

2025/26

BASIC INFORMATION ABOUT THE IB DIPLOMA PROGRAMME AT PRHG



Prva
riječka
hrvatska
gimnazija

Prva riječka hrvatska gimnazija
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Prva
riječka
hrvatska
gimnazija

Frana Kurelca 1
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Republika Hrvatska
Primorsko-goranska županija

PRHG Mission Statement and IB Mission Statement

PRHG Mission Statement

Through learning we inspire our students to make a difference, we take an active part in our community and strive to change our surroundings. Our students notice and understand cultural diversity, inquire and consider different ideas, collaborate and reflect continuously.

At PRHG, we express our collective desire to nurture our students' academic excellence and success as a personal goal in school, future career and lifelong learning.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organisation works with schools, governments and international organisations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



The IB Learner Profile



The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.



Purpose of this Handbook

This handbook is intended to provide interested stakeholders with essential information about the IB DP program at Prva riječka Hrvatska gimnazija in Rijeka. It covers the program structure, implementation methods, assessment, behavior rules, responsibilities of parents, students, and the school, diploma requirements, and admission conditions.



Index

PRHG Mission Statement and IB Mission Statement	1
PRHG Mission Statement.....	1
IB Mission Statement.....	1
The IB Learner Profile.....	2
Purpose of this Handbook	3
Curriculum	5
Core Content	7
Subjects offered.....	8
Assessment.....	9
Conditions for obtaining the IB Diploma.....	11
The IB Diploma translated into the National Matura system	13
Role and responsibility of PRHG in providing the IB DP	14
Responsibilities of students and parents/guardians.....	14
Application and enrollment of students in the IB DP at PRHG.....	15
Textbooks and equipment	15
Attitude towards work	16
Enrollment process and steps	17
Tuition fees and other charges	18
General information	18



Curriculum

IBO

The International Baccalaureate Organisation (IBO) offers and administers international educational programs across several levels, including the Primary Years Programme (PYP), Middle Years Programme (MYP), Diploma Programme (DP), and Career-related Programme (CP)

Prva riječka hrvatska gimnazija (PRHG) has been licensed by the IBO to deliver the International Baccalaureate Diploma Programme (IB DP), a pre-university program intended for students aged 16 to 19. It is implemented in the third and fourth year of high school and prepares students for the International Baccalaureate Diploma (IB Diploma). The school is also a candidate for authorization to implement the Middle Years Programme (MYP) for first- and second-year high school students.

The IB DP Curriculum Model



The program emphasizes an international approach, respect for all forms of diversity, the bridging of cultures, religions, and traditions, and sensitivity to social issues. The educational approach is based on contemporary pedagogical practices, guided by the document *Approaches to Teaching and Learning* (ATL).

Core Content:

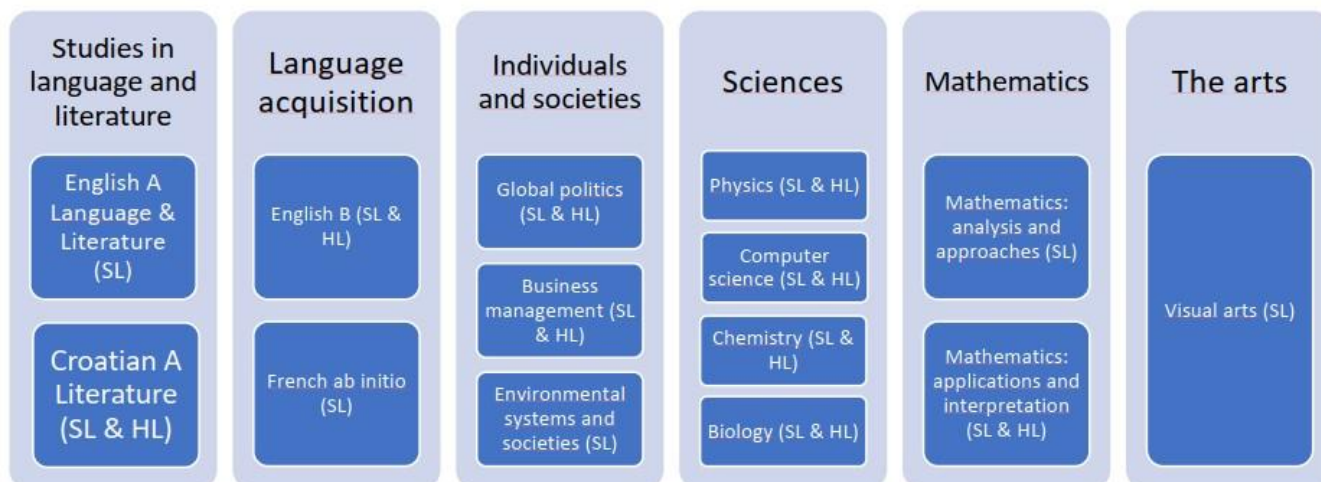
- Theory of Knowledge (TOK);
- Extended Essay (EE)
- Creativity, Activity, Service (CAS).

These components are mandatory for all IB DP students and are required for obtaining the IB Diploma.

- TOK (Theory of Knowledge) is integrated into the regular curriculum and focuses on interdisciplinary connections across subject areas, approaching knowledge analytically, reflectively, and critically. The primary assessment for TOK is a 1,500-word essay on a prescribed topic.
- EE (Extended Essay) is written on a topic from a chosen subject area, guided by a mentor and EE coordinator over several months. The final assessment is a 4,000-word essay.
- CAS (Creativity, Activity, Service) involves engagement in creative activities, physical activity according to personal interests, and community service. Completion of CAS activities is documented and is required for earning the IB Diploma.

How is EE assessed?	How is TOK Assessed?	Is CAS Assessed?
Assessment of the Extended Essay is external. Students' essays are sent to professional markers around the world and are graded. Combined with TOK, students' EE standing earns them a possible 1- 3 core points in the IB Diploma, out of a maximum 45 points.	Assessment in ToK is comprised of the internally- assessed exhibition and the ToK Essay (1600 words on a prescribed title). This essay is submitted electronically to external markers. Combined with students' Extended Essays, their ToK standing earns a maximum of 3 core points towards the Diploma Programme final score, tallied out of a maximum 45 points.	There is no formal assessment in CAS however successful completion of all CAS requirements is an essential prerequisite for awarding of IB Diploma. Students need to regularly document their CAS experiences and provide a thorough reflection for each completed activity. Reflections need not just be a typical document, students are rather encouraged to use a variety of media for their reflection. For example, students may create a blog or website to chronicle their experiences and reflections.

Subjects offered



Selection criteria

- Students choose six subjects from six groups (a total of six subjects is required). Instead of Visual Arts, students may choose an additional subject from Groups 2, 3, or 4.
- Selected subjects are studied at two levels: Higher Level (HL) and Standard Level (SL). Typically, students enroll in three HL and three SL subjects. Exceptionally gifted students may choose four HL and two SL subjects. These levels correspond to differences in content and the number of instructional hours.
- Some subjects at PRHG are only offered at the Standard Level (SL).
- The total instructional hours over two years are as follows:
 - Higher Level (HL): 240 hours
 - Standard Level (SL): 150 hours
 - TOK: 100 hours (per IB requirements, with each hour lasting 60 minutes)
- The CAS and EE components have flexible hours within the overall program.
- Students are required to complete 200 hours for CAS activities and 70 hours for the EE. Consultations with teachers are scheduled as needed.

IB DP Content and Requirements

The program spans two years, culminating in the IB Diploma examinations. The language of instruction and assessment is English.

Assessment

IBDP grading system

- Elective subjects are graded on a scale from 1 to 7 (1 being insufficient, 7 being excellent).
- Core components (TOK, EE) are graded from E to A (E being insufficient, A being excellent).

Conversion of IB DP Grades to Croatian Grading System

				Usporedivo s nacionalnim sustavom ocjenjivanja
SUBJECTS		CORE CONTENT		
Ocjene	HL	SL	TOK/EE	Raspon 1 - 5
7	Excellent	Excellent		5 odličan
6	Very good	Very good		
5	Good	Good		4 vrlo dobar
4	Satisfactory	Satisfactory		3 dobar
3	Weak (passing)	Weak		2 dovoljan
2	Poor (fail)	Poor (passing)		2(if SL) dovoljan, 1(if HL) nedovoljan
1	Very poor(fail)	Very poor(fail)		1 nedovoljan
A			Excellent	5 odličan
B			Above average	4 vrlo dobar
C			Average	3 dobar
D			Below average	2 dovoljan
E			Fail	1 nedovoljan
IB DP additional grades				
N	No grade has been awarded (failure to complete)			Bez ocjene
P	Pending, insufficient information			Na čekanju
S	Satisfied (TOK,EE,CAS), during process of completion			zadovoljavajuće



Academic performance at the end of the 3rd and 4th grade converted into the Croatian grading system

- Overall performance is determined at the end of each school year (third and fourth), and a certificate of achievement (report card) is issued by PRHG.
- Overall performance is determined on the basis of the total number of points (sum of all numerical grades), which is translated into the Croatian system as follows:
 - 42 – 34 → Excellent
 - 33 – 28 → Very good
 - 27 – 24 → Good
 - 23 Satisfactory
 - 22 and below → unsatisfactory

Conditions for obtaining the IB Diploma

- All exam components (all 6 subjects, TOK essay, EE essay) must be awarded a passing grade.
- CAS requirements must be fulfilled.
- The total number of points must be 24 or more.
- There must be no grade of N (work not submitted for any exam component).
- There must be no grade of E.
- There must be no grade of 1.
- There may be no more than two grades of 2 (HL or SL).
- There may be no more than three grades of 3 or below (HL or SL).
- At least 12 points must be obtained in total from all HL subjects (if four HL subjects are taken, only the three highest grades are counted).
- At least 9 points must be obtained in total from all SL subjects (if only two SL subjects are taken, a minimum of 5 points in total must be achieved).

Additional points are added to the total score based on the grades awarded for the TOK and EE essays, according to the table:

TOK/EE	A	B	C	D	E
A	3	3	2	2	Failing condition
B	3	2	2	1	
C	2	2	1	0	
D	2	1	0	0	
E	Failing condition				

To meet the conditions for obtaining the IB Diploma

Students are allowed multiple examination attempts, which do not have to be consecutive.

Examination sessions are held twice a year, in May (May examination session) and November (November examination session).

Each re-sitting of the exams is subject to an additional fee according to the valid IBO price list for the current year.

Exam results are published on July 5 (May session) and January 5 (November session).

Diplomas are issued on August 20 (May session) and February 20 (November session).



Bilingual IB Diploma

Is awarded to students who:

- take two subjects from Group 1 (two mother tongue languages) and achieve a grade of 3 or higher in both.
- take subjects from Groups 3 and 4 in a language that does not belong to Group 1, and achieve a grade of 3 or higher in all those subjects.

The majority of our students usually obtain this diploma.

- imaju dva predmeta iz grupe 1 (dva materinska jezika) i postigli su ocjenu 3 ili više u oba.
- polažu predmete iz grupe 3 i 4 na jeziku koji ne pripada u grupi 1, a postigli su ocjene 3 i više u svim tim predmetima.

Enquiry upon results

The possibilities for appeal are listed and explained in the General Regulations; Assessment Procedure. Each such request is subject to an additional fee according to the valid IBO price list for the current year. The application process and all communication with the IBO are carried out by the IB Coordinator.

Academic misconduct

The rules of the programme and the expected conduct are regulated in the documents Academic Honesty (IB) and Academic Integrity Policy (PRHG). By signing the contract, students and parents confirm that they are familiar with the rules of conduct, as well as with the penalties foreseen in case of violations.

Academic misconduct is defined as a violation of the rules related to plagiarism, cheating, using the same material for different assessments, copying or possessing unauthorized material during examinations, disrupting the conduct of exams, falsifying the CAS journal, disclosing details of exam materials within 24 hours after the exams (either orally or through the media), or any other similar disruption that gives an unfair advantage.

In such cases, the IBO, in cooperation with the school, conducts a detailed investigation. Depending on the severity of the violation, the IBO may decide to annul the grade, which results in the impossibility of obtaining the IB Diploma, or, in the case of the most serious violations, to disqualify the student from future examination sessions.

The IB Diploma translated into the National Matura system

By decision of the Ministry of Science, Education and Sports (MZOS), the results of the IB Diploma are considered equivalent to the results of the National Matura (DM).

Obtaining the IB Diploma is recognized for students who are also in the National Matura system as having passed the compulsory subjects (Croatian language, foreign language, Mathematics) at the A level of the National Matura, regardless of the level taken in the IB programme.

Other subjects are recognized as equivalent elective subjects in the National Matura (History, Geography, Biology, Chemistry, Physics, Visual Arts as Art, Business Management as Politics and Economics, Computer Science as Informatics).

The Results of the International Baccalaureate (IB Diploma) are translated into the Croatian National Matura system as shown in the table:

IB DP - HL	DM level A	IB DP - SL
7	5	7
6		6
5	4	5
4		
3	3	4
		3
2	2	2

Role and responsibility of PRHG in providing the IB DP

- PRHG is authorized by the IBO to implement the IB DP and is responsible for its delivery, maintaining standards, and complying with IB regulations and rules: General Regulations: Diploma Programme; Rules for IB World Schools: Diploma Programme; Assessment Procedure for the Diploma Programme; Programme Standards and Practices: Diploma Programme; The Responsibilities of IB World Schools in Ensuring the Integrity of IB Assessment; Academic Honesty Guide.
- PRHG is responsible for the implementation of the IB DP, and for providing quality teaching in accordance with pedagogical standards and documents such as Approaches to Teaching and Learning (ATL).
- PRHG independently conducts teaching under the rules that apply to the entire school (PRHG Statute; School Rules of Conduct), as well as for organizing schedules, elective classes, and the participation of IB students in joint school projects, while taking into account the specific features and requirements of the IB programme.
- PRHG adopts the IB DP curriculum for each school year.
- PRHG is responsible for timely and accurate communication of information to students and parents regarding the specifics of the IB DP, programme implementation at the school, assessment methods, and examination procedures.
- PRHG issues all school documents (end-of-year certificates, mid-year or interim reports as needed). The IB Diploma itself is issued by the IBO.
- PRHG appoints an IB DP Coordinator who is responsible for the implementation and delivery of the IB programme.
- The IB DP Coordinator has the duty and responsibility to fully enforce all IBO rules related to teaching, the programme, examinations, administration, and communication with students, parents, and teachers. The IB DP Coordinator is the sole person responsible for communication with the IBO.

Responsibilities of Students and Parents/Guardians

- Students and parents must be familiar with all rules and regulations related to the implementation and examinations of the programme (General Regulations; IB DP Handbook at PRHG).
- All official communication is conducted through the IB DP Coordinator.
- Students are expected to:
 - follow the programme responsibly,
 - meet all deadlines, and
 - successfully complete all requirements (achieve passing grades at the end of the fourth year) necessary for entry to the final examinations.
- Students are expected to act responsibly, in line with the Academic Honesty rules and the expectations of the IB Learner Profile.
- Students must comply with the school's rules of conduct.



- In the event of rule violations (Academic Integrity), prescribed measures will be applied, which may result in the inability to complete the programme and the withdrawal of the right to obtain the IB Diploma.
- Parents are obliged to monitor their child's academic performance, stay regularly informed about their progress, maintain ongoing communication with their child regarding the implementation of the programme, and provide them with adequate support.

Application and enrollment of students in the IB DP

- All students who have completed the second year of secondary education are eligible to apply.
- The admission requirements, as prescribed by PRHG, are: an overall grade of very good or excellent at the end of the second year; a minimum grade of very good in Croatian, English, and Mathematics at the end of the second year; and proficiency in English conversation, reading, and writing in line with the PRHG Language Policy and Admission Policy.
- If the grade in any of the above subjects is lower, the candidate must take an entrance examination in that subject.
- If the candidate comes from a vocational school, they are required to take an entrance examination.
- PRHG reserves the right to amend the admission rules in accordance with legal regulations.

Textbooks and equipment

- The policy on the procurement and purchase of textbooks is regulated each year by a document adopted at the PRHG level.
- PRHG provides enrolled students with certain textbooks for use, while students are required to purchase their own graphic calculators. All books and equipment must be handled with care and maintained properly. At the end of the two-year programme, students are required to return all borrowed items to the school in undamaged condition.
- Upon enrollment, students pay a deposit to cover the equipment borrowed from the school. This deposit is refunded at the end of the programme if all materials are returned to the school in good and functional condition.
- Students may borrow a laptop from the school for academic use or use their own personal device.
- In the event of irreparable damage, the student and parents are obliged to compensate the school for the loss.

Attitude towards work

- Students enrolled in the programme are required to comply with all programme rules as set out in IBO documents (General Regulations; Academic Honesty; ATL; subject curricula/Subject Guides; Assessment Procedure), as well as all PRHG rules.
- Students must respect all deadlines for teaching and examinations as published in the annual calendar and other documents (TOK and EE Progress Report). Failure to meet deadlines may result in the student not being awarded the IB Diploma.
- The only official document containing binding deadlines for students is the annual IB DP calendar.
- All official communication on any matter related to the IB DP is carried out exclusively through the IB DP Coordinator.
- Students must be familiar with, and develop, an approach to learning and work in the IB DP that is based on the Learner Profile.
- All programmes are conducted on the basis of trust in students' responsible behaviour, interest, motivation, desire for personal development, and the pursuit of maximum academic achievement. Any other attitude towards work is solely the responsibility and risk of the student.
- Upon enrollment, parents sign an education contract with Prva riječka hrvatska gimnazija, which regulates all legal and other provisions as well as parents' financial obligations towards the school (tuition fees, examinations). Breach of the contract by either party may be grounds for early termination.



Enrollment process and steps

Application requirements:

- Overall grade of very good or excellent at the end of the 2nd year of secondary school
- Final grade of very good or excellent in Croatian (HJ), Mathematics (MAT), and English (ENG)
- If any of these conditions are not met, the student must take an entrance examination in the relevant subject, which is subject to an additional fee
- Students coming from vocational schools must take entrance examinations in all three subjects (Croatian,

Student applications 23.06. - 01.07.2025.

Mathematics, English)

- Documentation must be submitted either in person at the school, room 204, every day from 08:00 to 13:00, or by e-mail to ibdp.prhg@gmail.com with the subject line "Application for Enrollment".
- Required documentation:
 - Completed Application Form
 - Report card (or grade transcript from e-Dnevnik) for the 2nd year of secondary school
 - Two letters of recommendation (one from a teacher in the STEM field, and one from a teacher in the humanities/social sciences field)
 - Motivation letter (in English)
 - Certificates of extracurricular activities that the student attends regularly
- Proof of payment of the application fee in the amount of €10 to the School's IBAN **

Schedule of entrance exams and individual interviews 02.07 -05.07.2025.

- Based on the applications received, the Admissions Committee will prepare and publish on the School's website the schedule for individual interviews with students and parents/guardians.
- If required, the dates of the entrance examinations will also be published

Enrollments 08.07. - 12.07.2025.

- Dates for individual interviews
- Final selection of subjects by groups
- Signing of the Education Contract

** Payment details

IBAN: HR6624020061100111245

MODEL: 00

Reference Number (Poziv na broj): Payer's OIB-661510-36



Tuition fees and other charges

- €5,000 per student per school year (payable in max 4 installments)
 - Academic discount for outstanding students and for children of diplomatic representatives and PRHG employees
 - €10 application fee
 - €50 per student per entrance exam (if required)
 - €300 deposit* (refunded upon completion of schooling if the student has met all obligations and returned the textbooks and equipment provided for use)
- * If the student uses a personal computer instead of a school computer, the deposit is €100.

General information

- The IB DP is implemented at Prva riječka hrvatska gimnazija in accordance with the rules and provisions of the IBO and the applicable legal regulations of the Republic of Croatia.
- This information booklet is intended exclusively for use at Prva riječka hrvatska gimnazija.
- The information it contains is intended for parents and students who are planning to enroll in the IB DP at Prva riječka hrvatska gimnazija.
- Most of the information is based on the General Regulations: Diploma Programme.
- Parents and students will also have access to other IB DP documents: Academic Honesty; Effective Citing and Referencing.
- Parents and students must be familiar with all rules regarding the organization, implementation, assessment, and conduct within the school, the programme, and beyond, as explained in the School Policies:
 - Assessment Policy – teaching and assessment
 - Academic Integrity Policy – approach to work
 - Language Policy – the role of language
 - Inclusion Policy – special needs
 - Admission Policy – conditions for admission to the programme
- Before signing the contract, parents and students must be familiar with all IB DP rules.