



OHANYAN EDUCATIONAL
COMPLEX

IB DP ADMISSION POLICY

2024

Name of the Document	Diploma Programme Admission Policy
Number	OEC-DP-01
Developed by	Steering Committee
Ratifying body	Director
Revisions	
Date of ratification	09/07/2024
Responsible for the implementation	DP Coordinator

1. Introduction

This policy outlines the criteria and procedures for admission to the International Baccalaureate Diploma Programme (IB DP) at the Ohanyan Educational Complex (OEC).

2. Admissions eligibility criteria

2.1.Special circumstances

2.1.1. OEC upholds the principle of equal opportunity in education. All applicants are considered based on their merits and potential. Recognizing our applicants' diverse backgrounds, the Steering Committee considers various factors, including an applicant's prior educational achievements, cultural experiences, and linguistic proficiency.

2.1.2. In line with this commitment, we acknowledge that certain applicants may face unique circumstances, such as geopolitical conflicts or other significant personal challenges. These situations will be carefully considered, ensuring that our admissions process remains sensitive to the complexities of each applicant's context. The specified criteria are not the sole determinants of an applicant's eligibility; a holistic approach will be employed to evaluate each applicant's suitability and readiness for the programs at OEC, to accommodate and support individuals who have faced adversity.

2.2.Special Needs

2.2.1. Only applicants whose academic and personal needs can be met by OEC and our student support services available at admission will be admitted. All efforts will be made to adapt, accommodate, and modify students based on their special needs. While OEC aims for inclusiveness in admissions decisions, students who will not benefit educationally from attending OEC will not be accepted (refer to inclusion policy).

3. Eligibility Criteria

3.1. Who may apply

- **Current Students:** Students enrolled in the Ohanyan Educational Complex (OEC) in grades 11 (IB1) or 12 (IB2). they meet admissions criteria.
- **Siblings:** Applicants with siblings studying in the educational complex are prioritized if they comply with admissions criteria. No privileges apply.
- **Transfer Students:** Students aiming to transfer into an IB DP programme should ideally do so at the beginning of the two-year cycle. This allows them to start the program from the beginning and complete all required assessments and coursework promptly. To receive the IB Diploma, students must fulfill all the program's requirements over two years. Thus, the transfer will be permissible only from other IB DP schools from Armenia or abroad if the student meets the minimum criteria and the school has an available spot.
- **International Students:** Students who are residents of Armenia or hold international status and meet the academic and language requirements.
- **Age Requirement:** Students aged 16 to 19 are generally enrolled. Applicants must be at least 16 years old by September 1st of 11th grade.
- **Academic Background:** Students with a solid academic record and a commitment to rigorous coursework.

4. Language Requirements

4.1. OEC's DP language of instruction is English. Applicants seeking admission whose first language is not English must provide an Internationally recognized English language certificate (TOEFL, IELTS, CQE, PTE, CELPIP) at a B2 level or higher level on the Common European Framework of Reference (CEFR)¹. In case the international certificate is absent, the language assessment will be organized at the Foreign Languages Department of the Eurasia International University, which operates within the same educational complex.

¹ Each test includes a CEFR equivalency note. The OEC Steering Committee will reference official equivalency statements from the respective websites to convert grades. For example, for the IELTS, you can find the CEFR equivalency here: <https://rb.gy/3ek0zr>

5. Entrance Proficiency Tests (EPT)

5.1. All applicants must take proficiency tests at the OEC to assess their academic skills and readiness for the rigorous IB DP curriculum. The test covers critical thinking, writing, and subject-specific knowledge. Based on the results, the OEC will recommend specific DP courses at either the Standard Level (SL) or the higher level (HL). The passing score is 70%.

6. Application and admission procedure (Diagram 1)

6.1. Completion of the initial application form available online on the school's official website.

6.2. The school contacts the student providing access to upload the required documents for the application:

- Personal Statement: a written statement outlining the motivation for joining the IB DP and future goals.
- Proof of English Proficiency (if available)
- Extracurricular activity records (if available)
- Academic transcripts and report cards (if available)

6.3. If the student successfully demonstrates motivation for studying in the English DP program during the first phase, they will be invited for an interview, EPT, and English proficiency test (if standardized test results are not provided).

6.4. Upon successful completion of the assessment phase, the school director interviews with parents or guardians, with the participation of a psychologist, to:

- Understand Family Support
- Discuss Expectations
- Ensure Alignment with School Values
- Build a Support Network

6.5. The School Steering Committee, comprising the School Principal, the DP Coordinator, and 2 DP teachers, makes the final decision regarding admissions. This decision is final and not subject to review. The decision may be to accept and offer a place, offer a waiting list place, or reject the application.

6.5.1. Acceptance and Offer of a Place: An application is accepted if the student successfully completes the process and a vacancy is available. The offer is contingent upon payment of 10%

of the first academic year's tuition fees by the specified deadline. If payment is not completed by the deadline, the place will be offered to another applicant on the waiting list.

6.5.2. **Waiting List Offer:** If the application is completed but no vacancies are available, the child will be placed on the school's waiting list. Parents will be notified when a vacancy arises. Students on the waiting list or those not offered a place must reapply for the following academic year. Students who are waitlisted due to lacking vacancies are not automatically admitted the following year. They must reapply.

6.5.3. **Non-Acceptance of Application:** The School Steering Committee reserves the right to decline an application if it determines that:

- The school is not the appropriate environment for the student's development.
- A student's background or assessment results indicate they do not meet the program's minimum requirements.
- Required documentation as per admissions procedures is not provided.
- Parental expectations significantly differ from the school's services, approaches, and environment.

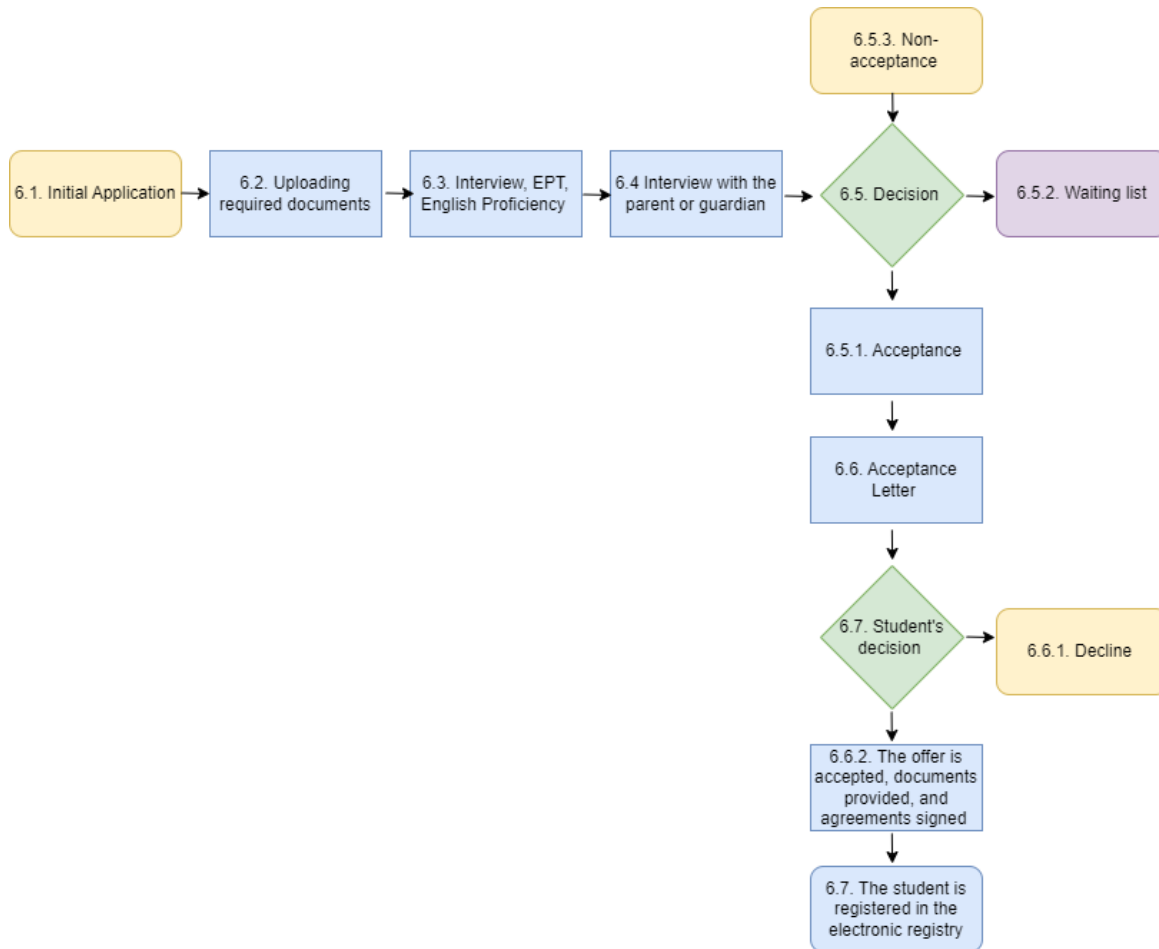
6.6. The student receives an acceptance letter, which may or may not include a scholarship offer.

6.6.1. The offer is revoked unless it is accepted by the deadline mentioned in the acceptance letter.

6.6.2. If the offer is accepted, the student receives the enrollment package with the IB DP and school policies. The student and parent sign the acknowledgment form (Appendix 1) and submit the required documents listed in Section 7.

6.7. The student is considered enrolled and registered in the electronic school registry.

Diagram 1. The Application and admission procedure at OEC



7. Required Documents

7.1.If the place is offered, the following documents must be submitted in due time:

- Signed agreement and statement of Acknowledgment and Acceptance Clause,
- Medical fitness report for school entry.
- 2 passport-size photos of the student (3x4)
- A copy of the student's birth certificate and a copy of their passport or national ID.
- A copy of the parent's passports
- Student transfer form in case of transferring from another school
- Certificate on student's special educational needs provided by the state regulatory body (if available)

- If applicable, documentation of the applicant's special educational needs provided by the state regulatory body
- Prepayment Receipt: 10% of the first academic year tuition fee must be paid. The prepayment is non-refundable.

8. Appeal

- 8.1. Parents or guardians must submit a written appeal to the IB DP Steering Committee within a specified timeframe after receiving the admission decision.
- 8.2. The appeal should include the applicant's name, details of the decision being appealed, and any supporting documentation or evidence.
- 8.3. The IB DP Steering Committee will review the appeal, considering all submitted information and relevant context.
- 8.4. The appeal outcome will be communicated to the parents or guardians in writing within a predetermined timeframe.
- 8.5. The decision made by the IB DP Steering Committee after the appeal is final and not subject to further review.

9. Communication and Policy Review

9.1. Accessibility

- 9.1.1. OEC's Admissions Policy is available on the school's website (www.ohanyan.org). It will also be included in informational packets distributed during open houses and school tours.

9.2. Annual Review

- 9.2.1. This policy is subject to an annual review at the beginning of each academic year to ensure a transparent, fair, and consistent approach to admissions, reflecting our commitment to educational excellence and inclusivity. The Steering Committee conducts the review process, which is responsible for evaluating the policy's effectiveness and making necessary updates to reflect on the evolving best practices and the needs of our school community.

9.3. Implementation

- 9.3.1. The Steering Committee is responsible for implementing and fulfilling this policy.
- 9.3.2. The Steering Committee reserves the right to deny admission to an applicant even if they meet the minimum requirements. This may occur when the school environment is not considered suitable for the applicant's individual development or if there is a significant misalignment

between parental expectations and the school's curriculum, teaching approaches, and overall environment.

9.4. Inquiries/contact information

Additional inquiries should be directed to DP Coordinator at DP@eiu.am.

9.5. Development: This policy was developed by the Steering Committee, which includes the Principal, the DP Coordinator, and two teachers. The policy was reviewed and discussed with parents, and their feedback was incorporated into the final version.

10. References

- International Baccalaureate. (2020). *Learner profile for IB students*. International Baccalaureate Organization. <https://www.ibo.org/globalassets/what-is-an-ib-education/learner-profile/learner-profile-2020.pdf>
- International Baccalaureate. (2009). *The Diploma Programme: From principles to practice*. International Baccalaureate Organization. https://www.ibchem.com/root_pdf/Principles.pdf
- International Baccalaureate. (2024). *Diploma Programme assessment procedures 2024*. International Baccalaureate Organization. https://resources.ibo.org/dp/works/dp_11162-426343?lang=en

Appendix 1.

Acknowledgment and Acceptance clause

Upon signing below, the student and the parent acknowledge and accept all policies, including the Access and Inclusion Policy, the Student Code of Conduct, and the Academic Integrity Policy.

Student Name:

Parent Name:

Signatures

Date