



**ATHENS COLLEGE**  
Hellenic-American Educational Foundation  
Kindergarten • Elementary • Junior High • High  
ATHENS COLLEGE • PSYCHICO COLLEGE • KINDERGARTEN J. M. CARRAS

**Psychico College  
High School**



## **ADMISSIONS POLICY**

**HAEF PSYCHICO COLLEGE,  
IB DIPLOMA PROGRAMME**

October 2013

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**ADMISSIONS POLICY**  
**PSYCHICO COLLEGE – IB DIPLOMA PROGRAMME**

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### **The IB Mission Statement**

The International Baccalaureate 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 organization 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.

### **HAEF Mission Statement**

The mission of the Hellenic-American Educational Foundation is to contribute to society as a beacon for Greek education, developing responsible global citizens and future leaders, inspired by Hellenic heritage and both American and European liberal values. Its aim is to provide the essence of education by helping each individual to achieve their highest potential and unique aspirations, instilling in them respect for themselves and others, cultivating a sense of civic duty, and exemplifying the highest ethical standards.

Our aim, through academic excellence and critical thinking, is to inspire and transform students into graduates distinguished by creativity, teamwork and a spirit of discovery.



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## The IB Learner Profile

### As IB learners we strive to be:

#### **Inquirers**

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

#### **Knowledgeable**

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

#### **Thinkers**

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

#### **Communicators**

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

#### **Principled**

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

#### **Open-minded**

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

#### **Caring**

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

#### **Risk-takers**

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

#### **Balanced**

We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

#### **Reflective**

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

## ADMISSIONS POLICY

### PSYCHICO COLLEGE – IB DIPLOMA PROGRAMME

#### ADMISSIONS PHILOSOPHY

The IB Diploma Programme at Athens College – the Hellenic American Educational Foundation (HAEF) is a strong academic programme, and we welcome students we believe will flourish in our fast-paced environment. The success of our students is partly due to a culture of mutual respect and a collaborative and supportive outlook within our student body.

The IB Diploma Programme is open to students from both colleges of HAEF, Athens College and Psychico College. Given that it is an inclusive programme, the IB DP also accepts students from other Greek schools (including public and private schools) as well as foreign and international schools, as long as they meet the admissions criteria.

Athens College encourages the widest possible diversity of background in applications from candidates. This enriches our community and is vital in preparing our students for today's world. The school is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation or social background.

The school accepts applications for full IB DP candidates only. Additionally, whilst the IB DP provides academically outstanding students an opportunity to excel, it also aims at providing students with the opportunity to reach their full potential and achieve their own optimal performance.

The programme is flexible with the students' individual course combinations so as to ensure that they meet their academic strengths and the academic requirements when applying to universities abroad. In certain cases, for students to reach their full potential and achieve their personal goals, counseling will be exercised, and their course combination will be more defined.

Students who intend to join the HAEF IB DP need to take into consideration the following issues:

- The official language of instruction and working language is English. Because the curricular emphasis is on interactive learning, it is essential that IB DP students have solid knowledge, understanding and use of the English language, both written and spoken.
- Developing time management skills is an essential quality of the successful IB DP student. Throughout the two-year programme and during the 2<sup>nd</sup> year of the IB DP, the students have to meet deadlines for the submission of work relating to areas such as the Extended Essay (EE), Theory of Knowledge (ToK) essays, Written Assignments (WAs), Written Tasks (WTs), and Internal Assessments (IAs).
- The IB DP employs 'student-centered' approaches and students are more 'teacher-guided', than 'teacher-directed'. This provides students with greater scope to develop their initiatives and strengthen their confidence in choices they make.
- Students must recognize that the IB DP involves different assessment criteria, and diverse forms of assessment activities. The main IB DP subjects require the setting of lengthier homework assignments which, in turn, involve students being given longer periods of time (perhaps 2-3 weeks and more) in which to complete their assignments. IB DP students who



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do not practice using these longer periods of time productively to reflect, research, outline, as well as write drafts, before submitting the final copy of their assignments to teachers, will find it difficult to successfully complete the IB DP.

## ACADEMIC CRITERIA AND TIMELINE OF SELECTION PROCEDURE

### I. HAEF APPLICANTS

#### ADMISSIONS CRITERIA

HAEF students currently enrolled in Grade 10 will be admitted to the IB Diploma Programme (IB DP) based on the criteria below:

- Overall Average Grade (Grade 10): Minimum average of **14.0 / 20.0** with no grade being less than **12.0 / 20.0** in any of the subjects in the final annual Grade 10 report card.
- Successful completion of the Middle Years Programme (MYP) Personal Project.
- Regular full-time attendance of the **Language and Literature English course** in Grade 10 or a minimum final annual grade of **15.0 / 20.0** if attended a **Language Acquisition English course**
- Have no serious academic integrity issues in Grade 10
- Have no serious disciplinary issues in Grade 10 (e.g., a two-day suspension)

#### SELECTION PROCEDURE

1. Offers of admission will only be made to successful applicants who meet the aforementioned criteria for admission.
2. We are keen to identify students who will benefit from our balanced and well-rounded education, and who will make a positive contribution to the life of the school. Therefore, all applicants should submit **a personal motivation letter** elaborating on the reasons why they wish to study in the IB DP. The **interview** that will follow aims to ascertain the applicants' motivation and their ability and willingness to develop and demonstrate the IB Learner Profile.
3. It is compulsory for all students interested in applying for admission to the IB DP to submit an Expression of Interest / Application Form by **April 15** at the latest. **Please note that meeting the submission deadline for the Expression of Interest / Application Form is a prerequisite for any future consideration for admission to the IB DP.**
4. All applicants will be informed on the outcome of their applications by **mid – June**, after the 10<sup>th</sup> grade annual report cards have been issued.

5. Upon receipt of Offer to the School's IB Diploma Programme, parents / guardians are required to fill in an acceptance form and pay a non-refundable fee of 1,500 euro within 10 calendar days from the date of receipt of the offer. This amount will be deducted from tuition fees once the student enrolls in the IB DP. If the student withdraws from the IB DP **after July 31<sup>st</sup>**, the fee will be forfeited to cover operating expenses in the IB DP admissions process, and the student will not have the opportunity to reclaim his / her place in the IB DP.

6. Students who accept the offer, enroll in the IB DP, but then wish to return to the Geniko Lykeio of Athens College / Psychico College after school has started, must do so by **September 30** at the latest. After September 30, HAEF will not accept any transfers from its IB Diploma Programme to the Geniko Lykeio of Athens College / Psychico College.

#### **TIMELINE <sup>1</sup> OF ADMISSIONS PROCEDURE**

<b>Month / Date</b>	<b>Details</b>
January	IB DP administration, faculty and IB DP students introduce all subjects and the core elements offered by the school. Emphasis is placed on the learning outcomes, the syllabus, the forms of assessment and skills to be developed.
February	<ul style="list-style-type: none"> <li>• Expression of interest /Application Form</li> <li>• Meetings with University Counselors (for selection of six IB DP subjects)</li> </ul>
February – April	<ul style="list-style-type: none"> <li>• Personal motivation letter submission and interview process</li> </ul>
<b>April 15</b>	<b>Deadline for submission of Expression of interest / Application form</b> Submission of Subject Combination Form
Mid-June	Offer to the IB DP (after 10 <sup>th</sup> grade annual report cards have been issued).
Within 10 calendar days from the receipt of offer	Acceptance of Offer / Payment of non-refundable fee of 1,500 euro
<b>July 31</b>	<b>Deadline for withdrawals, no operating expenses</b>
<b>September 30</b>	<b>Deadline for withdrawals</b>

<sup>1</sup> Please note that no students will be considered for admission to the IB DP who have not adhered to the above-mentioned timeline.

## **II. EXTERNAL APPLICANTS**

### **ADMISSIONS CRITERIA**

Admission is based upon academic merit and the selection process is designed to identify pupils who will benefit from our broad and balanced education and make a positive contribution to the life of the school.

Athens College conducts an annual admission examination for students who wish to enroll in Year 1 of the School's International Baccalaureate Diploma Programme. This admission examination is open to Greek citizens, Greek permanent residents (PRs), ex-patriates and international/foreign students (non-Greek citizens or non-Greek PRs). Applicants must fulfill the age requirement for the level of admission and offers for admission will only be made to successful applicants who meet the school's criteria for admission.

In order for a candidate to be successful, he / she must attain at least 50% in each of the three papers they are assessed in:

- English language
- Mathematics
- General Knowledge / Critical Thinking Skills

Candidates who do not achieve a passing grade in any one of the three papers are excluded.

It is compulsory for applicants to sit for all the papers according to the examination schedule (subject to change at school's discretion). Please note that there will be no alternative examination dates. The school reserves the right to consider administering additional Admissions examinations for applicants from schools overseas, who due to specific circumstances cannot take the scheduled Admission examinations.

### **Personal Motivation (personal motivation letter and interview process)**

We are keen to identify students who will benefit from our balanced and well-rounded education, and who will make a positive contribution to the life of the school. Therefore, all applicants should submit a personal motivation letter elaborating on the reasons why they wish to study in the IB DP. The interview that will follow aims to ascertain the applicants' motivation and their ability and willingness to develop and demonstrate the IB Learner Profile.

### **Application Form**

The application form must be submitted with the following documents to the school:

- Parent/ Guardian acknowledgement slip (page 15 of this document)
- Applicant's personal motivation letter (elaborating on the reasons why he/she wishes to study in the IB DP at Athens College)



- Copies of report cards/progress reports/examination results from previous school (previous and current school year)
- Copies of other relevant certificates
- One passport size photo attached
- Copy of applicant's national ID or passport

Optional: reference letter (by teacher / supervisor / study advisor / coach / Principal etc. of previous school)

### **Equity and Inclusion**

The school is committed to equal treatment for all, regardless of a candidate's gender, race, ethnicity, religion, disability, sexual orientation, or social background. At the IB DP, we encourage the widest possible diversity of background in applications from candidates. This enriches our community and is vital in preparing our pupils for today's world.

In compliance with HAEF's Inclusion Policy, the school welcomes pupils with special educational needs. In doing so, it is essential for the welfare of the applicant that the School carries out an informed assessment of the child's needs to ensure that they can be properly met by the School's Learning Support Department, its pastoral care structures, and the campus environment. Parents should provide a copy of an educational psychologist's report or a medical report if they have one.

We have also taken great care to design this examination to avoid any direct and indirect discrimination. Arrangements are put in place for eligible candidates with learning differences so that they may access the assessment. Access arrangements are not granted if they give candidates an unfair advantage over others or if they compromise the standards being assessed.

### **Financial Assistance Program - Scholarships**

It should be noted that it has been HAEF's long-established policy to consider financial assistance requests from families facing serious economic hardship in order to help them meet tuition expense. Every year the Financial Assistance Program helps hundreds of students who, without that assistance, would not be able to study at the College. In the last five years, for example, financial aid was given to an annual average of 680 students, its total amount during this period exceeding € 16,000,000.

Scholarships are designed to reward excellence and to celebrate exceptional talent.

In April 2021, the school announced that it would offer one full scholarship for external students entering the IB DP. The scholarship will be awarded to the student who ranks first, having achieved the highest cumulative score on the Mathematics, English and General Knowledge / Critical Thinking portions of the test.

Details of the criteria and application process for all scholarships can be found on our website at <https://www.athenscollege.edu.gr/why-join-us/scholarships-financial-aid/merit>.



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## TIMELINE OF ADMISSIONS PROCEDURE

Month	Details
March	Application Form and additional documents submission
April	Admission Examinations <sup>2</sup> in the three subjects listed above
May	<ul style="list-style-type: none"><li>• Confirmation of prerequisites to secure their position in the IB DP</li><li>• Personal motivation letter and interview</li></ul>
June	<ul style="list-style-type: none"><li>• Meetings with University Counselors (for selection of 6 IB DP subjects)</li><li>• Submission of Subject Combination Form</li></ul>

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<sup>2</sup> In view of the COVID-19 pandemic, Admission Examinations will be held in accordance with the national safety measures in place leading up to and during the actual test date. Athens College will keep applicants updated should there be any changes regarding the terms and conditions of the Admission Examinations.



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**ACKNOWLEDGEMENT SLIP**

Date: \_\_\_\_\_

PROCEDURES PERTAINING TO SCHOOL'S ADMISSION  
EXAMINATION FOR ENROLLMENT IN IB DIPLOMA PROGRAMME (IB DP) YEAR 1

Name of Parent/Guardian: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Level to be admitted: IB DP YEAR 1

I acknowledge that I understand the terms and conditions as stated in the Admissions Policy and agree to abide by them.

Signature of Parent/Guardian: \_\_\_\_\_

## REVIEWING THE ADMISSIONS POLICY

1. The Admissions Policy will be reviewed at least every 5 years to coincide with the 5-year self-evaluation cycle of the IB DP.
2. Such an interval will provide the school with:
  - ample evidence on the effectiveness and/or shortcomings of the Admissions Policy.
  - time to share and exchange best practices between the DP and MYP.
3. The admissions policy is regularly communicated to the student body and their families as well as to academic and administrative staff. It is also available on the school portal.
4. The primary responsibility for the overall framework of the Admissions Policy lies with the HAEF Administration and the IB DP Administration.