

Rules for IB World Schools: Career-related Programme

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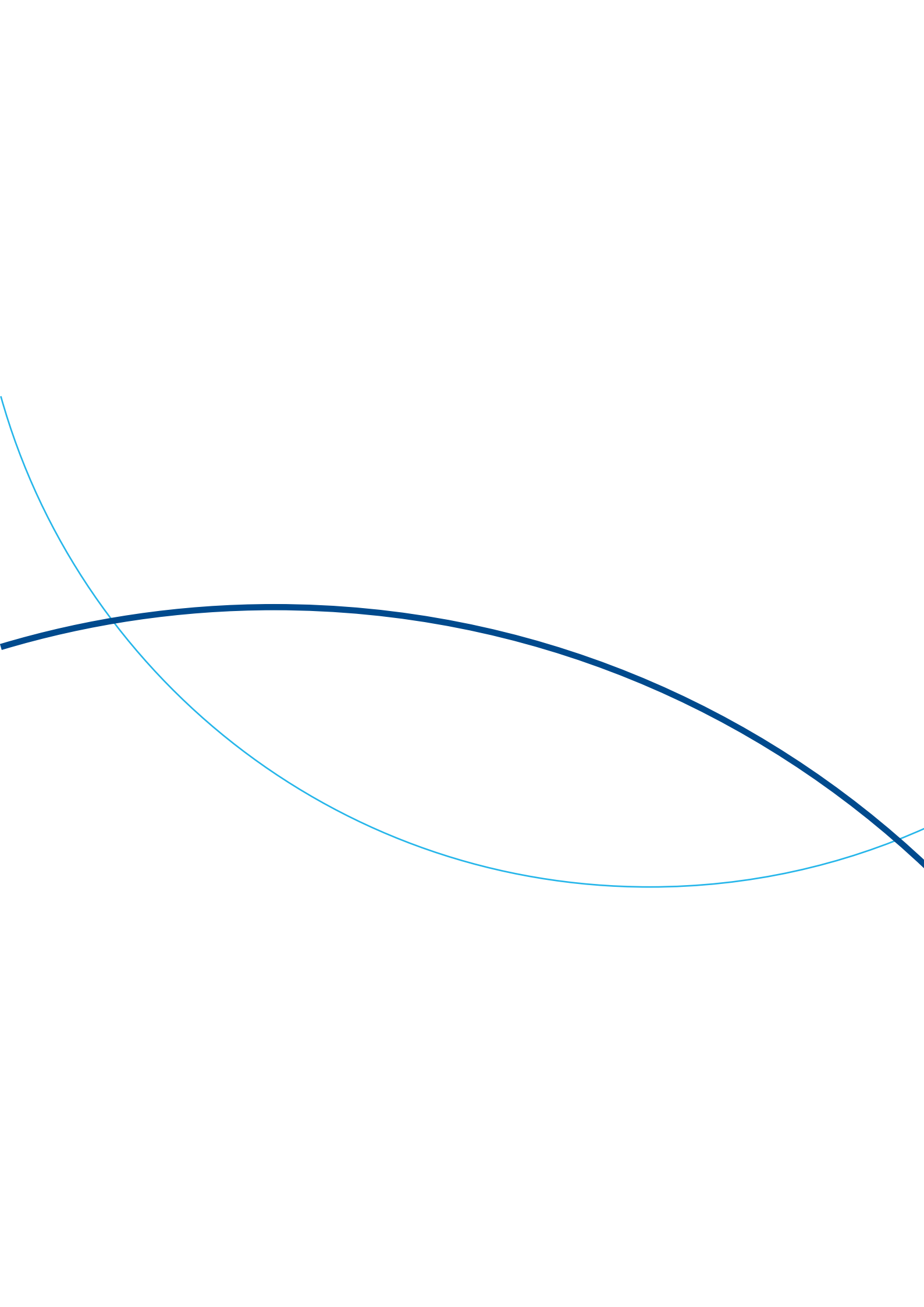
The International Baccalaureate Organization (known as the IB) offers four high-quality and challenging educational programmes for a worldwide community of schools, aiming to create a better, more peaceful world. This publication is one of a range of materials produced to support these programmes.

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IB mission statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.



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.

Article 1: Scope

- 1.1 International Baccalaureate Organization (hereinafter together with its affiliates “IB”) is a foundation that has developed and offers four programmes of international education: the Primary Years Programme (“PYP”), the Middle Years Programme (“MYP”), the Diploma Programme (“DP”) and the Career-related Programme (“CP”) (collectively hereinafter “IB programmes”). It authorizes schools (known as IB World Schools) to offer one or more of these programmes to its students (hereinafter “candidates”).
- 1.2 This document describes the rules that apply to IB World Schools that have been authorized to offer the CP.
- 1.3 When used herein the term “legal guardians” encompasses parents and individuals with guardianship of any candidate enrolled in the CP. If a candidate is of legal age, the school’s duties towards legal guardians specified herein also apply towards the candidate.

Article 2: Acceptance of the IB’s requirements

Schools agree to comply with the following publications which govern the administration of the programme:

1. *Rules for IB World Schools: Career-related Programme* (this document)
2. *General regulations: Career-related Programme*
3. *Programme standards and practices*
4. *Career-related Programme Assessment procedures* (formerly *Handbook of procedures for the Career-related Programme*)
5. *Rules for use of IB intellectual property*
6. The terms and conditions for IB websites (available at ibo.org)

Schools also agree to comply with the following publications which outline specific programme requirements for the CP as well as information about DP courses which are included in the CP.

7. *Career-related Programme: From principles into practice*
8. *General regulations: Diploma Programme*
9. *Diploma Programme Assessment procedures* (formerly *Handbook of procedures for the Diploma Programme*)

Article 3: Reference to the IB’s function and its programmes

- 3.1 The IB is independent from schools. Schools must make it clear to the relevant authorities and legal guardians that:
 - a. the sole responsibility for the implementation and quality of teaching of the CP, including the career-related study associated with the programme, rests with the school
 - b. the sole responsibility for any shortcomings in the implementation or quality of teaching of the CP, including the career-related study associated with the programme, is borne by the school

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- c. the award of the Certificate of the Career-related Programme (hereinafter “Certificate of the CP”) and the CP statement of results is the sole prerogative of the IB and not of the school.
- 3.2 A school is entitled to present itself as an “IB World School” and to use the “IB World School” logo as per article 9.5 only in connection with the IB programme(s) that it has been authorized to implement. This right is only granted for the period of validity of the school’s authorization and lapses automatically should the authorization be terminated or withdrawn. In addition, schools are never permitted to use the IB corporate logo.

Article 4: Responsibilities of the IB

- 4.1 The IB will allow schools to deliver the CP and to use the related materials under the conditions provided in these *Rules for IB World Schools: Career-related Programme*.
- 4.2 The IB will establish assessment procedures, including the schedules for examinations in May and November, and will take all reasonable measures to ensure the integrity and security of all forms of assessment.

Article 5: Responsibilities of schools

- 5.1 Schools are responsible for ensuring that they can implement the CP in conformity with their obligations under local and national laws.
- 5.2 Schools are responsible for the teaching of the CP and the quality of support provided for candidates, and they undertake to hold the IB harmless with regard to any legal action taken by candidates or their legal guardians as a result of any shortcomings.
- 5.3. Schools must ensure that they fund the CP appropriately, deliver it effectively and administer it according to the requirements of the IB.
- 5.4 Each school must appoint a CP coordinator to manage the implementation of the CP. The school must ensure that the coordinator is proficient in one of the principal IB working languages (English, French or Spanish).
- 5.5 Schools must ensure that teachers and administrators receive IB-recognized professional development as required. Minimum requirements for professional development are outlined in the *Guide to Programme evaluation*.
- 5.6 It is the practice of the IB to make its programmes available to all students from IB World Schools. No student will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.
- 5.7 It is the practice of the IB to make its assessment available to all candidates from IB World Schools who have fulfilled the school’s and the IB’s academic requirements and paid the required fees to register for an IB examination session. No candidate will be excluded by the IB on the grounds of race, nationality or national origin, ethnicity, culture, gender, age, sexual orientation, religious affiliation, political beliefs, disability or any other personal characteristic as prohibited by law. Schools must implement their duties under these rules in a manner that enables this practice to be upheld.
- 5.8 It is the school’s responsibility to determine whether it can enroll a student with learning support requirements into the CP. Schools must ensure that legal guardians and students themselves are aware of the inclusive assessment arrangements recommended by the IB for candidates with learning

support requirements. A school is permitted to make inclusive assessment arrangements for such candidates in accordance with the policy and procedures outlined in the relevant IB publication on inclusive education and in the assessment procedures.

- 5.9 Schools must ensure that they implement their programme in line with the documents published by the IB for that purpose.
- 5.10 Schools must ensure that teachers of the CP are knowledgeable about the curriculum and assessment requirements set out in the CP guides and supporting materials, including the relevant DP subject guides. To this end, it is the school's responsibility to ensure access for teachers to all relevant, up-to-date CP guides and supporting materials from the IB.
- 5.11 Candidates must be registered for an examination session in an accurate and timely manner, according to the deadlines in the *Career-related Programme Assessment procedures* (formerly *Handbook of procedures for the Career-related Programme*). Schools must administer diligently and securely those aspects of assessment for which they are responsible, in accordance with the procedures described in the assessment procedures.
- 5.12 Schools are responsible for ensuring that candidates and their legal guardians:
- can access a copy of the *General regulations: Career-related Programme* and the *General regulations: Diploma Programme* from the time the candidate enrolls in the CP
 - are informed about the general regulations and all CP requirements, notably the content of the curriculum and relevant aspects of assessment and any restrictions or prohibitions that apply to the CP
 - are informed of how the school implements the CP
 - are aware of the services offered by the IB
 - are informed about the school's procedures for addressing candidates' complaints and requests for appeals of CP decisions taken by the school.
- 5.13 Schools undertake to hold the IB harmless with regard to any legal action taken by candidates or their legal guardians in which non-receipt of the *General regulations: Career-related Programme* or the *General regulations: Diploma Programme* constitutes one of the grounds of such action.
- 5.14 Schools must ensure that all fees of the CP and any other IB programme offered by the school are paid in accordance with the scales of fees, assigned currency and timetable for payments currently set by the IB. Without limiting any other remedies available to the IB, non-payment of fees when due for the CP or any other IB programme offered by the school may result in the IB charging interest on overdue amounts at commercially-standard rates, withholding candidates' results and/or withholding any other services provided by the IB.
- 5.15 For use of the IB's secure online services, schools must control the allocation and use of usernames and passwords and ensure that teachers are aware of the terms and conditions.
- 5.16 Schools must inform the IB of any major changes in their governance and/or organizational structure, and/or location (including damage to, re-location of or major renovations of school premises). The IB may choose to visit a school as a result of these changes, if it considers that they may affect the implementation of the programmes and in order to ensure that the school's facilities and resources will continue to support the IB programme. The visit will be funded by the school, according to the IB policies in this respect.
- 5.17 The CP coordinator must be available during the written examination sessions in May/November and when results are issued to ensure that all candidates receive their results. Additionally, schools must ensure that an appropriate contact person, who may or may not be the coordinator, is available after results have been issued to candidates to request the enquiry upon results service on their behalf and/or register them for the forthcoming examination session, if appropriate.

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- 5.18 Schools must have in place written procedures for how it will deal with candidates' complaints and requests for appeals against CP decisions taken by the school, ensure that details of these procedures are made widely available and accessible to all candidates, and operate in accordance with such procedures.
- 5.19 Schools are responsible for ensuring that candidates comply with all assessment requirements for the CP. If candidates do not comply with these requirements, then no grade will be awarded in the subject(s)/requirement(s) concerned.
- 5.20 Schools are responsible for the secure storage of the IB examination materials for a forthcoming examination session. The school must immediately notify the IB via IB Answers of any breach in the procedure for the secure storage of such material. The school must provide the IB with statements and other relevant information concerning the breach and reasonably cooperate with the IB in investigating and addressing such a breach.

Article 6: Programme evaluation procedures, inspections and school visits

- 6.1 An evaluation of a school's implementation of the CP takes place at five-year intervals after initial authorization. Schools are expected to comply with the evaluation process as defined by the IB. The IB reserves the right to visit schools going through evaluation. Such visits will be made with reasonable advance notice and will be funded by the school.
- 6.2 Schools must take action in response to the recommendations as detailed in the evaluation report. Schools receiving matters to be addressed must resolve them within the timeline outlined in the report, or the school may be subject to suspension or withdrawal under Article 12.
- 6.3 Schools must be open to visits from representatives of the IB regarding their implementation of the CP. These visits can be made at any time with reasonable advance notice and will be funded by the school.
- 6.4 The IB will conduct unannounced inspections of schools during periods of examinations in order to monitor compliance with the *General regulations: Diploma Programme* and the *Career-related Programme Assessment procedures* (formerly *Handbook of procedures for the Career-related Programme*).
- 6.5 In cases where the CP authorization is based in part on an existing DP authorization, reviews and evaluations of the CP will take place at the same time as the review and evaluation of the DP.

Article 7: University recognition

- 7.1 The IB actively promotes wide recognition and acceptance of the CP certificate as a basis for entry to courses at universities and other institutions of higher education, but the requirements of individual institutions and the relevant authorities of a country are subject to change beyond the IB's control. Schools, therefore, have the duty to make it clear to all students and their legal guardians, including in relevant documents such as enrollment forms or promotional literature, that the recognition of the Certificate of the CP by a specific university and the relevant authorities of a specific country cannot be guaranteed. Schools are also responsible for informing students and their legal guardians about the specific requirements (including subject choices) for recognition in all countries and universities where such requirements exist.
- 7.2 Schools are solely responsible for the consequences of any failure to clarify the foregoing points with students and their legal guardians and undertake to hold the IB harmless with regard to any legal action taken by candidates or their legal guardians as a result of any such omission.

Article 8: Diploma Programme courses online

- 8.1 The IB allows schools to offer the CP to candidates through a combination of classroom-based courses and IB-approved online courses. The IB approves and monitors online course providers based on the IB standards for development and delivery of online courses.
- 8.2 Where a school chooses to offer an IB-approved DP online course as part of the CP, the school must ensure that a suitably trained member of staff fulfills the role of site-based coordinator.
- 8.3 The school must inform all candidates enrolled in DP courses online as part of the CP that they must comply with the same IB requirements as candidates enrolled in face-to-face courses.
- 8.4 The school is responsible for registering candidates and administering examinations for candidates enrolled in IB-approved online courses.
- 8.5 All CP schools are required to offer at least two face-to-face DP courses.

Article 9: Intellectual property of the IB

- 9.1 Any use of IB wordmarks, logos and content under copyright by authorized schools must comply with the Rules for use of IB intellectual property (available at ibo.org/copyright) and IB brand guidelines (available at ibo.org/globalassets/digital-toolkit/pdfs/brand-guidelines-en.pdf).
- 9.2 The content of the curriculum and assessment, for all of the IB programmes, as well as all materials produced and published by the IB in any form, remain the sole property and copyright of the IB.
- 9.3 Furthermore, the IB is the owner of registered trademarks, including its corporate trilingual logo, the “IB World School” trilingual logo, and the wordmarks “International Baccalaureate”, “Baccalauréat International”, “Bachillerato Internacional” and “IB”. Consequently, a school is prohibited from using the above-mentioned trademarks to identify or reference its own non-IB courses.
- 9.4 The IB grants a school, at authorization, a non-exclusive licence to teach the CP and to use IB copyrighted materials supplied by the IB in compliance with the *Rules for use of IB intellectual property* (available at ibo.org/copyright) and terms and conditions for IB websites (available at ibo.org/terms-and-conditions), updated periodically. This licence is limited to the delivery of the programme within that school.
- 9.5 Subject to the conditions of the *Rules for use of IB intellectual property* (available at ibo.org/copyright) and terms and conditions for IB websites (available at ibo.org/terms-and-conditions), a school’s authorization to teach the CP also grants the school a non-exclusive licence to:
 - a. use the “IB World School” trilingual logo on its stationery, publications, website and non-commercial promotional material in connection with the IB programme it is authorized to offer, and in compliance with the *Rules for use of IB intellectual property* (available at ibo.org/copyright) and IB brand guidelines (available at ibo.org/globalassets/digital-toolkit/pdfs/brand-guidelines-en.pdf)
 - b. use the IB’s CP sub-brand logo and graphic of the programme model, without any alterations, additions or amendments. Use of the CP sub-brand logo must be done in compliance with the Rules for use of IB intellectual property (available at ibo.org/copyright) and IB brand guidelines (available at ibo.org/globalassets/digital-toolkit/pdfs/brand-guidelines-en.pdf)
 - c. where a school offers three (PYP, MYP and DP or CP) or all four IB programmes, use the “IB Continuum” logo
 - d. make copies of official programme documentation in part or whole for use by their teachers and post such copies or extracts on the school’s access-restricted website for their school community for teaching or information purposes

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- e. make copies of materials prepared by the IB specifically for candidate use or to inform legal guardians, with the exception of examination papers and materials for the forthcoming examination session, which must not be copied or reproduced under any circumstances.
- 9.6 Schools must not otherwise reproduce any materials from the IB or use its logos in any form without prior written consent from the IB. IB schools authorized to offer an IB programme may translate IB materials in accordance with the *Rules for use of IB intellectual property* (available at ibo.org/copyright), which includes the requirement to notify the IB via language.services@ibo.org. However, IB logos must not be used on any translated materials. Schools must comply with all terms and conditions governing use of translated IB materials.
- 9.7 All the rights granted in articles 9.4 and 9.5 are granted only for the period of validity of the school's authorization and lapse automatically when the authorization ends.

Article 10: Copyright in materials submitted to the IB

- 10.1 Candidates produce materials in a variety of forms that are submitted to the IB as part of the assessment requirements. These assessment materials (hereinafter "materials") include all forms of written work, audio and visual materials, computer programs and data and, in certain cases, may contain images or voices of the candidates.
- 10.2 Candidates retain copyright in all materials submitted for assessment purposes, but by submitting those materials, and subject to article 10.4, candidates thereby grant the IB a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction's copyright protection, to:
- reproduce submitted materials
 - use the image and voice of the candidate where they appear on audio or video materials
 - reproduce any musical performances in any medium.
- This is for assessment, educational, training and/or promotional purposes relating to the IB's activities, or to those related activities of which it approves. Such licence shall become effective from the date of submission to the IB.
- 10.3 Where the IB uses these materials for purposes other than assessment, it may modify, translate or otherwise change them to meet particular needs and will, in most cases, anonymize them before publication in print or in electronic form. If the purpose of the publication is to focus on work of a particularly high standard the candidate and school may be identified and the school informed beforehand. The school is expected to make every effort to inform the candidate.
- 10.4 Under exceptional circumstances a candidate and/or a candidate's legal guardian may withdraw the aspects of the licence relating to use of a candidate's work outside of an assessment context for a specific piece of work. In such case the IB must be notified in accordance with the procedure described in the *Career-related programme Assessment procedures* (formerly *Handbook of procedures for the Career-related Programme*). The candidate must submit a written notification to the school's CP coordinator who has the duty to inform the IB by the due date set forth in the assessment procedures. In these cases, the IB will use the material only for assessment purposes as defined in article 10.5.
- 10.5 Under the licence granted upon submission for assessment purposes, the IB can electronically scan, store or reproduce submitted materials in any media in order to allow the materials to be communicated to examiners, moderators and any other persons involved in the assessment process or any subsequent appeals (including third-party vendors and/or services providers). The materials may also be used in the training of examiners. Material for which a candidate has withdrawn the aspects of the licence relating to use of candidate work outside of an assessment context will not be placed in any IB publications or for any commercial or promotional purposes.

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- 10.6 Candidate materials may include assessment tasks that have been created by teachers within the terms of their contract of employment and that are the copyright of the school. By submitting such materials, the school is granting to the IB a non-exclusive, charge-free, worldwide licence, for the duration of the applicable jurisdiction's copyright protection, to reproduce submitted materials in any medium for assessment, educational, training and/or promotional purposes relating to the IB's activities, or to those related activities of which it approves. Such licence shall become effective from the date of submission to the IB.
- 10.7 Where materials submitted to the IB contain third-party copyright material, information about the source should be included in the submission to enable the IB, if necessary, to seek permission from the copyright holder to use the material.

Article 11: Use of candidate data, school information and IB programme staff data

11.1. Candidate data

- a. "Candidate data" under these *Rules for IB World Schools: Career-related Programme* is any information or data relating to a candidate that can identify the candidate or make the candidate identifiable, whether by itself or in combination with other information, such as name, address, email addresses, date of birth, phone numbers, financial information, assessment results, materials, image, voice, and/or mental and physical health information.
- b. The IB operates globally and is subject to a variety of legal requirements about personal data, personal information and privacy, so it manages the protection of candidate data on a global basis. Schools are based all over the world and are subject to data protection and privacy laws and regulations regarding candidate data in their respective countries. Each school hereby represents and warrants to the IB that it complies with the applicable data protection and privacy laws in its respective country with respect to candidate data and will fully cooperate with the IB in complying with any such laws.
- c. The IB shall not be responsible for schools' compliance with any data protection or privacy law applicable to them, and schools undertake to hold the IB harmless with regard to any legal action taken by candidates, their legal guardians or other third parties with respect to any data protection or privacy law.
- d. Each school hereby represents and warrants to the IB that any collection, processing and/or sharing of candidate data with the IB is done in accordance with all data protection and privacy laws that may be applicable to them. To the extent required under data protection or privacy law applicable to them, each school undertakes to seek express consent from candidates and/or their legal guardians for processing of candidate data for the purposes listed in article 11.1(f) below.
- e. Each school hereby undertakes, to the extent required under the applicable law of its respective country, to only use or process the candidate data as necessary for the purpose for which it was collected as defined in article 11.1(f) below. Each school further hereby undertakes that, to the extent required under applicable law, they have implemented appropriate technical and organizational measures to protect candidate data against unauthorized or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure, and that they have taken reasonable measures to ensure the reliability of, and compliance by, any employees who have access to candidate data.

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- f. Candidate data may be used for the following purposes:
- registering candidates in the CP and administering the CP and its requirements for the candidate and school, including sensitive personal data if making determinations about assessment accommodations
 - to provide CP support and services for the candidate and school, including website services and online forums, assessment services and accommodations, delivery of courses online to the candidate and assisting candidates and their school with providing information to institutions of higher education (such as universities and colleges or governmental authorities related to admission to institutions of higher education)
 - research and statistical analysis related to the IB's mission, including research on assessments and results and the effectiveness of the CP or other programmes
 - advertising and promotional purposes for the IB (such as student and/or alumni networks and social media platforms)
 - educational, training, commercial and other compatible purposes
 - to engage in and process transactions with the candidate or school
 - to fulfill statutory, regulatory, reporting and/or legal obligations.
- g. To the extent required under data protection or privacy law applicable to them, schools undertake to fully and duly inform, and obtain the consent of, each candidate and/or their legal guardian, that the school and/or the IB may transfer candidate data outside of the country in which it was initially collected and to a country which may not have sufficient and adequate or comparable levels of data protection, in some cases to third parties, for the purposes discussed above. To the extent required under applicable law, the schools shall inform candidates about third parties to whom their candidate data may be transferred. With regard to the IB, such third parties include schools, approved online course providers, institutions of higher education (such as colleges and universities or governmental authorities related to admission to institutions of higher education), ministries and departments of education, assessment service providers (such as examiners, moderators, third-party vendors, and other persons involved in the assessment process or any subsequent appeals), and other contractors of the IB. Each school shall ensure that any transfers are done in compliance with requirements governing international and onward data transfers. Each school represents and warrants to the IB that any candidate data transferred to the IB by the school may be further transferred as described above without violating the privacy or data protection rights of any candidates.
- h. Candidates or their legal guardians may inquire as to the nature of the candidate data processed about him or her by their school to the extent permitted under data protection or privacy law applicable to the candidate and their respective school. Each school undertakes that a candidate or their legal guardian may direct their requests to the school in accordance with local legal requirements. In the event that the IB receives a request regarding candidate data from a candidate or their legal guardian, each school undertakes to provide the IB with full cooperation and assistance.

11.2 School information and educator data

- a. "School information" is defined as any information relating to the school that can uniquely identify it or is related to a school's process of becoming and maintaining its status as an authorized IB World School, and includes, but is not limited to:
- materials gathered during a school's interested phase, candidacy phase, authorization process, evaluation by the IB of the school's IB programmes.

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- candidate registration
 - school-level assessment results and other metrics, including pass rates, enrollment rates and other data that does not relate to individual candidates.
- b. The IB shall own all school information provided by a school from the point of its first contact with the IB. Each school hereby acknowledges and agrees that the IB may use and disclose school information for multiple purposes related to the IB programmes and mission, including but not limited to, research on education, programme implementation and participation impact, effectiveness and/or outcomes, statistical analysis (including, but not limited to, analysis of examination results and research on the success of candidates in colleges and universities); professional development and training purposes; and for promotional and marketing purposes. Each school also acknowledges and agrees that these purposes may involve transfer and disclosure of school information to third parties. Third parties may include but are not limited to online course providers, independent researchers engaged or sponsored by the IB, contractors in the IB educator network, associations of IB World Schools, and organizations that control, govern, regulate or fund the school (including, but not limited to, a school's district/municipal, state/provincial or national departments of education or accrediting bodies).
 - c. The IB acknowledges that school information may contain information that is considered confidential by a school. Accordingly, the IB will keep the school information in confidence and will exercise due diligence and the same care and safeguards with respect to school information as it applies to its confidential information.
 - d. Each school hereby acknowledges and agrees that the IB may collect, process, and use school information as well as personal information about schools (to the extent considered personal data under applicable data protection law).
 - e. Each school also hereby acknowledges and agrees that the IB may collect, process and use personal information about their staff (such as heads, deputy heads, coordinators, teachers, counsellors, librarians, educators and others) implementing or administering the CP for the purposes of creating a single sign-on to the multiple applications and resources offered by the IB through the My IB gateway, facilitating continued access to My IB if staff change roles or institutions, managing its relationship with the school, the CP and/or maintaining the integrity, accuracy and security of its network and systems and data contained within them.
 - f. Further, schools hereby consent to the IB's transfer of such data to other entities and/or outside of the country in which the data was originally collected, including to countries that may not offer an adequate and/or comparable level of protection of personal data under applicable law. Such international transfer is strictly required for performance of the IB's rights and obligations as set forth in these rules. To the extent required, the IB will ensure that transfers are done in compliance with requirements governing international and onward data transfers.

Article 12: Withdrawal or suspension of authorization

- 12.1 Authorization to deliver the CP may be withdrawn by the IB, in its sole discretion, for any reason. Withdrawal may be effective immediately or after some period of notice, as may be determined by the IB in its sole discretion. Examples of situations in which the IB may withdraw a school's authorization include, but are not limited to, those in which the IB determines that:
- a. a school has breached any of its duties under these rules
 - b. a school has not satisfactorily demonstrated that they have met the *Programme standards and practices* and programme requirements

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- c. a school has failed to observe the requirements for administering the programme as described herein and in the relevant IB documentation
 - d. a school does not address matters identified in an evaluation report within the timeframe required
 - e. a school misuses the intellectual property of the IB or fails to take reasonable steps to protect the IB's intellectual property rights and to prevent any use that is contrary to the IB's *Rules for use of IB intellectual property* and terms and conditions for IB websites
 - f. fees remain unpaid to the IB
 - g. a school refuses to accept any standard amendment to these *Rules for IB World Schools: Career-related Programme*, that is, any amendment that is decided by the IB and is applicable to all schools
 - h. a school ceases to offer the career-related study
 - i. in cases where the CP authorization is based in part on an existing authorized DP, the authorization of the school to offer the DP is withdrawn by the IB or terminated by the school.
- 12.2 Authorization to offer the CP may be suspended by the IB, in its sole discretion, for any reason and for such period of time and upon such conditions as the IB may determine. Suspension conditions that are not complied with or otherwise resolved may result in full withdrawal of authorization to offer the CP.
- 12.3 Any decision to withdraw authorization to teach the CP is taken by the director general of the IB. The director general's decision is not subject to appeal and will take effect from the beginning of the school year following the decision to withdraw authorization.
- 12.4 Any decision to suspend authorization to offer the CP is taken by the chief school officer of the IB, or his or her authorized delegate. The chief school officer's decision is not subject to appeal and will take effect as specified in the notice of suspension.

Article 13: Termination by schools

A school may terminate its authorization to teach the CP effective from the date established by the school in consultation with the IB except that the teaching of the CP shall continue until candidates already enrolled in the programme have had the opportunity to take their examinations and receive their results. Fees remain payable to the IB until the agreed termination date.

Article 14: Name and status of schools

- 14.1 No school whose name includes the words "International Baccalaureate", "IB" or "World School" in any form or language—or that has any trademarks or pending applications containing such words—is permitted by the IB to be an IB World School. A school must inform the IB of any changes in their name.
- 14.2 A school must remain duly registered as a legal entity—either for profit or not for profit, privately or publicly funded—that is fit for the purposes of providing educational services for the age range of this programme and has the required accreditation by the local authorities and/or independent recognized accreditation agencies, if applicable. A school must inform the IB of any changes in their legal status.

Article 15: Multiple campus schools

- 15.1 If a school is divided between two or more campuses, each campus is normally deemed a separate IB World School.
- 15.2 In some cases the IB recognizes that a single programme may, for logistical reasons, be taught in a school with two or more different campuses, perhaps a short distance apart. If such a multiple campus school is to be regarded as one unit for the purposes of recognition and fees, the following criteria must all be satisfied.
- a. All campuses are recognized as comprising a single school according to legal and local registrations.
 - b. One person is responsible for the day-to-day educational leadership of the school across campuses and is formally recognized as such by the staff and, if applicable, also by the local authorities.
 - c. The campuses are governed by the same rules and regulations, including organizational structure and, if applicable, school fee tariff.
 - d. One IB programme coordinator is responsible for the day-to-day functioning of the combined programme across the campuses.
 - e. There is horizontal and vertical articulation of the programme across the campuses.
 - f. The staff across campuses meet frequently for collaborative planning.
- 15.3 The IB reserves the right to decide what constitutes a multiple campus school.

Article 16: Governing law

These *Rules for IB World Schools: Career-related Programme* and all other documents relating to the implementation of the CP shall be governed by and construed in accordance with the laws of Switzerland without reference to its conflict of laws or similar provisions that would mandate or permit application of the substantive law of any other jurisdiction.

Article 17: Arbitration of disputes

Any dispute, controversy or claim arising out of, or in relation to, these rules, including the interpretation, validity, breach or termination thereof, shall be finally settled by arbitration by the Geneva Chamber of Commerce in accordance with the Swiss Rules of International Arbitration of the Swiss Chambers' Arbitration Institution ("Rules") in force on the date when the notice of arbitration is submitted in accordance with such Rules. The number of arbitrators shall be one, the seat of the arbitration shall be Geneva and the arbitral proceedings shall be conducted in English. The parties hereby agree to use information technology systems and electronic communications to the extent permitted in conducting any arbitral proceedings.

Article 18: Entry into force and duration

The IB may amend these rules from time to time. This version of the *Rules for IB World Schools: Career-related Programme* shall enter into force effective 30 days from the date of publication and shall remain applicable to all IB World Schools until further amended.