



ADMISSION POLICY

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Shine Ue School

2023



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

To provide students with a quality education based on the methods and experience of highly qualified teachers, cultivate citizens with the knowledge that meets international standards, can live independently, are humane and ethical, and respect Mongolian traditions.

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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 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.



INTRODUCTION

Shine Ue School 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 Advanced Math and English since 2005.

The school has been authorized to implement the International Baccalaureate Diploma Programme (IB DP) in 2018 and an IB World School. We have been implementing the programme for four years successfully. Shine Ue School made three graduations with 24-42 scores on the IB Diploma. We are continuously working to help our graduates to pursue their studies in some of the best universities in Mongolia and abroad. Consequently, 41.7% of the IB DP graduates enrolled in prestigious international universities, whereas 58.3% studied at the top National universities. Our teachers have been certified by the IBO and are encouraged to professionally develop as they go. 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 Shine Ue School IBDP Handbook.

https://drive.google.com/drive/u/0/folders/12sJK8zhqXdGzYP_xzqlQVmoKb06bwoMw



ONE. GENERAL PROVISIONS

1.1. This policy aims to regulate any relationship arising from the enrollment of new students at the Shine Ue School (from now on referred to as the "School").

1.2. "Student Enrollment Procedures" shall be based on the Education Law of Mongolia, other legal documents approved by the Ministry of Education, the school's internal rules and regulations, and the agreement between the school and the student's legal representative.

1.3. Information about admission registration will be delivered through the school's website, www.shineue.edu.mn and the school's social media pages, such as <https://www.facebook.com/shineueschool>.

TWO. ADMISSION REGISTRATION AND SEAT CONFIRMATION

2.1. Online registration for admission will be done through www.shineue.edu.mn.

2.2. Entrants in Grade 1 must be six or older that year. Refer to the following link for the procedure for enrolling students in the 1st grade.

<https://docs.google.com/document/d/13-6zIwmEsLs-cLOfxMUZve9oFQsNcyq7/edit>

2.3. If you want to transfer from another school, you must meet the following requirements. It includes:

2.3.1. Entrants in grade I will take the Mongolian language and mathematics, and those enrolled in grades II-XII will take the placement test in three subjects: Mongolian, mathematics, and English. Interviews will be conducted with students who have scored at least 70% marks in these exams. The content of the examination will be developed within the framework of the core curriculum, and in grades III-V, 60 per cent will be open-ended, and 40 per cent will be optional. The examination fee of 50,000 MNT has been transferred to the bank account of Shine Ue School No. 5003966688.

2.3.2 In case of admission to the school, the following documents must be submitted. It includes:

1. Attach a copy of the student's birth certificate to the electronic form,
2. A copy of the parent's identity card,
3. Filling out the student application form (requires 3x4 size photo)
4. Fill out a medical form.
5. If you transfer to our school, bring the student's personal file / basic education certificate. If you have completed the 9th grade,
6. You may have been removed from the electronic education system (ESIS).
7. A student transferring after studying in a foreign country must bring a document authorizing equivalent studies.
8. Transfer student tuition is 100% paid. (For information on tuition fees, please visit the enrollment menu on the website (www.shineue.edu.mn)).



9. Other documents required by the school

2.4. Students who wish to enroll in the IB Diploma Program must register through the electronic link published on the school website and page every year in the first week of May.

2.5. To be admitted to the IB Diploma Program, a student must meet the following requirements. It includes:

- Must be a 10th-grade student in a general education school.
- Shine Ue School's IGCSE program 10th-grade students will be directly admitted to the IB program if they score 60 or more in each subject
- 800 or higher on the TOEFL Junior English test or 500 or higher on the TOEFL ITP test.
- A placement test score of 60 or higher in mathematics, literature, chemistry, physics, and biology. Have detailed information about the program and know the graduation criteria (IB Diploma Programme Handbook can be found on shineue.edu.mn website) The examination fee of IB Diploma Programme 100,000 MNT has been transferred to the bank account of Shine Ue School No. 5003966688.

2.5.1. For online registration, the following materials have been prepared as a file.

It includes

- A 1-minute video introducing yourself in English,
- A 750-word essay describing the reasons for choosing Shine Ue School's IB Diploma programme
- Proof of valid TOEFL ITP or TOEFL Junior scores

2.6. Conduct interviews in English with students who have passed the entrance exam and students who pass will be notified by email.

THREE. STUDENTS WITH SPECIAL EDUCATION NEEDS

According to provisions 13.1 and 13.3 of the Education Law of Mongolia, "the State shall provide learning conditions for orphans, students below the living standards and disabled students, and encourage students in revealing and developing special talents and skills".

Only state-owned special schools (i.e. School No.29) provides professional staff and well-equipped classrooms for disabled students; however, all other general education providers must provide the opportunity to access special education needs students with a high-quality education.

To fulfill its mission of providing equal education to all students, Shine Ue school admits students with special education needs in its IB Diploma Programme if a student meets the English language requirements of the Shine Ue school IB Diploma Programme. Once a student with learning support requirements enrolled in the school, it is the responsibility of the school to meet the student's learning needs, including suitable arrangements for teaching and assessment.

To know more about the Diploma Programme candidates with assessment access requirements, please see the Shine Ue school "Inclusion policy".



FOUR. RESPONSIBILITIES IN CASE OF VIOLATION OF REGULATIONS

3.1. Suppose any citizen or legal entity supports a student who wants to join in committing an illegal act, conspires with words, conceals it, or causes harm to the legally protected interests of the organization by spreading false information in the media or online networks through deliberate or accidental actions or omissions. In that case, they will be transferred to the police for investigation. Shall be held responsible.

FIVE. PROCESS OF REVISING THE RULES

4.1. This policy shall be reviewed every two years from the last modification date. The last modification date 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 to approve the proposed policy changes.

The approved changes to the policy shall be reviewed and approved by the school administration, which includes the Head of School, Academic director, training 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.



Reference

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7. SUS IBDP Handbook 2021-2023. Retrieved May 5, 2021.
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