

GESM Admission Policy for IBDP and IBCP

General

The International Baccalaureate (IB) Diploma Programme (DP) is an assessed, two years program for students aged 16 to 19. It is respected by leading universities across the globe. While students choose subjects out of six groups 3 or more subjects could even be selected with German as language of instruction.

The International Baccalaureate (IB) Career-related Programme (CP) is a framework of international education that incorporates the vision and educational principles of the IB into a unique program specifically developed for students who wish to engage in career-related learning.

A. Admission criteria

A 1. External students:

1. General requirements

- Accomplished application form.
- A successful interview with the Head of IBDP/IBCP and the Head of the German School.
- Recommendation letter.
- Motivation letter.
- Transcript of High School grades.
- Payment of Deposit
- Tuition fees down payment

2. Inclusion

- Students with special needs are asked to schedule an individual appointment with the school to meet with the coordinator of the special needs department, the IBDP/IBCP coordinator and the head of school for information and interview.

3. Language

- For IBDP and IBCP the language of instruction is English and German in specific subjects
- All candidates must have a good command of the English language.
- As mentioned above for IBDP three or more subjects can be selected with German as language of instruction.
- Students in need for language support will have to go through an individual test conducted by the school. Depending on the outcome students will be admitted if the students and parents agree to the recommendations of the school in regard of time and possible additional fees.

4. Grades requirement

For admission in IBDP, students' needs to fulfill the following criteria in their high school with medium of instruction in English and German:

- Studied in IGCSE and/or an equivalent program/curriculum in English or German.
- Satisfactory grade (9-4) or equivalent in at least six subjects including Mathematics and English/German.
- No grade lower than a 4 or equivalent for any course selected in the IBDP.
- Letter of recommendation from the grade 10 teachers/head of school/program coordinator stating the student is suitable for the IBDP or IBCP.
- Predicted grades will be used for conditional acceptance until the scores are released in August.

Candidates from the French system (LFM) of Eurocampus joining IBDP/IBCP

- A course of "seconde" in the French system with all passing grades in the subjects selected for the IB Diploma respectively for IBCP.

For IBCP a course of grade 10 in a high school or IGCSE/GCSE English certification with the following:

- Satisfactory grade (9-4) in subjects the student will be required to choose according to their career-related studies

5. IT requirements

- Students who wish to enroll must bring their own device and must have sufficient computer skills to compose all documents needed in the process of teaching and learning in Microsoft 365.

6. CRS (opt for Arts or Management and suggested requirements)

- Special requirements for participation in the career-related part of the program will be clarified individually in collaboration with the partner organisation of GESM.

7. Special clause

Candidates who do not meet all the requirements can apply by stating his or her case in writing and by scheduling a personal interview with the school.

A. 2 Internal students

1. Grades requirement

- Candidates from the German section of GESM to enter IBDP
Graduation from "Klasse 10" (Gymnasium) in the German system with all passing grades in the subjects selected for the IB Diploma.
- Candidates from the German section of GESM to enter IBCareer-related Programme
Graduation from "Klasse 10" (Gymnasium / Realschule) in the German system with all passing grades in the subjects selected for the IBCP.

- Candidates coming from the International section of GESM to enter **IBDP**
Graduation from IGCSE with satisfactory grade (9-4) in at least six subjects including Mathematics and English and no grade lower than a 4 for any course selected in the IBDP
 - Candidates from the International section of GESM to enter **IBCareer-related Programme**
Graduation from IGCSE with satisfactory grade (9-4) in the subjects selected for the IBCP
2. CRS (opt for Arts or Management and suggested requirements)
 - Special requirements for participation in the career-related part of the program will be clarified individually in collaboration with the partner organisation of GESM.
 3. Special clause
 - Candidates who do not meet all the requirements can apply by stating his or her case in writing and by scheduling a personal interview with the school.

B. Description of roles of school personnel involved in the admission process

1. Roles of the admission office in the admission process
 - First contact / all interested parties must be connected to admissions department.
 - Informs about the general outline of the school / campus tour
 - Hand out and explanation of forms and procedures
 - Passes on and connects with the Head of IBDP/IBCP
 - Finalizes the admission / prepares the student file after positive feed-back from the Head of IBDP/IBCP
 - Hands over the admission file for approval to the Head of School (HoS)
 - Responsible for filing the complete documentation of the admission process
2. Role of the Administrator in the admission process
 - Requests for further background check, if necessary
 - Defines all matters regarding fees to be paid
 - Gives the final approval for entering the campus/lessons after approval from the HoS, after payment or different agreement in place.
3. Role of the IBDP and IBCP coordinator in the admission process
 - Contact with student/parents in regard of all pedagogical and program-related questions
 - Pre-approves/disapproves admission
4. Role of the Deputy Head of school in the admission process
 - Performs the responsibilities on behalf of Head of School as delegated or in case of absence

5. Role of the Head of School in the admission process

- Takes the final decision for admission after consultation with the Head of the IBDP/IBCP.

C. Admission process

The following admission process reflects the general process in place.

1. First contact

- All interested parties must be connected to the admission team, first
- The Admission Team documents the basic data with the help of the software used.
- After scheduling an appointment, the Admission Team conducts an initial information session.
- The initial information includes the following elements
 - Basic data on the school and the campus as well as on the departments, the facilities, the composition of the teaching staff, the student body and the parent body.
 - Campus tour
 - Program and options of the German Branch
 - Program and options of the International Branch
 - Program and options of IBDP/GIB and IBCP
 - Future prospects after graduation and possible career-related studies in Germany
 - Support systems in case of possible needs related to the language of instruction

After the parents have decided on the intended school enrolment

- Handing over the admission documents through the admission team

2. Responsibilities of all parties involved

- During the whole process, the Admission Team is responsible for filing the complete documentation and provided documents by all parties involved.
- Parties involved submit the part of the process for which they are responsible and ensure complete submission to the Admission Team.

3. Transfer to the head of the relevant department

- Presentation of the documents and information submitted by the parents and of relevance to the head of the department

4. Consultation with the head of the department

The interview with the head of the department includes the following points

- Getting to know the student
- Information and requirements related to the curriculum
- Possible choice of subjects
- Clarification of possible support needs

5. Referral back to the Admission Team

- The head of the department makes a recommendation for admission after the interview has been completed and the documents have been checked by him/her again.
- Part of the recommendation is the justification of the need for support and a corresponding recommendation on scope and content.
- The Admission Team submits the complete documentation to the Head of School after the results of the interview have been submitted.
- At the same time, the Admission Team clarifies the necessary steps with the administration.
 - Determination of the annual school fees, the deposit as well as the admission fees
 - Preparation of the payment request for the parents

6. Finalisation of the admission procedure

- The school management decides on the general admission
 - This includes the determination of a possible supplementary agreement for extraordinary support.
- The administrative management checks the extent of possible additional fees based on the extraordinary support requirement.
- Parents will then be notified by the Admission Team accordingly
 - On the possible admission of their child
 - the request for payment
 - the targeted 1st school day of the child after receipt of agreed payments

D. Other related documents:

This policy should be read in conjunction with the following documents:

1. GESM Assessment Policy
2. GESM Language Policy
3. GESM Academic Integrity Policy
4. GESM Inclusion Policy
5. IBCP CRS brochure/Handbook
6. IBDP brochure/Handbook

E. Abbreviations:

GESM: German European School Manila
IB: International Baccalaureate
IBCP: International Baccalaureate Career-related Program
IBDP: International Baccalaureate Diploma Program
MLA: Modern Language Association

CRS: Career Related Studies

CP: Career related Program

DP: Diploma Program

F. Policy Revision timeline

Last reviewed: 1st February 2021, 19th March 2021

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