International Baccalaureate
Diploma Programme

Handbook
(Effective September 2013)

ANATOLIA COLLEGE
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1. INTRODUCTION
The International Baccalaureate Diploma Programme is an increasingly popular international qualification for secondary education. It is one of the three educational programmes offered by the International Baccalaureate Organisation (IBO), a non-profit organisation. The IB Diploma is a two-year course for 16-19 year-olds in 11th and 12th grades. It is taught in either English, French or Spanish (at Anatolia, taught entirely in English). The IBDP is offered only by those schools that comply with the strict academic requirements stipulated by the International Baccalaureate Organization (IBO), based in Geneva, Switzerland: Anatolia College has been recognised as an “IB World School” and authorised to offer the IBDP since October of 1997.

Successful completion of the IBDP leads to the award of the “IB Diploma”, a widely recognised and well appreciated qualification for University entry in most countries around the world. The IBDP is an academically challenging and balanced programme of education, designed to prepare students for effective participation in a rapidly evolving and increasingly global society. It’s flexibility allows for adaptation to the diverse needs and personal interests of students and makes it a very suitable study course for them.

The Greek government has recognized the International Baccalaureate Diploma and by law has granted its equivalence to that of a Greek Lykeion Diploma (“Apolytirio”).

2. WHO IS THE IB PROGRAMME SUITABLE FOR?
The IBO’s mission is “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 programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.”

The IB mission statement is reflected in the “IB learner profile”, a set of learning outcomes that can inspire, motivate and focus the work of schools and teachers. The table below provides further details on these attributes.
### IB learners strive to be:

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquirers</td>
<td>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.</td>
</tr>
<tr>
<td>Knowledgeable</td>
<td>They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.</td>
</tr>
<tr>
<td>Thinkers</td>
<td>They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.</td>
</tr>
<tr>
<td>Communicators</td>
<td>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.</td>
</tr>
<tr>
<td>Principled</td>
<td>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.</td>
</tr>
<tr>
<td>Open-minded</td>
<td>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.</td>
</tr>
<tr>
<td>Caring</td>
<td>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.</td>
</tr>
<tr>
<td>Risk-takers</td>
<td>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.</td>
</tr>
<tr>
<td>Balanced</td>
<td>They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.</td>
</tr>
<tr>
<td>Reflective</td>
<td>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.</td>
</tr>
</tbody>
</table>

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Clearly, a student applying for enrolment in the IBDP accepts the IB philosophy as described in the IBO mission statement and is eager to adapt their approach to learning in order to develop the IB Learner attributes.

The Greek legal framework limits students following the IBDP to entry in foreign universities. A basic prerequisite for anyone wishing to attend the programme is a very good knowledge of the English language (at least at an “advanced” level), as all subjects are taught in English. In consultation with IB faculty, students choose which subjects to study and at which level (Higher or Standard), balancing their interests, the field which they ultimately intend to follow and the requirements of universities to which they will be applying.
3. STRUCTURE OF THE CURRICULUM

The IBDP is represented as a circular shape, divided into concentric parts. In the centre, surrounding the student, the model presents the fundamental learning outcomes analysed previously. These are encircled by the “core” subjects, obligatory for all Diploma candidates: the Extended Essay research project, Theory of Knowledge course and Creativity-Action-Service requirement. Core requirements are themselves encircled by 6 areas of knowledge: students choose to study one subject from each area, three at Higher Level (240 teaching hours) and another three at Standard Level (150 teaching hours). In the outer circle the model presents international mindedness, a central aspect of the IBDP philosophy encompassing all of the programme’s elements.

3.1. CORE REQUIREMENTS

There are three core requirements that are compulsory for all IB candidates in order for them to obtain the IB Diploma:

Students may be awarded 0-3 IB Diploma points depending on their combined performance in TOK and the EE (see paragraph 6.1)

3.1.1 Theory of Knowledge

Theory of Knowledge is a course of study (2 hours per week) in which students are encouraged to approach the process of acquiring Knowledge from different perspectives. It aims at helping students
become familiar with the problems of how knowledge advances and how we validate knowledge, with problems related to the value-systems we employ when making knowledge claims, while at the same time it aims to develop students’ ability to view knowledge claims critically and to become argumentative.

Students are assessed on the basis of a 1200-1600 word-essay on a topic selected from a list issued by the IBO every year, and on the basis of a 15 minute class presentation. The essay is externally assessed, while the presentation is internally assessed by the teacher.

### 3.1.2. The Extended Essay

The Extended Essay constitutes the first approach, on the students’ behalf, to the most essential aspect of academic life: research. It exposes the student to a more personal type of research in one of the subject areas offered by the IB Program. Each student undertakes a 4000-word essay in the discipline of his/her choice beginning in February of the first year in the IB program and brings it to completion by December of the second year.

Students choose the subject and topic for their Extended Essay. During the whole process of completing the Extended Essay students are assigned a supervisor appointed by the school. The role of the supervisor is to guide and advise students in the skills of undertaking research and to ensure that the Essay conforms to requirements specified by the IBO. Supervision is limited however to 2-3 hours in total, according to the IBO directive. Once the essay is complete the student has to present it orally to the supervisor or members of the teaching body. This interview aims to establish the essay’s authenticity and review the gains and difficulties encountered in the process for the student.

The Extended Essay is assessed externally by examiners appointed by the IBO.

### 3.1.3. C.A.S.: (Creativity, Action, Service)

In addition to their academic duties, students have to participate in activities, which contribute to the further development and enrichment of their personality and interests. These fall into three categories:

- **Creativity**: arts, and other experiences that involve creative thinking.
- **Action**: physical exertion contributing to a healthy lifestyle, complementing academic work elsewhere in the Diploma Program.
- **Service**: an unpaid and voluntary exchange that has a learning benefit for the student.

To fulfil CAS requirements a student must show active participation in all three fields and provide evidence that he/she has achieved specified learning outcomes. The CAS advisor that the school appoints for every student assists with the preparation of a personal activity program that is representative of the student’s interests, while at the same time supervising the program’s progress. Anatolia College organizes a number of activities on a permanent basis and for the whole school (“clubs” – extracurricular program). Some of the CAS requirements can be met by participation in these activities.
3.2. CHOICE OF SUBJECTS

The IBDP, in addition to the core requirements, comprises of six subject groups. Most subjects are offered at two different levels, Higher Level (HL) and Standard Level (SL). Students study six subjects, choosing one from each group. At least three - but no more than four - of the chosen subjects must be at Higher Level. Their selection of subjects should be based on their interests, their aptitude and the requirements of Universities they intend to apply to. When choosing language courses (groups 1 and 2) the school plays a central role guiding students towards selecting a course that is suitably challenging for them.
### 3.3. SUBJECTS OFFERED

The table below shows the subjects currently offered by the IBDP at Anatolia College.

<table>
<thead>
<tr>
<th>Group 1</th>
<th>STUDIES IN LANGUAGE &amp; LITERATURE (Language A)</th>
<th>Higher</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>English A - Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>English A - Language &amp; Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Modern Greek A - Literature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Language A (as a self-taught course)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 2</th>
<th>LANGUAGE ACQUISITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Not compulsory if you have chosen 2 subjects from group 1)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>English B</td>
</tr>
<tr>
<td></td>
<td>Spanish (Ab Initio)</td>
</tr>
<tr>
<td></td>
<td>Spanish B (offered if at least 7 students enroll)</td>
</tr>
<tr>
<td></td>
<td>French B (offered if at least 7 students enroll)</td>
</tr>
<tr>
<td></td>
<td>German B / Italian ab initio SL (offered if at least 7 students enroll - please circle language of your choice)</td>
</tr>
<tr>
<td></td>
<td>Mandarin Ab initio (as an online course)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 3</th>
<th>INDIVIDUALS AND SOCIETIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Business Management</td>
</tr>
<tr>
<td></td>
<td>Economics</td>
</tr>
<tr>
<td></td>
<td>Environmental Systems &amp; Societies (or as a Group 4 subject)</td>
</tr>
<tr>
<td></td>
<td>History</td>
</tr>
<tr>
<td></td>
<td>Psychology</td>
</tr>
<tr>
<td></td>
<td>World Art &amp; Cultures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 4</th>
<th>NATURAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Biology</td>
</tr>
<tr>
<td></td>
<td>Chemistry</td>
</tr>
<tr>
<td></td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Environmental Systems &amp; Societies (or as a Group 3 Subject)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 5</th>
<th>MATHEMATICS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mathematics Higher Level</td>
</tr>
<tr>
<td></td>
<td>Mathematical Standard Level</td>
</tr>
<tr>
<td></td>
<td>Mathematical Studies</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group 6</th>
<th>ARTS AND ELECTIVES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Or another Group 1, 2, 3, or 4 subject</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visual Arts</td>
</tr>
<tr>
<td></td>
<td>Theatre (offered if at least 7 students enroll)</td>
</tr>
<tr>
<td></td>
<td>Film (offered if at least 7 students enroll)</td>
</tr>
<tr>
<td></td>
<td>Music (offered if at least 7 students enroll)</td>
</tr>
<tr>
<td></td>
<td>Dance (offered if at least 7 students enroll)</td>
</tr>
</tbody>
</table>
4. AUTHENTICITY OF STUDENT WORK

It is the school’s duty to ensure that all pieces of work sent to the IBO for assessment are the original work of the candidates and comply with the requirements of each subject. To that effect the student must be in touch with the teacher/supervisor throughout all stages of each assignment, from its planning to its final stages. Failure to do so may result in the assignment not being accepted for assessment. Before any assignment is sent out, students are asked to sign a form confirming that it is their own work; the teacher-supervisor also has to affirm that to the best of his/her knowledge it is the original work of the candidate. If a supervisor suspects malpractice in the form of plagiarism or collusion, then the work will not be accepted; this in turn might result in serious reduction of the student’s grade or might even constitute a failing condition resulting in the non-award of the IB Diploma (see par. 11, “General Regulations”, article 29, section E: Malpractice).

To ensure that students and parents are aware of and comply with the above, the school asks that they sign a statement of compliance with IB regulations on malpractice. The statement is attached to the application form.

5. ELIGIBILITY TO REGISTER FOR THE IB EXAMS

The IBO delegates to schools the right to decide which students are eligible to take part in the final IB Diploma exams. The student has to be in good standing with the school, before the school registers him/her for the exams. A breach of the General IBO regulations or of the regulations contained in this handbook might result in the school denying the student registration for the exams until the school is satisfied that the student has complied with requirements.

5.1. ACADEMIC PERFORMANCE – ADVANCE TO 2ND YEAR

The school strongly recommends that students repeat year 1 of the IB Diploma program, if one of the following is the case at the end of their first year:

i) their total in the six subjects is under 24 points.
ii) they have a grade 1 or 2 in any subject, even if their overall average is above 24 points.

Students who nevertheless decide to continue into the 2nd year should accept the serious possibility of failing the Diploma.

5.2. ATTENDANCE – ABSENCES

The IBO prescribes a minimum of 150 hours of class attendance for every Standard Level subject and a minimum of 240 hours of class attendance for every Higher Level subject that a student has selected. This practically means that a student cannot miss more than 13 hours of any Higher Level class, more than 17 hours of any Standard Level class and more than 5 hours of Theory of Knowledge throughout the two years. Thus the maximum number of absences allowed over the two years is approximately 100 hours.

IBO regulations clearly stipulate that it is the responsibility of the school to approve a student’s registration for the final IB examinations. If a student has not completed the minimum hours of attendance, the IB faculty has the authority to exclude him/her from the final exams.
5.3. DEADLINES

The IBDP is a demanding program that requires systematic study habits and very good time management. Throughout its two years students will be asked to meet a number of deadlines regarding the submission of assignments. Depending on the subject, these take the form of written essays, commentaries or research projects, lab reports, oral presentations, etc. To aid the students in planning their work every year the faculty puts together a calendar, which distributes the workload in a rational way throughout the year. Non-compliance with a deadline may result in the work not being accepted.

In case of repeated violations of the calendar deadlines, the student is put ‘under probation’ for a specific period or indefinitely. This has the following consequences:
• The school will not approve the participation of this student in any group activity beyond the school schedule.
• The school will not supply the student with any reference letters for that period.

All penalties incurred are recorded in the student’s file and may subsequently appear as points of note in the reference letters that the school provides.

Article 11 of the IBO General regulations (see par. 11) makes it clear that:

‘It is the responsibility of schools to ensure that candidates comply with all assessment requirements of the Diploma Programme and that they are properly registered. This includes ensuring each candidate is in good standing at the school at the time of the examinations. Non-compliance with these requirements can lead to the disqualification of candidates...”

5.4. CONDUCT / ETHICAL BEHAVIOUR

All the rules regulating behavior in schools throughout Greece apply to IB students as well. In addition the school retains its right not to register for the final exams those students who in any way violate the IBO Diploma General Regulations (see above) and/or the rules outlined in the present handbook.

5.5. OUTSTANDING FEES

Article 11 of the IBO General regulations quoted above (article 5.3) stipulates that candidates should be “in good standing” with the school at the time of examinations. This clause gives schools the right to withdraw a candidate from an examination session and defer him/her to a future one if any tuition fees remain outstanding without the school’s consent.
6. ASSESSMENT OF STUDENT WORK

6.1. OVERVIEW

Please refer to the school’s document “Assessment Policy 2012-2013” for further details on assessment.

Students are assessed in two ways:

- **Externally**: graded by independent examiners, selected by the IBO. The grades they issue usually count for about 70% of the final grade in a subject.

- **Internally**: when a schoolteacher assesses a student’s progress throughout the program according to procedures and criteria stipulated by the IBO. About 30% of the final grade in each subject is based on internal assessment, which, depending on the subject’s Demands, may include presentations, written essays, Lab experiments and reports.

In each of the six subjects, a student receives a final overall grade between 1 and 7:

- 7 Excellent performance
- 6 Very good performance
- 5 Good performance
- 4 Satisfactory performance
- 3 Mediocre performance
- 2 Poor performance
- 1 Very poor performance
- N Grade not awarded

Up to 3 additional points can be awarded on the basis of students’ achievement level in the core requirements (see table below):

<table>
<thead>
<tr>
<th>Theory of knowledge</th>
<th>Excellent</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Mediocre</th>
<th>Elementary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>Excellent - A</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>1/F*</td>
</tr>
<tr>
<td>Good - B</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>F*</td>
</tr>
<tr>
<td>Satisfactory - C</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>F*</td>
</tr>
<tr>
<td>Mediocre - D</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>F*</td>
</tr>
<tr>
<td>Elementary - E</td>
<td>1/F*</td>
<td>F*</td>
<td>F*</td>
<td>F*</td>
<td>F</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extended Essay</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
<tr>
<td>Excellent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Satisfactory</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mediocre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

F: Failing condition – Diploma NOT awarded regardless of total number of Diploma points
F*: Failing condition – Diploma NOT awarded if the student has earned less than a total of 28 Diploma points
The IB Diploma will be awarded to students on the basis of their overall score derived by adding final grades in all six subjects and additional points from the Extended Essay and Theory of Knowledge. (See par. 6.3)

Alongside the internally or externally assessed components, students are assessed with respect to their participation in class, their consistency in meeting deadlines and their progress. For that purpose, the academic year is divided in two semesters and each semester in two quarters. At the end of each semester (January – June) students undergo written examinations. The four quarters count for 10% each, midyear exams 20% and end-of-year exams 40%. The average of those three elements produces the year average, which in turn is the deciding factor for the extraction of the predicted grade offered to Universities, if required (see par. 7).

6.2. PROGRESS REPORTS

Parents and legal guardians are informed of students’ progress by grade reports sent after the end of each quarter and by parent-teacher meetings (two afternoon meetings during the year and weekly morning consultations). A copy of the yearly calendar detailing all the major deadlines throughout the year, is given to parents so that they can monitor their child’s compliance to the deadlines and overall progress.

6.3. AWARD OF THE IB DIPLOMA (see par. 11 - “General Regulations”, article 15)

The minimum overall score for the award of the IB diploma is 24 points. However the IB Diploma will be awarded to a candidate whose total score is less than 28 points (24, 25, 26, 27 points), provided all the following requirements have been met:

a. Numeric grades have been awarded in all six subjects registered for the IB diploma.
b. All CAS requirements have been met.
c. Grades have been awarded for both Theory of Knowledge and an Extended Essay, with a grade of at least D in both of them
d. There is no grade 1 in any subject.
e. There is no grade 2 at higher level.
f. There is no more than one grade 2 at standard level.
g. Overall, there are no more than three grades 3 or below.
h. At least 12 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 16 points at higher level).
i. At least 9 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 6 points at standard level).
j. The final award committee has not judged the candidate to be guilty of malpractice.
The IB diploma will be awarded to a candidate whose **total score is 28 points or above**, provided all the following requirements have been met.

a. Numeric grades have been awarded in all six subjects registered for the IB diploma.
b. All CAS requirements have been met.
c. Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.
d. There is no grade 1 in any subject.
e. There is no more than one grade 2 at higher level.
f. There are no more than two grades 2 at standard level.
g. Overall, there are no more than three grades 3 or below.
h. At least 11 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 14 points at higher level).
i. At least 8 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 5 points at standard level).
j. The final award committee has not judged the candidate to be guilty of malpractice.

6.4. FINAL IBDP RESULTS

Final IB Diploma results are made available to schools in the afternoon of July 5th of the students’ graduating year. The school releases copies of results to students on the same day. In addition, students receive a personal pin code which they can use to access their results electronically on July 6th. **The IBO gives schools the right to withdraw a candidate’s results in cases where there are outstanding fees.**

6.5. ENQUIRY UPON RESULTS – REQUEST FOR REMARK

IBO regulations allow parents and students to request the re-examination of the externally assessed components for any subject. The request, called enquiry upon results, can only be made through the school and is charged extra by the IBO. It **may result in no change of grade or a higher grade but also could give a lower grade to the student.**

6.6. RESITTING FOR THE IB DIPLOMA

Should a student fail to be awarded the International Baccalaureate Diploma as a result of gaining low grades in a certain subject or subjects, he/she has the right to improve his/her grade(s), by either re-attending classes in the subject(s), and/or by simply re-sitting the exam(s). Choosing to re-attend classes gives a student the chance to also improve his/her grade in the internally assessed component. (Approximately 25% of the total grade in each subject is derived from what is termed “Internal Assessment”). The fee for repeating a subject or subjects varies depending on the total number of hours that one is required to attend in order to re-sit for the International Baccalaureate Diploma.

A student is allowed to sit a **maximum of three examination sessions** (regardless of number of subjects examined) in order to satisfy the requirements for the award of the IB diploma.
7. PREDICTED GRADES – APPLICATIONS TO UNIVERSITIES

Before embarking on the IB Diploma program students are offered counselling and support in choosing the subjects and the level they are going to study. IB teachers and the US College Counselling office provide guidance and advice in choosing universities, courses, and filling out application forms. Students write out applications to Universities between September and January of their 2nd year in the IB Program in accordance to deadlines set out in the Calendar.

University admission officers increasingly look for the following characteristics in applicants seeking a place at University:

**Self-organization:** ability to meet coursework deadlines; follow assignment guidelines; answer assignment questions; and balance study with other work and family and social life.

**Independence:** ability to read independently outside set texts; learn from and act on feedback; prepare for study outside the classroom; ask guidance; and make independent judgments

**Motivation:** willingness to engage with studies; persist with tough topics; participate in class; put effort into studies; show enthusiasm for learning; and take advantage of learning opportunities outside the curriculum.

Most universities admit candidates on the basis of five standards:

1. Grade reports from the last three years in school
2. The student’s personal statement or essay samples
3. Predicted grades provided by the school
4. Reference letters provided by the IB Coordinator and/or by IB teachers-advisors
5. The student’s performance in tasks required by certain courses of study or universities (tests, interviews, portfolios, etc)

Candidates ought to know and accept the following regarding predicted grades and the procedure of applying to Universities:

- Predicted grades are based on the overall progress of the students, their reliability and their commitment to the Program in general. This means they are largely based on the average achieved in the first year of the program; if a student does not achieve satisfactory results in the first year, he/she shouldn’t expect high-predicted grades, even if there are signs of improvement in the beginning of the second year.

- Securing a place in a University doesn’t depend only on predicted grades. Great importance is placed on the Personal Statement or a sample of a written essay listed by a lot of Universities as a part of the package that supports the candidate’s application form. If a student’s response to those requirements is not of a high standard -even if predicted grades are high – he/she is not likely to get an offer from a top University.

- Disciplinary problems recorded by the school are reported to universities when asked to evaluate a candidate’s application.
8. EQUIVALENCE OF IB DIPLOMA TO GREEK HIGH SCHOOL “APOLYTIRIO”

According to regulations set by the Greek Ministry of Education, Greek students attending the IB Diploma program are additionally required to attend a Greek History course as well as Greek Language classes, so that the IB Diploma be recognized as ‘equivalent’ to the Greek ‘Apolytirion’. Grades in those two subjects are awarded according to what applies for the Greek Lykeion.

9. PARTICIPATION IN SCHOOL TRIPS AND DELEGATIONS

The IB Faculty do not endorse the customary 5-day school trips taking place in the spring of the senior year, as these hamper students’ preparation for the final exams.

The IB Faculty may not grant permission for any student to join school trips or school delegations resulting in the student missing classes, if the student’s average grade is below 28 points.

9. GRADUATION CEREMONY – “COMMENCEMENT”

IB students participate in the graduation ceremony (Commencement) together with the rest of the Anatolia students.

At Commencement, prizes are awarded for academic excellence to the three best graduating students. Because the graduation ceremony usually takes place before the official IBO results are out, the IB Faculty has unanimously established the following: “The selection of the three students to be honoured at the Commencement ceremony is made on the basis of their overall average calculated over both years of their study in the IB program. In case of a tie, first place is decided on the basis of decimal points. Only full Diploma students are eligible for an award, who must additionally have demonstrated impeccable behaviour conduct.”

11. SCHOOL FEES AND OTHER FINANCIAL MATTERS

11.1. PAYMENT OF SCHOOL FEES

School fees (€9,790 in 2012) are paid as shown below:

1. Reservation of a place in the IB Program: Upon acceptance of a student in the IB Program, the sum of €1000 should be paid (within ten days) for the reservation of a place in the Program.

2. First instalment: paid in June for the official registration.

The amount already paid for the reservation of a place, will subsequently be incorporated in the first instalment. Also in June, students staying in the boarding house have to pay a first instalment for the boarding house.
3. **Second instalment**: in the beginning of the School Year, in September.
   The second instalment incorporates transportation charges. The use of school busses is obligatory unless the student resides outside the Anatolia bus service range. Part-time IB students are not to be charged for transportation, unless they request to use the school bus; in this instance they will be charged accordingly. The second instalment for the boarding house (if applicable) is also payable in September.

4. **Last instalment**: The outstanding sum is payable in January.

The following expenses are **not included** in the school fees:
- Boarding house charges (if applicable), payable in three instalments.
- The cost of textbooks, calculators and other necessary materials.
- Fees paid to the IBO (see below)

**10.2. FEES PAYABLE DIRECTLY TO THE IBO**

The following fees, payable by the school to the IBO, are also charged:

- Exam fees for the official International Baccalaureate exams at the end of the second year of study (approximately €600 in 2012).
- Legalisation of the IB Diploma (approximately €80).
- Re-sit examination fees, if necessary
- Requests for remarks, if asked

The above fees are paid to the IBO, through the school, in Pounds Sterling. Bank transfer charges are also born by the student.
12. IBO – DIPLOMA PROGRAM GENERAL REGULATIONS

What follows are the Diploma Programme General Regulations as established by the IBO in 2007 and amended in 2009 and in 2010.

DIPLOMA PROGRAMME GENERAL REGULATIONS

I General

Article 1: Scope
The International Baccalaureate Organization (hereinafter “the IB Organization”) is a foundation that has developed and offers three programmes of international education entitled the “Primary Years Programme” (PYP), the “Middle Years Programme” (MYP) and the “Diploma Programme”. It authorizes schools to offer one or more of these programmes to its students. An IB World School® is a school that has been authorized by the IB Organization to offer one or more of its programmes. This document describes the regulations that apply to those schools that have been authorized as IB World Schools to offer the Diploma Programme. When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any IB student enrolled in the Diploma Programme. If a student (hereinafter “candidate(s)”) is of legal age, the school’s duties towards legal guardians specified herein also apply towards the candidate.

Article 2: Role and responsibilities of schools
2.1 The IB Organization has developed the Diploma Programme as a pre-college/university programme aimed at students in the 16–19 age group. The Diploma Programme is designed to lead to the International Baccalaureate diploma (hereinafter “IB diploma(s)”) or certificates (hereinafter “certificate(s)”) for subjects forming part of the Diploma Programme.
2.2 The IB Organization sets the curriculum and assessment requirements leading to the award of the IB diploma and certificates and is the sole organization entitled to award IB diplomas and certificates. The IB diploma or certificates are awarded to candidates who have satisfied the assessment requirements in accordance with these General regulations: Diploma Programme (hereinafter “general regulations”). Administrative details and procedures relating to these general regulations are contained in the current Handbook of procedures for the Diploma Programme (formerly the Vade Mecum and hereinafter “handbook”), which is the handbook for Diploma Programme coordinators and teachers and is supplied to schools by the IB Organization. Schools must comply with the details and procedures stated in the current handbook.
2.3 To qualify for the award of the IB diploma or a certificate in a subject (or subjects), a candidate must follow the Diploma Programme or the course of study and assessment for the subject(s) selected. The Diploma Programme includes both internal and external assessment. In addition to subject requirements, the IB diploma has the additional requirements of an extended essay and theory of knowledge, as well as extra-curricular activities known as creativity, action, service (hereinafter “CAS”) that are not assessed.
2.4 Because the IB Organization is not a teaching institution and does not provide teaching services to candidates, the Diploma Programme is implemented and taught by IB World Schools (hereinafter “school(s)”). The schools are private or state entities, all of which are entirely independent from the IB Organization and solely responsible for the implementation and quality of teaching of the Diploma Programme.
2.5 The schools are responsible for informing candidates and legal guardians regarding the general characteristics of the Diploma Programme and how the school implements it.
2.6 The IB Organization cannot guarantee that a school will remain capable and willing to implement the Diploma Programme. Consequently, the schools bear sole responsibility towards candidates and legal guardians if, for any reason, a school’s authorization to implement the Diploma Programme is withdrawn by the IB Organization or a school decides to terminate its authorization.
Article 3: Equal opportunities statement in the IB diploma
It is the policy of the IB Organization to make its examinations available to all candidates from IB World Schools who have fulfilled the school’s academic requirements to register for IB examinations. No candidate will be excluded by the IB Organization on the grounds of nationality, ethnicity, culture, gender, sexual orientation, religious affiliation, disability or infirmity. The IB Organization will make all reasonable efforts to enable candidates to participate in its assessments. A number of special arrangements are outlined in the document Candidates with special assessment needs and in the handbook General regulations: Diploma Programme.

Article 4: Recognition of the IB diploma
The IB Organization actively promotes wide recognition and acceptance of the IB diploma as a basis for entry to courses at universities and other institutions of higher education, but the requirements of individual institutions and the relevant authorities of a country are subject to change beyond the IB Organization’s control. The IB Organization, therefore, does not guarantee recognition of IB diplomas or certificates, and does not accept responsibility for the consequences of any change of practice by a university or other institution or relevant authorities in a country. Consequently, candidates and legal guardians bear the sole responsibility for verifying the entry requirements of the universities and other institutions of higher education to which they are interested in applying.

Article 5: Property and copyright in examination materials produced by candidates
5.1 Candidates produce materials in a variety of forms that are submitted to the IB Organization as part of the assessment requirements. These materials (hereinafter the “materials”) include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images of the candidates.
5.2 Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, and subject to article 5.4, candidates thereby grant the IB Organization a non-exclusive, charge-free, worldwide licence, for the duration of the statutory copyright protection, to reproduce submitted materials in any medium for assessment, educational, training and/or promotional purposes relating to the IB Organization’s activities, or to those related activities of which it approves. Such licence shall become effective from 1 June following the May examinations and 1 December following the November examinations.
5.3 Where the IB Organization uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and, in order to protect the identity of the candidate and of the school, will anonymize them before publication in print or in electronic form.
5.4 Under exceptional circumstances, a candidate may withdraw this licence for a specific piece of work, as provided in article 5.2. In such case the IB Organization must be notified in accordance with the procedure described in the current handbook. The candidate must submit a written notification to the school’s Diploma Programme coordinator who has the duty to inform the IB Organization by the due date. In these cases, the IB Organization will use the material only for assessment purposes.
5.5 For assessment purposes, the IB Organization may electronically scan or reproduce submitted materials in different media, such as photographing works of art. It may also copy materials in the same medium, such as printing or photocopying examination scripts and essays. These materials are either internally assessed by teachers in the schools whose marks are moderated, or externally assessed by IB examiners. Wherever the materials are held during their assessment, for example, by the school, by an IB examiner or at the International Baccalaureate Curriculum and Assessment Centre (hereinafter “IB Cardiff”), they are always held on behalf of the IB Organization.
5.6 All materials submitted to the IB Organization for assessment, whether in the hands of a school, an examiner or IB Cardiff, become the property of the IB Organization, which, once the assessment is complete, is entitled to retain the materials for record-keeping purposes or to destroy them.
according to its needs. Candidates are entitled to request the return of their externally assessed work, including a copy of their examination scripts, provided such application is made for a May examination session by 15 September in the same year and for a November examination session by 15 March of the following year. In all cases, to be valid, the application must be submitted to IB Cardiff by the school’s Diploma programme coordinator.

II The Diploma Programme

Article 6: Communication with the IB Organization
Except where provided otherwise in these general regulations, candidates and their legal guardian(s) must use the school’s Diploma Programme coordinator as the intermediary for any communication with the IB Organization.

Article 7: Content of the programme
7.1 Candidates for the IB diploma must satisfy assessment requirements in six subjects, each studied over a period of two years, except that not more than two standard level courses may be completed in the first year of the programme. Languages ab initio and pilot subjects can never be completed in the first year of the programme. The six subjects must be selected from six groups as described in the current handbook for the appropriate examination session, at least three and not more than four subjects being offered at higher level and the others at standard level. Recommended teaching time is 240 hours to complete higher level courses and 150 hours to complete standard level courses.
7.2 In addition to the six subjects, candidates for the IB diploma must:
   a. take a course in, and complete the required assessment in, theory of knowledge, for which the IB Organization recommends at least 100 hours of teaching over the two-year period of the Diploma programme
   b. complete an approved programme of extra-curricular activities known as CAS
   c. complete and submit for assessment an extended essay in a subject available for this purpose. Work on the essay, which is expected to occupy approximately 40 hours, must be done under the direct supervision of a teacher at the school who is familiar with the Diploma Programme.

7.3 If the special conditions of entry into an institution of higher education require an IB diploma candidate to offer a choice of subjects different from that specified in the current handbook, a candidate may be allowed to make a reasonable substitution on presentation of appropriate documentary evidence to the IB Organization. This is referred to as a “non-regular diploma” and must be authorized by the IB Organization.

Article 8: Languages
8.1 Candidates must write their examinations and other forms of assessment in subjects in groups 3, 4, 5 and 6 of the Diploma Programme in English, French or Spanish as the response language. Assessed work in theory of knowledge and the extended essay must also be presented in English, French or Spanish, except that an extended essay in a group 1 or group 2 subject must be written in the language of the subject chosen. However, an extended essay in Latin or Classical Greek (group 2) must be written in English, French or Spanish.
8.2 The same response language must be used for all components of a subject.
8.3 From time to time, candidates may be able to write their examinations and other forms of assessment in languages other than English, French and Spanish, in groups 3 and 4, theory of knowledge and extended essay, as part of special pilot courses introduced by the IB Organization.
8.4 A language A1 school-supported self-taught candidate at standard level is not permitted to offer an extended essay in his or her language A1.
8.5 Extended essays in group 2 are intended for foreign/second-language learners. Candidates are not permitted to submit a group 2 extended essay in a language A1 that is a subject for their IB diploma.
III Examinations

Article 9: Registration process
A candidate for the IB diploma or certificates must be registered by an IB World school for each intended examination session and must take the requisite courses and examinations at that school. The school must complete such registrations and pay the related fees by the relevant deadlines.

Article 10: Registration
10.1 The following categories of registration are available.
   a. Anticipated: for candidates intending to complete the requirements for one or two standard level subjects (excluding languages ab initio and pilot subjects) at the end of their first year of the Diploma Programme. They must complete all remaining IB diploma requirements in the corresponding examination session (May or November) in the following year.
   b. Diploma: for candidates intending to complete the requirements for the award of an IB diploma.
   c. Certificate: for candidates taking one or more subjects who are not seeking the award of the IB diploma.
   d. Retake: for previous IB diploma candidates who are seeking to improve on their results. The highest grade obtained for a subject will contribute towards the IB diploma.

10.2 The subject grade awarded for a certificate cannot subsequently contribute to the award of an IB diploma. However, the moderated mark for the internal assessment component of a certificate can be carried forward and used to complete the assessment of the same subject as part of an IB diploma, provided the course content and assessment for the subject have not changed.

10.3 At the discretion of the school, a certificate candidate may pursue the course in theory of knowledge, undertake an extended essay and/or engage in CAS but the IB Organization will not accept the registration of certificate candidates for these IB diploma requirements.

Article 11: Notice of assessment requirements
It is the responsibility of schools to ensure that candidates comply with all assessment requirements of the Diploma Programme and that they are properly registered. This includes ensuring each candidate is in good standing at the school at the time of the examinations. Non-compliance with these requirements can lead to the disqualification of candidates registered by the school.

IV Responsibilities of candidates

Article 12: Responsible and ethical behaviour
Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme and examinations. The IB Organization is entitled to refuse to mark or moderate assessment material if a candidate has acted in an irresponsible or unethical manner in connection with that part of assessment for the Diploma Programme, for example, if a candidate includes offensive or obscene material that is unrelated to the content of the assessment. In such cases the final award committee is entitled to award a mark of zero for the component or part(s) of the component that are not assessed due to such irresponsible or unethical behaviour.

V Conditions for the award of the IB diploma

Article 13: Assessment
Examiners appointed by the IB Organization assess candidates’ work in Diploma Programme examinations and other forms of external assessment using common markschemes/assessment criteria. This external assessment may be complemented by internal assessment by schools of other required work, which is moderated by IB Organization examiners.

Article 14: Grades
Performance in each subject is graded on a scale of 1 point (minimum) to 7 points (maximum). For
the IB diploma, a maximum of 3 points is awarded for combined performance in theory of knowledge and the extended essay. The maximum total Diploma Programme points score is 45.

**Article 15: Award of the IB diploma**

15.1 All assessment components for each of the six subjects and the additional IB diploma requirements must be completed in order to qualify for the award of the IB diploma, except under the conditions stipulated in section VII “Special cases C: Incomplete assessment” of these general regulations.

15.2 The IB diploma will be awarded to a candidate whose total score is 24, 25, 26 or 27 points, provided all the following requirements have been met.

a. Numeric grades have been awarded in all six subjects registered for the IB diploma.

b. All CAS requirements have been met.

c. Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.

d. There is no grade 1 in any subject.

e. There is no grade 2 at higher level.

f. There is no more than one grade 2 at standard level.

g. Overall, there are no more than three grades 3 or below.

h. At least 12 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 16 points at higher level).

i. At least 9 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 6 points at standard level).

j. The final award committee has not judged the candidate to be guilty of malpractice.

15.3 The IB diploma will be awarded to a candidate whose total score is 28 points or above, provided all the following requirements have been met.

a. Numeric grades have been awarded in all six subjects registered for the IB diploma.

b. All CAS requirements have been met.

c. Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.

d. There is no grade 1 in any subject.

e. There is no more than one grade 2 at higher level.

f. There are no more than two grades 2 at standard level.

g. Overall, there are no more than three grades 3 or below.

h. At least 11 points have been gained on higher level subjects (candidates who register for four higher level subjects must gain at least 14 points at higher level).

i. At least 8 points have been gained on standard level subjects (candidates who register for two standard level subjects must gain at least 5 points at standard level).

j. The final award committee has not judged the candidate to be guilty of malpractice.

15.4 A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma.

**Article 16: Form of the IB diploma document**

16.1 Successful IB diploma candidates will receive an IB diploma and a document listing the total IB diploma points score, the subject grades, the completion of all CAS requirements and any points awarded and individual grades for the combination of theory of knowledge and the extended essay.

16.2 A bilingual diploma will be awarded to a successful candidate who fulfils one of the following criteria:

a. takes two languages A1

b. takes a language A1 and a language A2

c. takes examinations in at least one of the subjects from group 3 or group 4 in a language that is not
the same language as his or her language A1 nominated for group 1
d. submits an extended essay in a group 3 or group 4 subject written in a language that is not the
same language as his or her language A1 nominated for group 1.

**Article 17: Award of the certificate**

Certificate candidates will receive a certificate indicating the results obtained in individual subjects.
An IB diploma candidate who fails to satisfy the requirements for the award of an IB diploma will be
awarded a certificate indicating the grades obtained in individual subjects, together with results in
theory of knowledge and the extended essay and the completion of all CAS requirements, as
appropriate.

**VI Assessment**

**Article 18: Determination of grades**

Chief examiners, examiners responsible and the chief assessor in theory of knowledge, or their
nominees, are responsible for authorizing grade boundaries in their subjects.

**Article 19: Enquiry upon results**

19.1 Candidates’ examination results may be further checked and their externally assessed work may
be remarked if a school requests an enquiry upon results and pays the appropriate fees in
accordance with the conditions defined in the handbook.
19.2 Re-marking a candidate’s externally assessed material may lead to a higher grade for a subject,
but also to a lower grade.
19.3 If a candidate believes the process leading to the grade upon re-marking did not respect the
procedures defined in these general regulations and/or the handbook, the Diploma Programme
coordinator may request on behalf of the candidate a review by the assessment director or his/her
nominee of the assessment, for which a fee is payable to the IB Organization, by 31 December
following a May session, and 30 June following a November session.
19.4 Beyond the re-marking and review processes defined in article 19, the candidate is not entitled
to request a reconsideration of the assessment. However, the candidate is entitled to submit an
appeal under the conditions defined in article 32.

**Article 20: Final award committee**

20.1 The final award committee is the body that formally awards the IB diplomas and certificates on
the basis of grades determined by grade award procedures.
20.2 The final award committee consists of representatives of the Council of Foundation, of the
examining board and of IB Cardiff, and is chaired by the chair of the examining board.
20.3 The final award committee considers and makes the final decision in all special cases with
respect to the award of IB diplomas and certificates.

**VII Special cases**

**A: Special needs Article 21: Definition of special needs**

A special need is any permanent or temporary diagnosed need that could put a candidate at a
disadvantage and prevent him or her from being able to demonstrate skills and knowledge
adequately.

**Article 22: Applicable procedure**

22.1 Before candidates enroll in the Diploma Programme, the school is responsible for verifying
whether the programme includes any requirements that are incompatible with any known diagnosed
special needs.
22.2 Special needs must be reported by the candidate or his/her legal guardian to the school’s
Diploma Programme coordinator when the candidate enrolls in the programme, with appropriate
23 professional documentation. Temporary special needs, resulting from illness or accidents, should be reported to the Diploma Programme coordinator as soon as possible after they arise, together with supporting professional documentation and other relevant information.

22.3 If a candidate with a special need requires special assessment arrangements, the Diploma Programme coordinator must request the arrangements according to procedures stated in the current handbook. Special assessment arrangements can only be authorized by the IB Organization.

B: Adverse circumstances Article 23: Definition of adverse circumstances
Adverse circumstances are defined as those beyond the control of the candidate that might be detrimental to his or her performance, including severe stress, exceptionally difficult family circumstances, bereavement, disruption during examinations, or events that may threaten the health or safety of candidates. Adverse circumstances do not include shortcomings on the part of the school at which a candidate is registered.

Article 24: Applicable procedure
24.1 Any application for special consideration in cases of adverse circumstances must be submitted to IB Cardiff by the school’s Diploma Programme coordinator on behalf of the candidate(s). The application must be received within 10 days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the Diploma Programme coordinator as well as by appropriate evidence.

24.2 If a candidate’s performance has been affected by adverse circumstances, the final award committee may give special consideration to the case, provided that this would not give an advantage in comparison with other candidates.

C: Incomplete assessment Article 25: Definition of incomplete assessment
Incomplete assessment exists when a candidate has not submitted one or more components of the assessment requirements in the subject.

Article 26: Applicable procedure
26.1 Any application for special consideration in cases of incomplete assessment must be submitted to IB Cardiff by the school’s Diploma Programme coordinator on behalf of the candidate. The application must be received within 10 days of the completion of the final assessment component of the subject concerned and must be supported by a statement written by the Diploma Programme coordinator as well as by appropriate evidence.

26.2 In cases of incomplete assessment in a subject, the final award committee may, at its discretion, award a grade for the subject if both the following circumstances are established.
   a. An acceptable reason is provided by the school for the incomplete assessment being beyond the candidate’s control, such as illness or injury, the death or funeral of a close relative, unavoidable attendance at a hospital or law court.
   b. The candidate has submitted sufficient work, leading to at least 50% of the total marks available in that subject and including an externally assessed component.

26.3 If the foregoing conditions are fulfilled, marks for missing component(s) will be calculated using a procedure based on the candidate’s marks for completed components and on the distribution of marks of other candidates in the same subject.

D: Academic infringements Article 27: Definition of an academic infringement
There can be instances where work submitted by a candidate for assessment contravenes the standard academic practice of clearly acknowledging all ideas and words of other persons without the candidate having made a deliberate attempt to gain an unfair advantage, for example, where a candidate has not used some means of indicating a quotation, but has cited the source of the text in the bibliography or in a footnote. The final award committee may designate a case of this type an academic infringement and not malpractice.

Article 28: Applicable procedure
If the final award committee decides that an academic infringement has been established, no marks
will be awarded for the component or part(s) of the component. The candidate will still be eligible for a grade in the subject or IB diploma requirement concerned. The head of school will be notified that this action has been taken. The case will not be recorded as malpractice.

**E: Malpractice Article 29: Definition of malpractice**

The IB Organization defines malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes the following.

a. Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate’s own.

b. Collusion: this is defined as supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.

c. Duplication of work: this is defined as the presentation of the same work for different assessment components and/or IB diploma requirements.

d. Any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination).

**Article 30: Applicable procedure**

30.1 The school’s Diploma Programme coordinator must inform the IB Organization if he or she identifies any malpractice (for example, plagiarism) in relation to a candidate’s work after the candidate has signed the cover sheet to the effect that it is his or her own work and constitutes the final version of that work. In such cases, or when an examiner or the IB Organization suspects malpractice, the school will be required to conduct an investigation and provide the IB Organization with relevant documentation concerning the case. If questions arise about the authenticity of a candidate’s work before the cover sheet has been signed, that is, before the work has reached its final stage, the situation must be resolved within the school.

30.2 Candidates suspected of malpractice will be invited, through the coordinator, to present a written explanation or defence.

30.3 Cases of suspected malpractice will be presented to the final award committee. After reviewing all evidence collected during the investigation, the committee will decide whether to dismiss the allegation, uphold it, or ask for further investigations to be made.

30.4 If the final award committee deems evidence of malpractice insufficient, the allegation will be dismissed and a grade will be awarded in the normal way.

30.5 If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject(s) concerned. No IB diploma will be awarded to the candidate, but a certificate will be awarded for other subject(s) in which no malpractice has occurred. The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

30.6 If a case of malpractice is very serious, the final award committee is entitled to decide that the candidate will not be permitted to register for any future examination session.

30.7 If the candidate has already been found guilty of malpractice in a previous session this will normally lead to disqualification from participation in any future examination session.

30.8 An IB diploma, or a certificate, may be withdrawn from a candidate at any time if malpractice is subsequently established.

**VIII Decisions of the final award committee**

**Article 31: Reconsideration**

31.1 The reconsideration of final award committee decisions does not include the review of the
assessment of candidates’ work, such process being regulated by the enquiry upon results procedure defined in article 19.

31.2 Final award committee decisions are only open to reconsideration if the candidate establishes the existence of facts that were unknown to the final award committee when making its original decision. To be admissible the request for reconsideration must:
   a. be filed by the candidate or his/her representative via the school’s Diploma Programme coordinator, who must inform the head of school
   b. be received by IB Cardiff from the school within three months from the date of the original decision by the final award committee
   c. contain a full description of the new facts invoked and of the reasons for which a reconsideration is being requested
   d. contain the name and address of the candidate or his/her representative to whom IB Cardiff may send all communications and decisions concerning the request.

31.3 All requests for reconsideration will be examined and decided by a sub-committee of the final award committee. The sub-committee will be composed of at least the chair or vice-chair of the final award committee, a member of the examining board and the assessment director or academic director, all of whom must have served on the final award committee that made the original decision.

31.4 The sub-committee is entitled to refuse to reconsider the matter if it deems that the request is not based on new facts. If the sub-committee refuses to reconsider the matter it will inform the candidate or his/her representative at the address indicated in the request, with a copy to the Diploma Programme coordinator.

31.5 If the sub-committee accepts to reconsider the matter it may ask the candidate and/or the school for whatever additional explanations and evidence it deems useful but will not be obliged to accept further written submissions by the candidate and will not hear the candidate orally. The sub-committee will render its decision upon reconsideration, in principle within one month from the date IB Cardiff receives the request for reconsideration.

31.6 The sub-committee’s decision upon reconsideration will contain summary reasons and be notified by IB Cardiff to the candidate or his/her representative at the address indicated in the request, with a copy to the Diploma Programme coordinator.

Article 32: Appeals

32.1 In cases where a request for reconsideration is possible, as defined under article 31, the reconsideration must precede any appeal.

32.2 Subject to article 32.1, appeals are possible against any decision of the final award committee and against any decision of the assessment director upon review of the re-marking of a candidate’s externally assessed material as defined under article 19.3, but only on the grounds that the procedures defined in these general regulations, and which led to the decision of the final award committee being appealed, were not respected.

32.3 The appeals panel is formed of three members: one member independent from the IB Organization, the chair or vice-chair of the IB examining board and a chief examiner who was not on the final award committee that made the decision being appealed. The head of examinations administration will act as the secretary of the appeals panel, without being involved in making any decision.

32.4 The independent member is appointed on an annual basis and will not have been a Diploma Programme teacher or examiner, or an employee of the IB Organization at any time during the past five years.
32.5 The panel makes its decisions based on the views of the majority of the three members. The independent member will act as chairperson of the panel and will make the decision alone if a majority decision cannot be reached.

32.6 The appeal must be lodged using a form of recorded delivery and be addressed to the head of examinations administration at IB Cardiff. It must be lodged within one month from the date the candidate received the decision being appealed.

32.7 The appeal must contain the following information in English:
   a. the name, postal address, telephone number, facsimile number and email address of the appellant
   b. a statement of all the facts and the reasons for the appeal
   c. the appellant’s request for relief
   d. a copy of the decision being appealed
   e. all written evidence on which the appellant intends to rely
   f. any request for the holding of a hearing and for the examination of (a) witness(es).

32.8 Upon receiving the appeal the IB Organization will request a non-reimbursable handling fee that must be paid before the appeal procedure begins.

32.9 The appeals panel will begin by issuing directions regarding how the procedure will be run. Subject to the panel respecting due process and to it holding a hearing if so requested by the appellant, the panel will be free to determine how the procedure is to be run. The panel may ask both the appellant and the final award committee to submit clarifications and information. Any hearing that takes place is held in the premises of IB Cardiff on a date fixed by the panel after consultation with the appellant.

32.10 The procedure is in English. The appellant may, at his/her own expense, be represented by legal counsel.

32.11 In making its determinations on issues in dispute the appeals panel will base itself on what it deems most probable in light of the evidence (balance of probabilities) and it will make its decision on the basis of these general regulations and principles of fairness without applying any rules of law.

32.12 The panel will issue a written, dated and signed final decision with summary reasons, in principle within three months from the date IB Cardiff received the appeal. The IB Organization will notify the final decision to the appellant, with a copy to the head of school.

IX Final provisions

Article 33: Governing law
Swiss law governs these general regulations and all other procedures relating to the assessment requirements.

Article 34: Arbitration
Any dispute arising from or in connection with these general regulations and/or the handbook that has not been finally resolved by means of the reconsideration or appeal procedures defined in articles 31 and 32 of these general regulations, or which is not subject to those procedures, shall be finally settled by one arbitrator in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers of Commerce. The seat of the arbitration shall be Geneva, Switzerland. The proceedings shall be confidential and the language of the arbitration shall be English.

Article 35: Entry into force and transitory rules
This version shall come into force on 1 September 2007 for May session schools, for all candidates enrolling in the programme from August/September 2007, or 1 January 2008 for November session schools, for all candidates enrolling in the programme from January/February 2008. The IB Organization may amend these general regulations from time to time. Each amended version applies to all candidates enrolling in the Diploma Programme after the date of entry into force of the amended version.

Geneva, 1 August 2007
Amendments to the General regulations: Diploma Programme issued on 1 August 2007 take effect from the May 2009 examination session.

**Article 19: Enquiry upon results**

The current article 19.2 states: *Re-marking a candidate’s externally assessed material may lead to a higher grade for a subject, but not to a lower grade.*

Coordinators may request a re-mark of externally assessed material (category 1), the return of externally assessed material (category 2) and/or a report on the moderation of internal assessment (category 3). This service is known as an enquiry upon results. In previous examination sessions a candidate’s grade would only remain the same or be raised as a result of a category 1 re-mark. However, with effect from the May 2009 examination session a candidate’s grade may also be lowered as a consequence of a re-mark. Therefore, article 19.2 has been amended. The new wording for article 19.2 states: *Re-marking a candidate’s externally assessed material may lead to a higher or lower grade for a subject.*

**Article 32: Appeals**

The current article 32.2 states: *Subject to article 32.1, appeals are possible against any decision of the final award committee and against any decision of the assessment director upon review of the re-marking of a candidate’s externally assessed material as defined under article 19.3, but only on the grounds that the procedures defined in these general regulations, and which led to the decision of the final award committee being appealed, were not respected.*

The words "of the final award committee" should be omitted in the last line of this article because the decision being appealed may have been taken either by the final award committee or by the assessment director. Therefore, article 32.2 has been amended.

The new wording for article 32.2 states: *Subject to article 32.1, appeals are possible against any decision of the final award committee and against any decision of the assessment director upon review of the re-marking of a candidate’s externally assessed material as defined under article 19.3, but only on the grounds that the procedures defined in these general regulations, and which led to the decision being appealed, were not respected.*

The following amendment to the General regulations: Diploma Programme issued on 1 August 2007 takes effect from the May 2010 examination session.

**Article 15: Award of the IB diploma**

The current article 15.2 states: *The IB diploma will be awarded to a candidate whose total score is 24, 25, 26 or 27 points, provided all the following requirements have been met:* 

- Grades A (highest) to E (lowest) have been awarded for both theory of knowledge and an extended essay, with a grade of at least D in one of them.

With effect from the May 2010 examination session, a grade E in either an extended essay or theory of knowledge will become a failing condition, requiring a candidate to obtain at least a grade D in both these requirements in order for a diploma to be awarded. Therefore, paragraph c of article 15.2 has been amended.

The new wording for article 15.2, paragraph c, states: *At least grade D has been awarded for both theory of knowledge and an extended essay.*

IBDP applicants and their parents/legal guardians must sign a statement affirming that they have read and that they accept the IBO General Regulations and the school regulations contained in this handbook. The statement is attached to the IBDP application form and –once signed- will be kept on file.