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ADMISSION POLICY

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XV. gimnazija admission policy into International Baccalaureate Programs is regulated by the national educational law.

Admission into Year 1 is additionally regulated by special documents issued by the Croatian Ministry of Education and XV. gimnazija, and into Year 3 by the criteria adopted by XV. gimnazija.

The admission to Year 1 in XV. gimnazija corresponds to Year 4 of the International Baccalaureate Middle Years Programme (IBMYP), and subsequently the admission to Year 3 in XV. gimnazija corresponds to Year 1 of the International Baccalaureate Diploma Programme (IBDP).

The number of candidates to be enrolled into Year 1 is determined every year by the Ministry of Education. The application process usually starts in late May, and is finalized by mid July. The exact dates are determined by the Ministry of Education and announced in the Official Gazette, daily newspapers, various media and the school web site (www.mioc.hr).

The application process into Year 3 starts in early June and is usually finalized by mid July. Instructions are announced at the school web site (www.mioc.hr).

All Croatian citizens from Croatia or other countries, all citizens of EU countries and of non EU countries may apply for the enrollment.

Language of instruction is English.

XV. gimnazija

Admission Policy into International Baccalaureate Program(s)

(Consolidated text as of May 2016 and April 2017)

Article 1

- (1) This Admission Policy (hereinafter: the Policy) regulates the admission of candidates into XV. gimnazija: admission into Year 1 of the International Baccalaureate Programme, Year 3 of the International Baccalaureate Program and also clarifies common, additional and special admission criteria.
- (2) Notions used in the Policy refer to both genders, whether used in male or female form.

I. Admission to Year 1 of the International Baccalaureate Program

Article 2

- (1) Application and admission to Year 1 of the International Baccalaureate Middle Years Program (hereinafter IBMYP) is implemented through the National information system for application and enrollment in secondary schools ("Nacionalni informacijski sustav prijava i upisa u srednje škole"- NISpuSŠ.) at the web site www.upisi.hr.
- (2) All Croatian citizens from Croatia or other countries, all citizens of EU countries and of non EU countries are eligible for the enrollment after completing minimum 8 years of elementary education, and placed within the number of students determined under the decree of the Ministry of Education.
- (3) Tuition fee is set by the School Board in consent with the founder of the school.

Article 3

In order to enroll into the IBMYP, the applicant is evaluated against and assigned points according to **common**, **additional** and **special** criteria.

1. Common criteria

Article 4

(1) Common criteria include:

- Grade Point Average (GPA) from all subjects (calculated to two decimal places) in the last four years of elementary school
- final subject grades in Croatian, Math, first foreign language, History, Geography and Biology from the last 2 years of elementary school
- if applicant`s records for the last four years of their elementary school do not contain final grade from one of the subjects abovementioned and relevant for the enrolment, the GPA in the last four years of elementary school (calculated to two decimal places) will be used to determine the number of points from the relevant subject.

(2) Thus, based on their previous achievement in elementary school a candidate can obtain up to 80 points, out of which the maximum of 20 points from their GPA and the maximum of 60 points from the relevant subjects abovementioned.

2. Additional enrollment criteria

Article 5

Additional criteria for admission into the IBMYP include:

- entrance exam results
- results from knowledge and sport competitions

a) Entrance exam

Article 6

- (1) XV. gimnazija implements entrance exam for enrollment into the IBMYP.
- (2) Based on their results on the entrance exam, a candidate can achieve up to 5 points calculated to two decimal places.
- (3) All candidates applying for the admission into the IBMYP in XV. gimnazija are obliged to sit for the entrance exam.
- (4) Entrance exam is not eliminatory.
- (5) Entrance exam includes a written exam in English and Math and an interview with a candidate.
- (6) Based on the results in English entrance exam, a candidate can achieve up to 2 points, in Math entrance exam up to 2 points and up to 1 point from the interview.
- (7) Students who were educated in IBMYP as well as in any other program implemented in English for at least 2 years of their last 4 years of education, do not need to sit for the English entrance exam and are automatically awarded 2 points.
- (8) Entrance exams are implemented by the Admissions Committee appointed by the Principal.

Article 7

- (1) English entrance exam in the duration of 60 minutes consists of 3 parts: grammar and language, literature and an essay on an assigned topic.
- (2) Math entrance exam tests mathematical achievements in the following areas: numbers, algebra and geometry (operation with real numbers, relations between numbers, ratios and percentages, operations with algebraic expressions, proportionality and reverse proportionality, linear function, linear equations and systems, plane and space geometry, measuring in geometry, coordinate system in plane). The duration is 60 minutes; candidates are allowed to use a calculator, ruler, triangle, a pencil and an eraser.
- (3) The interview with a candidate conducted in English includes a conversation on the reading comprehension of a text. Candidate's communication skills as well as their motivation are also evaluated during the interview.
- (4) At the very beginning of the written entrance exam, a candidate is given a paper to write their name and surname, date of birth and a password. The paper with these data is sealed in an envelope.
- (5) A candidate enters only their password on all the entrance exam materials.
- (6) A password must include a combination of 3 numbers and 5 letters written together.
- (7) The entrance exams are written in blue or black pen.
- (8) Entrance exam results will be posted at the school website at the latest 48 hours after conducting the entrance exam, under the password chosen by the candidate.
- (9) A candidate can get an insight into their written entrance exams after the results are published in the specific time posted at the school website.
- (10) Points achieved by the candidate will be entered into the NISpuSŠ system which automatically generates the final candidates' list.

b) Evaluating results achieved from knowledge competitions

Article 8

- (1) Direct admission or additional points are approved to candidates based on their results in knowledge competitions in Croatian language, Mathematics, first foreign language, History, Geography and Biology.
- (2) All candidates, even those with direct admission, need to sit for the Entrance exam.

State/international knowledge competitions in: Croatian language, Mathematics, first foreign language, History, Geography and Biology	First, second or third place as individual competitor in years 5, 6, 7 and 8 of elementary school	direct admission
	First place as team competitor in years 5, 6, 7 and 8 of elementary school	4 points
	Second place as team competitor in years 5, 6, 7 and 8 of elementary/primary school	3 points
	Third place as team competitor in years 5, 6, 7 and 8 of elementary school	2 points
	Participation as individual or team competitor in years 5, 6, 7 and 8 of elementary school	1 point

c) Evaluating results achieved from sports competitions

Article 9

The results of candidates who in the last 4 years of their elementary school took part in competitions for school sport clubs, in accordance with the official records for school sport clubs kept by the Croatian Schools Sport Association, are evaluated pursuant to the following table:

Competitions for school sport clubs	First place as team competitor on the state level	3 points
	Second place as team competitor on the state level	2 points
	Third place as team competitor on the state level	1 point

Article 10

Under provisions stipulated in Article 8 and Article 9, only candidate's best achievement in either sport or knowledge is taken into account.

3. Special enrollment criteria

Article 11

- (1) Special enrollment criteria include:
 - Candidates with health issues;
 - Candidates who live in unfavorable social, economic or educational conditions;
 - Candidates of Roma nationality on ground of National Inclusion policy (2013-2020).
- (2) Candidates with health issues gain 1 point.
- (3) Candidates who live in unfavorable social, economic or educational conditions gain 1 point.
- (4) Candidates of Roma nationality on ground of National Inclusion policy (2013-2020) gain 2 points.

- (5) If a candidate is entitled to several special criteria points on more than one basis, only the criterion which is the most favorable for the candidate will be taken into account.

4. Special Educational Needs candidates (SEN)

Article 12

Candidates with special educational needs are placed on a separate list, all based on the total number of points determined during the evaluation process, in those educational programs which were recommended to them by the expert on professional orientation within the Croatian Employment Service.

II. Admission to Year 3 of the International Baccalaureate Program

Article 13

- (1) Candidates applying to Year 3 of the International Baccalaureate program (hereinafter: IBDP Year 1) should finish Year 2 of IBMYP or year 2 of any other high school program.
- (2) Criteria for admission in Year 3 of the IB Program (IBDP Year 1) as well as the number of candidates to be accepted into the program is determined by the school and includes common and additional criteria.
- (3) Tuition fee is set by the School Board in consent with the founder of the school.

Article 14

- (1) Common criteria include: Grade Point Average (GPA) from all subjects in the first two years of high school, final subject grades in English language and Mathematics in the first two years of high school and a behavior grade in the first two years of high school, for which the maximum of 34 points can be achieved.
- (2) Additional criteria include: English entrance exam, Math entrance exam, literature essay and interview with the candidate.
- (3) Thus, based on the additional criteria results a candidate can achieve up to 30 points (Math – 10 points, English – 10 points, literature essay – 5 points, interview with the candidate – 5 points).
- (4) Points obtained from additional criteria are added up to the points obtained based on the common criteria.
- (5) Entrance exams are implemented by the Admissions Committee appointed by the Principal.
- (6) Candidates who previously finished IB MYP in XV. gimnazija are enrolled pursuant to the criteria passed by the Staff Council of XV. gimnazija.

III. DETERMINING THE TOTAL CANDIDATE RESULTS

Article 15

The final candidates' list is determined based on common, additional and special criteria.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 16

Changes and amendments to this Policy are implemented in accordance with the process of its enactment.

Article 17

The Policy enters into force on the day of its enactment and is issued at the school message board and the school web site.

ADDITIONAL INSTRUCTIONS FOR CANDIDATES FOR THE IBMYP

Students who attend final year of schools in the Croatian school system apply on-line through www.upisi.hr, and their enrollment is conducted through National information system for application and enrollment in secondary schools (“Nacionalni informacijski sustav prijava i upisa u srednje škole“- NISpuSŠ.).

Students who have not been part of the Croatian school system in Croatia must contact Central Enrollment Office (“Središnji prijavni ured“) about application procedure and to be included in NISpuSŠ.

Also, in order to apply for the Program, the candidate has to:

- fill in an application form (downloaded from the school website www.mioc.hr)
- provide a copy of the proof of candidate’s citizenship (and parent’s if different)
- show excellent knowledge of English
- show a versatility of interests as well as a high degree of responsibility and independence

SEN candidates should apply to City Educational Office (“Gradski ured za obrazovanje“) providing all the necessary documents. They are assured direct enrollment, but have to take Placement exams from English, Math and interview (similar to Entrance exams), before other candidates.

Results of entrance and placement exams are published on www.mioc.hr and Final candidates’ list on www.upisi.hr

The following step implies accepted candidates submitting the following documents to XV. gimnazija:

- XV. gimnazija enrollment form (can be downloaded from www.mioc.hr)
- school report card from year 8 (stamped and signed originals only)
- any other document relevant for the enrollment

ADDITIONAL INSTRUCTIONS FOR CANDIDATES FOR THE IBDP

In order to apply for the DP, all candidates must

- submit a written request
- fill in an application form (download from www.mioc.hr)
- provide a copy of the proof of student’s citizenship (and parent’s if different)
- provide school report card for grade 9 of high school
- provide school report card for grade 10 of high school.

Relevant dates for all the above mentioned procedures will be posted at school web site in early June.

A maximum of 64 points can be gained.

MYP to DP transfer candidates

In Year 2 of the IBMYP, a Parents-Teacher Conference is organized in which both parents and students are delivered a Presentation by the IBDP coordinator and informed on how the IBDP is organized, the choice of subjects and requirements students need to meet under the Croatian educational law. Following this, students are in more details informed in class by the IBDP coordinator on the choice of subjects and encouraged to arrange individual meetings with the IBDP coordinator on this matter if any doubts or uncertainties occur.

Candidates applying for the IBDP who previously finished IBMYP in XV. gimnazija should meet the following criteria:

- The grade point average of Year 1 and Year 2 in MYP must be 4.50 or higher in every year.
- Cumulative grades in English, Math and the average grade in Sciences (Biology, Chemistry and Physics) must be at least a 12 in every year.
- At least a grade of “good” for behavior should be achieved in every year.
- Interviews with these candidates will be held by IBDP Admission Committee.

Subsequent admission: Admission into Year 2 of IBMYP, Year 3 of International Baccalaureate Program (IBDP Year 1) and in the course of the school year is possible only if a student transfers from another school or Program, and will be considered on a case to case basis. Admission into Year 4 of IB Program, i.e. IBDP Year 2, is possible only if a student transfers from another IB school in which they followed IBDP Year 1 with the same choice of subjects that can be continued in XV. gimnazija.