

ADMISSIONS POLICY AND PROCEDURES FOR THE IB DIPLOMA PROGRAMME

Collège Protestant Français Montana offers the Diploma Programme specific to the International Baccalaureate Programme for Grade 11 and Grade 12 students.

The International Baccalaureate® (IB) Diploma Programme (DP) is an assessed programme for students aged 16 to 19. It is respected by leading universities across the globe. (ibo.org)

Through the DP, schools are able to develop students who:

- *have excellent breadth and depth of knowledge*
- *flourish physically, intellectually, emotionally and ethically*
- *study at least two languages*
- *excel in traditional academic subjects*
- *explore the nature of knowledge through the programme's unique theory of knowledge course.*

College Protestant Français Montana applies an inclusive admissions policy and provides necessary resources aiming at encouraging all students to attempt the International Baccalaureate Diploma Programme.

Students may choose one of the following options to join the IB program at CPF Montana:

- IB Diploma candidate
- IB Course candidate

It is highly recommended for all students to opt for the full IB Diploma. However, the decision for the most appropriate path is individualized and made in consultation with each student, his/her parents, his/her teachers, the school counselor and the DP Coordinator.

The student that decides to join the IB DP, whether as a Diploma candidate or as a Course candidate, is expected to show persistence and determination, display intellectual curiosity,

suggest adequate solutions to complex situations, have a high sense of personal commitment to aiding and contributing to the community, abide by deadlines, and most importantly recognize others' differences.

1- Admission Requirements into IBDP (for both CPF Montana and new students)

In the admission process, each application is studied individually. Hence, in order to apply to the IB DP, CPF Montana students are expected to possess:

- ❖ personal qualities that reveal willingness to work dedicatedly demonstrated during an interview with the IB DP Coordinator
- ❖ a solid foundation in Mathematics
- ❖ a high language proficiency:
 - Students solely holding the Lebanese nationality, and based on decree no. 4554 – Law 60 – dated 17/10/2017, are required to have a high proficiency in Arabic language and in English language as the choices of Arabic as Language A is mandatory to this category of candidates.
 - Students exempted from the Lebanese official exams are required to have a high proficiency in English language and a prior wide exposure to the French language if they chose English as Language A and French B.
 - Students wishing to acquire a Bilingual Diploma are required to have a high proficiency in both English and Arabic languages in order to be entitled to choose them as Language A.
- ❖ At the end of Grade 10 students need to meet the following requirements:
 - Overall minimum average of 10/20 (Passing Grade)
 - a minimum score of 10/20 in subject groups chosen as Standard Level and a minimum score of 14/20 in subject groups chosen as Higher Level courses

2- Admission Policy for students with Special Educational Needs

CPF Montana welcomes students with SEN into the school provided that the school can make the appropriate provision for their needs. Students with special educational needs will be considered for admission on an equal basis with all other children according to the criteria set out in the admission policy taking into account whether the student would benefit from the mainstream education and whether resources and facilities are available to meet with his/her needs.

3- Admission Procedures

An orientation session is held at the beginning of each academic year for Grade 10 students and parents, during which they are informed about the following requirements and expectations of the IB DP:

- ❖ Accreditation of the degree
- ❖ The challenging nature of the programme:
 - The CORE requirements
 - The subject choices available
- ❖ The course expectations and assessment
- ❖ The skills to be developed:
 - Time management
 - Trans-disciplinary skills and attitudes
 - International mindedness
- ❖ The academic honesty

The DP Coordinator and the Admissions manager will guide the admission interviews with all prospective new students, during which the candidates are informed of the philosophy, structure, demands and expectations of the offered courses, and they are given the opportunity, along with their parents, to raise any questions they may have.

The acceptance to the IB DP diploma and courses will be based upon the candidate's ability to access and benefit from the challenging international curriculum and programmes offered by College Protestant Français Montana.

4- Course Selection:

The DP Coordinator and the school counselor meet with all prospective students to help guide them in the choices relative to the course selection. The student's course selection is also based on teachers' recommendations.

- IB Diploma students choose six subjects - three high level and three standard level - to study alongside the three core elements: Theory of Knowledge (ToK), Extended Essay (EE) and Creativity, Activity and Service (CAS). High level subjects are chosen based on the student's areas of interest and expertise. Standard level subjects require an average degree of knowledge and understanding. In addition, and based on decree no. 4554 – Law 60 – dated 17/10/2017 - the Lebanese students that do not hold a foreign nationality must attend History and Civics classes. Successful completion of these courses is a must and is an exclusive school-based assessment. Moreover, the choice of Arabic as Language A is mandatory to this category of candidates.

- IB Course students select and register in a number of IB subjects. Attending courses from the six IBDP subject groups is mandatory. However, only selected ones are assessed externally by the IBO and the remaining subjects are evaluated internally at CPF Montana. IB Course students receive certificates of completion of the externally assessed chosen courses. All Course students in Grades 11 and 12 must successfully complete CAS, EE and TOK in order to receive their High School Diploma to be entitled to start their college education.

- Lebanese students wishing to join both the IB Diploma Programme and the Lebanese Programme, or just the Lebanese Programme, follow the IB curriculum in Grade 11 and Grade 12, and are prepared for the Lebanese Baccalaureate by the end of IB year 2.

The Policy was written in the Academic Year 2018-2019

Committee members: Manal Sammak (Director of English Section) - Thierry Cadart (Head of French Section) - Gilbert Haroun (Academic Coordinator) - Lara Chamoun (Former Diploma Programme Coordinator) – Rania Stephan (Admissions Officer)

Policy Reviews:

- *June 2019: Mr. Anis Nassif (President of PPFL), Manal Sammak (Director of English Section), Lara Chamoun (Former Diploma Programme Coordinator) – Anjel Lublubjian (IB Diploma Programme Coordinator),*
- *September 2019: Mr. Anis Nassif (President of PPFL), Mr. Bruno Jacquier (General Director), Manal Sammak (Director of English Section), Anjel Lublubjian (IB Diploma Programme Coordinator), English Section Teachers*

Next Review: *May 2020*