



## **ADMISSION POLICY (INCLUSIVE IB DIPLOMA PROGRAMME ADMISSION POLICY)**

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***The term "International Baccalaureate" is hereinafter referred to as IB. It is not a bachelor's degree, but a university preparation program that is the foundation of a bachelor's degree.***

### **IB Mission Statement**

*The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the IBO works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.*

### **Shine Ue School Mission Statement**

*We aim to develop active, compassionate and responsible learners who approach everything they take on with great sincerity while promoting the development of one's native language and a preservation of one's own heritage. Our programs are developed to encourage young people who are self-confident, caring, reflective, and understand their role as global citizens with respect to other cultures and backgrounds.*

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## The IB Learner Profile

*Informed by the International Baccalaureate (IB) mission to develop active, compassionate and lifelong learners, the IB programmes foster a distinctive set of attributes. These qualities—embodied in the IB learner profile—prepare IB students to make exceptional contributions on campus.*

**Inquirers.** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

*University faculties regularly note IB students' passion for discovery.*

**Knowledgeable.** They explore concepts, ideas and issues that have local and global significance. In doing so, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

*IB students are extraordinarily well prepared for the academic requirements of university coursework.*

**Thinkers.** They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

*IB students contribute to discussions in a meaningful way. They do not shy away from challenging questions and, once they know the answer, follow up by asking “why?”*

**Communicators.** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

*IB students regularly deliver stimulating presentations and drive excellence in group assignments.*

**Principled.** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

*IB students are infused with the academic integrity that is a fundamental value of universities and colleges.*

**Open-minded.** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

*IB students have a deep understanding of various cultures and views, bringing an appreciation of new views to both their academic study and their involvement in local and wider communities. Their international mindedness complements the missions of the best*



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*tertiary institutions.*

**Caring.** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

*IB students tell us they bring this commitment to community and others to their activities and leadership roles at university and carry it throughout their lives.*

**Risk-takers.** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

*IB students transition well to challenging university settings and show resilience and determination in their work. In academics, they have the confidence to approach new or unfamiliar subjects or material.*

**Balanced.** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

*IB students are active participants in a wide range of aspects of campus life, as well as focusing on their academic development.*

**Reflective.** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

*IB students have developed an ability to reflect on their learning and to articulate how they learnt. They have learned that critical reflection is an important academic and life skill.*

For more information about the IB Learner Profile, visit [www.ibo.org/recognition](http://www.ibo.org/recognition).

## INTRODUCTION

SHINE UE SCHOOL (SUS) is a private secondary school founded in 2003 and managed by Maam Unenbileg, one of the two most respected teachers in Mongolia holding the title of “National Teacher of Mongolia”. We are specialized in and have been offering Math and English since 2005.

SHINE UE SCHOOL (SUS) has been authorized to implement the International Baccalaureate Diploma Programme (IB DP) in 2018 and an IB World School. Our first graduates have successfully completed the IB Diploma Programme and been awarded a bilingual IB diploma in 2020. We believe that an IB curriculum will bring in a great value to our students’ lives and their families.

For more information on how the IB programme is implemented in Shine Ue school, follow the link below to see the SUS IB DP Handbook.

[https://drive.google.com/drive/u/0/folders/12sJK8zhqXdGzYP\\_xzqlQVmoKb06bwoMw](https://drive.google.com/drive/u/0/folders/12sJK8zhqXdGzYP_xzqlQVmoKb06bwoMw)

## ADMISSION POLICY

### **Admission requirements in the 1st grade:**

Generally, we arrange a 3-week preschool program annually, designed to train the children who applied into the 1st grade in Shine Ue school for further schooling. However, we have transferred the admission process to 100% online form and managed online interviews due to the COVID-19 pandemic all over the world. The online interview measures the child's language, memory, stability of attention, and logical thinking skills, and acceptance of the admission is based on the results of this interview.

The main requirement for 1st graders is that they have to be either turning or have turned the age of 6 during that school year. Younger students will not be admitted.

### **Transferring from another school to Shine Ue school:**

The followings are the academic requirements of anyone who is seeking to transfer to Shine Ue school:

1. There will be entrance exams of mathematics, English and Mongolian language on the grade level of VI-XII and entrance exams of mathematics and Mongolian language on the grade level of I-V to check the student’s education gained prior to applying to Shine Ue school. Mathematics and Mongolian language exams are revised every year and are aligned with the standards set by the Ministry of Education and Science. English exam is revised every year and is aligned with the curriculum of our school. Students with entrance exam results of 70% and higher are admitted to our school, but it’s not a guarantee that every student will be admitted.
2. If the Admission Committee sees necessary, candidates might be called for an interview accompanied by their parents.
3. The accepted students shall bring all the required documents. (The required documents are listed below.)

4. Physical and mental abilities of the child should be taken into account, and expectations of our school should be clearly communicated to the parents before admitting.

**The accepted student shall submit the following documents:**

1. A copy of the student's birth certificate
2. Copy of parents' ID cards
3. Fill out a student application form (3x4 photos needed)
4. Fill out a medical form
5. If transferring to our school, shall bring the student's record book
6. Deduction from the previous school by ESIS system
7. If a student is transferring from abroad to Shine Ue school, the transcripts of the previous school will be transferred to Mongolian secondary school assessment in accordance with the Shine Ue school's assessment policy.
8. Pay a fee to reserve a seat (this fee is part of the tuition fee and can be found on the TUITION FEE page for more information).

**Admission policy for applying to the IB Diploma Programme:**

- Must be an 11th grade student
- Have a thorough understanding of the program and be aware of the graduation criteria
- Must fulfill the following English language requirements:

TOEFL Junior exam score shall be higher than 850 and components shall be as shown below at minimum:

Listening Comprehension – 275

Language Form and Meaning – 280

Reading Comprehension – 295

**Parental Presence:**

We believe that parents are responsible for the education of their children and their supervision is vital for the overall academic and behavioral outcome of a child. Cooperation between teachers and parents is needed to ensure that students perform at their full potential.

**Waiting Lists:**

If there is no space available for that particular grade level, students and their parents can choose to be placed on our waiting list. The waiting list is deleted at the end of each school year. Please contact our admissions school manager for completing this process.

If we have offered a space at our school to a student who was waitlisted, and the student did not accept our offer, their names will be removed from that year's list.

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**Class assignment:**

We determine the class students are assigned based on the availability of space, date enrolled and students' age.

Students in grades between 1-5 stay with the same group, but from the grade 6, we mix our students into groups based on the level of English and their interest in the subjects Science and Society. This arrangement helps students to learn to work with other classmates and become more independent and social.

**Registration fee:**

Registration fee confirms your place for the upcoming school year. This fee will be part of your next year's tuition fee. All students must pay the registration fee by May 31 of that year.

Please note that if students or parents let the school administration know of their transfer after May 31 of that year, they will not be refunded this fee.

**Admission process and paperwork needed:**

1. Schedule an appointment with Mrs. Enkhtuya Tsedevsuren, the admission manager, to take an entrance examination. E-mail address: [primary.manager@shineue.edu.mn](mailto:primary.manager@shineue.edu.mn)
2. If admitted:
  - a) complete the online application form
  - b) upload a copy of the student's birth certificate into the online application form as an attachment
  - c) bring the student record book from the previous school
3. Pay the registration fee
4. Meet the homeroom teacher once the student is assigned to his/her class

**POLICY REVIEW PROCESS**

This policy shall be reviewed every two years from the last date of modification. The last date of modification must be recorded on the policy as a footer note.

Any proposed changes to the policy shall be reviewed by the teachers' meeting with an attendance of at least 70% or above of all teachers. Teachers should use a voting system in approving the proposed changes into the policy.

The approved changes to the policy shall be reviewed and approved by the school administration, which includes Head of School, academic managers, programme coordinator and Heads of departments, if there are no conflicts with other policies and local regulations.

Any final change to the policy shall become effective from the next school year, unless otherwise decided by the school administration.





## SUS Admission Policy



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### Reference

1. International Baccalaureate Organization (2017). DP Grade Descriptors. Retrieved April 8, 2021.
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3. International Baccalaureate Organization (2018). Diploma Programme Assessment Procedures. Retrieved April 8, 2021.
4. International Baccalaureate Organization (2010). Guidelines for developing a school assessment policy in the Diploma Programme. Retrieved April 8, 2021.
5. SUS IBDP Handbook 2021-2023. Retrieved May 5, 2021.
6. SUS Admission Policy 2018. Retrieved June 11, 2021.



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**IB Diploma Programme  
2021 Admission Policy**