



RUSSIAN INTERNATIONAL SCHOOL « GALAXY »

INQUIRY ★ DISCOVERY ★ MODERNITY

ADMISSION POLICY

Students gain admission into the IBDP Class of the RUSSIAN INTERNATIONAL SECONDARY SCHOOL - GALAXY, by fulfilling the following conditions:

1) GENERAL PROVISIONS:

- Proof of completion of a Middle School certificate or its equivalent, either Cameroon GCE Ordinary Level or equivalent.
- At least 5 years of exposure to English learning environment where studies in English are on-going,
- A minimum of 7 distinction grades (A) in the GCE Ordinary Level.
- An official academic transcript from the former school, duly signed and stamped by the school authorities,
- An official letter from the former school that attests to the applicant's good conduct,
- All applicants must present a valid medical report.
- We are open to admitting applicants from all origins, races and religions.
- The applicant must be at least 15 years old in the September of the year of enrolment, and must demonstrate the willingness to obey the school's student code of conduct,
- An applicant from overseas must have a legal guardian who resides in Douala, Cameroon,
- Parents or guardians must show willingness to accept IBDP philosophy and collaborate with the School as a partner,
- The applicant must demonstrate satisfactory social and moral skills such as willingness to communicate, curiosity to learn and ability to embrace teamwork.

- The applicant must sign a pledge of commitment to adhere to School policies in relation to IB rules and the IB community, (This is found at the end of this document)
- Must abide by our School rule of zero tolerance on race, discrimination or gender bias,
- Nationals from all Nations and continents stand a chance to be admitted as international mindedness is one of our values,
- Students with a high proficiency in French who also have good English Proficiency will be admitted and encouraged to study English A and French A and take the rest of the Course in English, to earn a Bilingual Diploma.

2) Placement tests and venue

All candidates are required to sit for the following entrance tests:

- a) English language
- b) Mathematics

3) Oral Test

Candidates will undergo an interview immediately after having completed the written test.

- This will give us further information about the candidate and will inform us on how well they will fit in to our school.
- If required by the HOS an additional interview may be organized with the teacher of concern as part of the admission process.
- The candidates' career path and vision can be better assessed in this part of the test.

4) Special Education Needs Students

- RISS-Galaxy desires to provide access to all students who are interested and may benefit from the IB diploma programme but will not consider students with special education needs which we do not have the means and facilities to support.
- At RISS-Galaxy we teach our children in mainstreams classrooms however, we do accept a limited number of applications from parent whose children have mild special educational needs. These additional needs may include learning difficulties, language and communication

delay, children with social or emotional problems or children with gaps in their learning due to moving around different school systems.

- As we are not a barrier free school, we have limited facilities and provision to support children with physical disabilities.
- Our council decision to admit students with special education needs will be on a one-to-one basis, depending on the need of the students and the available means we have.

5) Admission

- The candidates who do not meet up with the test and interview requirements will be given an option register in the foundation class.

6) Subject selection

- Orientation for subject selection takes place at the end of the last semester of Foundation Year or GCE ordinary level class.
- For students who come from other schools and are duly admitted, orientation for subject selection will be scheduled for them in the first two weeks of school. This provides time enough for them to discuss their subject choices with their parents.
- All the prospective students will have time to discuss their career paths with the IBDP coordinator and the university admission counselor before choosing their subjects.
- At admission, all students will be notified that all diploma candidates must take all the core courses (TOK, EE, and CAS).
- Students together with their parents will be expected to fill and sign the subject selection form to be put in their files.

7) Students from other IB schools

- Students from other IB schools stand a chance to be admitted in to the IBDP class of RISS-Galaxy as transferred cases. This transaction will be effective on condition that the courses offered in RISS-Galaxy agree with the courses they were taking in their former schools.
- They must present a transcript from their former schools, a conduct clearance and transfer letter.

8) Notification of Application

Applicants who have undergone the admission tests in RISS-Galaxy will be notified in a maximum time limit of two weeks of the state of their admission, through the contact emails or telephone numbers on their application files or telephone message.

9) Pledge of commitment

All prospective students duly admitted into RISS-Galaxy will sign a written commitment to pursue their studies and complete the full diploma program.

Reviewed last in 2nd November 2023

References

- Diploma Programme: From Principles into Practice, August 2015