

# **050625-KARTAL ANADOLU İMAM HATİP LİSESİ**

## **Diploma Programme subject and /or levels, programme change procedure.**

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IBDP Programme

**01.01.2019**

This document explains the procedures when a student wishes to change a Diploma Programme subject, or level or Programme within a subject, after the course has begun.

## Diploma Programme subject and /or levels change procedure.

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## Overview

This document explains the procedures when a student wishes to change a Diploma Programme subject, or level within a subject or programme, after the course has begun.

Students can apply to change their level within a subject or change subjects in the Diploma Programme within the **Five five weeks** of the course starting.

- SL: Five weeks of lessons equates to 20 lessons in SL classes. This is a total of 16.6 hours, resulting in 11.1% of the recommended 150 teaching hours.
- HL: Five weeks of lessons equates to 30 lessons in HL classes. This is a total of 25 hours, resulting in 10.4% of the recommended 240 teaching hours.

The document also explains the procedures when a subject teacher recommends a student in their subject to change from HL to SL (or Maths SL to Maths Studies), which can occur within the first term of the programme starting.

### Scenario 1:

**A student wants to switch level from SL to HL in a subject (and therefore HL to SL in another subject). This can be done up to five weeks of the course starting.**

- a) Firstly, the student must speak to the Diploma Programme Coordinator. If the coordinator considers request appropriate then the student is given the level change application form (appendix 1).
- b) The student fills in section one of the application form, explaining their reasons for wanting to make the change, and presents it to the Diploma Programme Coordinator.
- c) The Diploma Programme Coordinator speaks to the IB Programmes Teachers to see if the change is possible on the present timetable. If the subject is not yet running at HL, the IB Programmes Coordinator will look at whether it can be added into the timetable and fits in with the subject teacher's allotment. If the new HL subject is unable to run due to timetable and / or subject teacher allotments, the process ends here. Section two of the application form (appendix 1) is filled in by the Diploma Programme Coordinator.
- d) If the process is able to continue from part c above, the Diploma Programme Coordinator discusses the application with potential new HL teacher, who fills in

section three of the form, adding relevant data on the student's performance, work rate, attitude, ability to catch up on missed work. The student's performance in the subject in the IGCSE Programme is also taken into consideration, alongside the subject choice recommendations. The new HL teacher recommends that the student does or doesn't switch to HL in their subject.

- e) The Diploma Programme Coordinator notifies the new SL teacher that the student wants to change from HL to SL in their subject.

If the new HL teacher recommends the switch:

- a) The Diploma Programme Coordinator meets with the student and presents him/her with a letter explaining the amount of lessons that have been missed in HL so far, that the responsibility is on the student to make up the missed work and that class time will not be given to them to do so. The potential implications of making a change after the course has begun will also be clarified. The letter must be signed by the student and a parent.
- b) Once the signed letter is presented to the Diploma Programme Coordinator, the student can change levels.

If the HL teacher doesn't recommend the switch:

- a) The Diploma Programme Coordinator, HL teacher and, if necessary, the IB Programmes Director, meet the student and parents / guardian. The DP Coordinator presents the data and reasons from the new HL teacher, explaining why the switch is not recommended.
- b) The Diploma Programme Coordinator presents a letter to the parents clearly outlining said reasons why the switch is not recommended, outlining the possible implications of making the change, including the student's performance and amount of classes missed. The student and a parent / guardian are asked to sign the letter if they would still like to proceed with the change.

## Scenario 2:

**A student wants to change subjects. This can be done up to five weeks of the course starting.**

- a) Firstly, the student must speak to the Diploma Programme Coordinator. If the coordinator considers request appropriate then the student is given the level change application form (appendix 2).
- b) The student fills in the section one of the form, fully explaining their reasons for wanting to change a subject, and presents it to the Diploma Programme Coordinator.
- c) The Diploma Programme Coordinator speaks to the IB Programmes Teachers to see if the change is possible on the present timetable, taking into account subject blocking. If the student wants to take the new subject at HL, and it is not yet running, the IB Programmes Coordinator will look at whether it can be added into the timetable and fits in with the teacher's allotment. If the new HL subject is unable to run due to timetable and / or subject teacher allotments, the process ends here. Section two of the form is filled in by the Diploma Programme Coordinator.
- d) If the new subject is unable to run due to timetable and / or subject teacher allotments, the process ends here. Section two of the form is filled in by the Diploma Programme Coordinator and IB Programmes Director.
- e) The teacher of the current class fills in section three of the form, giving an overview of the student's performance so far in the subject they wish to stop taking.
- f) The Diploma Programme Coordinator discusses the application with the potential new subject teacher, who fills in section four of the form, adding relevant data on the student's performance, work rate, and attitude in the subject in the IGCSE Programme. The student's IGCSE Programme performance will be checked against the subject recommendations students are given in year 9. The potential new teacher either recommends the student does or doesn't change to their subject.

If the new subject teacher recommends the student joins his/her subject:

- a) The Diploma Programme Coordinator meets with the student and presents him/her with a letter explaining the amount of lessons that have been missed in the new subject so far and the potential implications of changing subjects. The letter also outlines the student's responsibilities in catching up with the work that has been missed so far. The letter must be signed by the student and a parent / guardian.
- b) Once the signed letter is presented to the Diploma Programme Coordinator, the student can change subjects.

If the new teacher doesn't recommend the student joins his / her subject.

- a) The Diploma Programme Coordinator, and new subject teacher and IB Programmes Director, if necessary, meet the student and parents / guardian. The Diploma Programme Coordinator presents the data and reasons from the new subject teacher, explaining why the switch is not recommended.
- b) The Diploma Programme Coordinator presents a letter to the student and parents / guardians, explaining the reasons why the switch is not recommended.

### Scenario 3:

#### **Teacher initiated level or subject change. This can be done in the 10 weeks of the course.**

- a) If a Teacher would like to initiate a change in the level a student is taking from HL to SL, or a change of subject, he /she must fill in section one of the teacher initiated Diploma Programme subject level / subject change form (appendix 3). The form gives the reason for the request of the change, including assessment results and any other evidence to suggest potential failure in the course.
- b) The Diploma Programme Coordinator will meet with the student to gauge their opinion and to look another subject(s) where the student will change their level due to the proposed change in section one of the form, or potential new subjects.

If a student agrees to the change initiated by the teacher:

- a) The Diploma Programme Coordinator and student will speak to the College Counsellor to see if the level / subject change effects any potential course the student would like to take at university in the future.
- b) The Diploma Programme Coordinator will speak to the IB Programmes Teachers to see if the change is possible on the present timetable. If the new subject level or subject is not yet running, the IB Programmes Coordinator will look at whether it can be added into the timetable and fits in with the teacher`s allotment. If the new HL subject / subject is unable to run due to timetable and / or subject teacher allotments, the process ends here.
- c) If the new subject level / subject choice is able to run, the Diploma Programme Coordinator will speak to the teacher of the subject where the student will make a change in level due / new subject (“the second teacher”). The Diploma Programme Coordinator will present the reasons for the initial change and will ask the second teacher if the student will be able to cope with the change in his / her class / joining the class. If the second teacher agrees, we move to stage “e”.
- d) If the second teacher disagrees with the move, they will be asked for evidence to back up their reasons for not wanting to accept a change in their subject / level for the student. This evidence can come from the student`s performance

in the IGCSE Programme, which can be contrasted against the recommendations for the subject, student's work rate and attitude in the subject in the IGCSE Programme, as well as the amount of the course they have already missed. If agreed that the subject change would not be appropriate (especially after five weeks after the class has started), the Diploma Programme Coordinator will meet with the student and parents / guardians, where other possibilities will also be discussed. If this change has been initiated before five weeks of the course, the student will have the right to make a change provided the student and a parent / guardian meet with the Diploma Programme Coordinator, and sign a letter outlining the possible implications of the change of course. If no "second teacher" accepts the change, and the process has been started after 5 weeks of the course commencing, the Diploma Programme Coordinator, IB Programmes Director and teachers will meet to decide the best way forward, considering all opinions. If agreed, the process will end here.

- e) (After teachers and the student have agreed to the change) The Coordinator meets with the student, and parent if necessary, and gives him/her a letter explaining the change in level that has been recommended and the new change in another class level as a result (apart from Maths SL to Maths Studies SL). After the letter has been signed by the student and a parent / guardian, the change can be made.

If the student disagrees with the change initiated by the teacher:

- a) The Diploma Programme Coordinator will hold a meeting with the student and parents / guardians (and the IB Programmes Director if necessary). The Diploma Programme Coordinator will explain the recommended changes and present the evidence for them (including assessment data). The Coordinator will explain the implications of changing and not changing, including the possibility of passing the Diploma and effect on university choices. A letter will be presented to the student and parents / guardian, explaining the reasons for the recommended changes.
- b) The student and parents / guardian must sign the letter stating whether they are willing to change subjects or not.
- c) If the student refuses to change subjects, he / she will stay in their present subject.



**Scenario 4:**

**A student wants to change programme from IB to MEB.**

**This can be done up to two weeks after starting the Term1.**

- a) If a Student(s) would like to initiate a change programme from to IB to MEB, firstly, the student must speak to the Diploma Programme Coordinator. If the coordinator considers request appropriate then the student is given the level change application form (appendix 4).
- b) The Student fill in section one of the application form, explaining their reasons for waiting or wanting to make change and presents it to the Diploma Programme Coordinator.
- c) The Diploma Programme Coordinator speaks to the IB Programme Director to see if the change is possible on the present timetable.
- d) When the student and a parent/gardian have signed the letter, explaining they have been notified of the “KAİHL Öğrenci Sözleşmesi” te student may change the programme from IB to MEB. In this situation, the provisions of the contract for reimbursement apply.

**Appendix 1:**

**Diploma Programme level change application form.**

Student name:

Date:

**Section One: To be filled in by the student.**

Class I would like to change from SL to HL	
Class I would like to change from HL to SL	

Fill in the tables giving your reasons for wanting to change the subject levels.

Include:

- Your performance in the subjects so far, including assessment grades.
- How you feel you are coping with the demands of the course so far.
- How the change will affect your university choices (please speak to The College Counsellor).

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**Section Two: To be filled in by the Diploma Programme Coordinator and Programme Director.**

	Yes	No
Is the change in subject levels possible on the current timetable?		
If the new HL subject is not presently running can it be fit into the timetable?		
If the new HL choice is not presently running and fits into the timetable, do the extra classes fit into the teacher's allotment?		
<b>If one of the above answers is `no`, the process ends here.</b>		

**Section 3: To be filled in by the new HL class teacher**

Please make comments on .....`s performance in the subject at SL.	
Assessment data from the SL class so far.	
Performance in the subject at IGCSE.	
Work rate.	
Attitude.	
Homework	
Ability to catch up on HL work he/she has missed so far.	
How does the student`s IGCSE performance relate to the subject recommendations?	

**I recommend / do not recommend that the student changes from SL to HL in**

\_\_\_\_\_

**Date:** \_\_\_\_\_ **Teacher signature** \_\_\_\_\_

**Appendix 2:**

**Diploma Programme subject change application form.**

Student name:

Date:

**Section One: To be filled in by the student.**

Subject I would like to stop taking (SL / HL)	
New subject I would like to start (SL / HL)	

Fill in the tables giving your reasons for wanting to change subjects.

Include:

- Your performance in the subject you wish to cancel so far, including assessment grades.
- The reasons for choosing the new subject.
- How you feel you are coping with the demands of the course so far.
- How the change will affect your university choices (please speak to The College Counsellor).

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**Section Two: To be filled in by the Diploma Programme Coordinator and IB Programmes Director.**

	Yes	No
Is the change in subjects possible on the current timetable?		
If the new subject is an HL class and the class is not presently running, can it be fit into the timetable?		
If the new subject is a new HL class and fits into the timetable, do the extra classes fit into the teacher`s allotment?		
If one of the above answers is no, the process ends here.		

**Section Three: To be filled in by the teacher of the subject the student wants to stop taking**

Please make comments on .....’s performance in the subject so far.	
Assessment data.	
Work rate in class and at home.	
Attitude.	
Difficulties he/she has faced in the subject.	
Do you believe that he/she is capable of continuing in the class?	

**Section Four: To be filled in by the teacher of the subject the student wants to start taking**

Please make comments whether you believe  
..... should start your subject.

Include

- He/She's performance, work rate and attitude in the subject at IGCSE and their ability to catch up on the work they have missed so far.
- The amount of classes he/she has missed in your subject so far.

I recommend / do not recommend that .....  
joins (enter subject name) \_\_\_\_\_

Date: \_\_\_\_\_ Teacher signature \_\_\_\_\_

**Appendix 3:**

**Teacher initiated Diploma Programme subject level / subject change form.**

Teacher name:

Subject:

**Section One. To be filled in by the teacher.**

Please fill in / delete as appropriate:

Name of student I am recommending to change from HL to SL / leave my subject:

- I recommend \_\_\_\_\_ changes from HL to SL in \_\_\_\_\_
- I recommend that subject changes from ..... to .....
- I recommend \_\_\_\_\_ stops taking \_\_\_\_\_

Reasons for the recommended change in subject level / change of subject. Please include: <ul style="list-style-type: none"><li>• The difficulties the student is facing</li><li>• Assessment results</li><li>• Student work rate, in class and at home.</li><li>• Homework performance</li></ul>

Based on he/she`s present performance I predict a final IB grade of :	
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**Section 2: To be filled in by the Diploma Coordinator.**

Details of the meeting with ..... on the potential level change.  
 Include:

- Whether ..... agrees to the change of level.
- Potential subject(s) where ..... can change from SL to HL as a result of the change in the first subject (apart from Maths SL to Maths Studies)
- Potential new subjects ..... can start studying.

Effects the change in subject level will have on the student`s university choice.

	Yes	No
Is the change in subjects possible on the current timetable?		
If the new HL choice is not presently running can it be fit into the timetable?		
If the new HL choice is not presently running and fits into the timetable, do the extra classes fit into the teacher`s allotment?		
If one of the above answers is no, a new subject needs to be considered.		



If the student agrees to the change, the process moves on to section 3.

**Section 3: To be filled in by the teacher of the new HL subject / subject choice (due to the first change).**

**First new HL choice / subject**

I agree / disagree with ..... moving from SL to HL  
in \_\_\_\_\_

I agree / disagree with .....changing to my subject.

Reasons for my decision.

Include:

- Performance in the subject so far in the DP.
- Date from assessments.
- Work rate in class and at home.
- Student performance in the IGCSE.

**Second new HL choice / subject choice (if subject teacher one declines the change)**

I agree / disagree with ..... moving from SL to HL in  
\_\_\_\_\_

I agree / disagree with ..... changing to my subject.

*Reasons for my decision.*

*Include*

- *Performance in the subject so far in the DP.*
- *Date from assessments.*
- *Work rate in class and at home.*
- *Student performance in the IGCSE.*

**Third new HL choice / subject choice (if subject teacher one and two decline the change).**

I agree / disagree with ..... moving from SL to HL in

\_\_\_\_\_

I agree / disagree with ..... changing to my subject.

*Reasons for my decision.*

*Include*

- *Performance in the subject so far in the DP.*
- *Date from assessments.*
- *Work rate in class and at home.*
- *Student performance in the IGCSE.*

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

**Teacher signature** \_\_\_\_\_

**Appendix 4:**

**Teacher initiated Diploma Programme to MEB Programme change form.**

Teacher name:

Subject:

**Section One. To be filled in by the teacher.**

Please fill in / delete as appropriate:

Name of student I am recommending to change from IB Programme to MEB Programme.

- I recommend \_\_\_\_\_ changes from from IB Programme to MEB Programme \_\_\_\_\_

Reasons for the recommended change in from IB Programme to MEB Programme.

Please include:

- The difficulties the student is facing.
- Assessment results.
- Student work rate, in class and at home.
- Homework performance.

Based on he/she`s present performance I predict a final IB grade of :

**Section 2: To be filled in by the Diploma Coordinator.**

Details of the meeting with ..... on the potential Programme change.

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Effects the change in subject level will have on the student`s university choice.

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Date: \_\_\_\_\_ Coordinator signature \_\_\_\_\_

**Appendix 5:**

**Programme change application form.**

Student name:

Date:

**Section One: To be filled in by the student.**

Subject I would like to stop taking	
New subject I would like to start	

Fill in the tables giving your reasons for wanting to change IB programme.

Include:

- Your performance in the IB programme you wish to cancel so far, including assessment grades.
- The reasons for choosing the MEB.
- How you feel you are coping with the demands of the course so far.
- How the change will affect your university choices (please speak to The College Counsellor).

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**Section Two: To be filled in by the Diploma Programme Coordinator and IB Teachers**

	Yes	No
Is the change in IB Programme possible on the current timetable?		
If the MEB class is presently running, can it be fit into the timetable?		
If the MEB class fits into the timetable, do the student fit into the MEB syllabus?		
The student and parent/gardian accept the fee of programme		
If one of the above answers is no, the process ends here.		

I agree / disagree with ..... moving from IB Programme to MEB Programme .

<p>Reasons for my decision. Include:</p> <ul style="list-style-type: none"> <li>• Performance in the subjects so far in the IBDP Programme.</li> <li>• Date from assessments.</li> <li>• Work rate in class and at home.</li> </ul>

**Date:** \_\_\_\_\_ **Coordinator signature** \_\_\_\_\_