**IB School Code: 052067**

**IB DIPLOMA PROGRAMME**

**AT TWS(JIAXING)**

**Admission Policy**

2022-2023

Academic Year

**IB Mission Statement**

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programs of international education and rigorous assessment.

These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right ([www.ibo.org](http://www.ibo.org)).

**IB Learner Profile**

**The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.**

**IB learners strive to be:**

**Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**Thinkers**

We use critical and creative thinking skills to analyze and take responsible actions on complex problems. We exercise initiative in making reasoned, ethical decisions.

**Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**Open-minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**Caring**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world arounds us.

**Risk-takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**Balanced**

We understand the importance of balancing different aspects of our lives – intellectual, physical, and emotional – to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**Reflective**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

**(**[**www.ibo.org**](http://www.ibo.org)**)**

1. **GENERAL SECONDAY SCHOOL ADMISSION, TRANSFER AND WITHDRAW (Grade 7-10)**
2. **IBDP ADMISSION POLICY (Grade 11-12)**
3. **GENERAL SECONDARY SCHOOL ADMISSION, TRANSFER AND WITHDRAW (Grade 7-10)**

TWS(Jiaxing) maintains clear guidelines and procedures for admission and placement of students. The High School will admit age-appropriate students who are capable of success in its academic program without the support of a special learning disabilities program. Students with mild learning differences who are deemed capable of meeting the demands of the program with the help and support of the regular classroom teachers can be admitted on a probationary basis. Occasionally, external diagnostic testing may be recommended or required at parent expense, to ensure that the teachers have adequate information with which to prepare effective teaching strategies for these children. Students with school records that indicate their need for excessive teacher support or attention (including discipline) may be denied admission.

**ADMISSION POLICIES**

All questions regarding admission to the High School program should be forwarded to the Director of Admissions for the high school. The school admission requirements may change from year to year and may vary from school to school.

**ADMISSION PROCESS**

After the Head of school has confirmed that the academic and behavioural records are in order and that all fees have been paid, the registrar is advised that the student is given placement tests for English and Math (if deemed necessary). Following review of the placement test results by the respective department chairs, the student is provided with a provisional schedule. This schedule may be changed within the first few weeks of school depending on classroom teacher evaluation of progress.

***Eligibility to attend TWS(Jiaxing)***

TWS(Jiaxing) is subject to the laws of the Government of the People’s Republic of China, and the regulations set by the Ministry of Education.

***Passport and Visa Requirements***

By Chinese law, international schools may accept children of expatriates residing temporarily in China and traveling on a foreign passport. The school must see the original passport and visa of the student at the time of registration and will maintain photocopies in the student’s file.

***Transcript Review***

Grade level placement and class scheduling are based on a transcript review that matches students to appropriately levelled classes. This may involve placement in classes typically at grade levels above and/or below the student’s age appropriate grade level.

***ESL Level***

Students entering the 7th to 12th grade level (the Secondary School) are screened in regards to reading, writing, and communication ability. After 8th grade, it is critical that students be able to function in a secondary school environment with minimal ESL support. To this end, students are rigorously tested to ensure they meet TWS(Jiaxing) minimum proficiency requirements.

***Letter of Reference***

At least one letter of reference is required supporting the student’s potential for success in a college preparatory secondary school programme. This letter should be written by an educator who had first-hand experience with the student for at least a semester/year.

***Grade Level Placement***

Upon enrolment, students are placed in a grade or section based upon their academic success in the past and age. In some cases, students will be considered for placement to a grade ahead of their peers’ age, if their academic record justifies such placement. However, even in such cases, it is the policy of the school for the new student to begin a placement to a grade with students of his or her age. After a period of teacher assessment, this placement may be reviewed and adjusted to benefit each student’s academic growth. Social, developmental, and academic progress and status are considered equal factors in this assessment.

In some cases, the Secondary School staff will recommend that a student be retained at a grade level in the following school years. Teachers are fully cognizant of the various social and psychological ramifications of retention, and make this recommendation only when they all agree it is in the best step for overall academic and social interests of the child. In some cases, this is a recommendation only, and parents will make a decision after meeting with a panel of teachers who will advise on the situation. In other cases, when the teachers feel strongly that it would be detrimental for the child and/or the other students in the class for the child to be promoted, the school may make the re-enrolment of the child contingent upon retention. Grade placement is the purview of the school administration; while parent input will be considered, the school decision will be final.

**TUITION AND FEES**

Tuition fees cover all the operating and capital costs of the school, including teacher salaries and benefits, books and materials, computers and software, utilities, building, and operating expenses.

All fees must be paid prior to student’s admission to the school. The school requires that fee payment be made in RMB. Students who leave during or at the end of the first semester are entitled to a refund of the second semester of the annual tuition. Students who leave during the course of the second semester are not entitled to tuition refund.

**WITHDRAWAL FROM TWS(Jiaxing)**

Students leaving the Secondary School should inform the office as soon as they know they will withdraw. This will enable the office to prepare leaving documents. Before such documents can be issued, a withdrawal form must be prepared, which checks on such things as library and textbooks being held by students, outstanding fees, forwarding addresses, and so on. Students who withdraw within three weeks of a normal Progress Report issuance will not receive an early report. The Progress Report will be forwarded to the parents or the office when it is issued on the regular date. Students leaving more than three weeks prior to a Progress Report issuance will receive a special interim report, presenting the record of the academic progress of the students at the time of withdrawal.

1. **IBDP ADMISSION POLICY (Grade 11-12)**

**DP1/GRADE 11 ADMISSIONS**

Students who enter the School in Grade 11 will have gained strong results in the MYP programme, or transfer students will have achieved an acceptable academic standard at their previous school. Acceptance into the IB programme is at the discretion of the HOS and the IB Coordinator.

Considering that IB Diploma students will be faced with a range of new and unfamiliar concepts or subject names, they should read carefully the course outlines contained within this document. The IB Diploma Coordinator and IB Teachers will be answer all student questions. It is important, too, that students listen to the advice of teachers regarding the choice of subjects. The IB Coordinator carries ultimate responsibility for the IB Diploma Programme.

**PLEASE KINDLY REVIEW OUR LANGUAGE POLICY in relation to qualifying for a place in our IBDP Programme. Kindly also overview our INCLUSION POLICY.**

**COST**

The IB Diploma examinations are not included in the annual school fee.

**UNIVERSITY ENTRANCE**

***United Kingdom and Ireland***: For many years, the IB Diploma has been accepted for admission purposes. Offer of admission to a certain department within the given university will be made conditional upon the student’s results. Offers are based either on total diploma points or on the results of the three subjects offered at Higher Level. Some other universities will base entry on Certificates and do not require the full Diploma.

***USA***: The IB Diploma is not required for university entrance in the US. However, most prominent universities have developed IB policies, which include advanced placement, course credit and special consideration at the time of admission. In some cases, a full year of university standing is awarded to IB Diploma holders. Recognizing the high standards of the IB Diploma Program, admissions officers look favourably on student enrolment in IB courses. Students are required to complete SATs and make college applications direct to specific universities. Particular mark and subject requirements exist for different universities and university departments. This information should be obtained directly from the relevant university.

***Continental Europe***: All European countries for entrance into their national universities accept the IB Diploma. Some countries require that all exams be taken in the Diploma year (Germany) or a certain level of Mathematics. Particular mark and subject requirements exist for different university systems and university departments. This information should be obtained directly from the relevant Education Ministry or university.

***Australian and New Zealand***: The IB Diploma is recognized as an admissions credential. The Vice Chancellor offices have developed a scale of equivalency, which puts IB diploma holders in a very favourable position for gaining acceptance. Offers are based on total points and sometimes results of selected Higher-Level courses.

***Canada***: The IB Diploma is recognized throughout Canada as an admissions credential. Some of the most selective universities may require it for the admission of students who have been studying outside Canada. Entrance at second-year standing for Diploma holders is a possibility at some universities.

See [www.ibo.org](http://www.ibo.org/) for more information regarding a particular university requirement. Additionally, some countries or overseas universities may require additional testing or assessment as part of their application process. Please discuss any specific requirements with the IB Coordinator or the School’s College Counsellor.

**GLOSSARY OF TERMS**

**Authentication**

The process by which teachers verify that the work submitted for assessment by students in their own. Teachers must also be able to verify that students have not received undue levels of assistance in their preparation of work and all resources are acknowledged (references), including people who have provided assistance and the level of assistance provided.

**Course Design**

The course design describes the units available and prescribes the objectives, work requirements or outcomes and assessment tasks.

**IBO**

International Baccalaureate Organisation. For more information about the IBO see [www.ibo.org](http://www.ibo.org/).

**Pre-requisite Studies**

These are nominated by individual post-secondary course authorities, as studies which must be satisfactorily completed by all applicants seeking admission to that course. Applicants who do not meet this condition may not be considered for selection. If a pre-requisite study must be included in the best four studies for scoring purposes, this will be indicated by the phrase ‘studies which must be included in the best four’. Most courses offer a choice from a list of pre-requisite studies. Students studying the IB Diploma Program should read all the literature produced by the university to ensure their studies meet prerequisite and minimum study score requirements. See the Careers/University Counsellor or contact the university directly, for more information.

**Semester**

Half year.

**Special Consideration**

A student may be eligible for special consideration if personal circumstances have affected their work to a significant degree, for example, a disability or an illness. The student must formally notify the school and evidence mist be provided to the IB Diploma Coordinator, as specified in the IBO guidelines. It is at the discretion of the IBO if special consideration will be given to a student.

**Handbook of Procedures**

This booklet contains IB Diploma guidelines as set by the IBO for the IB Coordinator and IB Diploma Programme teaching staff.

**Tertiary Education**

University or college education i.e. post High School Diploma.

**SELECTING THE MOST APPROPRIATE COURSE**

**TRANSITION – Trade 10 to the IB Diploma**

The process of transition to the IB Diploma is an ongoing process throughout what would normally be a student’s fourth year in secondary school. At TWS(Jiaxing) the process includes:

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| --- | --- |
| **SEMESTER ONE** | Career Guidance Commences |
| **SEMESTER ONE** | Homeroom Workshops |
| **MID YEAR BREAK** | Work Experience (optional) |
| **APRIL** | Course and Careers Information Counsellor provides detailed information on the various options for students at the end of Grade 10 and tertiary entry, course selection for IB Diploma. |
| **APRIL** | Mathematics teachers establish each student’s Mathematics status for IB Diploma. |
| **APRIL** | Individual course counselling begins. |
| **APRIL** | HOS determines which subjects will not be offered. Blocking grids are produced. |
| **MAY** | Students whose course selection could not be satisfied are counselled regarding their options in the future. |

**CONSIDERING A COURSE FOR GRADE 11 AND 12**

**Basic Questions**

To determine subject choices a student should ask himself/herself the following questions:

* What sort of career do I wish to pursue when I leave school?
* Is there a university course necessary or desirable for entry to that career?
* What subjects (pre-requisites) are required for entry to that university course?
* What subjects am I good at?
* What subjects interest me?

**Career Advice**

The school Career/University Counsellor will assist students to:

1. Assess their own abilities and career preferences
2. Make the correct choice of subjects in Grade 10
3. Consider carefully the various factors involved in choosing a tertiary course and institution.

Teachers are only available to ADVISE students of the options open to them. It is up on the student together with his/her parents to make the FINAL DECISIONS. With this in mind, parents should encourage open discussion so that their children are able to make an informed and realistic decision.

**STEPS IN CHOOSING THE IB DIPLOMA**

Step FOUR –

**Choose your IB Diploma Subjects**

* 3 Higher Level subjects (more demanding)
* 3 Standard Level subjects (less demanding)

Step THREE –

**Establish PREREQUISITES for entry to course or training required**

* UNIVERSITY DEGREE IB Diploma prerequisites specified by the relevant university or other entrance examination requirements
* UCAS- [www.ucas.co.uk](http://www.ucas.co.uk/)

Step TWO –

**Establish COURSE or TRAINING required for entry to your chosen career**

* Job Guide
* (Computer Programme)

Step ONE –

**Select your CAREER(S)**

* Career Counsellor
* Career Information on the Web
* Industry Contacts

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国际部副校长（Deputy Head of School）

& IBDP协调员(IBDP Coordinator)

Edited on 1st September, 2022