



"SHIRAKATSY LYCEUM" INTERNATIONAL SCIENTIFIC-EDUCATIONAL COMPLEX

IB DIPLOMA PROGRAMME
ADMISSIONS POLICY



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1. AIMS OF THE POLICY

- 1.1. The current policy regulates the admissions procedures to the International Baccalaureate Diploma Program of Shirakatsy Lyceum (Shirakatsy Lyceum).
- 1.2. The foundations of the admissions are:
 - 1.2.1. equal opportunities and non-discrimination,
 - 1.2.2. discovery of gifted and talented individuals,
 - 1.2.3. promotion of challenging, modern and high-quality education.
- 1.3. The admissions to the International Baccalaureate Diploma Programme (hereinafter referred to as IBDP) are conducted in two sessions: April and June.
- 1.4. The admission in the Shirakatsy Lyceum is conducted by the Admission Committee (Admission Committee) and is approved by the General Director.

2. ELIGIBLE CANDIDATES

The IBDP admission is held on a competitive basis with consideration of the IBDP applicants' admission exams and interview results as well as motivation and recommendations letters. The following students are eligible to apply:

- 2.1. 10th grade Students regardless of their citizenship status within the Republic of Armenia*
 - 2.1.1. For the academic year of 2024-2025 students planning to take IBDP in conjunction with RA National curriculum are eligible only for April session admissions.
- 2.2. Students who are citizens of foreign countries and plan to apply for the last 2-year of High School program,
- 2.3. IBDP 1st year students who will be transferred from other IB World Schools to continue their education in the Diploma Programme of Shirakatsy Lyceum given the subjects of student's choice are offered.

*RA citizens are offered IBDP only in conjunction with RA National curriculum (Shirakatsy Lyceum national program). Additional charges for the Shirakatsy Lyceum national program are applied, please check the list of tuition fees.

3. ADMISSION PROCEDURES

The interested candidates need to:

- 3.1. fill out the application form available at the link <https://shirakatsy.am/forms>,
- 3.2. submit a motivation letter and two recommendation letters from their school faculty,
- 3.3. take placement tests in English and Mathematics,
- 3.4. fill out the subject selection form if they pass the above-mentioned steps (see Section 9: Subject selection),
- 3.5. participate in an interview process. Interviews will be conducted within the framework of the IBDP subject groups,
- 3.6. participate in psychological tests to reveal their IQ.



4. ENROLLMENT REQUIREMENTS

- 4.1. Successful applicants should present all the required documentation and meet the minimum passing threshold based on comparative analysis set by the Shirakatsy Lyceum Admission Committee and demonstrate high performance during the interview process. Motivation and recommendations letters will be taken into consideration as well.
- 4.2. In special cases, for the candidates who do not meet one of the requirements, the Admissions Committee may decide to admit the candidate to the IBDP on a conditional basis, on a probationary period of one academic term. Upon completion of the term, the Shirakatsy Lyceum Board of Directors will make a decision whether the student may continue or should withdraw from his/her studies in IBDP (based on the student's progress and compliance with learner's description).
- 4.3. Students can be admitted to IBDP only if there is proof of completion of the 10th grade of RA national curriculum or an equivalent. Students expelled from the Shirakatsy Lyceum middle school (for academics or behavior) can be admitted to the IBDP only by the recommendation of the Admission Committee. Such recommendations of the Admission Committee can be vetoed by the Shirakatsy Lyceum Board of Directors or the General Director.
- 4.4. A pre-assessment will be conducted for all subjects taken by students who are transferring from other schools to the Diploma Programme (*no later than November 15*).
- 4.5. The students of Shirakatsy Lyceum who have withdrawn from the IBDP may be considered as continuing candidates in the Shirakatsy Lyceum national educational program upon the decision of the Shirakatsy Lyceum Board of Directors. Upon a positive decision regarding the transfer, the student must undergo an admissions procedure in accordance with the relevant admissions policy of the Shirakatsy Lyceum. The applicant can only be considered for enrollment in the national program after meeting the aforementioned requirement.

5. REQUIRED DOCUMENTATIONS

- 5.1. The students of Shirakatsy Lyceum must submit the below mentioned documents online:
 - 5.1.1. Two Recommendation Letters from school faculty (see Appendix 1),
 - 5.1.2. Passport-size photo (3x4),
 - 5.1.3. Examination fee payment receipt.
- 5.2. The applicants outside the Shirakatsy Lyceum must submit the below mentioned documents online:
 - 5.2.1. Copy of the Birth Certificate or Passport,
 - 5.2.2. Official Transcripts,
 - 5.2.3. Two Recommendation Letters from school faculty (see Appendix 1),
 - 5.2.4. Passport-size photo (3x4),



- 5.2.5. Proof of Residence,
- 5.2.6. Health Reference Letter (in accordance with RA legislation),
- 5.2.7. For non-citizens of RA, proof of health insurance for the period of study,
- 5.2.8. Examination fee payment receipt.

**To submit an application form and to participate in the admission examination process a one-time payment (examination fee) of AMD 9,600 is set. The amount is non-refundable.*

***Children of bilateral orphans, from families of freedom fighters victims, and families with five or more children are exempted from the examination fee. The Admission Committee may decide on a case-by-case basis regarding other applicants' eligibility for exemption.*

6. ADMISSIONS

- 6.1. Upon successful completion of the enrollment requirements, candidates are granted an admission offer or a conditional admission offer by May 25th. The admission offer or the conditional admission offer discloses the Shirakatsy Lyceum's will to admit the students to IBDP provided that all the enrollment conditions are met by the student. The offer is binding for the Shirakatsy Lyceum with the exceptions made in this article.
- 6.2. Admission offer or conditional admission offer may be withdrawn due to
 - 6.2.1. Non completion of 10th grade or equivalent,
 - 6.2.2. Violation of disciplinary regulation of the Lyceum or any other school,
 - 6.2.3. Evidence of fraud in any documentations presented by the candidate,
 - 6.2.4. Evidence of academic integrity violation by the candidate,
 - 6.2.5. Getting expelled from the Shirakatsy Lyceum or any other school due to low academic performance, behavioral issues, etc.
 - 6.2.6. New information regarding the applicant obtained by the Admission Committee that at their judgment may impede educational process of the applicant or other students,
 - 6.2.7. Other similar cases.
- 6.3. Upon receiving an admission offer or conditional admission offer, candidates and their parents complete the "Intent to Enroll" form (see Appendix 2) and submit a 100,000 AMD deposit for the Diploma Programme within 10 days. The form and the deposit should be received within 10 days after receiving the admission offer or conditional admission offer. This deposit is credited towards the first installment of the tuition fee if the candidate chooses to enroll. However, should the candidate opt not to pursue studies in the Diploma Programme, the deposit fee is non-refundable. Refunds of the deposit fee are only possible if the candidate applies for a scholarship, declines the offered amount, and decides against enrolling in the Diploma Programme.
- 6.4. For all non-withdrawn admission offers and conditional admissions offers admission decision or respectively a conditional admission decision is made by July 7th.
- 6.5. The last stage of the admissions process is signing Educational programme implementation contracts with the candidate and their families by August 31st.

7. FINANCIAL AID

- 7.1. The Shirakatsy Lyceum students who are admitted to the IBDP and continue studying with RA national curriculum can apply for the Financial Aid provided by the Shirakatsy Lyceum. The regulations regarding the financial aid are constituted by the Scholarships Regulations of Shirakatsy Lyceum. The following main conditions apply:
 - 7.1.1. Applicant's academic performance
 - 7.1.2. Family financial needs



8. FINAL REMARKS

- 8.1. All other issues related to the admission but unforeseen by this policy are decided by the Shirakatsy Lyceum Board of Directors with consideration of the Admission Committee recommendations.
- 8.2. In exceptional cases, the Admissions Committee will determine whether to process applications submitted after the deadline.
- 8.3. Electronic copies of the documents are uploaded to the online application registration system (the link is posted on the official website of Shirakatsy Lyceum). The application is considered valid if all the documents marked with an asterisk (*) in the online application registration system are uploaded, and the documents listed with a non-asterisk are subject to mandatory submission before signing the contract.
- 8.4. The deadlines set in this regulation as well as other regulations, may be amended as necessary. In case of changes, they will be published on www.shirakatsy.am.
- 8.5. The policy is available in English and Armenian. In case of any discrepancies between the languages the priority will be given to the English version of the document.

*Note: After filling out the application, the system automatically sends a message to the email address specified in the application stating that the application was successfully accepted.

9. SUBJECT SELECTION

- 9.1. Mainstream subjects: DP category candidates taking the diploma study six subjects selected from the subject groups below. Normally one subject from each group should be chosen to study as a higher level (HL) and standard level (SL) subject.

The subject groups and core elements are as follows:

- 9.1.1. Studies in language and literature
- 9.1.2. Language acquisition
- 9.1.3. Individuals and societies
- 9.1.4. Sciences
- 9.1.5. Mathematics
- 9.1.6. The arts
- 9.2. Core subjects: Besides the mainstream subjects, DP also has the following core elements; Extended Essay, Theory of Knowledge, and Creativity, Activity, Service (extra-curricular projects).
- 9.3. When making choices a student should consider:
 - 9.3.1. Their areas of interest and what they are good at,
 - 9.3.2. What would they like to study at university,
 - 9.3.3. University prerequisites.
- 9.4. When selecting six subjects for a diploma, students may take either of the two following options:
 - a. Two subjects at standard level (SL) and four subjects at higher level (HL)
 - b. Three subjects at SL and three subjects at HL



- 9.5. During the study at the Diploma Programme all candidates must receive the recommended teaching time of 150 hours for each SL and 240 hours for each HL.
- 9.6. All HL subjects must be taught over the two years of the programme, and requirements of the core must also be met over the same two-year period.
- 9.7. Subject Selection form is available at

<https://docs.google.com/forms/d/e/1FAIpQLScJKlmxext-c03vqWEZ7YDW07VyJwVYvKBuafW8DcRikhLIQ/viewform>

10. REFERENCES

- The Diploma Programme; From principles into practice, IBO, 2009
- The Diploma Programme: Guide To School Authorization: Diploma Programme, IBO, updated 2016
- The Diploma Programme: Assessment Procedures, IBO, 2023

11. CONTACTS

Address; Yerevan, Nor Nork 5th Micro-District, Artem Mikoyan St., 35 Building

Tel.: +374 44 64 01 26, +374 10 68 01 02

Email: info@shirakatsy.am, admissionoffice@shirakatsy.am



**APPENDIX 1: SHIRAKATSY LYCEUM HIGH SCHOOL IB DIPLOMA PROGRAMME
RECOMMENDATION FORM**

1. Name of Applicant: _____
(First name, Last name)

2. School of Applicant: _____

3. Your assessment will help us to evaluate the application. Please rate him/her on the following characteristics:

AREAS	EXCELLENT	GOOD	FAIR	POOR
INTELLECTUAL ABILITY				
WRITTEN COMMUNICATION				
ORAL COMMUNICATION				
CREATIVITY				
ABILITY TO ANALYSE PROBLEMS				
ACADEMIC HONESTY				
INITIATIVENESS				
ABILITY TO WORK INDEPENDENTLY				
ABILITY TO WORK WITH PEOPLE				
DILIGENCE				
SENSE OF RESPONSIBILITY				
RELIABILITY				
LEADERSHIP				
EMOTIONAL STABILITY				
INTERPERSONAL RELATIONS				

4. How long have you known the applicant _____

5. How well do you know the applicant and in what capacity?

NAME _____

SIGNATURE _____

POSITION _____

SUBJECT AREA _____

PHONE _____

EMAIL _____

Confidential: Please return in the envelope provided by the IB Diploma Programme Coordinator of Shirakatsy Lyceum (35 Artem Mikoyan Street, 0079 Yerevan, Armenia) or send via email (admissionoffice@shirakatsy.am).



**APPENDIX 2: SHIRAKATSY LYCEUM HIGH SCHOOL IB DIPLOMA PROGRAMME
INTENT TO ENROLL FORM**

Personal Information (Student)

- Full Name: _____
- Date of Birth: _____
- Nationality: _____
- Social Security Number: _____

Parent/Guardian Information

- Full Name: _____
- Relationship to Student: _____
- Passport: _____
- Social Security Number: _____
- Contact Information:
 - o Phone Number: _____
 - o Email Address: _____
 - o Address: _____

Educational Background (Student)

- Previous School Name: _____
- Graduation Year: _____

Declaration of Intent

I, _____, hereby declare my intent to enroll
_____ in the Shirakatsy Lyceum High School IB Diploma
Programme for the academic year 2024-2025. I understand that a non-refundable deposit of
100,000 AMD is required to secure Student's place in the program, and I am authorized to make
this financial commitment on their behalf.

Signature (Parent/Guardian): _____

Date: _____

Student Signature: _____

Date: _____