



INTERNATIONAL SCHOOL OF  
HERZEN UNIVERSITY

# ADMISSION POLICY

2020 - 2022



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## ISHU Admissions Policy

ISHU is a general education school accredited to provide programs for primary, basic and secondary general education in the Russian Federation (language of instruction: Russian). ISHU has been authorized to teach the International Baccalaureate Middle Years Program (the IB MYP) (languages of instruction: Russian and English) since October 2017. The International School of Herzen University is a candidate school\* for the International Baccalaureate Diploma Programme. The school is pursuing authorization as an IB World School. IB World Schools share a common philosophy - a commitment to high-quality, challenging, international education - that we believe is important for our students.

*\* Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme (DP), or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted.*

*For further information about the IB and its programmes visit <http://www.ibo.org>.*

### Admissions Procedure: General

ISHU follows an inclusive admission policy. We do not allow discrimination based on race, religion, color, sex or national origin and seek to enroll all prospective students. Admission is possible at any time during the year based on the availability of seats in classes.

The documents required for enrollment include academic performance records for the previous period of education issued by the student's previous school (if applicable), accurate data about the child's health (a medical chart), and the birth certificate to confirm the child's age.

The enrollment process involves an interview with the student and his/her parents (trustees, guardians). The main goals of the interview are to determine whether the student is prepared to successfully study at ISHU and to design an Individual Educational Pathway subject to the student's individual capabilities. For further detail about Individual Educational Pathway design and implementation, **see the ISHU Inclusion Policy.**

### Allocation by Grade Levels

A student's grade level and language and literature / language acquisition group are determined by the Interview Committee, based on the student's individual characteristics and proficiency level. A decision to enroll the student in a certain grade is made by the ISHU Administration based on the recommendations of the Interview Committee.

## Admissions to the IB MYP (Grades 5-9)

For the IB MYP (all students, in all years of the Middle school, Grades 5-9), the entrance interview is conducted by the Interview Committee comprised of teachers of Mathematics, Russian and English, a psychologist and a speech therapist (and, if necessary, a teacher of another foreign language, the child's native language or the language studied). The parents (trustees, guardians) will be asked to provide information about their child's educational background, educational needs and plans for further education if any. An Individual Educational Pathway for the student will be designed based on this information, along with the results of the interview, and a Contract will be made. For further detail as to developing and monitoring students' progress based on their Individual Educational Pathway, **see the ISHU Inclusion Policy.**

A grade level and a language acquisition group most appropriate to the student's proficiency level and individual characteristics are determined by the Administration based on recommendations of the Interview Committee.

An important element of the Individual Educational Pathway is selecting the language of instruction. The language of instruction is determined based on the student's native language, the language(s) spoken in his/her family, the student's educational background and needs, and the entrance interview results. For further detail as to Language Pathways offered by the ISHU, **see the ISHU Language Policy.**

ISHU offers the IB MYP program with instruction in both Russian and English. To be eligible to enroll in this program, the student needs to have the required proficiency in Russian (at level B1 or higher) and / or English (see the required levels in the table below). Depending on the combination of proficiency in these two languages of instruction, the Individual Educational Pathway will be designed. For further detail, see **the ISHU Language Policy.**

*Grade / MYP Year Required English proficiency level at the year beginning (to be confirmed by a certificate)*

5 / MYP Year 1	A2 (YLE: Flyers)
6 / MYP Year 2	A2+ (KET)
7 / MYP Year 3	B1
8 / MYP Year 4	B1+ (PET)
9 / MYP Year 5	B2

## Admissions to the IB Diploma Programme

*International School of Herzen University is a candidate school\* for the Diploma Programme. This school is pursuing authorization as an IB World School. IB World Schools share a common philosophy- a commitment to high-quality, challenging, international education- that we believe is important for our students.*

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Once ISHU is authorized to teach the IB Diploma programme, the IB Diploma programme will be implemented at ISHU as one option for the secondary school (Grades 10-11). The IB Diploma programme is to be implemented with English as a language of instruction and is to lead to the certification with the IB Diploma or the IB Course certificate, depending on what Individual Educational Pathway is chosen by a student.

Candidates from any educational system may enroll on the ISHU IB Diploma programme as long as both of the following requirements are met:

- a candidate provides the certificate of the Middle Years' stage completion (for candidates from the Russian Federation, it is the RF Grade 9 Certificate of Education; for candidates from other educational systems, a proper certificate of completion of their relevant educational programme for the Middle Years' stage or a transcript from the school they have been studying is required).
- a candidate has at least B2 level of proficiency in the English language; candidates are expected to demonstrate their level of proficiency in English during the entrance interview and / or provide the language certificate, e.g., at least Cambridge English Language Assessment: First (for Schools) (or any other formal certificate of an international testing system of a corresponding level). For further details on language pathways and language support for the IB Diploma students, **see the ISHU Language Policy**.

The Admissions Committee for the ISHU IB Diploma Programme is to include the school principal, the IB DP coordinator, the school psychologist and subject teachers (optional).

Applications for the IB DP must be submitted before the 15 March of the academic year prior to the one a candidate applies for. The entrance interviews are to be conducted between 15 March and 15 April of the academic year prior to the one a candidate applies for. The Interview is conducted by an English teacher, a Mathematics teacher, other subject teachers of the subjects a candidate plans to study at a Higher Level (HL) and a University counsellor / psychologist.

The entrance interview includes:

- English language (interview with an English teacher, lexis and grammar test, writing a motivation letter for the IB Diploma programme)
- Mathematics (test at the level of G9 RF State Exam requirements)



- Other subjects a candidate plans to study at an HL (at the discretion of the Admissions Committee)
- Interview with a University Counsellor.

If a candidate is to enter the IB DP from a different educational system / different school, the parents (trustees, guardians) will be asked to provide information about their child's educational background, educational needs and plans for further education if any. Any candidate's parents (trustees, guardians) are to demonstrate their understanding of and agreement with the main principles and requirements of the IB DP as well as realization of the effort required to succeed in the IB DP.

The main objective of the entrance interview is to develop a candidate's Individual Educational Pathway, which, in the case of the IB DP includes the following:

- to decide whether the candidate is to study for the full IB Diploma, including 5 subjects from the 5 compulsory subject groups, 1 additional subject, Theory of Knowledge, Extended Essay) or the candidate chooses some components of the IB DP, pursuing the award of a DP Course certificate
- to decide which subjects the candidate chooses to study at the HL (3 or 4 subjects, in the case of the full IB Diploma).

## Disenrollment from ISHU

Students may be disenrolled from ISHU either on the initiative of their parents or ISHU.

When initiated by parents, the disenrollment is completed on the basis of a written application of the parent which serves as the grounds for terminating the Contract between ISHU and the parent. In order to receive the student's personal file and medical chart, the parent will need to provide a certificate from the educational institution in which the child will be enrolled for further education.

Students may be disenrolled from ISHU on the initiative of ISHU in the following cases:

1. If the parent fails to comply with the Contract by failing to timely pay tuition fees, ISHU will terminate the Contract on a unilateral basis and notify the parent accordingly at least 15 days prior to the termination.
2. A student who is fifteen years of age or older may be disenrolled from ISHU for repeated gross violations of the ISHU Internal Regulations. The student will be disenrolled if the disciplinary measures had no effect and his/her continued presence in the school has a negative impact on other students, violates rights of other students and staff of ISHU, and disrupts the normal operation of ISHU. A decision to disenroll a student who has not completed

general education will be made by Principal of ISHU in accordance with the recommendations of the Teachers Council, subject to the opinion of the student's parents (legal representatives) and with the consent of the Commission on Affairs of Minors and Protection of Their Rights. A decision to disenroll orphans and children left without parental care will be made with the consent of the Commission on Affairs of Minors and Protection of Their Rights and a guardianship and trusteeship body.

ISHU will promptly report the disenrollment of a student to his/her parents (legal representatives) and a local self-governance body.

Enrollment and disenrollment during the school year Admission is possible throughout the school year. Students will be enrolled in accordance with the Admissions Policy.

A student may be disenrolled and transferred to another school throughout the school year based on an application from his/her parents (legal representatives) or on the initiative of the School if the Educational Services Contract is not complied with. In this case, the student's parent (legal representative) will need to provide a document certifying the child's enrollment in another school.



## International School of Herzen University

Phone: (812)315-7442; 275-6716

Fax: (812)275-5610

E-mail: [school@interschool.ru](mailto:school@interschool.ru)

[www.interschool.ru](http://www.interschool.ru)