that the minimal number of students required to form a study group for a subject is 3.

15. Learning contract

Upon the offer of a place in the IB DP programme each student's parent/guardian 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 enroll 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.

16. Academic Integrity contract

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

17. 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.

18. Admission committee

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

19. 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.

20. Scholarships

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

21. Revision

This document was last revised on June 25, 2025