



**REPUBLIKA HRVATSKA**  
**XV. GIMNAZIJA**  
Program međunarodne mature  
International Baccalaureate Department  
Zagreb, Jordanovac 8, Croatia



## **ADMISSION POLICY**

### **for MYP and DP**

Updated and revised: September 2026

|                                                                    |   |
|--------------------------------------------------------------------|---|
| 1. Purpose and Scope.....                                          | 3 |
| 2. Programme Structure and Correspondence .....                    | 3 |
| 3. General Admission Principles .....                              | 3 |
| 4. Admission to Year 1 / MYP Year 4.....                           | 4 |
| 5. School Admission Assessment for MYP Year 4.....                 | 5 |
| 6. Direct Admission.....                                           | 6 |
| Programme Continuity for Students from Another IB MYP School ..... | 6 |
| Special Educational Needs and Access Arrangements.....             | 6 |
| International and Foreign-Educated Candidates.....                 | 6 |

## 1. Purpose and Scope

This Admission Policy establishes transparent, fair and consistent procedures for admission to the International Baccalaureate (IB) programmes at XV. gimnazija. It applies to admission to Year 1 of XV. gimnazija, which corresponds to MYP Year 4, and admission to Year 3, which corresponds to the first year of the IB Diploma Programme (DP).

The policy is implemented in accordance with the laws and regulations of the Republic of Croatia, the requirements of the Ministry of Science, Education and Youth, the National Information System for Applications and Enrolment in Secondary Schools (NISpuSŠ), and the requirements and principles of the IB programmes. Where national legislation or an official annual enrolment decision change, the current legal requirements take precedence and this policy is reviewed and updated accordingly.

The school is committed to an admission process that is transparent, equitable, evidence-informed and respectful of candidates' rights, while ensuring that students admitted to the IB programme are appropriately prepared to participate successfully in an English taught, academically demanding programme.

## 2. Programme Structure and Correspondence

| <b>XV. gimnazija year</b> | <b>IB programme year</b> | <b>Admission context</b>                                |
|---------------------------|--------------------------|---------------------------------------------------------|
| Year 1                    | MYP Year 4               | Primary entry point to the MYP at XV. gimnazija         |
| Year 3                    | DP Year 1                | Admission to the first year of the IB Diploma Programme |

## 3. General Admission Principles

- Admission decisions are based on published national requirements and clearly defined school-level criteria.
- The school communicates admission requirements, procedures, dates and documentation requirements in advance through official school communication channels, i.e. school web site [www.mioc.hr](http://www.mioc.hr)
- Candidates are treated consistently and without discrimination. Reasonable and legally prescribed arrangements are made for candidates who require inclusive arrangements.
- Admission decisions are based on published criteria relevant to the programme and the candidate's readiness to participate successfully; the school does not use informal or undisclosed criteria.
- Personal information and admission records are handled confidentially and in accordance with applicable data-protection requirements.

- Admission procedures are reviewed periodically by school leadership and the IB/MYP/DP coordinators to ensure alignment with national requirements and programme needs.

#### **4. Admission to Year 1 / MYP Year 4**

##### **National enrolment procedure**

Admission to Year 1 is conducted through the national secondary-school enrolment system (NISpuSŠ), in accordance with the current annual decision on enrolment and the applicable national regulations. Candidates are admitted in accordance with the national admission system, school entrance examination, and any additional criteria prescribed by Croatian legislation. The number of places is determined through the national enrolment process and the approved school structure. Candidates apply electronically through the national enrolment system.

Candidates completing primary education outside the regular Croatian education system or abroad follow the procedures prescribed for candidates educated abroad or in other education systems, including the applicable recognition/verification procedures and prior to applying to our school need to contact Središnji prijavni ured (Central Admissions Office) in order to be entered as candidates into the electronic application system (“e-upisi”).

##### **Candidates continuing the same international programme**

In accordance with Section 5.2. of the 2025 Amendment to *The National Enrolment Criteria Regulation for the Selection of Candidates for Enrolment in the First Year of Secondary School*, candidates who continue education according to the same international programme and within the same educational cycle at a secondary school that offers that same international programme and cycle are exempt from the elements and criteria otherwise prescribed by that Regulation for enrolment in Year 1.

Accordingly, a candidate who has completed previous years of the IB Middle Years Programme at another IB school and should continue the same IB MYP cycle at XV. gimnazija may be admitted without undergoing the entrance exam procedure, without application of the national placement requirements that would otherwise apply to Year 1 admission. The candidate must nevertheless complete the required national electronic enrolment procedure and provide documentation confirming completion of previous education in the relevant international programme.

For such candidates, XV. gimnazija may request documentation necessary to establish programme continuity, including school reports, evidence of completed MYP years, and information concerning language of instruction. The school is entitled to determine the student's appropriate placement or identify support needs in a specific subject level (for ex. Math standard or extended, English language and literature or English acquisition); for these purposes it may conduct an interview during the admissions process or additional subject and level placement tests upon enrolment.

### **Candidates entering from the Croatian national education system**

Candidates entering MYP Year 4 (1<sup>st</sup> year of high school) through the regular Croatian enrolment process are ranked according to the applicable national placement requirements. In order to enrol the MYP in XV. gimnazija, candidates need to have the minimum required number of points from elementary school (which is school specific and determined by every high school annually). Upon meeting this requirement, candidates also sit for additional entrance exams (English, Mathematics and an interview). Such additional assessment, its weighting, eligibility, exemptions and procedures must be published for the relevant enrolment cycle and must comply with the current national enrolment framework.

## **5. School Admission Assessment for MYP Year 4**

### **English assessment**

English entrance exam assesses the candidate's readiness to learn in an English-taught academic environment. It may include language use, reading comprehension, response to literary or non-literary texts, and written production. The assessment is designed to measure relevant skills rather than familiarity with the school's internal curriculum.

### **Mathematics assessment**

Mathematics entrance exam evaluates relevant mathematical knowledge, understanding, reasoning and problem-solving appropriate to the candidate's prior educational level. The scope and permitted materials are published in the annual admission process information.

### **Interview**

The interview takes into consideration communication in English, motivation for joining an IB programme, readiness to engage with independent learning, and the candidate's ability to discuss a text or learning experience as well as their critical thinking skills. Interviewers use agreed criteria and record the outcome consistently.

### **Administration and transparency**

- The Admissions Committee is appointed by the Head of School.
- Candidates identity and assessment results are protected in accordance with school and legal procedures.
- The information about the date, format, duration and permitted materials are published on the school web site in timely manner.
- Results and procedures for accessing or reviewing written work are communicated according to the annual admission notice and applicable regulations, and are published coded on the school website, keeping in mind GDPR of the candidates.
- Any complaints or appeals are handled through the procedures and deadlines published for the relevant enrolment cycle.

## **6. Direct Admission**

### **Programme Continuity for Students from Another IB MYP School**

XV. gimnazija recognizes the importance of continuity within an international programme. A student who has attended the IB Middle Years Programme at another IB World School may apply to continue the MYP at XV. gimnazija. The school assesses the student's programme continuity and readiness rather than requiring the student to repeat learning already successfully completed.

For admission to MYP Year 4 through continuation of the same international programme, the school applies the exemption established by the national regulation described in Section 5.2. of the *2025 Amendment to The National Enrolment Criteria Regulation*.

### **Special Educational Needs and Access Arrangements**

SEN candidates should apply to the City Educational Office (“Gradski ured za obrazovanje”) providing all the necessary documents. They are assured direct enrolment, in case they meet the minimum of points requested by the school at the entrance, but have to take placement exams from English, Math and interview (similar to Entrance exams), earlier than other candidates. Results of entrance and placement exams are published on [www.mioc.hr](http://www.mioc.hr) and Final candidates’ list on [www.upisi.hr](http://www.upisi.hr), the state platform for high school enrolment. Since the Ministry of Education approves the quota of 40 students to be enrolled into Year 1 of the International Programme (which is equivalent to MYP4 in XV. gimnazija), the maximum number of SEN students in every generation is 4 (2 per class), which equals to 10 % of the total number of students (who are divided into two classes).

Candidates with special educational needs are placed on a separate list, all based on the total number of points determined during the evaluation process. These students have a possibility to undergo professional orientation within the Croatian Employment Service where experts recommend those educational programs which are the most adequate for their abilities.

### **International and Foreign-Educated Candidates**

Candidates completing primary education outside the regular Croatian education system or abroad follow the procedures prescribed for candidates educated abroad or in other education systems, including the applicable recognition/verification procedures and prior to applying to our school need to contact Središnji prijavni ured (Central Admissions Office) in order to be entered as candidates into the electronic application system (“e-upisi”).

## **XV. gimnazija**

### **7. Admission Policy into International Baccalaureate Program(s)**

(Consolidated text as of May 2025) – provjeriti s ravnateljem jesmo li ovo ažurirali u 2025.

#### **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](http://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 10 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, except those who attend MYP programme in a previous (elementary) school.
- (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 4 points, in Math entrance exam up to 4 points and up to 2 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 write the

essay as a part of the English entrance exam and are automatically awarded 2 points. However, these same students do have to write the rest of the English entrance exam (testing language, vocabulary and reading comprehension skills) for which maximum 2 points can be awarded.

- (8) Entrance exams are implemented by the Admissions Committee appointed by the Head of School.

### **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 a topic assigned to them by the Committee which asks candidates questions to evaluate their communication skills as well as critical and creative thinking.
- (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 do the interview. Candidates with direct admission are not awarded points for the interview but still have to do them.

|                                                                                                                                       |                                                                                                   |                  |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------|
| 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 Head of School.
- (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](http://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”* - NISpuS).

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](http://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), earlier than other candidates.

Results of entrance and placement exams are published on [www.mioc.hr](http://www.mioc.hr) and Final candidates' list on [www.upisi.hr](http://www.upisi.hr)

### **Additional instructions for candidates for the IBDP.**

**In order to apply for the DP, all candidates must;**

- submit a written request to the Teaching Staff of XV. gimnazija to sit for the entrance exam
- fill in an application form (download from [www.mioc.hr](http://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 of MYP in XV. gimnazija 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 the 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 IB school or IB 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.

## **Important 2025/2026 National Update**

The school has incorporated the 2025 Amendment to *The National Enrolment Criteria Regulation* whose Article 5(2) now provides an exemption from the regulation's prescribed enrolment elements and criteria for candidates who continue education according to the same international programme in the same educational cycle at a secondary school that offers the same international programme and cycle. This provision is particularly relevant to candidates transferring between schools offering the same IB programme and has therefore been explicitly reflected in this policy.

## 5. References:

- Republic of Croatia, Ministry of Science, Education and Youth: current annual *Decision on the Enrolment of Students in the First Grade of Secondary School*.
- Republic of Croatia, *Regulation on the Elements and Criteria for the Selection of Candidates for Enrolment in the First Grade of Secondary School*, including amendments currently in force.
- National Information System for Applications and Enrolment in Secondary Schools (NISpuSŠ / srednje.e-upisi.hr).
- Applicable Croatian legislation governing secondary education and recognition/verification of foreign educational qualifications.
- International Baccalaureate Organization: current programme documentation and requirements for the Middle Years Programme and Diploma Programme.
- XV. gimnazija Inclusion Policy and other relevant school policies.