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|  | **Schola Europaea / Office of the Secretary-General**  |

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Orig.: EN

Regulations on Accredited European Schools

Board of Governors

Meeting on 3 – 5 December 2019 – Brussels

# INTRODUCTION

More than ten years after the accreditation of the first two schools, and four years after the first set of ‘Regulations for the Accredited European Schools’ (2013-01-D-64) were adopted, the Board of Governors agreed on the need to clarify the terms and conditions for accreditation.

A mandate (2017-04-D-23-en-2) was given to a Working Group to study:

1. The access to data
2. The format of official school reports
3. The monitoring of compliance with requirements
4. The conditions for accreditation (number of sections, organisation of studies, qualifications of teachers, etc.)
5. Composition of the audit team and aspects to be covered by the audit
6. The procedure for initial accreditation
7. The procedure for renewal of accreditation
8. Rules for termination of accreditation
9. The cost neutrality of Accredited European Schools (audits, administrative work at the Office, etc.)
10. Services that might be made available for the Accredited Schools and their cost
11. The possibility of accrediting schools outside EU territory

The Working Group for the Accredited European Schools has met nine times. As a result of their discussions, and the changes to the audit procedure, outlined in Annex IV, it has been necessary to revisit the aforementioned Accredited School Regulations currently in place.

**MAIN AREAS OF INTERVENTION**

The Working Group meetings showed that, as a result of the rapidly increasing number of Accredited Schools, the two main areas for intervention needed to be:

1. Clarifying the framework and essential conditions for accreditations, audits and national involvement.

2. Ensuring that the Accredited Schools system does not have a financial consequence for the European Schools system and that the original concept of cost neutrality is maintained.

The proposed new regulations start on page 5 and the proposed changes are underlined. They are preceded by a justification for the changes suggested, linked to the lettered points of the mandate, above.

**PROPOSED CHANGES**

|  |  |
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| Article altered / added | Link to mandate (see list on page 2). |
| Article 2: the third paragraph existed in Article 3 before, but has been moved in order to fall under the ‘general conditions’ title. | c |
| Article 3, paragraph 1: this provision was already implicit in Article 1 but has been made explicit here. | d |
| Article 3, paragraph 2: introduced to clarify the role of the Member States’ national bodies responsible for quality assurance within the accreditation process.  | e |
| Article 4.1: as languages are an essential part of the European Schooling system, this article was altered to clarify that a minimum of two language sections are required, except in exceptional circumstances which must be notified as outlined in the article. | d |
| Article 6: added to improve parity between teaching standards in the Accredited Schools and the traditional European Schools. As languages are addressed in the second sentence of this article, the mention of languages is no longer required in the first sentence. | d |
| Article 7: the word ‘may’ has been altered to ‘shall’ to clarify that the 3 conditions listed in the article are essential to accreditation, and not optional. | d |
| Articles 8 & 9: sentence added to clarify and harmonise the initial procedure for accreditation. | f |
| Article 10, 11 & 12: linked to the proposed audit changes in Annex IV. | e |
| Article 13, paragraph 2 & Article 15, paragraph 4: altered to ensure parity in approach between first accreditation reports and reports for renewal.  | f, g |
| Article 14, paragraph 2: the word ‘maximum’ has been added to give the Board of Governors the flexibility to grant accreditation for fewer than three years, if required. Article 14, paragraph 6: added to ensure the same procedure applies to the use of Annex II and Annex III. | f |
| Article 15, paragraph 1: altered to eighteen months for practical reasons. If an accreditation expires in August 2021, the new audit report will need to be approved by the Board of Governors in April 2021 via the Joint Board of Inspectors in February 2021. In order to allow time for the audit reports to be written by the inspectors and formatted and translated by the OSG, the audit visits need to take place between September 2020 and November 2020. If visits are going to take place in September 2020, the inspectors need to be booked at least by the end April 2020. Eighteen months before August 2021 is March 2020, which gives the staff in the OSG time to find compatible dates between the schools and the inspectors. | g |
| Article 15, paragraph 3: linked to the proposed audit changes in Annex IV. | e |
| Article 16: to clarify when schools in the process of accreditation can have access to resources and training. | j |
| Article 17: this links with document on cost neutrality in the Accredited European Schools (2018-10-D- 63), approved at the meeting of the Board of Governors on 9-12 April 2019. Similarly related to 2018-10-D-63, two paragraphs (between the present paragraphs 3 and 4) in Article 18 have been deleted as ‘all costs’ is now clearly stated in Article 17. | i |
| Article 18: to emphasise here, as is already stated in the Regulations for the European Baccalaureate and the Arrangements for implementing the Regulations for the European Baccalaureate, that Accredited Schools are obliged to use the same technological tools (e.g. SMS) when offering the Baccalaureate. | a |
| Article 19: to clarify and improve data sharing. | a |
| Article 20: to enhance the connection between the Dossier of Conformity and the accreditation process. | c |
| Article 22 & 23: to introduce binding procedures for suspending / cancelling accreditation in order to clarify that this is possible and to increase the significance of the accreditation procedure.  | h |

The first versions of this document were discussed in the spring 2019 meetings of the various bodies, where several changes were suggested. In April 2019 the Board of Governors extended the mandate for the sub-group of the AES working group in order to complete the missing annexes notably, but not exclusively, Annex IV.

**Regulations on Accredited European Schools**

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Annex I General Interest File form

Annex II Dossier of Conformity form, N-s5

Annex III Dossier of Conformity form, s6-s7

Annex IV Procedures for conducting audits: minimum checks

Annex V Catalogue of general criteria and indicators for the accreditation

Annex VI Model Accreditation Agreement (up to secondary year 5)

Annex VII Model Additional Agreement (for secondary years 6 and 7)

Annex VIII Model for the renewal of the Accreditation Agreement

Annex IX Model for the renewal of the Additional Agreement

Annex X Data transfer

**Title I: General principles and definitions**

**Article 1**

Accredited European Schools are schools which, without forming part of the network of European Schools organised by the intergovernmental organisation ‘The European Schools’, offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the legal, administrative and financial framework to which the European Schools are compulsorily subject.

**Article 2**

 Under the conditions and within the limits laid down by these Regulations and the particular agreements concluded pursuant to them (hereinafter referred to as ‘Accreditation Agreements’), the European Schools may, subject to reciprocity, grant to Accredited European Schools equivalence between the pedagogical standard, year group by year group, of the education provided by the Accredited European School and that provided by the European Schools.

It follows therefrom that subject to reciprocity, passing a school year in the Accredited European School shall be regarded, automatically and without any formality, as equivalent to passing the corresponding school year in a European School, it being understood, however, that this success does not result in entitlement to enrolment at or admission to a European School, one and the other remaining subject in particular to the decisions of the Board of Governors of the European Schools, to the relevant provisions of the General Rules of the European Schools and, where applicable, to the enrolment policies enacted by the competent organs.

The pedagogical equivalence, year group by year group, of the education provided by the Accredited European School and that provided by the European Schools shall be ensured in such a way that it confers on pupils of Accredited European Schools the same rights as those granted to pupils of the European Schools by Article 5 of the Convention defining the European Schools signed at Luxembourg on 21 June 1994.

~~Years of study successfully completed in both pedagogical systems shall be recognized in the territory of the Member States of the European Union in accordance with the table of equivalence as determined by the Board of Governors for the validation of years of study. In no case may a decision of admission to the Accredited European School have the effect of defeating a decision to repeat the year made by the European Schools and vice versa.~~

**Title II: Accreditation**

**Chapter I  Accreditation conditions**

**Article 3**

Only schools which undertake to enhance and promote their European specificity, by guaranteeing firstly, to provide their pupils with the same type of education as that provided in the European Schools and secondly, equality of opportunity for pupils in terms of preparation for the European Baccalaureate, subject, as far as secondary years 6 and 7 are concerned, to strict application of the provisions laid down by the Regulations pertaining to the European Baccalaureate can be considered for accreditation. The ‘same type of education’ implies using, inter alia, the same curriculum and syllabuses, and the same marking system and promotion criteria, as used in the European Schools.

Quality assurance of the Accredited European Schools’ education and compliance with the conditions of accreditation shall be subject to scrutiny by the national body responsible for quality assurance in the Member State which applied for the accreditation, by the audit team designated and mandated by the Office of the Secretary-General and through the control exercised over the European Baccalaureate Exam.

The scrutiny performed by the audit team may, in no way, be used as a substitute for inspections carried out in the framework of National quality assurance, where such assurance exists. The scrutiny may, however, be adjusted according to the checks already carried out by the competent national body responsible for quality assurance.

**Article 4**

As far as the linguistic conditions of the education provided are concerned, a school may be accredited only if, within the meaning of the General Rules of the European Schools:

1. It offers a minimum of two language sections, including at least one in either English, French or German and one in any other L1 accepted in the European Schools system, ordinarily that of the host country. Any deviation from that provision shall be mentioned in the Dossier of Conformity and be brought to the attention of the Joint Teaching Committee and the Board of Governors by the Secretary-General. Each deviation shall be expressly agreed upon before, where appropriate, an opinion is expressed or a decision is reached.

2. It offers mother tongue / dominant language courses to pupils without their own language section although the minimum number of pupils as from which such a course is created is left to the discretion of the Accredited European School. This minimum number of pupils will be indicated in the Dossier of Conformity.

3. Pupils without their own language section receive support to learn the language of the section which they join.

4. Language learning provision in terms of Languages II, III and IV complies with the Regulations in force in the European Schools, more especially with the provisions of the General Rules of the European Schools and with the particular decisions of the Board of Governors concerning the teaching of languages. Exceptions to the aforementioned regulations may, however, be proposed by the school which is a candidate for accreditation at the time of submission of the Dossier of Conformity and must, where applicable, be approved by the Board of Governors.

**Article 5**

As far as the pedagogical content of the education is concerned, when it is envisaging offering the European Baccalaureate certificate, a school may be accredited only if:

1. It undertakes to prepare pupils effectively to take the European Baccalaureate examinations in the last year of the secondary cycle, respecting the particular features which characterise European schooling and delivering a curriculum matching and consistent with that objective.

2. It undertakes, for years 6 and 7 of the secondary cycle, to abide by the Regulations for the European Baccalaureate, as signed on 11 April 1984 and amended by the Board of Governors at its meeting in Helsinki of 15 and 16 April 2008, and by the Arrangements for implementing those Regulations and the other decisions of the Board of Governors concerning the European Baccalaureate.

3. It offers a range of options, particularly in secondary years 6 and 7, which is conducive to pupils’ subsequent admission to courses in higher education.

**Article 6**

Teachers should hold a pedagogical qualification in the subjects that they have been employed to teach. The qualification, or recognition of same for non-EU qualifications, should be from one of the EU member states. Teachers must have language competences equivalent to those required for the teachers in the European Schools[[1]](#footnote-1). The final decision concerning the pedagogical qualifications of a teacher rests with the national body responsible for quality assurance of the EU member state in which the Accredited School is situated.

**Article 7**

Accreditation shall also be conditional upon:

1. The existence of an educational support system for pupils with special educational needs, within the meaning of the legislation of the country in which the Accredited European School is located.

2. The existence of ethics and religion courses within the meaning of the regulations of the European Schools, subject to compliance with the legislation of the country in which the School is located and it being understood that the said courses may be replaced by teaching about religions and civics.

3. Compliance with a minimum and maximum length per teaching period, ensuring that the minimal total teaching time at the Accredited European School corresponds to that allocated in the organisation of studies for the European Schools.

**Chapter II: Accreditation procedure**

***Section 1: Preliminary documents***

**Article 8**

In accordance with the form appearing in Annex I to these Regulations, the Member State shall present a General Interest File, whereby the Member State sets out the project, explains the reasons for it and describes the resources which it is prepared to deploy to carry out the project.

The File shall be submitted to the Board of Governors accompanied by the opinion of the Joint Board of Inspectors, which shall give its opinion by a two-thirds majority.

The European Schools reserve the right to postpone the examination of a General Interest File if it is incomplete, not in conformity with the model in Annex I, whose use is mandatory, or if it has been submitted too late to be examined at the nearest meeting.

**Article 9**

If the Board of Governors’ opinion is positive, the school which is a candidate for accreditation shall, in accordance with the form constituting Annex II to these Regulations, present a Dossier of Conformity.

The Dossier shall be submitted to the Board of Governors accompanied by the opinion of the Joint Teaching Committee, which shall give its opinion by a two-thirds majority.

The European Schools reserve the right to postpone the examination of a Dossier of Conformity if it is incomplete, not in conformity with the model in Annex II, whose use is mandatory, or if it has been submitted too late to be examined at the nearest meeting.

***Section 2: Accreditation audit***

**Article 10**

If the Board of Governors’ opinion on the Dossier of Conformity is positive, the school which is a candidate for accreditation shall undergo a prior audit, conducted by the Joint Board of Inspectors.

The Joint Board of Inspectors shall form an audit team comprising a maximum of four inspectors.

The European Schools decide on the composition of the audit team according to the profile and structure of the school. In addition to inspectors, the team may include the Head of the Baccalaureate Unit at the Office of the Secretary-General and external experts.

In no case, for any type of audit, will members of the audit team be nationals of the country in which the audit is taking place. These regulations, regarding composition of the audit teams, are valid for audits concerning both initial accreditation and renewals of accreditation.

**Article 11**

The candidate school shall send a self-evaluation report and all the documents requested in the Toolkit for Audits of Accredited European Schools to the Office of the Secretary-General at least two weeks before the start of the audit visit. The self-evaluation report shall be produced in accordance with the form provided in the Toolkit for Audits of Accredited European Schools.

**Article 12**

After having scrutinised the necessary documents, the audit team shall visit the candidate school, where it shall carry out the minimum checks required by the Board of Governors in accordance with the forms and methods laid down for an audit, as seen in Annex IV. In addition, the audit team shall obtain full information and shall ask any questions that it deems relevant with regard to the objectives of the audit.

**Article 13**

The audit team shall produce an audit report, taking account of the catalogue of general criteria and indicators appearing in Annex V to these Regulations and in compliance with the forms provided in the Toolkit for Audits of Accredited European Schools.

The draft audit report shall be sent to the Management of the Accredited European School, which may make its observations and produce any additional documents that it deems relevant. The report, as possibly amended following examination of those observations and documents, and accompanied by the opinion of the Joint Board of Inspectors, shall be submitted to the Board of Governors.

***Section 3: Decision of the Board of Governors***

**Article 14**

The candidate school shall be accredited only if the Board of Governors grants accreditation unanimously.

Accreditation shall be granted for a maximum period of three years, which shall be renewable, and shall necessarily take effect on the first day of the school year.

The decision to grant accreditation shall automatically carry with it the power for the Secretary-General to sign the Accreditation Agreement, the template for which appears in Annex VI to these Regulations.

The aforementioned template relates to accreditation and hence, recognition of pedagogical equivalence between the education provided by the Accredited European School and that provided by the European Schools for the first years of schooling up to secondary year 5 inclusive.

For reasons connected with the specificity of that recognition at the level of secondary years 6 and 7 and having regard to the Regulations pertaining to the European Baccalaureate, there shall be a procedure for secondary years 6 and 7 which is separate from the one leading to accreditation of the other year groups.

For accreditation covering years 6 and 7, the Member State in which the Accredited School is located shall submit a Dossier of Conformity in accordance with the form constituting Annex III to these regulations. If the Board of Governors’ opinion on the Dossier of Conformity is positive then the procedure outlined in Articles 10-14 shall be enacted. The European Schools reserve the right to postpone the examination of a Dossier of Conformity if it is incomplete, not in conformity with the model in Annex III, whose use is mandatory, or if it has been submitted too late to be examined at the nearest meeting.

The decision to grant accreditation for secondary years 6 and 7 shall automatically carry with it the power for the Secretary-General to sign the Additional Agreement, the template for which appears in Annex VII to these Regulations.

***Section 4: Renewal of accreditation***

**Article 15**

Subject to an application made at least eighteen months before expiry of the period, the European Schools may renew accreditation for successive periods of three years.

The application for renewal may be granted only on the basis of an audit report produced by the audit team designated and mandated by the Office of the Secretary-General to check the Accredited European School’s compliance with the conditions laid down by the Dossier of Conformity during the period which has elapsed and its ability to comply with them over the following three years.

The audit for renewal shall, in principle, cover the minimum checks required by the Board of Governors in accordance with the forms and methods laid down for a ‘standard’ audit (see Annex IV). By way of a derogation, the Accredited European School may request a ‘light’ audit to take place, provided that:

- the School has been inspected by the competent national body responsible for quality assurance within 3 years preceding the request;

- it has been the subject of a positive report following a ‘standard’ audit within 6 years preceding the request.

The Secretary-General has sole competence to assess whether these conditions are complied with. His/her assessment is not subject to appeal.

The draft audit report shall be sent to the Management of the Accredited European School, which may make its observations and produce any additional documents that it deems relevant. The report, as possibly amended following examination of those observations and documents and accompanied by the opinion of the Joint Board of Inspectors, shall be submitted to the Board of Governors. ~~accompanied by a certified copy of the latter.~~

 The Board of Governors shall take a decision on the renewal application by the 30 June preceding the date of expiry of the Accreditation Agreement.

The decision to renew accreditation shall automatically carry with it the power for the Secretary-General to renew, as the case may be, the Accreditation Agreement or the Additional Agreement, the templates for which appearing, respectively, in Annex VIII and Annex IX to these Regulations.

**Title III: Implementation of the accreditation agreement**

**Article 16**

Once the Dossier of Conformity has been approved by the Board of Governors;

1. The teachers of the Accredited European School may receive any in-service training provided by the European Schools subject to the conditions laid down in Article 17.

2. Teaching material specific to the European Schools, ~~and in particular~~ *inter alia* the documents Intermath, Eurobio and the Human Sciences European File, shall be supplied to the Accredited European School at cost price, plus any tax of any kind generally levied, for whatever reason, by the public authorities. This material shall be transported under the responsibility and at the expense, risk and peril of the Accredited European School.

**Article 17**

All the costs entailed by accreditation and its effects, without reservation or exception, will be covered by a contribution to the budget of the Office of the Secretary General, according to the Board of Governors decision on Accredited European School cost neutrality. In accordance with the aforementioned decision on cost neutrality, this contribution will be requested from the Delegations which host Accredited European Schools in their territory. The decision on whether the Delegation or the Accredited School pays the contribution remains within the competence of each Delegation. However, in any case, the Delegations which host Accredited European Schools in their territory will remain liable to the Office of the Secretary-General of the European Schools for the contribution. No financial burden in the form of additional expenditure will weigh on the budget of the European Schools.

**Article 18**

In secondary years 6 and 7, the Accredited European School must follow exclusively the curriculum and the structure of studies specific to the European Schools system, so as to allow full recognition of the qualification of European Baccalaureate certificate-holder.

Pupils’ registration for and participation in the European Baccalaureate examinations shall be subject to regular and consecutive attendance at classes in years 6 and 7 of the secondary cycle of the Accredited European School or of a European School.

Pupils of the Accredited European School who, at the end of year 7, fulfil the academic conditions for access to the European Baccalaureate shall be eligible to take the examination, subject, firstly, to registration at the School and secondly, to payment of the registration fee fixed by the Board of Governors.

 Organisation of the European Baccalaureate in each examination centre is presented in the Regulations for the European Baccalaureate and the Arrangements for implementing the Regulations for the European Baccalaureate, as referred to in Article 5 of these Regulations.

This organisation includes the use of the same technological tools as the European Schools when it cannot be done otherwise, as is the case, for example, with respect to the technical constraints associated with the printing of the diploma.

The European Baccalaureate is awarded by the Secretary-General of the European Schools, on behalf of the Board of Governors, at the end of secondary year 7 of the European School, or of the corresponding year of a school accredited by the Board of Governors, to pupils who have passed the Baccalaureate examinations.

Pupils of the Accredited European School may lodge an administrative appeal, on procedural irregularity grounds, against the European Baccalaureate examinations under the same conditions as pupils of the European Schools, in accordance with the provisions of Article 12 of the Arrangements for implementing the Regulations for the European Baccalaureate.

Appeals must be lodged with the Chairman of the Examining Board through the Director of the Accredited European School. A contentious appeal against the decision of the Chairman of the Examining Board may be lodged with the Complaints Board of the European Schools, as established by Article 27 of the Convention defining the Statute of the European Schools.

**Article 19**

The Accredited European School shall inform the European Schools at the earliest possible moment of any matters which could affect the proper implementation of the Accreditation Agreement and shall transfer its data, including personal data, as far as they are necessary to this implementation.

 On a yearly basis, by 15 October at the latest, the Accredited European School shall provide the European Schools, as a minimum requirement, with the data as referred to in Annex X to these Regulations.

All data transferred by the Accredited European School shall be processed solely for the purposes of the performance, management and monitoring of the Accreditation without prejudice to possible transmission to the bodies charged with monitoring or inspection task in application of Union law.

 The European Schools ensure that data protection rules pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) shall be strictly observed when handling the data received from the Accredited European School.

**Article 20**

The Accredited European School, through their Head of Delegation, shall inform the European Schools, in writing, of any departure from the Dossier of Conformity with respect to its structure (including, but not limited to: creation or closure of a language section, opening or closure of a cycle, use of another building). It is the responsibility of national inspectors to report such changes to the committees where they sit. The Secretary-General shall present these changes to the Board of Governors at the next scheduled meeting. The decision of the Board of Governors shall be annexed to the Dossier of Conformity of the concerned Accredited School, along with the notification detailing the changes. The compliance of the changes with these Regulations shall be checked at the nearest audit.

**Title IV: Expiry of accreditation**

**Article 21**

 Without prejudice to the right to withdraw accreditation enjoyed by the Board of Governors pursuant to Article 22, and unless renewal has been applied for and obtained under the conditions set out in Article 15, accreditation shall automatically be terminated, without notice or compensation, at the end of the three-year period laid down in the second paragraph of Article 14.

**Article 22**

In the event of a serious breach, and without prejudice to any damages, the Board of Governors may, on a proposal from the Secretary-General, withdraw accreditation on the basis of a reasoned decision. In exceptional cases left to the discretion of the Secretary-General, the withdrawal may be preceded by a formal notice to cease and desist.

The following shall be regarded as serious breaches:

a. non-payment of the sums due under Article 17;

b. the existence of serious risks to pupils’ safety and security or health on the Accredited European School’s premises or on account of its staff;

c. clear infringement of one or more of the conditions laid down in the Dossier of Conformity;

d. non-compliance with the provisions of the Accreditation Agreement or of these Regulations.

**Article 23**

When he/she finds that there has been a serious breach within the meaning of Article 22, the Secretary-General shall send to the Accredited European School formal notice to desist from any further such breach; he/she shall notify the Board of Governors without delay of the sending of such formal notice.

The formal notice shall contain an invitation from the Secretary-General to desist from the serious breach found, within one month of the notification of it.

 However, depending on the nature and seriousness of the breach found and on the time required for the Accredited European School to desist from any further such breach, the Secretary-General of the European Schools may extend this one-month period by up to six months.

 If the Accredited European School fails to comply with the demands made in the formal notice, the Secretary-General shall propose to the Board of Governors that the accreditation is withdrawn.

 The Board of Governors shall take a decision on the request unanimously with the abstention of the Member State in which the Accredited European School is located in order to avoid any conflict of interest, whether actual, apparent or potential.

 The Secretary-General shall notify the Accredited European School of the Board of Governors’ decision without delay.

In the event where a formal notice is sent, the Accredited European School shall be required to submit an action plan to the Board of Governors whose implementation shall take place during the ~~one-year~~ period of time stated in the formal notice. At the end of ~~it~~ this period, based on a self-evaluation report and, where relevant, after commissioning an audit team on site, the Board of Governors shall decide to either withdraw the formal notice or ~~cancel the suspension with retroactive effect or~~ withdraw the accreditation.

Withdrawal of accreditation shall automatically involve a maximum period of notice of three months. In any event, this period of notice shall expire not later than the day before the first day of the school year following the one in which notification of the period of notice was given.

**Title V Disputes**

**Article 24**

 The Courts and Tribunals of the Brussels judicial district shall have sole jurisdiction in any dispute between the European Schools and Accredited European Schools regarding the granting, implementation or withdrawal of accreditation.

 The law applicable to these Regulations shall be Belgian law.

**Title VI: Transitional and repeal provisions**

**Article 25**

 Schools currently accredited pursuant to agreements concluded prior to adoption of these Regulations shall continue to qualify for accreditation until the end of the current accreditation period, under the terms and conditions laid down by those agreements.

**Article 26**

 These Regulations repeal all previous regulatory provisions which are contrary to them.

**Opinion of the Joint Board of Inspectors**

The Joint Board of Inspectors expressed a favorable opinion on the proposed amendments to the ‘Regulations on Accredited European Schools’.

**Opinion of the Joint Teaching Committee**

The JTC highly appreciated and expressed a favourable opinion on the Regulations on Accredited Schools. The document would be presented to the Budgetary Committee for its opinion and to the Board of Governors for approval.

**Opinion of the Budgetary Committee**

The Budgetary Committee expressed a favourable opinion on the proposed amendments to the Regulations on Accredited European Schools.

**Proposal to the Board of Governors**

The Board of Governors is invited to scrutinise the proposed amendments to the ‘Regulations on Accredited European Schools’.

For a smooth transition from the current regulations (2013-01-D-64) to the present modified regulations and in order to have all schools under the same system, it is proposed that all Delegations who have Accredited European Schools on their territory sign new agreements and, if necessary, additional agreements, in accordance with annexes VI and VII respectively. These newly signed agreements and additional agreements will have the same expiry dates as the agreements that they replace. All the schools that need to sign renewal or initial agreements on or before 31st August 2020 (new accreditations or expiring accreditations) will also sign the agreements according to the models in annexes VI and VII. All agreements, for all the schools, are expected to be signed before 1st September 2020. The Secretary-General will inform the relevant Delegations accordingly, in due time.

A transitory period to allow for delegations to request accreditation renewals without being in breach of Article 15 is also envisaged.

The Accredited European Schools working group, in its present composition, will remain active, meeting no more than biannually, in order to collate and process the different views on the implementation of the new procedures.

The Board of Governors is invited to approve the proposed amendments to the ‘Regulations on Accredited European Schools’, with entry into force on 1st January 2020, and the implementation plan illustrated above.

Annex I: General Interest File Template

Article 8:

*In accordance with the form appearing in Annex I to these Regulations, the Member State shall present a General Interest File, whereby the Member State sets out the project, explains the reasons for it and describes the resources which it is prepared to deploy to carry out the project.*

*The File shall be submitted to the Board of Governors accompanied by the opinion of the Joint Board of Inspectors, which shall give its opinion by a two-thirds majority.*

*The European Schools reserve the right to postpone the examination of a General Interest File if it is incomplete, not in conformity with the model in Annex I, whose use is mandatory, or if it has been submitted too late to be examined at the nearest meeting.*

The General Interest File should be sent to the Secretary-General for the European Schools by 1 January (for discussion at the February Joint Board of Inspectors) and 1 September (for discussion at the October Joint Board of Inspectors)

Section 1: Introduction

|  |  |
| --- | --- |
| Submitted by: | *(Name of delegation)* |
| Project:  | *(School name)* |
| Intended location or school address: |  |
| Contact details[[2]](#footnote-2): | Title and name of main contact: |  |
| Role of main contact: |  |
| Phone number: |  |
| Email address: |  |
| School website, if possible. |  |

Section 2: Reasons for European Schooling

1. What is the main reason for applying for an Accredited School?

|  |  |
| --- | --- |
|  | Please name it |
| Presence of an EU institution |  |
| International businesses |  |
| Other |  |

1. i. Advantages at an educational level

|  |  |
| --- | --- |
| Who is the target for this schooling? |  |
| Why do they require European Schooling? |  |

ii. Advantages for the Member State

|  |  |
| --- | --- |
| Is there any European Schooling already on the territory? |  |
| How does the Member State envisage that having an Accredited European School on their territory will be advantageous for them? |  |

Section 3: Description of the project

|  |  |
| --- | --- |
| Briefly state the origins of this project. |  |
| In what year will the school open? |  |
| Please give a 5-year overview of the year groups and language sections you expect to open. |  |
| What is the predicted maximum size (student numbers) of the school? |  |
| Does the school plan to offer the Baccalaureate? If so, what year is the first session planned for? |  |

Section 4: Description of the resources offered to carry out the project

1. Does the school already have a building/site? [ ]  Yes

 [ ]  No

1. Is the building/site ready for immediate use? [ ]  Yes

 [ ]  No

1. If no, what resources will be used and when will the building be ready to be used?
2. What other resources will be available to the school?

|  |  |
| --- | --- |
| Source of financing *(please add detail)* |  |
| Other *(please add detail)* |  |

1. Explain clearly how links will be established and maintained between the school and the national delegation.

Section 5: Any other essential information deemed necessary

Annexes can be attached if required. However, please limit to the strict necessities, as further information will be required in the Dossier of Conformity.

Annex II: Dossier of Conformity, N-S5

<< School name, Requesting Delegation >>

Section 1: General information

1. **Contact information**

|  |  |
| --- | --- |
| School name |  |
| Address |  |
| Phone |  |
| Email  |  |
| Website |  |

1. **School status**

|  |  |
| --- | --- |
| State |  |
| Private (please provide details) |  |
| Mixed (please provide details) |  |

Explain briefly how the school is positioned within the national school network of the member state requesting the accreditation:

1. **Reason for the introduction of European Schooling**

|  |  |
| --- | --- |
|  | Please give details |
| European Institution or Agency [ ]  |  |
| International Institution [ ]  |  |
| Other [ ]  |  |

1. **Students**

Number of pupils predicted over the next 5 years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 20xx | 20xx | 20xx | 20xx | 20xx |
| Nursery |  |  |  |  |  |
| Primary |  |  |  |  |  |
| Secondary |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

1. **Management**

|  |  |  |
| --- | --- | --- |
| Role *(can be renamed)* | Name | Qualifications  |
| Director |  |  |
| Deputy director (secondary) |  |  |
| Deputy director (primary) |  |  |
| Administrator |  |  |
| Principle educational advisor |  |  |
| Other |  |  |
| Other |  |  |

1. **Connected authorities[[3]](#footnote-3)**

|  |  |
| --- | --- |
| Name of authority and its connection to the school | Members (names and functions) |
|  |  |
|  |
|  |
|  |  |
|  |
|  |

1. **Monitoring**

Will the school be inspected or monitored by national inspectors or other authorities?

[ ]  Yes

[ ]  No

If yes, please describe the main principles of this inspection/monitoring.

Section 2: Pedagogical Equivalence

1. **Summary**

What part of the school is devoted to European Schooling? [ ]  Whole part

 [ ]  Section / part of school

If ‘section/part of school’, please explain.

1. **Organisation of European Schooling**

i. Complete the table below to show which teaching levels are planned.

|  |  |  |
| --- | --- | --- |
| Year group | Planned year of first opening | In which sections?How many students? |
| Nursery |  | *[[4]](#footnote-4)* |  |  |
| [[5]](#footnote-5) |  |  |
| Primary 1 |  |  |  |  |
|  |  |  |
| Primary 2 |  |  |  |  |
|  |  |  |
| Primary 3 |  |  |  |  |
|  |  |  |
| Primary 4 |  |  |  |  |
|  |  |  |
| Primary 5 |  |  |  |  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Secondary 1 |  |  |  |  |
|  |  |  |
| Secondary 2 |  |  |  |  |
|  |  |  |
| Secondary 3 |  |  |  |  |
|  |  |  |
| Secondary 4 |  |  |  |  |
|  |  |  |
| Secondary 5 |  |  |  |  |
|  |  |  |

ii. If some teaching levels are not provided by the school, please explain links to other schools which do provide this missing provision:

iii. Will you offer the European baccalaureate[[6]](#footnote-6)? [ ]  Yes

[ ]  No

Planned date of first Baccalaureate exam session: Summer \_\_\_\_\_\_\_\_\_\_

1. **Languages**
2. Language sections

*Article 4.1: It offers a minimum of two language sections, including at least one in either English, French or German and one in any other L1 accepted in the European Schools system, ordinarily that of the host country. Any deviation from that provision shall be mentioned in the Dossier of Conformity and be brought to the attention of the Joint Teaching Committee and the Board of Governors by the Secretary-General. Each deviation shall be expressly agreed upon before, where appropriate, an opinion is expressed or a decision is reached.*

If deviating from article 4.1, please state how and why.

|  |
| --- |
| Section in vehicular language: [ ]  DE [ ]  EN [ ]  FR |
| Section in host county language, if different from vehicular language (please specify) |  |
| Section in other language (please specify) |  |

1. Provision of a first foreign language (L2)

*Article 4.4: Language learning provision in terms of Languages II, III and IV complies with the Regulations in force in the European Schools, more especially with the provisions of the General Rules of the European Schools and with the particular decisions of the Board of Governors concerning the teaching of languages. Exceptions to the aforementioned regulations may, however, be proposed by the school which is a candidate for accreditation at the time of submission of the Dossier of Conformity and must, where applicable, be approved by the Board of Governors.*

Will the school offer English, French and German as L2?

[ ]  Yes

[ ]  No

If no, please provide a justification here.

1. Language of the country (Non-binding objective)

Do pupils learn the language of the country in which the school is based?

[ ]  Yes, compulsory

[ ]  Yes, optional

 [ ]  No

1. Which L1s, not covered by the language sections offered, do you anticipate having in your student population?
2. L1 and language support

*Article 4.2: It offers mother tongue / dominant language courses to pupils without their own language section although the minimum number of pupils as from which such a course is created is left to the discretion of the Accredited European School. This minimum number of pupils will be indicated in the Dossier of Conformity.*

Will L1 provision be made for students who do not have their own language section?

 [ ]  Yes

[ ]  No

If yes, how do you plan to provide this tuition?

If yes, under what conditions? E.g. number of students per group

|  |  |
| --- | --- |
| Provider | Frequency |
| Teacher at the school [ ]  |  |
| Distance learning techniques [ ]  |  |
| In cooperation with the European Schools [ ]  |  |
| In cooperation with other school or embassies [ ]  |  |
| Other (please specify) [ ]  |  |

*Article 4.3: Pupils without their own language section receive support to learn the language of the section which they join.*

Will the school organise language support for the pupils without their own language section to learn the language of the section which they join?

[ ]  Yes

[ ]  No

If yes, under what conditions?

If yes, how do you plan to provide this tuition?

|  |  |
| --- | --- |
| Provider | Frequency |
| Teacher at the school [ ]  |  |
| Distance learning techniques [ ]  |  |
| In cooperation with the European Schools [ ]  |  |
| In cooperation with other school or embassies [ ]  |  |
| Other (please specify) [ ]  |  |

1. Subjects taught through the L2 up to S5

As European Schools [ ]

Other (please explain) [ ]

1. Subject taught through the host country language (HCL) up to s5

*According to the ‘Organisation of Studies’ of the European Schools (2011-01-D-33-en-9) Article 2.5 b, Art, Music and PE can be taught in EITHER the L2 or the host country language (HCL). However, in compliance with 2019-01-D-19, students must be taught Art, Music and PE in a language that they already study.*

As European Schools [ ]

Other (please explain) [ ]

1. L3 (second foreign language) and L4 (third foreign language)

*Article 4.4: Language learning provision in terms of Languages II, III and IV complies with the Regulations in force in the European Schools, more especially with the provisions of the General Rules of the European Schools and with the particular decisions of the Board of Governors concerning the teaching of languages. Exceptions to the aforementioned regulations may, however, be proposed by the school which is a candidate for accreditation at the time of submission of the Dossier of Conformity and must, where applicable, be approved by the Board of Governors.*

Will the school make any exception to the regulations in place in the European Schools for L3 and L4 language learning provision?

[ ]  Yes

[ ]  No

If yes, please state what exceptions are planned:

1. **Pedagogical content**

i. If the school will vary from the European School curriculum in the years N-S5, please state what variations will occur and why.

ii. If the school will deviate from the European School syllabi in any subject in the years N-s5, please fill in the table below (which may be enlarged if necessary.)

|  |  |  |  |
| --- | --- | --- | --- |
| Subject involved | Year group(s) involved | Description of deviation | Reasons for deviation |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. What is the school’s policy for class creation in relation to number of students? E.g. will classes be created with 1 student? Will there be combined teaching with consecutive year levels?
2. Schedules

How long are lessons in the secondary school? ­­­­\_\_\_\_\_\_\_minutes

How long are lessons in the primary school? ­­­­\_\_\_\_\_\_\_minutes

How many teaching days per year? \_\_\_\_\_\_\_ days

Please include, as an annex, a generic schedule i.e. subjects and numbers of hours only, for:

Nursery

Primary 1

Primary 3

Secondary 3

Secondary 5

**e. Communication with parents**

|  |  |
| --- | --- |
| Type of communication | How frequently? |
| School reports Yes [ ]  No [ ]  |  |
| Meetings Yes [ ]  No [ ]  |  |
| Email Yes [ ]  No [ ]  |  |
| Post Yes [ ]  No [ ]  |  |
| Newsletter Yes [ ]  No [ ]  |  |
| Website Yes [ ]  No [ ]  |  |
| E-platform Yes [ ]  No [ ]  |  |
| Other Yes [ ]  No [ ]  |  |

**f.** **Links with the European Schools system**

Please outline here, briefly, any links that the school has with another European or Accredited European School.

Section 3: resources

1. **Teaching staff**

i. In accordance with the planned number of students stated in section 2, outline below how many teaching staff you plan to employ over the next 5 years.

|  |  |
| --- | --- |
| **Year** | **FTE[[7]](#footnote-7)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

ii. Who will cover the cost of the staff? [ ]  National Authority

 [ ]  School

 [ ]  Combination (please explain)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii. Who recruits the teaching staff? [ ]  National Authority

 [ ]  School

[ ]  Other (please name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Combination of groups (please explain)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Evaluation, recruitment and in-service training**

i. Complete the table to describe how the teaching staff will be evaluated.

|  |  |
| --- | --- |
| Evaluation by | Frequency |
| Director [ ]  |  |
| National body for quality assurance [ ]  |  |
| Other (specify and *add lines as necessary.)*  [ ]  |  |

ii. Does the school have a Professional Development Policy? [ ]  Yes

 [ ]  No

If yes, please outline the policy here.

1. **Buildings and facilities**

|  |  |
| --- | --- |
| Room type | Number of rooms |
| Nursery classrooms |  |
| Primary classrooms |  |
| Secondary classrooms |  |
| Library |  |
| Gym |  |
| ICT room |  |
| Art room |  |
| Music room |  |
| Equipped science labs |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Assessment**

What assessment guidelines will be used at the school?

|  |  |  |  |
| --- | --- | --- | --- |
|  | National  | European Schools | Other (please specify) |
| Nursery |  |  |  |
| Primary |  |  |  |
| Secondary 1-5 |  |  |  |

Section 4: Educational support system

*Article 7.1: Accreditation shall also be conditional upon the existence of an educational support system for pupils with special educational needs, within the meaning of the legislation of the country in which the Accredited European School is located.*

i. Is there an educational support system in place? [ ]  Yes

 [ ]  No

ii. What is the policy in place to support children with special educational needs?

[ ]  National

[ ]  European Schools

[ ]  Tailor-made

iii. Outline the main principles of the educational support policy in the box below.

iv. Who is in charge, in the school, of the implementation of the educational support policy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v. Who is in charge of preparing the requests for special arrangements for the Baccalaureate cycle? (See document 2015-05-D-12, Annex VII. This needs to be carried out during the students’ s5 year.)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 5: TARAC (Teaching about Religion and Civics)

*Article 7.2: Accreditation shall also be conditional upon the existence of ethics and religion courses within the meaning of the regulations of the European Schools, subject to compliance with the legislation of the country in which the School is located and it being understood that the said courses may be replaced by teaching about religions and civics.*

i. Will religion/ethics be taught? [ ]  Yes

 [ ]  No

ii. If not, please outline what will be taught in its place.

Section 6: The European Specificity

|  |
| --- |
| How will the school ensure that the European specificity is fulfilled: |
| in the nursery? |  |
| in the primary? |  |
| in the secondary? |  |
| in extra-curricular activities? |  |

Annexes (as requested)

Annex III: Dossier of Conformity, S6-S7

<< School name, Requesting Delegation >>

N.B. The OSG will already possess a large amount of essential information, from the N-s5 DoC and previous audits, so this DoC is exclusively related to the Baccalaureate level.

Section 1: General information

1. **Contact information**

|  |  |
| --- | --- |
| School name |  |
| Address |  |
| Phone |  |
| Email  |  |
| Website |  |

1. **School status**

|  |  |
| --- | --- |
| State [ ]  | (No further details required) |
| Private (please provide details) [ ]  |  |
| Mixed (please provide details) [ ]  |  |

Explain briefly how the school is positioned within the national school network of the member state requesting the accreditation:

1. **Reason for the introduction of European Schooling**

|  |  |
| --- | --- |
|  | Please give details |
| European Institution or Agency [ ]  |  |
| International Institution [ ]  |  |
| Other [ ]  |  |

1. **Brief history**

|  |  |
| --- | --- |
| Date school first opened |  |
| Year groups at first opening |  |
| Date of first accreditation agreement signing |  |
| Dates of subsequent signings |  |
| Briefly outline the growth of the school since it first opened | *Graphs/statistics can be added in an Annex* |

1. **Management**

|  |  |  |
| --- | --- | --- |
| Role *(can be renamed)* | Name | Qualifications |
| Director |  |  |
| Deputy director (secondary) |  |  |
| Person responsible for the Baccalaureate |  |  |
| Principle educational advisor |  |  |
| S6/7 Cycle co-ordinator |  |  |
| Other |  |  |
| Other |  |  |
| Other |  |  |

1. **Students**

Number of students predicted over the next 5 years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 20xx | 20xx | 20xx | 20xx | 20xx |
| s6 |  |  |  |  |  |
| s7 |  |  |  |  |  |
| TOTAL |  |  |  |  |  |

Section 2: Pedagogical Equivalence

1. **Summary**

What part of the school is devoted to European Schooling? [ ]  Whole part

 [ ]  Section / part of school

1. **Organisation of European Schooling**

Which teaching levels are planned?

Secondary 6

|  |  |  |
| --- | --- | --- |
| Language section | Planned first year of opening | Number of students |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Secondary 7

|  |  |  |
| --- | --- | --- |
| Language section | Planned first year of opening | Number of students |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Languages:** Mother tongue/dominant language and language support

*Article 4.2: It offers mother tongue / dominant language courses to pupils without their own language section although the minimum number of pupils as from which such a course is created is left to the discretion of the Accredited European School. This minimum number of pupils will be indicated in the Dossier of Conformity.*

In s6 & s7, will L1 provision be made for students who do not have their own language section?

[ ]  Yes

[ ]  No

If yes, how do you plan to provide this tuition?

If yes, under what conditions? E.g. number of students per group

|  |  |
| --- | --- |
| Provider | Frequency |
| Teacher at the school [ ]  |  |
| Distance learning techniques [ ]  |  |
| In cooperation with the European Schools [ ]  |  |
| In cooperation with other school or embassies [ ]  |  |
| Other (please specify) [ ]  |  |

*Article 4.3: Pupils without their own language section receive support to learn the language of the section which they join.*

In s6 & s7, will the school organise language support for the pupils without their own language section to learn the language of the section which they join?

[ ]  Yes

[ ]  No

If yes, under what conditions?

If yes, how do you plan to provide this tuition?

|  |  |
| --- | --- |
| Provider | Frequency |
| Teacher at the school [ ]  |  |
| Distance learning techniques [ ]  |  |
| In cooperation with the European Schools [ ]  |  |
| In cooperation with other school or embassies [ ]  |  |
| Other (please specify) [ ]  |  |

1. **Pedagogical content**
2. Which subjects will be offered to S6 & s7 students?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Cross if subject offered | Level (e.g. Advanced, Basic, complementary etc) | Language offered in | How many lessons per week? |
| Language 1 |[ ]   |  |  |
| Language 2 |[ ]   |  |  |
| Language 3 |[ ]   |  |  |
| Language 4 |[ ]   |  |  |
| Language 5 |[ ]   |  |  |
| Maths |[ ]   |  |  |
| Biology |[ ]   |  |  |
| Chemistry |[ ]   |  |  |
| Physics |[ ]   |  |  |
| Economics |[ ]   |  |  |
| Geography |[ ]   |  |  |
| History |[ ]   |  |  |
| Philosophy |[ ]   |  |  |
| Art |[ ]   |  |  |
| Political Science |[ ]   |  |  |
| Ancient Greek |[ ]   |  |  |
| Latin |[ ]   |  |  |
| Sport |[ ]   |  |  |
| Music |[ ]   |  |  |
| Sociology |[ ]   |  |  |
| Lab Bio |[ ]   |  |  |
| Lab Chem. |[ ]   |  |  |
| Lab Physics |[ ]   |  |  |
|  |[ ]   |  |  |
|  |[ ]   |  |  |

(You may add other complementary courses – see syllabuses available on www.eursc.eu)

(Religion and ethics considered separately in section 5.)

1. What is the school’s policy for class creation in relation to number of students? E.g. will classes be created with 1 student? Will there be combined teaching? (e.g. Geography 2-period and 4-period together, Maths 5 in L2, consecutive year levels)
2. Schedules

How long are lessons? \_\_\_\_\_\_\_\_\_ minutes

How many teaching days per year? \_\_\_\_\_\_\_\_\_ days

Please include, as an annex, a generic schedule (subjects and hours) for an S6 student.

1. **Links with the European Schools system**

Please outline here, briefly, any links that the school has with another European or Accredited European School, with a specific focus on the Baccalaureate cycle.

1. **Careers guidance and orientation**
2. Who is in charge of careers guidance and orientation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Fill in the table below for orientation in s4 and s5.

|  |  |  |  |
| --- | --- | --- | --- |
| Session | Time of year | Topic | Who delivers the sessions? |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

How do these sessions ensure a smooth transition from s5 to s6?

1. Fill in this table for orientation sessions in s6 and s7.

|  |  |  |  |
| --- | --- | --- | --- |
| Session | Time of year | Topic | Who delivers the sessions? |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

1. **Pupil attendance**

How will pupils’ attendance be monitored?

|  |  |
| --- | --- |
|  | Attendance |
| S6 |  |
| S7 |  |

Section 3: resources

**a. Teaching staff**

i. In accordance with the planned number of students stated in section 2, outline below how many teaching staff you plan to employ over the next 5 years.

|  |  |
| --- | --- |
| **Year** | **FTE[[8]](#footnote-8)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

ii. Who will cover the cost of the staff? [ ]  National Authority

 [ ]  School

 [ ]  Combination (please explain)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii. Who recruits the teaching staff? [ ]  National Authority

 [ ]  School

[ ]  Other (please name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Combination of groups (please explain)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**b. Evaluation, recruitment and in-service training for s6 and s7 teachers**

i. How will teaching staff be evaluated?

|  |  |
| --- | --- |
| Evaluation by | Frequency |
| Director [ ]  |  |
| National body for quality assurance [ ]  |  |
| Other (specify and *add lines as necessary.)* [ ]  |  |

iii. How will teachers be trained to teach the Baccalaureate courses and to follow the regulations?

ii. What are the roles and tasks of the person responsible for the Baccalaureate?

|  |  |
| --- | --- |
| In-service training by | Frequency |
| School [ ]  |  |
| National organisation (specify) [ ]  |  |
| European School (specify) [ ]  |  |
| Other (specify and *add lines as necessary.)* [ ]  |  |

iv. How will teachers be informed about the organisation and regulations of the Baccalaureate?

|  |  |
| --- | --- |
| In-service training by | Frequency |
| School (specify person) [ ]  |  |
| European School (specify) [ ]  |  |
| Other (specify and *add lines as necessary.)*  [ ]  |  |

**c. Buildings and facilities for s6 and s7 courses**

|  |  |
| --- | --- |
| Room type | Number |
| Secondary classrooms |  |
| Library |  |
| Gym |  |
| ICT room |  |
| Art room |  |
| Music room |  |
| Equipped science labs |  |
|  |  |
|  |  |
|  |  |
|  |  |

**d. Assessment**

How will the school ensure harmonisation of pre-baccalaureate exams?

Section 4: Educational support system

*Article 7.1: Accreditation shall also be conditional upon the existence of an educational support system for pupils with special educational needs, within the meaning of the legislation of the country in which the Accredited European School is located.*

i. Is there an educational support system in place for Baccalaureate level students? [ ]  Yes

 [ ]  No

ii. What is the policy in place to support children with special educational needs, at the Baccalaureate level? [ ]  National

[ ]  European Schools

[ ]  Tailor-made

iii. Outline the main principles of the educational support policy in the box below.

iv. Who is in charge, in the school, of the implementation of the educational support policy?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v. Who is in charge of putting in place the approved special arrangements, for pupils with special needs, in the tests and examinations at the Baccalaureate level?

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 5: TARAC (Teaching about Religion and Civics)

*Article 7.2: Accreditation shall also be conditional upon: The existence of ethics and religion courses within the meaning of the regulations of the European Schools, subject to compliance with the legislation of the country in which the School is located and it being understood that the said courses may be replaced by teaching about religions and civics.*

i. Will religion/ethics be taught?

[ ]  Yes

 [ ]  No

ii. If not, please outline what will be taught in its place.

Section 6: The European specificity

How will the school ensure that the European specificity is fulfilled:

in S6?

in S7?

in extra-curricular activities?

Annexes (as desired)

Annex IV: Procedure for conducting audits: minimum checks

See document 2019-07-D-20, which outlines the process and audit toolkits for audits in Accredited European Schools.

Annex V: Catalogue of general criteria and indicators for accreditation

|  |  |
| --- | --- |
| **Criteria from the audit report form** | **Indicators/clarification** |
| **I. Pedagogical content & equivalence**  |
| That the curriculum is in compliance with the European Schools | AES regulations: Article 3Check DoC, section 2di for exemptions, if necessary. |  |
| That the Baccalaureate is offered in accordance with the Regulations on Accredited Schools AND the Arrangements for Implementing the Regulations for the European Baccalaureate. | AES regulations: Articles 3 & 18No exemptions possible. |  |
| **II. Language Conditions** |
| That the language sections are in compliance with the Rules on Accredited European Schools | AES regulations: Article 4.1Check DoC, section 2ci for exemptions, if necessary. |
| That the Language Policy is in compliance with the European Schools | AES regulations: Article 4.2DoC Section 2c*(v)* gives the schools accepted criteria for this provision. |
| That SWALS provision is in compliance with the European Schools / Dossier of Conformity | AES regulations: Article 4.3DoC section 2c *(v)* outlines how the school will provide this provision. |
| DoC section 2c *(viii)* states if the school will diverge from the ES standards for L3 and L4.  |
| DoC section 2c (ii) shows if the school has an agreed exemption from teaching all 3 vehicular languages at L2 level.  |
| **III. Quality Assurance** |
| Teachers  | AES regulations: Article 6No exemptions possible. |
| Pupils | AES regulations: Article 2No exemptions possible. |
| European specificity | AES regulations: Article 3DoC, section 6 outlines how the school will promote their European specificity. |
| **IV. Specific Conditions in Article 7** |
| Educational support system | AES regulations: Article 7.1DoC, section 4 outlines how the school will provide their Educational support system |
| TARAC (Teaching about Religion and Civics) | AES regulations: Article 7.2DoC, section 5 outlines how the school will provide their TARAC courses. |
| Teaching time | AES regulations: Article 7.3DoC, section 2dii outlines the teaching hours provided by the school. |

Annex VI: Accreditation Agreement Template

Changes from the previous version have been underlined.

|  |  |
| --- | --- |
|  | European SchoolsOffice of the Secretary-General |

**Accreditation and Cooperation Agreement**

**between**: the European Schools, represented by the Board of Governors of the European Schools in the person of its Secretary-General;

appearing first, hereinafter called the ‘European Schools’;

**and:** the **[school],** represented by **[the competent authority]**

 appearing second, hereinafter called the ‘Accredited European School’;

**PREAMBLE**

According to the Regulations on Accredited European Schools, approved by the Board of Governors at its meeting on 3-5 December 2019, Accredited European Schools are schools which, without forming part of the network of European Schools organized by the intergovernmental organization ‘The European Schools’, offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the legal, administrative and financial framework to which the European Schools are compulsorily subject.

The Accredited European School is a **[state (public sector) or private]** institution forming part of the education system of **[member state].**

 **ACCORDINGLY, HAVING REGARD TO**

The general interest file presented by the national authorities with responsibility for the Accredited European School;

 The positive opinion of the Board of Governors of **[date];**

 The dossier of conformity presented by the Accredited European School;

 The audit report of the Boards of Inspectors;

 The decision of the Board of Governors of **[date];**

**THE FOLLOWING HAS BEEN AGREED:**

***Article 1***

Subject to the conditions determined by this Agreement, the European Schools hereby recognise that the education provided by the Accredited European School conforms to the criteria for European schooling as laid down in Chapter 1 of the Regulations on Accredited European Schools approved by the Board of Governors at its meeting of 3-5 December 2019 referred to in the Preamble hereto. The award, renewal and withdrawal of this accreditation shall be conditional upon adherence to these criteria, subject to the conditions set out in the dossier of conformity, referred to in the preamble, lodged by the Accredited European School on **[date].**

It is, however, expressly agreed that these criteria may be revised, in so far as they result from regulations which may be changed unilaterally by the Board of Governors. Should that be the case, the Accredited European Schools will be required to conform without delay to the changes which might be made to these criteria.

Accreditation shall be awarded for European schooling provided in the nursery and primary cycles and in the secondary cycle up to year 5.

***Article 2***

The parties shall recognise, for the duration of the Agreement, the equivalence between the pedagogical standard, year by year, of the education provided by the Accredited European School and that provided by the European Schools for the nursery and primary cycles and the first five years of the secondary cycle.

Successful completion of a school year in the Accredited European School shall thus be regarded as equivalent to successful completion of the corresponding year in a European School, and vice versa.

It shall, however, be expressly agreed that the enrolment at and admissibility to a European School of a pupil coming from the Accredited European School shall remain subject to the directives on pupils’ enrolment and admission issued by the Board of Governors and to the enrolment policies drawn up for the European Schools or for some of them.

***Article 3***

Without prejudice to the right to terminate this Agreement unilaterally conferred on the European Schools by and in accordance with the rules laid down in Article 6, the accreditation resulting from the Agreement shall be granted for a period of three school years, taking effect on 1 September **[year]** and ending automatically, without notice or compensation, on 31 August **[year].**

Subject to an application made at least eighteen months before the period elapses, the European Schools may renew the Agreement for successive periods of three years.

The renewal application may be granted only on the basis of an audit report produced by the Inspectors of the European Schools duly appointed and mandated by the Office of the Secretary-General to check the Accredited European School’s compliance with the conditions laid down by the dossier of conformity during the period elapsing and its ability to meet them during the subsequent three years.

The draft audit report shall be sent to the Directorate of the Accredited European School, which may make its observations and produce any additional document which it deems relevant. The report, as it may have been amended following scrutiny of these observations and of these documents, shall be submitted to the Board of Governors, with a certified copy of the latter.

The Board of Governors shall take a decision on the renewal application by the 30 June preceding the date on which the Accreditation Agreement expires.

***Article 4***

The teachers of the Accredited European School may receive any in-service training provided by the European Schools subject to the conditions laid down in Article 5.

Teaching material specific to the European Schools, *inter alia*, the documents Intermath and Eurobio and the Human Sciences European File, shall be supplied to the Accredited European School at cost price, to which will be added, where applicable, any tax generally levied, for whatever reason, by the public authorities. The Accredited European School shall take responsibility for transporting this material at its own cost and own risk.

***Article 5***

All the costs entailed by accreditation and its effects, without reservation or exception, will be covered by a contribution to the budget of the Office of the Secretary-General, according to the Board of Governors decision on Accredited European School cost neutrality. In accordance with the aforementioned decision on cost neutrality, this contribution will be requested from the Delegations which host Accredited European Schools in their territory. The decision on whether the Delegation or the Accredited School pays the contribution remains within the competence of each Delegation. However, in any case, the Delegations which host Accredited European Schools in their territory will remain liable to the Office of the Secretary General of the European Schools for the contribution. No financial burden in the form of additional expenditure will weigh on the budget of the European Schools.

***Article 6***

In the event of serious failure to comply with the obligations under this Agreement and without prejudice to any claims for damages, the European Schools shall be entitled to terminate the said Agreement unilaterally.

The following shall be regarded as serious breaches:

a. non-payment of the sums due under Article 5;

b. the existence of serious risks to pupils’ safety and security or health on the Accredited European School’s premises or on account of its staff;

c. clear infringement of one or more of the conditions laid down in the Dossier of Conformity;

d. non-compliance with the provisions of this Accreditation Agreement or with the Regulations on Accredited European Schools.

When he/she finds that there has been a serious breach, the Secretary-General shall send to the Accredited European School formal notice to desist from any further such breach; he/she shall notify the Board of Governors without delay of the sending of such formal notice.

The formal notice shall contain an invitation from the Secretary-General to desist from the serious breach found, within one month of the notification of it.

However, depending on the nature and seriousness of the breach found and on the time required for the Accredited European School to desist from any further such breach, the Secretary-General of the European Schools may extend this one-month period by up to six months.

If the Accredited European School fails to comply with the demands made in the formal notice, the Secretary-General shall propose to the Board of Governors that the accreditation is withdrawn.

The Board of Governors shall take a decision on the request unanimously with the abstention of the Member State in which the Accredited European School is located in order to avoid any conflict of interest, whether actual, apparent or potential.

The Secretary-General shall notify the Accredited European School of the Board of Governors’ decision without delay.

In the event where a formal notice is sent, the Accredited European School shall be required to submit an action plan to the Board of Governors whose implementation shall take place during the period of time stated in the formal notice. At the end of this period, based on a self-evaluation report and, where relevant, after commissioning an audit team on site, the Board of Governors shall decide to either withdraw the formal notice or withdraw the accreditation.

Withdrawal of accreditation shall automatically involve a maximum period of notice of three months. In any event, this period of notice shall expire not later than the day before the first day of the school year following the one in which notification of the period of notice was given.

***Article 7***

 The law applicable to this Agreement shall be Belgian law.

The Courts and Tribunals of the seat of the European Schools, namely the Courts and Tribunals of the District of Brussels, shall have sole jurisdiction in disputes concerning the implementation of this Agreement.

***Article 8***

The nullity of a clause in this Agreement shall only result in the nullity of the Agreement in its entirety if, and in so far as, its purpose is thereby revoked.

Signed in Brussels, on **[date]**

In as many original copies as there are parties, each acknowledging that it has obtained its copy.

Mr Giancarlo Marcheggiano **[Name]**

The Secretary-General of the **[Title]**

European Schools

Annex VII: Additional Accreditation Agreement Template

Changes from the previous version have been underlined.

|  |  |
| --- | --- |
|  | European SchoolsOffice of the Secretary-General |

**Additional** **agreement to the**

**Accreditation and cooperation agreement signed on *[date]***

**between**: the European Schools, represented by the Board of Governors of the European Schools in the person of its Secretary-General;

appearing first, hereinafter called the ‘European Schools’;

**and:** the **[school],** represented by **[the competent authority]**

appearing second, hereinafter called the ‘Accredited European School’

**Preamble**

According to the Regulations on Accredited European Schools, approved by the Board of Governors at its meeting on 3 – 5 December 2019, Accredited European Schools are schools which, without forming part of the network of European Schools organised by the intergovernmental organisation ‘The European Schools’, offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the legal, administrative and financial framework to which the European Schools are compulsorily subject.

The Accredited European School is a **[state (public sector) or private]** institution forming part of the education system of **[member state].**

**accordingly, having regard to**

 The Accreditation and Cooperation Agreement of **[date];**

The specific dossier of conformity presented by the Accredited European School;

The positive opinion of the Board of Governors of **[date];**

The specific audit report of the Board of Inspectors (Secondary);

The decision of the Board of Governors of **[date];**

**the following has been agreed**

***Article 1***

The equivalence of the teaching level recognised in Article 2 of the Accreditation and Cooperation Agreement signed on **[date]** shall be extended to include secondary years 6 and 7.

***Article 2***

Without prejudice to the right to terminate the Agreement unilaterally conferred on the European Schools by and in accordance with the detailed rules laid down in Article 6 of the Accreditation and Cooperation Agreement, this extension of equivalence shall be granted for a period of three years, taking effect on 1 September **[year]** and ending automatically, without notice or compensation, on 31 August **[year].**

***Article 3***

The granting of this equivalence shall be conditional upon firstly, adherence to the conditions laid down by the Accreditation and Cooperation Agreement of **[date],** and more particularly Article 1 thereof, and secondly, scrupulous application by the Accredited European School of the regulations and curricula in force in the European Schools for secondary years 6 and 7, and more particularly the Regulations for the European Baccalaureate, the Arrangements for Implementing the Regulations for the European Baccalaureate and the Memorandum on the European Baccalaureate.

In the case, however, of regulations and directives which may be amended unilaterally by the Board of Governors, the parties hereby agree that the Accredited European School shall be required to comply without delay with any changes which might be made to the documents in question, unless it decides to withdraw from the Agreement within one month of having been informed of the said changes. In the latter case, it shall be fully liable, the European Schools being discharged from any liability whatsoever, for the repercussions of this withdrawal and its consequences for its pupils’ schooling.

***Article 4***

The verification procedures organised by Article 3 of the Accreditation and Cooperation Agreement of **[date]** shall be fully applicable *mutatis mutandis* to the conditions laid down by this Agreement.

These procedures will, however, be implemented separately, in so far as continuing accreditation for the years prior to years 6 and 7 does not confer any right to continuing accreditation for the latter two years.

***Article 5***

In secondary years 6 and 7, the Accredited European School must follow solely the curricula and the structure of studies specific to the European Schools System in order to allow full recognition of the title of European Baccalaureate-holder.

Registration for and participation by pupils in the European Baccalaureate examinations shall be subject to regular and consecutive attendance at classes in years 6 and 7 of the secondary cycle of the Accredited European School or a European School.

Pupils of the Accredited European School who at the end of year 7 fulfil the educational conditions laid down for access to the Baccalaureate shall be eligible to take it, subject firstly, to registration for the examination at this school and secondly, to payment of the registration fee set by the Board of Governors.

***Article 6***

Article 5 of the Accreditation and Cooperation Agreement of **[date]** shall also be applicable to this Agreement.

***Article 7***

The law applicable to this Agreement shall be Belgian law.

The Courts and Tribunals of the seat of the European Schools, namely the Courts and Tribunals of the District of Brussels, shall have sole jurisdiction in disputes concerning the implementation of this Agreement.

***Article 8***

The nullity of a clause in this Agreement shall only result in the nullity of the Agreement in its entirety if, and in so far as, its purpose is thereby revoked.

Signed in Brussels, on **[date]**

In as many original copies as there are parties, each acknowledging that it has obtained its copy.

Mr Giancarlo Marcheggiano **[Name]**

The Secretary-General of the **[Function]**

European Schools

Annex VIII: Renewal of Accreditation Agreement Template

Completely new annex.

|  |  |
| --- | --- |
|  | European SchoolsOffice of the Secretary-General |

**Renewal of the Accreditation and Cooperation Agreement**

**between**: the European Schools, represented by the Board of Governors of the European Schools in the person of its Secretary-General;

appearing first, hereinafter called the ‘European Schools’;

**and:** **[school],** represented by **[legal representative];**

appearing second, hereinafter called the ‘Accredited European School’.

**PREAMBLE**

According to the Regulations on Accredited European Schools, approved by the Board of Governors at its meeting on 3-5 December 2019, Accredited European Schools are schools which, without forming part of the network of European Schools organized by the intergovernmental organization ‘The European Schools’, offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the juridical, administrative and financial framework to which the European Schools are compulsorily subject.

The Accredited European Schoolis a **[state (public sector) or private]** institution forming part of the education system of **[member state].**

**ACCORDINGLY, HAVING REGARD TO**

The general interest file presented by the national authorities with responsibility for the Accredited European School;

The positive opinion of the Board of Governors of **[date];**

The dossier of conformity presented by the Accredited European School;

The positive opinion of the Board of Governors of **[date];**

The audit report of the Boards of Inspectors;

The decision of the Board of Governors of **[date];**

The Accreditation and Cooperation Agreement signed on **[date];**

The last application for renewal made by the party appearing second in accordance with the second paragraph of Article 3 of the Agreement;

The audit report provided for by Article 3 of the Agreement;

The decision of the Board of Governors on **[date];**

**THE FOLLOWING HAS BEEN AGREED:**

***Sole Article***

The Accreditation and Cooperation Agreement concluded on **[date]** and covering the period from 1 September **[year]** to 31 August **[year],** is hereby extended for a period of three years, taking effect on 1 September **[year]** and ending on 31 August **[year]**

Signed in Brussels, on**[date]**

In as many original copies as there are parties, each acknowledging that they have retained a copy.

Mr Giancarlo Marcheggiano **[Name]**

The Secretary-General of the **[Function]**

European Schools

Annex IX: Renewal of Additional Agreement Template

Completely new annex.

|  |  |
| --- | --- |
|  | European SchoolsOffice of the Secretary-General |

**Renewal of the Additional Agreement to the Accreditation and Cooperation agreement**

**between**: the European Schools, represented by the Board of Governors of the European Schools in the person of its Secretary-General;

appearing first, hereinafter called the ‘European Schools’;

**and:** **[school]** represented by **[legal representative];**

appearing second, hereinafter called the ‘Accredited European School’.

**PREAMBLE**

According to the Regulations on Accredited European Schools, approved by the Board of Governors at its meeting on 3-5 December 2019, Accredited European Schools are schools which, without forming part of the network of European Schools organized by the intergovernmental organization ‘The European Schools’, offer a European education that meets the pedagogical requirements laid down for the European Schools but within the framework of the national school networks of the Member States and hence outside the juridical, administrative and financial framework to which the European Schools are compulsorily subject.

The Accredited European School is a **[state (public sector) or private]** institution forming part of the education system of **[member state].**

**ACCORDINGLY, HAVING REGARD TO**

The general interest file presented by the national authorities with responsibility for the Accredited European School;

The positive opinion of the Board of Governors of **[date];**

The dossier of conformity presented by the Accredited European School;

The positive opinion of the Board of Governors of **[date];**

The audit report of the Boards of Inspectors;

The decision of the Board of Governors of **[date];**

The Additional Convention to the Agreement on Accreditation and Cooperation of **[date];**

The last application for renewal made by the party appearing second in accordance with the second paragraph of Article 3 of the Agreement,

The audit report provided for by Article 3 of the Agreement,

The decision of the Board of Governors of **[date];**

**THE FOLLOWING HAS BEEN AGREED:**

***Sole Article***

The Additional Agreement to the Accreditation and Cooperation Agreement concluded on **[date]** and covering the period from 1 September **[year]** to 31 August **[year],** is hereby extended for a period of three years, taking effect on 1st September **[year]** and ending on 31 August **[year].**

Signed in Brussels, on**[date]**

In as many original copies as there are parties, each acknowledging that they have retained a copy.

Mr Giancarlo Marcheggiano **[Name]**

The Secretary-General of the **[Function]**

European Schools

Annex X: Data Transfer

For the Baccalaureate unit

School data:

• Official School name

• Postal address, making clear what address should be used for sending Baccalaureate question papers

• Name, phone number and email of the Director

• Name, phone number and email of the Deputy Directors (clearly stating for which years they are responsible)

• Name, phone number and email of the person in charge of the Baccalaureate

Teacher data:

• Full name

• Title

• Email address

• User ID

• Gender

• First language

• Second language

• Third language

• Class(es) taught

• Subject(s)

• Language of the subject

Student data (especially for students in s5-s7):

• Full legal name of the pupil

• School year

• Gender

• Date of birth

• Place of birth

• Enrolment start date

• Enrolment end date

• Nationality

• Nationality grouped (when multiple nationalities)

• First language

• Second language

• Third language

• Bacc ID (s7 students only)

• List of courses, number of periods per course and teacher name (for all s6 and s7 students)

Parent/Legal representative details:

• Name

• Relationship type

• Email address

• Alternative email address

• Phone number

• Postal address

• First language

Class and course details:

Classes:

• Code

• Level / Year

• Language section

• If the class is an ‘active class’

Courses:

• Code

• ID

• Level / Year

• Language of the course

• Periods of the course

• Complementary courses

Marks:

For s5 & s6:

• Course code

• Type marks

• Grade

• Class mark (A)

• Exam mark (B)

• Grade (New scaling for s1-s3)

• Class mark (New scaling for s1-s3)

• Comment

• Term Date Start

• Term Date End

For s7:

Marks (Final)

• Class mark final (A)

• Exam mark final (B)

• Preliminary mark final (C)

• Written final (E)

• Oral final (O)

• Final grade

Marks (Per Course)

• Code (Course)

• UserID (Teacher)

• Full Name (Teacher)

• Email (Teacher)

• Subject Code

• Subject Language

• Selection Type

• Class mark (a1)

• Class mark (a2)

• Class mark average (A)

• Exam mark (b1)

• Exam mark (b2)

• Exam mark average (B)

• Preliminary mark (C)

• Written (e1)

• Written (e2)

• Written (e3)

• Written average (E)

• Oral (o1)

• Oral (o2)

• Oral average (O)

• Final Marks

Autumn/Spring Report

• Course Code (Marks)

• Type Marks

• Grade

• Comment

Subjects:

• Subject label

• Subject category

• Next subject

• Is SEN

For the online Bac marking system:

The following information is needed for each student and for every written exam:

Pupil – Class - Subject to be examined – Corrector 1 (teacher) – Email of the corrector 1 (teacher)

For the pedagogical unit:

Number of students per year group, per section from nursery to S7

Number of students per language section

Number of students per year group/gender/nationality

Number of students repeating per class per year

Number of students repeating who leave the school per class per year

For repeating students: number of failures and in which subjects in s4, s5, s6 and s7

For the non-repeating students: number of failures per subject, per class, per year

Subjects taught per year group and languages of instruction

Number of teacher per year group/subject/teaching language/course

Language sections

Options chosen in s2, s3, s4 and s6 (subjects and language of instruction)

Complementary courses in s6 and s7: how many, type of course, language of instruction

Educational Support: number of students who receive support per year group/subject/teaching language/period?

Type of learning support – intensive, moderate etc

SWALS: number of SWALS per year group and per language section

Number of students per course (year group and language of instruction)

Number of period per course (per year group and language of instruction)

Number of classes per year group/section

1. *Decision of the Board of Governors of 17-19 April 2018 on the control of the level of linguistic competence as part of the procedure for recruitment of non-native speaker teaching and educational support staff (2018-01-D-65-en-3).* [↑](#footnote-ref-1)
2. Ideally, these should be for the school. If not, please put in details for a contact person and state their function. [↑](#footnote-ref-2)
3. For example, regional/city educational authorities or private educational organisations [↑](#footnote-ref-3)
4. Name language sections here [↑](#footnote-ref-4)
5. Write the number of students here [↑](#footnote-ref-5)
6. Please note, a separate Dossier of Conformity must be presented for the Additional Accreditation Agreement for the Baccalaureate Cycle. [↑](#footnote-ref-6)
7. FTE – Full Time Equivalent [↑](#footnote-ref-7)
8. FTE – Full Time Equivalent [↑](#footnote-ref-8)