

Passion for education



Internationales
Stiftungsgymnasium
MAGDEBURG

POLICY Admissions



Preface

The Internationales Stiftungsgymnasium (ISG) Admissions Policy sets out the criteria and processes for the selection of students to visit the ISG, to be promoted in the next grade and to participate in the upper secondary school and the IB Diploma Programme (DP). The policy is designed to ensure that students have the necessary skills, knowledge, and motivation to succeed in the programmes, and to contribute to the school community. The policy takes into account the needs of the school and the educational background of the applicants, as well as any legal requirements and ethical considerations. The goal of the policy is to admit students who are well-suited for the upper secondary school and the DP and who will benefit from the programme, while also ensuring that the school can provide the necessary support and resources to help them succeed.

Admissions Process to the ISG in Grade 5:

- Successful promotion in 5th grade with evidence of academic competencies in the good to very good range according to the admission assessment and the 4th grade report card.
- Social competence, motivation and willingness to perform in the good to very good range according to the admission assessment and the 4th grade report card.
- Polite and appropriate manners when interacting with classmates and towards teachers or adults in general according to the admission assessment.

Admissions Process to the Next Grades:

The legal basis for the promotion in the next grade is the regulation on promotion of the state of Saxony-Anhalt (Versetzungsverordnung).

- The subjects relevant for promotion to the next grade in elementary school are: German, mathematics, art and design, social studies, ethics, religion, music, and sports, as well as English starting from the 4th grade.
- A student will be promoted to the next grade if they can demonstrate at least satisfactory performance in all promotion-relevant subjects on their year-end report card, or if they have only unsatisfactory performance in one other promotion-relevant subject without any further unsatisfactory performance in any other subject.
- A student will also be promoted if they have at most unsatisfactory performance in one core subject and one other promotion-relevant subject, or at most unsatisfactory performance in two other promotion-relevant subjects, and all unsatisfactory performances are compensated. In this case, unsatisfactory performance in a core subject can only be compensated with at least satisfactory performance in another core subject, and unsatisfactory performance in other promotion-relevant subjects can only be compensated with at least satisfactory performance in other promotion-relevant subjects.
- It is not permissible for students to repeat a school year if they would have to repeat the same school year for a second time or if they would have to repeat the next higher school year after repeating a school year. In these cases, the class conference decides which

pedagogical measures, including transferring to the next higher school year, transferring to a different educational track, transferring to the next higher school year's instruction for obtaining a secondary school leaving certificate, or initiating a special education assessment procedure, are necessary. Deviating from the first sentence, in exceptional cases justified, after repeating a school year, the repetition of the next higher school year can also take place, especially if the class conference decides to transfer to a different educational track or to the next higher school year's instruction for obtaining a secondary school leaving certificate. The regulations for final year classes according to the graduation regulation remain unaffected.

- Students in the 5th year of a Gymnasium (secondary school with an academic curriculum leading to university entrance) should be transferred to a suitable educational track if successful participation in classes cannot be expected even after repeating a year.
- If a student does not meet the requirements for promotion to the next grade and the insufficient performance is due to a change of school, illness, pregnancy-related absence from classes, or other individual burdens, the class conference may decide to promote the student if it is expected, taking into account the individual overall development, that the student can cope with the demands of the next higher grade.
- It is not permissible to promote students on a trial basis.
- At the latest by the third day of instruction in the following school year, a student may, upon request by their legal guardians and by decision of the class conference, take an additional assessment in order to be retrospectively promoted if the improvement of a poor or insufficient performance in a single subject by one grade level is sufficient to meet the promotion requirements. This additional performance assessment can be written or practical. The form to be used is decided by the class conference, taking into account the subject in question and on the proposal of the teaching staff. The scope and duration of the written form are based on the requirements for a class test in the subject in the reviewed school year. The practical form should, including theory components, meet the requirements of an additional performance assessment and should last a maximum of 45 minutes. The teacher who taught the student at the time of the class conference is usually responsible for the preparation and implementation. For the approval of the tasks and the evaluation, the principal involves at least one other teacher in addition to this teacher and makes the final decision. The transfer is made if sufficient performance is demonstrated.

Admissions Process to the Upper Secondary Level (Gymnasiale Oberstufe):

The legal basis for the upper secondary school is the regulation on the upper secondary school of the state of Saxony-Anhalt. The goal of the upper secondary school is to obtain the general qualification for university entrance. The upper secondary school is divided into a one-year introductory phase and a two-year qualification phase. The qualification phase comprises four six-month terms and concludes with the final Abitur examination.

Admission requirements for entering the upper secondary level (gymnasiale Oberstufe):

1. Entry into the upper secondary school is possible for:
 - those who have acquired the qualification for admission to the the upper secondary level in the state of Saxony-Anhalt,
 - those who have obtained a certificate from another state, a German foreign school, or a European school that is equivalent to the qualification mentioned in point 1,
 - those who possess a foreign educational certificate that is equivalent to the qualification mentioned in point 1 and can demonstrate sufficient knowledge of the German language, or
 - those for whom the state school authority has granted permission to enter the the upper secondary level in individual cases upon request.
2. In general, only those who have not yet reached the age of 18 at the beginning of the school year in which they are admitted can be admitted to the introductory phase. The State School Authority may allow exceptions.
3. The State School Authority may designate individual schools that admit students who have obtained the qualification according to § 1 of the regulation on the upper secondary school but have not received continuous instruction in a second foreign language from grade 7.
4. Those who have completed the introductory phase in another country, a German foreign school, or a European school, fulfill the conditions of § 5 (2) of the regulation on the upper secondary school and have not yet reached the age of 19 can be admitted directly to the qualification phase without attending the introductory phase. The State School Authority can make exceptions regarding the age regulation.
5. A shortened course through the upper secondary school is possible for suitable students by entering the second half of the introductory phase without a promotion decision.
6. Entry into the qualification phase is only possible at the beginning of a school year.
7. Further regulations regarding the upper secondary level can be found in the Regulation on the Gymnasiale Oberstufe of the state of Saxony-Anhalt.

Admission requirements for the Qualification Phase:

1. The basis for promotion to the next phase are the achievements in the compulsory and elective subjects according to Appendix 1 of the regulation on the upper secondary school. Core subjects in the introductory phase are German, mathematics, and the two compulsory foreign languages.

2. Students will be promoted to the next phase if they can demonstrate at least satisfactory achievements in all subjects according to § 1 the regulation on the upper secondary school. A promotion will also be granted if only one subject has a poor performance and this can be compensated by at least a satisfactory performance in another subject. This compensation can only be made with another core subject.
3. Voluntary repetition of the introductory phase is possible. This means that the last promotion granted will be retrospectively revoked.
4. Voluntary withdrawal from the introductory phase is possible at the beginning of the second half of the school year. At the end of the school year, a student who has withdrawn will receive a report card that is based on the results achieved in the second half of the year. Another promotion decision is not required.
5. Voluntary repetition and voluntary withdrawal are counted towards the length of stay in the upper secondary school.
6. Further regulations regarding the upper secondary level can be found in the Regulation on the Gymnasiale Oberstufe of the state of Saxony-Anhalt.

Registration and admission to the written final exam (Abiturprüfung):

1. After the announcement of the results of the third course term, the student can submit a written application to the school principal for admission to the written final exams by the deadline set by the state.
2. When applying for the final exams, the student names the exam subjects.
3. The examination committee decides on admission to the written exam if the requirements mentioned in §§ 16 and 38 of the regulation on the upper secondary school are fulfilled and the application according to § 1 is submitted on time, otherwise, no admission is granted.
4. Further regulations regarding the upper secondary level can be found in the Regulation on the Gymnasiale Oberstufe of the state of Saxony-Anhalt.

Admissions Process to the IB DP

1. DP instruction is conducted during the 11th and 12th years of the German Abitur system, which comprises the upper secondary level.

2. Admission to the IB program is restricted to students who satisfy the qualifications for the upper level of the German school system as outlined in the Upper Level Regulations.
3. In the first semester of the 8th grade, all students and parents are provided with an initial overview of the IB DP, encompassing its content, methodologies, and advantages, through a digital teaser.
4. In the 9th grade, an informative evening is arranged to present in-depth information about the IB DP, its integration within the school, and the possibilities for combining it with the Abitur program. Students and parents interested in the program are encouraged to attend this presentation.
5. An information system is in operation to apprise students about upper secondary opportunities and curricula, with comprehensive details about the school's IB DP program.
6. During the first semester of the 10th grade, individual counseling sessions are conducted with all interested students. These sessions involve the student, parents/guardians, the Head of the School, the IB Coordinator, the CAS Coordinator, and the English teacher.
7. Prospective IB students are expected to exhibit strong to excellent academic performance, proficient language skills, adequate social competence, and intrinsic motivation for social engagement. They must also meet the requirements for the German qualification phase.
8. The IB admissions policy at the school provides recommendations and does not possess legal binding authority.
9. In the second semester of the 10th grade, all students make course selections within the German upper-level system and finalize their decision regarding participation in the IB program.
10. Efforts will be made to seat IB students in the same upper-level courses as the German Abitur classes to facilitate group development and collaboration while also assisting teachers in preparing for the IB courses.

Creation of this Policy

This policy was collaboratively developed by the Diploma Programme Coordinator, DP teachers, and was approved by the Head of School.

7 Admissions Policy

The policy is reviewed and updated annually by the DP Coordinator at the start of each school year.

The policy is communicated effectively to students, their parents and the Department of Education through various channels such as the school website, parent-student meetings, the school library, school presentations, and email correspondence.