



ADMISSIONS POLICY

KANG CHIAO INTERNATIONAL SCHOOL EAST CHINA CAMPUS

NURTURING INTERNATIONAL LEADERS, PREPARING
STUDENTS FOR A BEAUTIFUL FUTURE

*FOUR IDEALS:
EXPERIMENTAL
NATURE LOVING
BILINGUAL
CREATIVE*



Table of Contents

Rationale for the KCISEC Admissions Policy.....	3
Principles.....	3
Equal Opportunities.....	3
Placement into classes.....	4
Probation.....	4
Special Needs.....	5
Admissions into Middle Years and Diploma Programmes.....	6-9
Appendix A and B- Enrolment Package.....	10-12
Appendix C - Language Profile	14
Appendix D and E - Academic Honesty Contract	15-16
Appendix F - Grade 9 -12 International Baccalaureate (IB) Graduation Requirements.....	17



Rationale

It is our responsibility to develop a reliable and sustainable admissions policy that is transparent and gives all students an equal opportunity of joining the Kang Chiao International School East China Campus (KCISEC) International Baccalaureate (IB) programme. From our school's perspective, we also intend to provide students guidance on the selection of educational options appropriate to their intellectual, social, emotional and physical development to ensure that they receive right challenges to stretch and grow. The IB Programme has created its reputation as an academically challenging programme of education and for rigorous assessment. Our students need to be well disciplined and highly motivated and possess a level of academic achievement. Therefore, criteria for entry into the IB Programmes offered at KCISEC are rigorous to ensure prospective IB students are capable of coping with challenges and programme requirements. KCISEC upholds a non-discriminatory policy and accepts applications from eligible students for the International Baccalaureate Middle Years (MYP) and Diploma (DP) programmes, regardless of race, gender, class, economic status, ethnicity or national background. KCISEC's academic year runs from August until June, with two semesters. In cases where the school year start and end dates are different from this, students may need to be placed in a year level different from their previous school. This kind of placement decision will be made following discussion between the IB admissions committee and parents. KCISEC exercises a rolling admissions policy, with new students accepted for admission as long as places are available and the required application procedures are followed. In the MYP and DP grade levels, there may be some limitation regarding acceptance of students to these IB Programme at certain points in the academic calendar, as it relates to students' previous learning and subjects covered, with relevance to the particular IB programme applied for.

Principles

- The academic pathway towards an IB education at KCISEC is planned to encourage the concurrency of learning.
- All admissions to an IB programme are subject to students' interests, strengths and needs, timetabling constraints and the total number of students taking particular courses.
- IB subject teachers and Programme Coordinators advise each IB student as to his or her suitability.
- A reasonable command of the English language is required to demonstrate that students are comfortable with listening, speaking, reading and writing in English so that they would not diminish the value of the IB programmes.
- The IB MYP and DP at Kang Chiao KCISEC are essentially university / college preparatory courses with a demanding academic emphasis.



Equal Opportunity Policy¹: We acknowledge that members of the school come from diverse cultural, racial and socio-economic backgrounds and we endeavour to foster an atmosphere of mutual respect in order to help to promote our school and a society in which there is social, religious and racial harmony. As a school, we accept that there are gender inequalities in our society which impose limits, particularly on girls' expectations and behaviour, so we constantly examine our curriculum, procedures and materials for gender bias or inequality.

Placement of students into classes to create diversity: It is very important that each class has the correct balance of students. The following factors are taken into account when developing the class lists (of current and new students) each year:

- Gender balance / Nationality / culture / language / Academic background and ability / Learning styles
- Mix of talents amongst the students across classes – i.e. sporting abilities, musical talents, artistic/creative, leadership, etc
- Placement within specific classes is at the discretion of the programme coordinators. No requests from parents for specific class placements will be allowed or accepted.
- **Programme Standards and Practices: A: Philosophy:** Practice A.9. The school supports access for students to the IB programme(s) and philosophy.

Probationary Period: All placements are provisional and have a one month probationary status. The school reserves the right to adjust the grade level and/or Programme of a student within this period based on an assessment and observations of the student. Kang Chiao International School (KCIS) East China campus reserves the right to alter or to rescind any decision regarding admission or enrolment made on the basis of incomplete or incorrect information.

Admission Policy for Special Educational Needs students²

- The IB admissions committee reviews the application of each student with special educational needs.
- Parents should submit essential documents e.g current educational psychology report, current speech and language therapy report, current physiotherapy report or occupational therapy etc.
- The IB admissions committee look at the resources required in terms of human, financial, material and space resources based on the reports provided by the parents.

¹ Refer to the KCISEC Inclusive Policy for further information

² Refer to the KCISEC Inclusive Policy for more details



Admissions into the International Baccalaureate (IB) Middle Years and Diploma Programmes

The following procedure is practiced at Kang Chiao International School (KCIS) East China campus in selecting appropriate students who are seeking admission into our International Baccalaureate (IB) Programmes: Entry into a particular grade levels occurs naturally in the programme at grade 6, grade 7 and grade 11. At other times students will be accepted as vacancies occur.

Projected enrolment

Middle School Years Programme (300 students)

Grade 6 – 8: 50 students per grade level and Grade 9-10: 75 students per grade level

Diploma Programme (100 students)

Grade 11-12: 50 students per grade level.

All students enrolled in an International Baccalaureate (IB) Programme are able to move to the next grade level if they successfully complete their current grade level³. The programme coordinator after conversations with the student's teachers will determine whether a student has successfully completed their current grade level.

Admissions to International Baccalaureate (IB) Middle Years Programme

All interested students and their parents/ guardians are invited to an information meeting scheduled in January, semester 1. During the meeting, what the IB Programme is and how it is structured and implemented at KCISEC will be explained, followed by a Q&A session with the principal of the Secondary International Department and the IB admissions committee. Additionally, an informational booth will set up at school parent and teacher conferences to provide relevant information and address queries for all grade parents.

1. Students currently enrolled in the KCISEC IB MYP may continue in the programme and move into the next academic grade level if they successfully attain a grade 4 or above in Mandarin Language and Literature and English Language and Literature at the previous grade level. If a student is only enrolled in one Language and Literature course then a grade 4 or above in that particular Language and Literature course and a grade 3 or above in the Language Acquisition course the student is enrolled in. Students with a semester score less than 50% of the final total will be placed on academic probation and must attend afterschool support classes. Parents will be interviewed and a support programme explained. Students on academic probation at the end of grade 8 and 10 cannot move up to the next grade level.

³ Refer to the KCISEC Assessment Policy for more details



2. Students currently enrolled at KCISEC may enrol in the KCISEC IB MYP at any time subject to availability. Individual applications will be reviewed on the basis of school transcripts, written application documents, a letter of recommendation, interview and admission tests by the International Baccalaureate admissions committee.

3. Students from other schools who wish to enrol in the KCISEC IB MYP go through the normal admissions process for new KCISEC students before admission to the KCISEC. Individual applications will be reviewed on the basis of school transcripts, written application documents, letters of recommendation, interviews and admission tests by the IB admissions committee.

An application package (Appendix) including all necessary forms will be available on the school website. Interested students and their parents/ guardians are encouraged to complete and submit the required application documents for an IB Programme to the IB admissions committee by **the end of semester 1**.

The application package consists of two parts:

- An application form which includes student demographic information, a set of student self-assessment questions, a language profile form and a recommendation letter from their previous school.
- If the student is enrolled in another KCISEC programme then the student will be interviewed by members of the IB Admissions committee.

Admissions to International Baccalaureate (IB) Diploma Programme

KCISEC offers the IB DP, a two-year university preparatory curriculum with a breadth and depth of rigorous academic study. The school will provide KCISEC MYP with a smooth transition into the DP. All admissions to DP courses are subject to students' interests, strengths and needs, timetabling constraints and a total number of students taking particular courses. DP subject teachers and programme coordinators advise each DP student as to his or her suitability for a particular course. During grade 10, the IB DP Coordinator holds an "Information Session" with the students and parents to orient them on the programme. Students choose their IB subjects based on their academic strengths and university plans.

1. Students currently enrolled in the KCISEC IB MYP may enrol in the KCISEC IB DP if they attain a grade 4 or above in Mandarin Language and Literature and English Language and Literature at the previous grade level. If a student is only enrolled in one Language and Literature course then a grade 4 or above in that particular Language and Literature course and a grade 3 or above in the Language Acquisition course they are enrolled in. In addition a student must attain a grade 4 or above in the MYP Personal Project.



2. Students currently enrolled at KCISEC may enrol in the KCISEC IB DP. Individual applications will be reviewed on the basis of school transcripts, written application documents, a letter of recommendation, interview and admission tests.

3. Students from other schools who wish to participate in the IB DP go through the normal admissions process for new KCISEC students before admission to the KCISEC IB DP. Individual applications will be reviewed on the basis of school transcripts, written application documents, letters of recommendation, interviews and admission tests.

KCISEC encourages its student's participation to IB DP in one of three ways:

- (i) as an IB Diploma candidate
- (ii) as an IB Course candidate
- (iii) as a non-examination student



International Baccalaureate Diploma candidate: The two-year programme is intended for highly motivated students who desire an academically challenging and balanced curriculum that will prepare them for success at university and life beyond. The course is structured so that students study six (6) academic subjects, three of them at the Higher Level (HL) and the rest at Standard Level (SL). Aside from these, students take a Theory of Knowledge (ToK) course; write an extended essay in which he/she investigates a topic of special student interest from one of the student's six DP subjects; and participates actively to complete the requirements of the Creativity, Activity, Service (CAS) programme of the school. DP candidates are assessed internally and externally across all the subject groups. A student who successfully gains the full IB Diploma will be awarded "The Diploma of the International Baccalaureate," and their "Diploma Programme (DP) results" from the International Baccalaureate Organisation (IBO). A student who has attempted the full programme with partial success will receive only the "Diploma Programme (DP) Courses Results" from the International Baccalaureate Organisation (IBO).

International Baccalaureate Course candidate: For students not pursuing the full programme, it is possible to sit examinations for one or more DP courses. These students will receive the "Diploma Programme (DP) Courses Results" and may be used to help secure admission and advanced placement credit at certain colleges and universities.

Non-examination International Baccalaureate students: Students who opt not to sit the IB examinations may still participate in the IB DP to gain experience and knowledge. Students will be obligated to sit through IB classes if there are no alternatives towards meeting graduation requirements. KCISEC strongly recommends the full diploma to all its students. In cases when a student displays difficulty with the programme after teacher and counsellor support, the school may recommend participation as an IB Course candidate or as non-examination IB student. Upon acceptance the student and parents are asked to sign the KCISEC Academic Honesty Policy to ensure that the student and his/her parents/ guardians are committed to a high level of integrity.

***IB Admissions Committee consists of the IB Programme coordinators and Head of Academic Departments (HoD).**



How does this policy link to other policies?

Academic Honesty policy: During the admissions process the Academic Honesty policy is discussed with the students and parents. The parents and students are asked to read through and sign the Academic Honesty policy for their relevant programme.

Assessment policy: Detailed explanation of Kang Chiao International School (KCIS) East China Campus assessment procedures.

Inclusive Education policy: Detailed explanation of Kang Chiao International School (KCIS) East China Campus equal opportunity and support procedures.



Appendix A - Application to a International Baccalaureate Programme at Kang Chiao International School East China Campus

The International Baccalaureate Middle Years and Diploma Programmes at Kang Chiao International School East China Campus are academically challenging programmes open to current students at Kang Chiao International School East China Campus or those studying at other Chinese national or international schools.

Application Form for Admissions into an International Baccalaureate Programme at Kang Chiao International School East China Campus

This application form includes:

- | | |
|---------------------------------------|-------------------------------|
| I. Student demographic information | IV. Student's self-assessment |
| II. Parent's/ guardian's information | V. Language Profile |
| III. Student's educational background | |

I. Student Demographic Information

Affix
Passport
Size
Photograph

First Name : _____

Middle Name : _____

Last Name : _____

Gender : Male Female

Date of Birth (D/M/Y) : _____

Place of Birth : _____

Nationality : _____

First language : _____ Other Language(s) : _____

Telephone : _____ Mobile : _____

Address : _____

Email : _____

II. Parent's/ Guardian's Information

Parent's Name: Mr. Mrs. _____

Nationality: _____ Occupation : _____

Mobile: _____ We Chat : _____

Address: _____

Email: _____



Appendix B - Teacher Recommendation Form for Admissions into an International Baccalaureate Programme at Kang Chiao International School East China Campus

Student's Name _____ Current School _____

Teacher's Name _____ Subject Taught _____

How long have you known the student? _____

The student is applying for IB Diploma Programme at KCIS East China and we would like to find out whether s/he is ready to undertake such an academically challenging programme. Your honest comments on the student's performance, aptitudes and skills would be highly appreciated. Thank you in advance for helping us in selecting appropriate candidates.

Please rate the student on the qualities below using the following scale:

5-exceptionally 4-consistently 3-often 2-occasionally 1-never

1. _____ Seeks additional tasks or goes beyond expectations
2. _____ Displays intellectually curiosity
3. _____ Demonstrates higher order critical thinking skills
4. _____ Shows initiative and enthusiasm when working
5. _____ Works well in groups
6. _____ Is punctual in fulfilling obligations
7. _____ Grasps readily new or different concepts
8. _____ Demonstrates concerns for others
9. _____ Demonstrates abilities to handle setbacks
10. _____ Is able to be self-critical and self-correcting

Please explain why you would you recommend this student for an IB programme at Kang Chiao International School East China Campus?

Teacher's Signature

Date: _____



Appendix C - Language Profile

Please complete the questions below so that we can best support your child's learning needs.

1. Nationality of parents: Father: _____ Mother: _____
2. Language spoken at home: _____
3. What is your child's mother tongue? _____

Please include below any details of more than one language spoken at home, particularly if your child has equal ability in two languages: _____

4. History of early childhood: Where was it spent? What languages were learnt informally? What language was the language of instruction for any school attended?

5. Total years of learning English: _____
6. Previous international school experience that includes the length of time and name of school:

7. Summer camp experience: _____
8. English classes taken on the weekend (Name of provider): _____



Appendix D: KCISEC IBDP Academic Honesty Contract

Together with the School's Academic Honesty Policy, all IB DP students are required to sign this contract. This is to show that you understand what academic honesty is and agree to remain within the guidelines for the duration of the IB DP at the Kang Chiao International School East China Campus.

1. Have you read and understood the KCISEC Academic Honesty Policy? Yes No
2. Do you understand the meaning of plagiarism? Yes No
3. Do you understand the meaning of collusion? Yes No
4. Do you understand that allowing someone else to use your work, even if you do not benefit, is breaking the school's academic honesty policy? Yes No
5. Have you seen the MLA Citation Guide available on ManageBac and do you know when and how you need to reference/cite other people's ideas? Yes No
6. Do you understand that any unfair advantage with regard to internal assessment or examinations is breaking the academic honesty policy? Yes No
7. Do you understand that you are not allowed to communicate with other students during examinations? Yes No
8. Do you understand what constitutes unauthorised material? Yes No
9. Do you understand that you are not allowed to take unauthorised material into the examination room? Yes No
10. Do you understand that any patents, registered designs, trademarks, moral rights and copyright must be respected? Yes No

I _____ agree to remain academically honest throughout the duration of the International Baccalaureate Diploma Programme.

Signature

Date



Appendix E: KCISEC IBMYP Academic Honesty Contract

Together with the School's Academic Honest Policy, all IB MYP students are required to sign this contract. This is to show that you understand what academic honesty is and agree to remain within the guidelines for the duration of the IB MYP at the Kang Chiao International School East China Campus

1. Have you read and understood the KCISEC Academic Honesty Policy? Yes No
2. Do you understand the meaning of plagiarism? Yes No
3. Do you understand the meaning of collusion? Yes No
4. Do you understand that allowing someone else to use your work, even if you do not benefit, is breaking the school's academic honesty policy? Yes No
5. Have you seen the MLA Citation Guide available on ManageBac and do you know when and how you need to reference/cite other people's ideas? Yes No
6. Do you understand that gaining an unfair advantage with regard an assessment task is breaking the academic honesty policy? Yes No
7. Do you understand that you are not allowed to communicate with other students during examinations? Yes No
8. Do you understand what constitutes unauthorised material? Yes No
9. Do you understand that you are not allowed to take unauthorised material into the examination room? Yes No
10. Do you understand that any patents, registered designs, trademarks, moral rights and copyright must be respected? Yes No

I _____ agree to remain to remain academically honest throughout the duration of the International Baccalaureate Middle Years Programme.

Signature

Date



Appendix F –

Grade 9 -12 International Baccalaureate (IB) Graduation Requirements

Subject	Credits
Language & Literature (English or Chinese)	4
Language Acquisition (English or Chinese)	4
Individuals and societies	4
Sciences	4
Mathematics	4
Creative and Performing Arts	3
Physical and Health Education & Swimming	2
Personal Project	1
Extended Essay	1
Theory of Knowledge	1
Community and Service	1
Creativity, Activity, Service	1
	30