

Admission Policy

SSCC Ain Najm Mission Statement

SSCC Ain Najm's mission is to cultivate a holistic education that sculpts autonomous individuals, responsible citizens, and committed believers. We create a caring and inclusive setting that supports and empowers critical thinking, empathy and the well-being of each and every student in every aspect of their lives.

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.

A. Philosophy and Purpose of the IBDP Admission Policy

Saints Coeurs Ain Najm's admission policy is in direct alignment with its mission statement to provide a holistic education with an aim to sculpt autonomous and responsible citizens and believers. It originates from the school's belief to promote all humanity in all their aspects ("promouvoir tout homme et tout l'homme"). In order to uphold our approach to holistic education, SSCC has placed this policy to select students who prove their readiness and commitment to the rigorous demands of the Diploma Programme, international mindedness, and cultural openness. It is to that end that an important aspect of the selection process is dedicated to the alignment of the learner profile with that of the IB as we believe in nurturing curious learners who deepen their academic journey through experiences and critical thinking.

B. Program Admission Requirements

Below are the requirements for SSCC Ain Najm to be admitted into IBDP year 1:

1- Language and Sciences Grades:

- a- English: a minimum cumulative grade of 15/20 on the English subject in grades 9 and 10.
- b- Arabic: a minimum cumulative grade of 14/20 on the Arabic subject in grades 9 and 10. Students holding a Lebanese passport need to take Arabic HL as a prerequisite for the equivalence in the Ministry of Education.
- c- Mathematics: a minimum cumulative grade of 15/20 on the mathematics subject in grades 9 and 10. Students need to also sit for the Math supplementary courses in grade 10 and pass the test before being admitted into IBDP 1.

- d- Sciences: a minimum cumulative grade of 15/20 on each of the science subjects selected by the school (physics, chemistry, biology) in grades 9 and 10.

2- Academic Performance:

- a- Receive excellent recommendation from teachers on classwork and participation.
- b- Has a perfect school attendance score and engagement in extracurricular activities.

3- Alignment with IB Values:

Students and families must exhibit a willingness to embrace the principles of the IB, including international mindedness, curiosity, and a commitment to learning.

4- Skills Development:

- a- The student should develop attributes that resemble those of the IB Learner Profile such as being inquirers. Communicators, open-minded, principled, and risk-takers.
- b- The student needs to also be well-organized, works well under pressure, and manage his/her time well in order to cope with the intensive demands of the Diploma Programme.

5- Succeeding in the Panel Interview:

The student will sit for an interview with the IB admission board consisting of the Head of School, Vice Head of School, IB coordinator, and IB Implementation officer. The interview will be conducted to assess two key components:

- Student's motivation and readiness: the student will justify his choice of the IBDP program and elaborate on how he has been preparing for this program. The student also communicates his expectations and how he plans on carrying out the following 2 years.
- English fluency: The student needs to be proficient in the English language, both orally and in written form. The interview serves to reveal the fluency in oral communication and ability to communicate clearly and effectively.

6- Supplementary Courses:

Interested students need to sit for supplementary courses in critical reading, essay writing, and Mathematics throughout grade 9. In Grade 10, they need to attend introductory courses to all IB subjects and core components.

It is only through the completion of these requirement and meeting these criteria can the student be allowed to proceed as an IBDP 1 student. The Admission Panel reserves the right to allow or hold a student's progression into the programme.

C. Admission Procedure at SSCC Ain Najm

SSCC Ain Najm welcomes families and students who believe in our mission and vision and share our values. We ensure a complete and smooth admission process that guarantees an effortless integration into our community by laying out clear steps to complete from filling application forms to finalizing student files and registration. This comprehensive documentation process permits us to uphold an inclusive environment where students can excel on the academic and personal levels.

C.1- Pre-selection procedure

Before students reveal their interest in enrolling in the Diploma Programme, the school will hold several sessions to introduce the program in all its aspects, so that parents and students can make an informative decision moving forward. The school will present:

- 1- an introductory session to grade 9 parents and students about the IBDP philosophy, course selection, and requirements.
- 2- introductory sessions with interested parents and students to further develop the IBDP admission criteria.
- 3- the five IBDP policies (admission, academic integrity, assessment, inclusion, and language) which have to be read, acknowledged, and signed.
- 4- the program and examination fees, along with their deadlines.

C.2- Selection Procedure

Interested students who meet all the above criteria will go through the below step before the final admission decisions is taken.

In grade 9:

- 1- **“Interested” Application Submission:** Interested students need to fill out the application form available at the IB Department’s office. It needs to be handed in to the IB coordinator by February, 2025. This is an internal recruitment for SSCC Ain Najm students in order to safeguard their IBDP journey from the beginning.
- 2- **Supporting Documents:** Interested students should provide copies of their academic transcripts for the previous two years along with recommendation letters from one humanities teacher and one sciences teacher.
- 3- **Assessment and Interview:** Students undergo a written assessment in English and Mathematics to evaluate their readiness. Personal interviews with students and families may be conducted to understand the student’s aspirations and the family’s expectations.
- 4- **Supplementary Courses:** Interested students sit for the supplementary courses in critical reading, essay writing, and mathematics. At the end of the year, they sit for an assessment to evaluate their progression. Failing grades in any of the courses are considered eliminatory ones. Passing grades are considered automatic approval into Grade 10 preparatory IB.

In grade 10:

- 1- **Grade 10 IB Preparatory Classes:** Students must attend all IB Introductory courses provided by the school. They must also attend the TOK bi-weekly seminars.
- 2- **Cross-disciplinary projects:** Students must complete at least two cross-disciplinary projects throughout the year. Evidence of those projects are presented in reflection forms with the application process.
- 3- **Skills Development:** Students must internalize and start exhibiting attributes from the IB Learner Profile. A clear reflection of those attributes is revealed in the panel interview, class interactions, and cross-disciplinary projects.
- 4- **Official Application submission:** Students who wish to proceed into IBDP 1 have to fill out the official application available at the IB Department's office. It needs to be handed in to the IB coordinator by February, 2026.
- 5- **Supporting Documents:** Interested students should provide copies of their academic transcripts for the previous two years along with recommendation letters from one humanities teacher and one sciences teacher.
- 6- **Panel Interview:** Students will sit for an interview with the IB interview panel to reflect on their IB choice and plans to carry out the two-year program to make sure that they have achieved the required level and developed the necessary skills for the programme.
- 7- **Panel Review:** The IB panel will review the students' applications, grades, recommendations, and interview notes, and finally select 15 students who will be accepted into the Diploma Programme.
- 8- **Communication of decision and requirements:** The IB panel will communicate its final decision to the concerned students accompanied with further required documents for official registration and the imposed fees.
- 9- **Enrollment Confirmation:** parents must confirm their child's enrollment by paying the required fees and submitting the necessary documents.

The detailed and rigorous steps the students have to take in grades 9 and 10 serve as a tool to further prepare them to the demanding requirements of the DP. It gives them the advantage to dive into programme fully prepared and aware of their roles and responsibilities.

D. Criteria for Subject Selection: SL and HL

Placement in Standard Level (SL) or Higher Level (HL) is determined by:

- **Academic Performance:**
 - Minimum 16/20 in subjects chosen at HL.
 - Minimum 15/20 in subject chosen at SL.
 - Teacher recommendations confirming student's ability to cope with HL demands

- **Student Interest and Career Plans:**

- Discussed during subject selection interviews and with the Career counselor

- **Readiness Based on Supplementary Courses:**

- Especially for HL subjects in sciences and mathematics

- **Excellent attendance and class participation**

- Commitment to school activities and community involvement
- Demonstrated attributes of the IB Learner Profile
- Maturity, time management, and emotional resilience

E. Ministry of Education and Higher Education Requirements (Lebanon)

To be eligible for equivalence and recognition of the IBDP, students holding a Lebanese passport must:

- Enroll in Arabic A: Literature or Language and Literature (HL)
- Follow courses and pass school exams in Civics and History of Lebanon
- Complete any other conditions required by the MEHE for recognition of foreign diplomas

F. Policy Review

The policy will be reviewed by the school's governing body every two years and upon imminent need. In case of change, the stakeholders and staff will be informed and updates will be posted on the school's website.

IBDP Subject Proposal

Subject Group	Name of Subject	Lang of instruction	Subject level	Current number of students	Estimated number of students	Hours of instruction in year 1	Hours of instruction in year 2	Name of subject to be taught 1 year before DP starts	Name of subject to be taught 2 years before DP starts
Studies in Language and Literature	English A: Language & Literature	English	SL	7	7	128	52	English Language Arts	English
Studies in Language and Literature	English A: Language & Literature	English	HL	7	7	192	96	English Language Arts	English
Language Acquisition	Arabic B	Arabic	HL	7	7	192	96	Arabic	Arabic
Individuals and Societies	Business Management	English	SL	7	7	128	52	Business	Business
Individuals and Societies	Business Management	English	HL	7	7	192	96	Business	Business
Sciences	Biology	English	SL	7	7	128	52	Biology	Biology
Sciences	Biology	English	HL	7	7	192	96	Biology	Biology
Sciences	Chemistry	English	SL	7	7	128	52	Chemistry	Chemistry
Sciences	Chemistry	English	HL	7	7	192	96	Chemistry	Chemistry

Sciences	Physics	English	SL	7	7	128	52	Physic s	Physic s
Sciences	Physics	English	HL	7	7	192	96	Physic s	Physic s
Mathem atics	Mathem atics: Analysis and approach es	English	SL	7	7	128	52	Maths	Maths
Mathem atics	Mathem atics: Analysis and approach es	English	HL	7	7	192	96	Maths	Maths
The Arts	Visual Arts	English	SL	7	7	128	52	Arts	Arts

IBDP Promotion and Graduation Policy

Academic Year 2025–2026

IB Mission Statement

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SSCC Mission statement

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The International Baccalaureate Diploma Programme is a leading program in the field of education for students in the last two years at school. It offers a series of challenging and intriguing subjects that allow students to explore complex concepts in depth. IB students are life-long learners who embrace challenges with an international-mindedness, interdisciplinary thinking, and intercultural understanding. SSCC Ain Najm is currently undergoing the process to become an IB World school with a projected starting date in the 2026-2027 Academic Year. The IBDP is widely recognized by leading universities around the world and opens infinite opportunities for our graduating students to pursue higher education in their fields.

Purpose

This document outlines the expectations, criteria, and requirements for promotion and graduation within the IBDP. It provides students and parents with a clear understanding of the academic and behavioral standards necessary to remain enrolled in and graduate from the full IBDP pathway.

Expectations of IB Learners

At SSCC Ain Najm, we expect IBDP students to demonstrate high standards of academic performance, academic honesty, and personal integrity. We value learners who embody the IB Learner Profile and actively contribute to a respectful, principled, and inclusive learning community. Students are expected to:

- Engage actively with the curriculum and meet all internal deadlines.
- Uphold the highest standards of conduct inside and outside the classroom.
- Show sustained and thoughtful commitment to CAS through regular participation and personal growth, approach the Extended Essay with strong research and analytical depth, and engage critically with Theory of Knowledge by making insightful connections across disciplines.

- Reflect and act upon feedback to improve learning outcomes.

Failure to adhere to these expectations may result in academic or disciplinary review, which could affect the student's eligibility to progress within the IBDP pathway.

It is important to note that choosing the IBDP path does not include other options. Students have to be confident of their decision and abilities to fulfill all the program's requirements.

In the case where a student does not reach the required criteria in grade 10, the administration holds the right to remove them from the program. Their only option at that point would be to proceed to the Lebanese Program.

Program Description, Options, and Schedule – Grade 10 (Preparatory Class for IBDP)

The program of Grade 10 is one that's tailored to students proceeding with the Diploma Program. It is a well-structured combination of MYP 5 Concepts along with ones from the Lebanese and French Baccalaureates. This peculiar combination ensures that students are extremely prepared to proceed to IBDP 1 with ease.

There are no optional subjects in that grade levels. Students sit for all subjects according to a 7h45 AM 2h30 PM school schedule with two exceptional days until 3h25.

Program Description, Options, and Schedule – IBDP Years 1 and 2

The International Baccalaureate Diploma Programme (IBDP) is a comprehensive and rigorous two-year curriculum designed for students aged 16 to 19. It prepares students for success in higher education and life beyond, encouraging critical thinking, intercultural understanding, and exposure to a variety of academic disciplines.

Students are required to study six subjects, one from each of the following groups:

1. **Studies in Language and Literature:** English A: Language and Literature (SL/HL)
2. **Language Acquisition:** Arabic B (SL/HL)
3. **Individuals and Societies:** Business (SL/HL)
4. **Sciences:** Biology, Chemistry, Physics (SL/HL)
5. **Mathematics:** Mathematics: Analysis and Approaches (SL/HL)
6. **The Arts:** Visual Arts, Theatre (SL/HL) OR A second subject from groups 1–4 at HL

At SSCC Ain Najm, Arabic B is a mandatory HL subject in Group 2, as per MEHE requirements.

Students typically take three subjects at HL and three at SL. The program spans two academic years and is delivered in alignment with both IB and national calendar timelines.

This structure ensures a balanced education, combining academic depth and breadth with real-world relevance and holistic development.

Hours and Commitment

The IBDP requires a significant time investment. The approximate teaching hours are:

Component	Standard Level (SL)	Higher Level (HL)
Subject Courses (each)	150 hours	240 hours

Theory of Knowledge	100 hours	-
Extended Essay	40 hours	-
CAS	Minimum 150 hours	-

Core Components

In addition to the six academic subjects, students must complete three core components:

Theory of Knowledge (TOK) – A course on critical thinking and the nature of knowledge.

Extended Essay (EE) – A 4,000-word independent research project.

Creativity, Activity, Service (CAS) – Engaging experience aimed at developing students' personal and interpersonal skills through experiential learning.

Promotion from Grade 9 to Grade 10 PreDP

Students in grade 9 who have signed the interest form to join the IBDP may proceed to Pre-IB Grade 10 provided that the following is met:

- Attain an overall academic average of at least 15/20 in Grade 9.
- Score at least 15/20 in Math and all science subjects.
- Score at least 15/20 in English and 14/20 in Arabic.
- Demonstrate personal organization, self-management, and readiness for advanced study.
- Receive positive behavior reports and teacher recommendations.
- Attend Math and English courses set by the school at the end of Grade 9.
- Pass the qualifying Math and English exam set by the school.

Promotion from Grade 10 PreDP to IBDP 1

Students currently enrolled in Grade 10 (Pre-IB) must meet the following criteria in order to be promoted to IBDP Year 1 (Grade 11):

- Students must maintain an overall average of 75% or higher.
- English grade must be 80% or above.
- Students must demonstrate strong academic habits, time management, and commitment to learning.
- Learners consistently demonstrate the skills, maturity, and critical thinking necessary to actively engage with and successfully complete the DP core components—Theory of Knowledge, Extended Essay, and CAS—showing clear readiness through independent initiative and reflective practice.
- Enroll in Arabic B as part of group 2 Language acquisition at Higher Level per the requirement of the Ministry of Education and Higher Education.

Promotion from IBDP 1 to IBDP 2

Progression from IBDP Year 1 to Year 2 at SSCC Ain Najm is contingent upon a student's academic achievement, engagement with core components, and adherence to the school's

behavioral expectations. In order to advance to IBDP Year 2, students must fulfill the following conditions:

- Sit for and pass the Mock Exam at the end of IBDP 1 and meeting the below criteria:
 - a. Students must attain a minimum of 27 predicted IBDP points across their six DP subjects.
 - b. No individual subject grade may fall below 3.
 - c. A minimum average of 70% must be achieved in at least three IB subjects.
- All required Internal Assessments (IAs) must be submitted on time as per school deadlines. Late or missing submissions may result in academic penalties and affect eligibility for promotion.
- Students must demonstrate meaningful progress in the Theory of Knowledge (TOK) and the Extended Essay (EE). This includes meeting interim deadlines and showing sustained academic engagement.
- Ongoing and active participation in the CAS program is required, with evidence of reflection and achievement of learning outcomes as defined by the IB.
- Students are expected to uphold the school's standards of academic honesty, demonstrate integrity, and maintain positive conduct throughout the academic year. Any breach of the Academic Integrity Policy or serious behavioral infractions may result in review and possible disqualification from continuing in the program.

Promotion decisions will be made by the IBDP Academic Committee, in consultation with subject teachers and the IB Coordinator. Students who do not meet the above requirements may be required to sit for make-up examinations in subjects where performance was insufficient and/or repeat the academic year to ensure adequate preparation for IBDP Year 2. In exceptional cases, students may also be transitioned to an alternative academic track or withdrawn from the program.

IBDP 2 Full diploma

In order to maintain enrollment and complete the final year of the International Baccalaureate Programme at SSCC Ain Najm, IBDP Year 2 students must fulfill the following academic and administrative requirements:

1. Mock Examinations

Students are required to sit for and pass two mock examination sessions—one in December and another in March. These assessments simulate final IB exams and serve as key indicators of readiness. Performance expectations in mock exams are aligned with official IB criteria and passing thresholds.

2. Compliance with IB Regulations

Students must meet all conditions for the award of the IB Diploma, as stated in the IB General Regulations: Diploma Programme, which include:

- A minimum total of 24 points across six subjects.
- No subject score below Level 3.

- A minimum total of 12 points in Higher Level (HL) subjects.
- A minimum total of 9 points in Standard Level (SL) subjects.
- No grade of E in either Theory of Knowledge (TOK) or the Extended Essay (EE).
- Completion of all Internal Assessments (IAs) by their respective deadlines.
- Fulfillment of all Creativity, Activity, Service (CAS) requirements.
- Adherence to all academic honesty expectations; any confirmed malpractice may result in disqualification.

3. **School Regulations and Conduct**

Students are expected to respect all school policies related to behavior, attendance, punctuality, and academic integrity. Repeated or serious violations may result in the student being barred from official IB exam registration.

4. **Official IB Examination Registration**

All students must complete their official IB examination registration by the school-set deadline, typically in mid-November. Failure to do so may result in exclusion from the final assessment session.

IBDP Grade Descriptors and Boundaries

IB subjects are graded on a scale from 1 to 7, with the following approximate percentage equivalents for internal reference:

IB Grade	Descriptor	Percentage Equivalent
7	Excellent	90–100%
6	Very Good	80–89%
5	Good	70–79%
4	Satisfactory	60–69%
3	Mediocre	50–59%
2	Poor	40–49%
1	Very Poor	0–39%

Please note that these boundaries are approximate and may vary slightly by subject and session. Final IB scores are determined by both internal and external assessments.

Also, Integrity is fundamental to the IBDP. Any form of academic dishonesty—including plagiarism, collusion, and cheating—will be reported according to IBO procedures.

Consequences may include:

- Disqualification from the exam session
- Suspension from the IBDP
- Ineligibility for graduation or removal from the programme

MEHE Equivalency & Graduation Requirements

The IB Diploma is officially recognized by the Lebanese Ministry of Education and Higher Education (MEHE). Students graduating from the IBDP at SSCC Ain Najm are eligible to:

- Receive equivalency for Lebanese secondary education
- Apply to national and international universities

To graduate, a student must:

- Complete all IB core components (TOK, EE, CAS)
- Achieve a minimum of 24 IB points
- Pass internal assessments in the Lebanese Program Civics and History course
- Maintain a passing record in all subjects
- Abide by the school's behavior and academic expectations
- Meet all financial and administrative requirements

Students who fail to meet these expectations may not be allowed to participate in the graduation ceremony or receive their diploma.

Acknowledgment

I, the undersigned, acknowledge that I have read and understood the SSCC Ain Najm IBDP Promotion and Graduation Policy. I agree to abide by the requirements and conditions set forth in this document.

Student Name

Signature

Date

Student Name

Signature

Date
