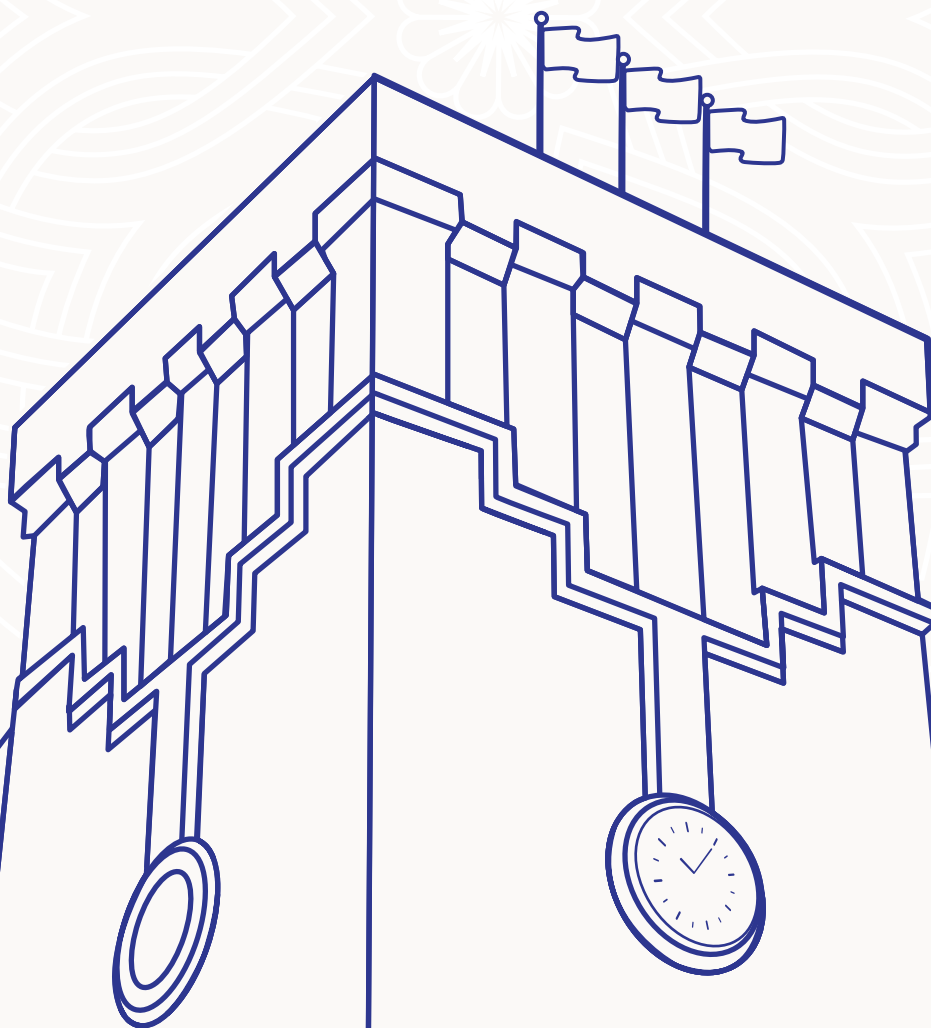


# "Shirakatsy Lyceum" International Scientific- Educational Complex





“Shirakatsy Lyceum”

International Scientific-Educational Complex

"SHIRAKATSY LYCEUM" INTERNATIONAL SCIENTIFIC-EDUCATIONAL COMPLEX

IB DIPLOMA PROGRAMME

ADMISSIONS POLICY

2025-2026



MEMBER



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## 1. AIMS OF THE POLICY

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- 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:
  - equal opportunities and non-discrimination,
  - discovery of gifted and talented individuals,
  - 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

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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 recommendation letters. The following students are eligible to apply:

- 2.1. 10th grade students regardless of their citizenship status within the Republic of Armenia\*  
For the academic year of 2025-2026 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

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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. participate in psychological tests to reveal their IQ,
- 3.5. participate in an interview process. Interviews will be conducted within the framework of the IBDP subject groups,
- 3.6. fill out the subject selection form if they pass the above-mentioned steps (see Section 9: Subject selection).

#### 4. ENROLLMENT REQUIREMENTS

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- 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 recommendation 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 Admission 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

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

- Proof of Residence,
- Medical card (former form 026),
- For non-citizens of RA, proof of health insurance for the period of study,
- 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 15,000 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

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- 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
  - Non completion of 10th grade or equivalent,
  - Violation of disciplinary regulation of the Lyceum or any other school,
  - Evidence of fraud in any documentations presented by the candidate,
  - Evidence of academic integrity violation by the candidate,
  - Getting expelled from the Shirakatsy Lyceum or any other school due to low academic performance, behavioral issues, etc.
  - New information regarding the applicant obtained by the Admission Committee that at their judgment may impede educational process of the applicant or other students,
  - 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 7<sup>th</sup>.
- 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

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- 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:
  - Applicant's academic performance
  - Family financial need

## 8. FINAL REMARKS

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- 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 Admission 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](http://www.shirakatsy.am).
- 8.5. Policy updates are made annually and published on the school website.
- 8.6. 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 GUIDELINES

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### 9.1. Mainstream Subjects

Diploma Programme candidates take **six subjects** selected from the following subject groups:

1. Studies in Language and Literature
2. Language Acquisition
3. Individuals and Societies
4. Sciences
5. Mathematics
6. The Arts (*optional – may be replaced with another subject from groups 1–4*)

Normally, students select **one subject from each group** to study at either **Higher Level (HL)** or **Standard Level (SL)**

### 9.2. Core Subjects

In addition to mainstream subjects, students must also complete the DP Core:

- Extended Essay (EE)
- Theory of Knowledge (TOK)
- Creativity, Activity, Service (CAS)

### 9.3. Considerations When Making Subject Choices

When choosing subjects, students should reflect on:

- Their areas of interest and personal strengths
- Future university studies
- Specific university prerequisites

### 9.4. Subject Combinations

Students must select one of the following combinations for their diploma:

- Four HL subjects and two SL subjects, OR

- Three HL subjects and three SL subjects
- 9.5. **Teaching and Learning Hours**
- Each **SL subject** requires a minimum of **150 hours** of teaching.
  - Each **HL subject** requires a minimum of **240 hours** of teaching.
  - HL subjects must be studied over the full **two years** of the programme.
  - All Core requirements must also be completed across the **two-year period**.
- 9.6. **Next Steps**  
When selecting six subjects for a diploma, students may take either of the two following options:
- Two subjects at standard level (SL) and four subjects at higher level (HL)
  - Three subjects at SL and three subjects at HL
- 9.7. **Subject Selection form is available [here](#).**

## 10. REFERENCES

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This policy is based on the following IB and school documents:

- **Programme standards and practices (IBO, 2020)**
- **Diploma Programme: From principles into practice (latest version)**
- **Assessment principles and practices (IBO, 2022)**
- **IB access and inclusion policy**
- **Shirakatsy Lyceum Academic Integrity Policy**
- **Shirakatsy Lyceum Language Policy**
- **Shirakatsy Lyceum Inclusive Education Policy**

## 11. CONTACTS

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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](mailto:info@shirakatsy.am), [admissionoffice@shirakatsy.am](mailto:admissionoffice@shirakatsy.am)

Admission inquiries are directed to the Admission Office, DP Coordinator, or School Administration.

## 12. VERSION LOG

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| Version | Date Approved | Changes Made                                                                              | Responsible Person(s)                                  |
|---------|---------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------|
| v1.0    | January 2021  | Initial draft of the DP Admission Policy prepared and approved by the Board of Directors. | Admissions Committee, DP Coordinator, Director General |

|      |                |                                                                                                                                                                                                                      |                                                    |
|------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| v1.1 | December 2021  | <b>Minor corrections in Subject Selection Guidelines</b> – clarified HL/SL combinations, teaching hours, and alternative Group 6 subject options.                                                                    | DP Coordinator, Admissions Committee,              |
| v2.0 | February 2023  | Full policy review; updated admissions procedures, enrollment documentation, and financial aid section.                                                                                                              | DP Coordinator, Admission Office, General Director |
| v2.1 | January 2024   | Adjustments to application deadlines and examination fee regulations; minor updates in required documentation.                                                                                                       | Admissions Committee                               |
| v3.0 | September 2025 | Comprehensive review to align with <b>IB Programme Standards and Practices (2020)</b> ; strengthened inclusion, academic integrity, appeals process, and data protection; updated references to latest IB documents. | DP Coordinator, Admissions Committee               |

#### APPENDIX 1: IBDP RECOMMENDATION FORM

([the form](#) is available on the official website of Shirakatsy Lyceum)

#### APPENDIX 2: INTENT TO ENROLL FORM

([the form](#) is available on the official website of Shirakatsy Lyceum)

##### 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 2025-2026. 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:** \_\_\_\_\_