

## PRIVATE ALEV SCHOOLS- IB DP ADMISSIONS POLICY

### Description of Selection Process

The IB philosophy, mission statement and benefits are first introduced to students and parents at the end of grade 8. The IBDP Coordinator and Administrator of ALEV Schools inform prep classes, grade nine and ten students and parents about the admissions policy during the frequent and regular meetings. In order to discuss students' future plans the school counsellor and career advisor schedule meetings for students and parents at grade 9 and 10.

Students and parents are expected to attend these meetings as participation in meetings is one of the conditions of acceptance in the Diploma Programme.

Any decision taken during the application process must be discussed and approved by students and parents together. Application forms for the IBDP without the signature of the legal parent won't 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:

- 8<sup>th</sup> grades IB introductory parent & student meetings
- Prep classes IB introductory parent meetings
- Prep classes IB introductory student meetings
- 9<sup>th</sup> grade IB introductory parent meetings
- 9<sup>th</sup> grade IB introductory student meetings
- 10<sup>th</sup> grade students-counselling and vice principal field selection meetings
- 10<sup>th</sup> grade field selection parent meetings
- 10<sup>th</sup> grade field selection student meetings – 1<sup>st</sup> phase
- National programme (YKS) and IB diploma programme introductory presentation
- 10<sup>th</sup> grade field selection student meetings – 2<sup>nd</sup> phase
- IB subjects introductory presentations and delivery of interview files to students
- National programme and IB diploma programme selection
- Application to IB diploma programme (students meeting admission criteria)
  - i. Preparation and submission of the interview file (first week of February)
  - ii. 1<sup>st</sup> Interviews (February-March) (Possible results: Admission/Conditional Admission/Second Interview)
  - iii. 2<sup>nd</sup> Interviews (last week of May) (Attendants: candidates failing to pass from the first interview)

## Conditions for Entry

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

### For admission to the IB Programme;

- **Students are required to submit:** *(All documents should be submitted to the IB coordinator before the interview)*
1. ALEV IBDP application form, signed by parents
  2. A personal statement\*\* for application in German and English, criteria can be found below
  3. Copies of current language certificates if available
  4. Copies of student's previous reports (Grade 9 & 10), will be submitted by school to the DP coordinator
  5. A confidential reference from the head teacher considering the IB learner profile and ATL skills, will be submitted by head teacher to the DP coordinator

### **\*\* The personal statement for application,**

- should be 250-300 word count
- should reflect the student's intention of application to the diploma programme
- should reflect the evidences of student's works related to the IB learner profile and ATL skills
- should be in German and English

### ➤ **ALEV Students must have following qualifications:**

1. IB learner profile,
2. No grade lower than 70 in **any subject** at the end of grade 9,
3. No grade lower than 70 in **any subject** at the end of grade 10,
4. No grade lower than 70 in German at the end of grade 9 and 10,
5. To be at least in 8% as a result of the LGS (national high school examination)
6. A language level of B1+ in German and English according to the Common European Framework at the end of grade 10, *(Almanya üniversitelerini hedefleyenlerin DSDII'de başarılı olmaları gerekmektedir)*
7. Active contribution to lessons,
8. Positive reference by subject teachers,
9. Successful time-management skills in assignments or any kind of responsibilities,
10. Strong and extensive contents in assignments,
11. Strong research and information literacy skills,
12. Disciplined and principled working,
13. Successful self evaluation interview which will be held in the first term of 10<sup>th</sup> grade (jury Admission Committee- IB Coordinator, Language B teachers)

*At the end of the second term the German and English departments prepare exams assessing the four skills and use of language according to the B1+ level. Students who got the DSDII certificate in German and / or First Certificate in English are exempt from the mentioned exams as they have proved the expected language level.*

## Transfer Students

Students from other schools must:

- Take an entrance exam
- Attend an interview with the admission committee
- Submit evidence of B1+ language level in German and English, based on the entrance exam or DSDII certificate in German and / or First Certificate in English

The following conditions are required for interim transfer students:

- The total points taken from all subjects in ALEV interim transfer exam must be at least 70.
- The candidate student must successfully pass the interview made by the admission committee and meet the IB learner profile criteria.

The students coming through interim transfer must have B1+ foreign language level in German and English. To this effect, the foreign languages department makes a written and verbal exam assessing the specified level during the interim transfer exam. The students having DSD I certificate in German and FCE certificate in English are not required to take these exams again.

## Students do not Meet Requirements

The status of students who want to apply to the Diploma Program but do not meet the above admissions criteria is discussed by the admissions commission at the date of application and at the end of the 10<sup>th</sup> grade. Students who have fulfilled the admission requirements at the end of the 10<sup>th</sup> grade are interviewed again. The student who is successful in the interview at the end of the 10<sup>th</sup> grade can be conditionally accepted to the program if he/she will provide the missing admission qualifications until the IB program starts. In the interview, first, the attitude of the student for the Diploma Program, then the grades and language levels are considered.

Students who have lower points than 70 or don't have a language level of B1+ will be entitled to become a Diploma Programme student if he/she and his/her parents accept conditions like,

- extra tutoring after school
- doing homework regularly
- taking part in teacher – parents meetings

## IB DP Candidate Selections

The students researching the admission criteria for students with IB diplomas as applied by the universities abroad, deciding to attend the IB Diploma Programme in line with their fields of interests and family planning and meeting the criteria specified in “ALEV IB DP Registration Admissions Policy” are interviewed on appointment basis at the beginning of the second semester.

- Students are required:
  - to prepare the interview file delivered during the IB subject introductory presentations in accordance with the criteria and to timely submit it within the given period in order to attend the interview;
  - to read the guide provided in the interview file and to make the preliminary preparations and researches in relation thereof; and
  - to be present at the school on the day and time of the interview.
- Interviews are made by a committee comprising the DP coordinator, German teacher and English teacher. The results are determined during the higher committee assessment made with the school management.

## Interviews “Type of Results”

Students receive an individual IB application and interview result letter as a result of higher committee decision. These letters include feedback depending on students’ qualifications, terms, and conditions, ALEV Schools IB agreement regarding the Assessment Schedules which draws students’ attention to assessment submission deadlines.

- **Admission:** The students meeting all the criteria and successfully passing the interview in all aspects.
- **Conditional Admission:** The students having deficiencies in terms of satisfaction of the criteria, which can be improved in the **short** run, and/or failing to successfully pass the interview at the desired level. The interview result letter and the terms of the specifications expected to be improved are delivered to these students and the improvement is followed up and **relevant feedback** is provided **at the end of the year**.
- **Second Interview:** The students having deficiencies in terms of satisfaction of the criteria, which can be improved in the **long** run, and/or failing to successfully pass the interview at the desired level. The interview result letter and the terms of the specifications expected to be improved are delivered to these students and the application of the relevant student’s application is re-evaluated with a **second interview made at the end of the year**.



## 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 ☐

E-Mail Address:.....

Mobile Phone Number:.....

Signature:.....

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

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### **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 document and share thoughts regarding the school admissions policy during the collaborative meetings.

**Last updated:** August 2020

**Approved:** September 2020

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