



1. RATIONALE

The Islamic College of Melbourne (ICOM) is an authorised IB World School delivering the International Baccalaureate Diploma Programme (IB DP) at Years 11 and 12. This Policy describes the conditions for participation in the IB DP at ICOM, in accordance with the IB Programme Standards and Practices (2020), in particular Culture 1.1 (Access and admissions).

This Policy applies exclusively to applicants and candidates of the IB Diploma Programme. Enrolment in all other ICOM programmes — Foundation to Year 10 (Mainstream, SAP, DEEP), VCE, and VCE Vocational Major — is governed by the ICOM General Enrolment Policy.

1.1. Alignment with the IB Mission and Learner Profile

ICOM affirms the IB mission to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. The College's DP enrolment practices are designed to identify and admit candidates who are ready to develop the attributes of the IB Learner Profile — inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective — alongside the College's Islamic values of amanah (trust), adalah (justice), hayaa (modesty), and hifz al-nafs (care of self).

1.2. Regulatory and Authorisation Framework

This Policy is consistent with: the IB Programme Standards and Practices (2020); the General Regulations: Diploma Programme; the Education and Training Reform Act 2006 (Vic); the Equal Opportunity Act 2010 (Vic); the Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005; the Privacy Act 1988 (Cth) and Privacy and Data Protection Act 2014 (Vic); the VRQA Minimum Standards; and the VCAA Administrative Handbook (where DP candidates also seek an ATAR).

2. AIMS

Through this Policy, ICOM aims to:

- Provide every DP candidate with a rigorous, internationally recognised pre-university education aligned with the IB mission.
- Ensure transparent, equitable, and consistent admissions practices for the DP.
- Clearly describe the academic, behavioural, and dispositional conditions for participation in the DP.



- Welcome candidates from diverse backgrounds and provide reasonable adjustments and inclusive assessment arrangements where required, in accordance with the IB Access and Inclusion Policy and the Disability Standards for Education 2005.
- Maintain the integrity, viability, and quality of the DP cohort at ICOM.

3. THE IB DIPLOMA PROGRAMME AT ICOM

The IB Diploma Programme is a rigorous two-year pre-university qualification undertaken in Years 11 (DP1) and 12 (DP2). Each candidate completes six subjects, typically three at Higher Level (HL) and three at Standard Level (SL), drawn across the six IB subject groups, plus the three Core components. Subject availability at ICOM is published annually and may vary based on staffing, candidate demand, and viable class sizes.

Group	Subject Area	ICOM Offerings (indicative)
Group 1	Studies in Language and Literature	English A: Language and Literature (HL/SL)
Group 2	Language Acquisition	Arabic B (HL/SL); Arabic ab initio (SL); French ab initio (SL)
Group 3	Individuals and Societies	Business Management; Psychology; History; Economics (subject to availability)
Group 4	Sciences	Biology; Chemistry; Physics (HL/SL)
Group 5	Mathematics	Mathematics: Analysis and Approaches (HL/SL); Mathematics: Applications and Interpretation (SL)
Group 6	The Arts (or a second subject from Groups 2–4)	Visual Arts (HL/SL), or a second subject from Groups 2–4



Group	Subject Area	ICOM Offerings (indicative)
DP Core	Compulsory for all candidates	Theory of Knowledge (TOK); Extended Essay (EE); Creativity, Activity, Service (CAS)

Final subject selections are confirmed by the IB DP Coordinator on behalf of the Principal. Where a chosen subject does not run in a given cohort, candidates are offered alternative selections that maintain a valid DP profile.

3.1. Programme Capacity

The DP cohort size is reviewed annually by the IB DP Coordinator and the Principal to ensure programme quality. Where applications exceed available places, selection is based strictly on the criteria in Sections 4 and 5 of this Policy, with no other factor considered.

4. CONDITIONS FOR PARTICIPATION: ACADEMIC ELIGIBILITY

Entry into the DP at ICOM is selective. The following minimum academic standards apply at the point of admission to DP1 (Year 11):

- Minimum grade average of 75% across all Year 10 subjects in both the Semester 1 and Semester 2 reports (or equivalent end-of-year results from the previous school for transfer applicants).
- Minimum 75% in English (or English as an Additional Language, where applicable) in the Year 10 Semester 1 and Semester 2 reports.
- Minimum 75% in Mathematics in the Year 10 Semester 1 and Semester 2 reports for entry into Mathematics: Analysis and Approaches HL or SL; minimum 65% for entry into Mathematics: Applications and Interpretation SL.
- Demonstrated capacity in a second language, or willingness to undertake a Group 2 ab initio language (Arabic ab initio or French ab initio).
- Satisfactory completion of any pre-DP enrichment units or readiness tasks offered by the College.

Offers of a place in the DP are conditional on satisfactory completion of Year 10. Where conditions are not met, the offer may be revised or withdrawn, with right of appeal to the Principal.



5. CONDITIONS FOR PARTICIPATION: BEHAVIOURAL AND DISPOSITIONAL CRITERIA

In addition to academic eligibility, the College considers each applicant's readiness to engage with the dispositions and obligations of the DP.

- Behaviour record: demonstrated maturity, self-discipline, and consistent compliance with the Student Behaviour Policy throughout the preceding year.
- Attendance record: minimum 90% attendance, with all absences appropriately documented.
- Consistent demonstration of the IB Learner Profile attributes throughout Year 10 (or equivalent).
- Capacity for independent inquiry, time management, and academic honesty.
- Written commitment from the candidate and parents/guardians to the obligations of the DP, including signed acknowledgement of the IB Academic Integrity Policy.

6. SELECTION PROCESS

The annual DP selection process operates on the following timeline for Year 10 candidates:

1. Term 2, Year 10 — IB DP Information Evening conducted by the IB DP Coordinator. Distribution of the DP Expression of Interest (EOI) form, the DP Candidate Handbook, the IB Academic Integrity Policy, and the IB Assessment Policy.
2. End of Term 2 — submission of the DP EOI form with provisional subject selections.
3. Early Term 3 — review of Year 10 Semester 1 academic record, attendance, and behaviour against the criteria in Sections 4 and 5.
4. Term 3 — individual subject selection counselling and IB Learner Profile interview with each candidate (and parents/guardians where appropriate).
5. Term 3 — confirmation of subject availability and class viability by the IB DP Coordinator in consultation with the Heads of Faculty.
6. End of Term 3 — issuance of conditional offers of a DP place.
7. Term 4 — receipt of signed acknowledgement of the IB Academic Integrity Policy, IB Assessment Policy, and DP Candidate Handbook.
8. End of Year 10 — confirmation of offers based on Year 10 Semester 2 results.
9. Start of Year 11 — registration on IBIS and ManageBac; subject-class allocation; assignment of an Extended Essay supervisor; commencement of the DP Orientation Programme.



Attendance at the DP Parent and Candidate Information Session is compulsory and is a condition of acceptance. Families who do not attend forfeit the offer of a place unless prior written approval for an alternative arrangement has been granted by the Principal.

7. TRANSFER STUDENTS INTO THE IB DIPLOMA PROGRAMME

Applications from students seeking to transfer into the DP from another IB World School or another senior pathway are considered on a case-by-case basis, in accordance with IB regulations and ICOM capacity.

7.1. Transfer into Year 11 (DP1)

- Applicants are assessed against the standard ICOM DP entry criteria in Sections 4 and 5, plus the most recent two years of academic records from the previous school.
- All transfer applicants undertake an interview with the IB DP Coordinator and may be required to complete diagnostic tasks.
- Acceptance is subject to capacity in the relevant subject classes.

7.2. Transfer into Year 12 (DP2)

- Year 12 transfers are considered only where the applicant is transferring from another authorised IB World School with documented progress in the same or an equivalent subject combination.
- The IB DP Coordinator verifies prior IBIS registration and reviews evidence of progress on the Extended Essay, internal assessments, TOK, and the CAS portfolio.
- On acceptance, IBIS registration is transferred and supervisors are assigned for outstanding EE/IA components.
- Where a Year 12 transfer is not feasible within IB regulations or ICOM capacity, the IB DP Coordinator advises the family in writing and may recommend alternative pathways (for example, DP Course Certificates or a transition to VCE).

8. INCLUSION, ACCESS, AND REASONABLE ADJUSTMENTS

ICOM is committed to inclusive education in the DP. As an educational authority under the Equal Opportunity Act 2010 (Vic), the Disability Discrimination Act 1992 (Cth), and the Disability Standards for Education 2005, the College provides reasonable adjustments to enable candidates with disability or additional learning needs to participate in the DP on the same basis as their peers.



8.1. Application of Reasonable Adjustments

- The College consults with the candidate, parents/guardians, and (where relevant) treating professionals to identify appropriate adjustments.
- Adjustments are documented in an Individual Education Plan (IEP) or Learning Support Plan and reviewed at least once per semester.
- The College considers, in accordance with section 40 (3) of the Equal Opportunity Act 2010 (Vic) and section 11 of the DDA 1992, whether an adjustment would impose unjustifiable hardship.

8.2. IB Inclusive Assessment Arrangements

The College's Access and Inclusion Policy and the IB Access and inclusion policy (current edition) govern inclusive assessment arrangements for DP candidates. The IB DP Coordinator is responsible for:

- Identifying eligible candidates and collating supporting evidence (educational, psychological, and/or medical) within IB-specified timeframes.
- Submitting requests for inclusive assessment arrangements via IBIS within IB-published deadlines.
- Ensuring that approved arrangements (for example, additional time, rest breaks, assistive technology, modified papers) are implemented in school-based assessments and final IB examinations.

8.3. Non-Discrimination

ICOM does not discriminate on grounds protected under the Equal Opportunity Act 2010 (Vic) or the Disability Discrimination Act 1992 (Cth). The College's exemption as a religious educational institution is exercised only where consistent with the legislation and with the College's commitment to inclusive Islamic values.

9. ENROLMENT REQUIREMENTS: DOCUMENTS AND FEES

The following documents and payments are required at the point of DP enrolment:

- Birth certificate.
- Up-to-date Immunisation History Statement (AIR).
- Academic reports from Years 9 and 10 (or the equivalent), and any standardised testing results (NAPLAN Year 9, where applicable).
- Proof of residential status (visa documentation where applicable).



- For transfer applicants from another IB World School: prior IBIS registration details and evidence of progress on subjects, TOK, EE, and CAS.
- Disclosure of any medical conditions, allergies, or learning needs on the enrolment form. Failure to disclose may result in cancellation of enrolment.
- Current emergency contact details, residential address, and any relevant legal custody documentation.
- Signed candidate and parent/guardian declaration of agreement with all College policies, including the Student Behaviour Policy, the IB Academic Integrity Policy, and the DP Candidate Handbook.
- Non-refundable enrolment processing fee.
- Student Enrolment Bond payable upon confirmation of acceptance.
- DP-specific fees relating to IB registration, examinations, and resources, as published in the DP Fee Schedule.

10. CONDITIONS OF ONGOING ENROLMENT IN THE DP

Continued enrolment in the DP is conditional on the candidate and family abiding by all College and IB rules and regulations, including (but not limited to):

- Active support for the values, mission, and Religious Education Programme of the College.
- Regular and punctual attendance, in accordance with the College Attendance Policy and IB requirements for completion of internal assessments.
- Compliance with the Student Behaviour Policy and the Technology and Social Media Policy.
- Compliance with the IB Academic Integrity Policy in all internal and external assessment, including the Extended Essay, TOK, internal assessments, and final examinations.
- Timely completion and submission of all six subject IAs, the Extended Essay, TOK essay and exhibition, and CAS reflections in line with the published DP calendar.
- Satisfactory progress in DP1 as a precondition for progression to DP2.
- Timely payment of all fees and the annual Re-enrolment fee.
- Provision of one full term's written notice of intention to withdraw; otherwise, one full term's fees are payable.
- Modest and respectful conduct and dress by parents/guardians/carers on College grounds.
- Refraining from disorderly, offensive, abusive, intimidating, or threatening conduct toward staff or members of the College community.



- Refraining from public or social media communications that bring the College into disrepute or defame staff, candidates, or community members.

Failure to comply may, after due process, lead to action up to and including termination of enrolment in the DP. Where academic misconduct is alleged, the matter is investigated in accordance with the IB Academic Integrity Policy and reported to the IB where required.

11. Progression from DP1 to DP2

Progression from DP1 (Year 11) to DP2 (Year 12) is not automatic. The IB DP Coordinator and Head of Senior School review each candidate's progress against the following criteria during Term 3 of DP1:

- Satisfactory academic progress in all six DP subjects, with predicted grades indicating capacity to complete the full Diploma.
- Demonstrated progress on the Extended Essay, TOK, and CAS components.
- Behaviour, attendance, and academic integrity record consistent with the IB Learner Profile.

Candidates who do not meet progression criteria are offered a meeting to discuss alternatives, which may include continued enrolment with a modified subject load, conversion to DP Course Certificates, or transition to a different senior pathway.

12. PRIVACY AND CONFIDENTIALITY

Information provided to the College during and after enrolment is managed in accordance with the Privacy Act 1988 (Cth), the Privacy and Data Protection Act 2014 (Vic), and the College Privacy Policy. Personal information may be disclosed only as required by law or by IB regulation (for example, to the IB Organization via IBIS, the Department of Education, VCAA, or emergency services). Records are stored securely on SEQTA and ManageBac, with access restricted to authorised staff.

13. DOCUMENT CONTROL INFORMATION

This Policy is reviewed on a three-year cycle, or earlier where required by changes in IB Programme Standards and Practices, regulation, or College practice. Reviews are coordinated by the IB DP Coordinator in consultation with the Director of Teaching and Learning, the Head of Senior School, the Principal, and the School Board.

Evidence of implementation is maintained through: the DP enrolment register; the DP candidate file (offer letter, signed declarations, IBIS records, IEP/LSP, inclusive assessment correspondence);



ManageBac records; parent and candidate acknowledgement records.

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Date for Next Review	3 year cycle