



GIBS
Graz International Bilingual School

Admissions Policy

Graz International Bilingual School

IB Diploma Programme

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September 2018

Next review: September 2020

Contents based on:

GIBS Mission Statement. <www.gibs.at>
KIS Admission Policy. Feb 2016. Web. Aug 2016
<bgklosterneuburg.ac.at>
SchUG (Austrian Educational Laws)

General remarks

At Graz International Bilingual School we believe that a diverse student body enriches the school community and provides a wealth of experience and resources.

BG GIBS (Graz International Bilingual School) is an Austrian state-funded school (“Gymnasium”). It covers eight years (four years in middle school, age 10-14 /grades 5 – 8, and four years in high school, age 14-18/grades 9 - 12), leading up to the Austrian school-leaving examination (“Reifeprüfung”, also referred to as “Matura”). GIBS offers bilingual education (English/German) throughout all eight years of schooling and the International Baccalaureate Diploma Programme in Years 7 and 8. GIBS has been an authorized IB World School since May 2017.

According to SchUG § 3 Abs. 1, 2, 5, state-funded schools are open to everyone, regardless of social class, gender, ethnicity, native language or religious orientation. Any child who fulfills the legal requirements for an Austrian “Gymnasium” may be accepted as a student at GIBS.

Due to the high number of applicants at GIBS, admission is subject to the following:

- family residency in Styria (for admission to both lower and higher grades)
- class size (max. 25 +10% students)

1. Application and admission

1.1 Documents

The following documents must be submitted when applying for admission to GIBS:

Year 1:

- latest report issued by student’s current primary school: the required grades for admission are “Sehr gut/ A” or “Gut/B” in the main subjects (Maths, German). If

the student has been awarded a “Befriedigend/ C” in either of these subjects, the primary school must certify that the student is capable of dealing with the subject at high-school level (“Bescheinigung der AHS Reife”). Requests for nostrification of reports from abroad have to be submitted to the Federal Ministry of Education (vgl. SchUG § 75).

- birth certificate or copy of passport
- GIBS enrolment application form
- Austrian residency permit

Years 2-8:

- latest report issued by the student’s current school. Requests for nostrification of reports from abroad have to be submitted to the Federal Ministry of Education (cf. SchUG § 75).
- birth certificate or copy of passport
- GIBS enrolment application form
- Austrian residency permit

Students from abroad who wish to be admitted to GIBS must be competent in German and/or English in order to be able to follow the bilingual programme.

According to SchUG § 4, a student can, under certain conditions, be granted the status of “guest student” (“außerordentliche(r) Schüler/in”) in one or more subjects. The aim of this is to give the student time to catch up in certain mandatory subjects (e.g. Maths, German, foreign languages) before being assessed as a regular student. This status must be applied for by the student’s parent/legal guardian. In the first instance, it will be granted for 12 months, but at the discretion of the school may be extended for a further 12 months. Guest students can only be accepted if there are still places available after the applications of regular students have been considered.

1.2 Period for application

Year 1: Application, admission and enrolment is a two-phase procedure:

- application from December to January (detailed information on GIBS homepage from November onwards)
- enrolment after admission (by end of second week after February semester)

break)

Years 2-8: Applications can be submitted from the beginning of the school year up to the end of February of the same academic year. Under certain conditions, the principal may make exceptions to this time limit.

1.3 Confirmation of admission after application

After the closing date for application and by a pre-arranged deadline, parents/legal guardians are notified by the principal and the GIBS admissions team whether their child has been accepted.

Admission is based on the evaluation of interview results, previous grades, student evaluation by previous schools and aptitude for the level of schooling for which the student is applying.

Should the number of places be limited, suitable students are ranked according to the previously mentioned criteria by the admissions team and the principal.

2. Application procedure

If the number of applicants exceeds the number of places, the following admission procedures are implemented.

2.1 Admission to Year 1 (1.Klasse/ grade 5)

All applicants are interviewed in small groups by the admissions team, which consists of teachers trained for this purpose. The interview may be done in German or in English. The interview performance and with the grades of the latest school report are taken into account.

The applicants are placed according to their total score. 75 students are accepted. There is a waiting list in case students who have been accepted withdraw at a later date and places become vacant.

2.2 Admission to Years 2-8 (2.-8.Klasse/ grades 6-12)

Applicants from other Austrian or international public or private schools are required to take a placement test in English and Mathematics (in English, 1 hour each) on the syllabus of the previously completed school year/term. References from class teachers at the previous school are also required.

In addition, the latest school report must be submitted before applying to GIBS and the student's school will be asked to supply a confidential evaluation of the applicant. Upper-grade students (5.-7. Klasse/ Years 9-11) must also submit a letter of motivation.

The results of the testing, the previous school's evaluation and the student's latest grades as well as the letter of motivation (Years 5-7, grades 9-11) determine whether the student is accepted. Class size must not exceed the limit set by Austrian law.

2.3 Admission to the DP

GIBS students are accepted for the DP programme by a committee (consisting of the principal, IB coordinator and several form teachers). To be considered, students must:

- apply for the programme during Year 5
- accept the IB philosophy
- write a letter of motivation upon request
- have above-average grades in their latest school report

International students with English as their mother tongue can only be accepted if class size does not exceed the legal limit.

Non-GIBS students seeking to join the Diploma Programme in Year 7 or 8 / Grade 11 or 12 who have previously attended any IB World School will be accepted at GIBS if class size does not exceed the legal limit and the IB courses which the student has previously chosen and participated in are offered at GIBS.