



International Baccalaureate®
Baccalauréat International
Bachillerato Internacional

Rules for IB candidate schools



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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.

Rules for IB candidate schools

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 and hereinafter “schools”) to offer one or more of these programmes to their students.
 - a. Schools seeking to be authorized to offer the CP which are already authorized, or are seeking authorization for, the DP may choose to base their CP authorization in part on their DP authorization. In these cases, the school’s DP must be in good standing, which is to say it has no outstanding matters to be addressed.
 - b. Schools seeking to be authorized to offer the DP which are already authorized, or are seeking authorization, for the CP may choose to base their DP authorization in part on their CP authorization. In these cases, the school’s CP must be in good standing, which is to say it has no outstanding matters to be addressed.
- 1.2 This document describes the rules that apply to schools that seek authorization for one or more IB programmes, which, having filed an application with the IB, have been accepted as a candidate school.

Article 2: Compliance with the IB’s requirements and applicable laws

- 2.1 The IB’s procedures, the requirements for authorization and the rules and regulations for candidate schools are contained in the following documents, which are available on the IB’s public website (ibo.org):
 - a. *Guide to school authorization*
 - b. *Application for candidacy* (one for each IB programme)
 - c. *Application for authorization* (one for each IB programme)
 - d. *Rules for candidate schools* (this document)
 - e. *Rules for IB World Schools*
 - f. *General regulations*
 - g. the IB’s “Rules for use of IB intellectual property” (available at ibo.org/copyright)
 - h. the IB’s online terms and conditions (available at ibo.org/terms-and-conditions)
 - i. Schools seeking to offer the CP: the relevant CP-specific documents listed above as well as the *General regulations: Diploma Programme*.
- 2.2 Upon applying to become a candidate school, schools agree that they have read the foregoing documents relating to the relevant IB programme(s) and to comply with all the requirements contained therein.
- 2.3 In order to become authorized, the school must confirm to the IB that it operates in accordance with all applicable laws, regulations, and policies. In particular, the school must confirm to the IB that it operates in accordance with best practices as well as all applicable laws, regulations and policies in the area of child protection and that it has appropriate procedures in place (which may include components such as criminal background screening for recruiting, hiring and retaining staff).

Article 3: Name and status of schools

- 3.1 The IB is the owner of registered trademarks, including its corporate logos, the “IB World School” logo, and the wordmarks “International Baccalaureate”, “Baccalauréat International”, “Bachillerato Internacional” and “IB”. The right to describe a school as an “IB World School” and use the “IB World School” logo is provided under licence exclusively to schools that have been granted authorization by the IB’s Director General to teach one or more of the IB programmes.

- 3.2 No school whose legal or preferred name includes the words “International Baccalaureate”, “IB” or “World School” in any form or language—or that has any trademarks, domain names or pending applications containing such words—shall be accepted by the IB as a candidate school.
- 3.3 A school must be duly registered as a legal entity under local law—either for profit or not-for-profit, privately or publicly funded.
- 3.4 A school must have the required licensure or accreditation from the local authorities and/or, if applicable, independent recognized accreditation agencies, indicating that it is licensed/accredited or otherwise authorized to provide educational services to students of the ages served by the programme(s) for which the school is seeking to be authorized.
- 3.5 Schools should have been in existence and validly operating as a school for at least three years before they can be authorized. If the school has not been in existence and validly operating as a school for at least three years, it:
 - a. must meet all requirements for candidacy before candidacy can be awarded
 - b. must have the relevant staff, resources and facilities available to effectively complete the various stages in the authorization process
 - c. must be fully constructed and operational before candidacy can be awarded, if seeking authorization for the PYP and/or MYP or before the verification visit, if seeking authorization for the DP and/or CP.

Article 4: Multiple campus programmes

- 4.1 If a school is divided between two or more campuses, each campus is normally deemed a separate candidate school and must individually fulfill all the conditions of authorization stipulated in the *Guide to school authorization*.
- 4.2 In some cases the IB recognizes that a single programme may, for logistical reasons, be taught in a school with two or more campuses as a multiple campus programme. If the following criteria are satisfied, the IB may regard a multiple campus programme as a single school for the purposes of recognition and fees.
 - a. All campuses are recognized as comprising a single school according to legal and local registrations and must be licensed, accredited or otherwise authorized to provide educational services to students of the ages served by the programme(s) for which the campuses are seeking to be authorized.
 - b. The head of school is responsible for the day-to-day educational leadership of the school across campuses, is regularly present and equally accessible to staff on all 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 governing body and rules and regulations, including organizational structure and, if applicable, school fee tariff.
 - d. One IB programme coordinator will be responsible for the day-to-day functioning of the programme across each of the campuses and is regularly present and equally accessible to staff on all campuses.
 - e. There can and will be horizontal and vertical articulation of each programme across the campuses.
 - f. The staff across campuses can and will meet frequently for ongoing collaborative planning.
- 4.3 For the purposes of programme authorization, the IB reserves the right to decide the criteria for what constitutes a multiple campus school and whether a school meeting the criteria will be permitted by the IB to offer a multiple campus programme.

Article 5: The MYP in partnership

- 5.1 In cases where there is an educational continuum between schools, where one or more offer the earlier years of the MYP, leading to the final years in another school, and a significant proportion of students move from one to the other, schools can apply to offer the MYP in partnership. The IB will recognize these schools as one programme offered in partnership under the following conditions.

- a. All schools seeking to be part of the partnership must apply for candidacy at the same time.
- b. The partner schools appoint an MYP coordinator who will facilitate the programme across the partner schools and who will be the partnership's contact person for the IB. This person must be appointed from the school that offers the final years of the programme; that school will be identified as the contact school. The MYP coordinator for the partnership will be regarded by the IB as the MYP coordinator for all schools in the partnership.
- c. The staff across the partner schools will meet frequently for ongoing collaborative planning, ensuring vertical articulation towards the final MYP objectives and a common understanding and practice of MYP assessment.
- d. There can and will be horizontal and vertical articulation of the programme across the partner schools and across all years of the programme.
- e. The professional development requirements are fulfilled by each partner school separately.
- f. For candidacy and authorization, the partnership will be regarded as one entity, although documentation may be requested from all partner schools.

5.2 When authorized, each school in the partnership will be authorized as an IB World School in its own right.

Article 6: Internal complaints procedure

- 6.1 By the time of authorization, the school must have in place written procedures for how it will deal with complaints and students' requests for appeals against IB programme decisions taken by the school, ensure that details of these procedures are made widely available and accessible to all students, and operate in accordance with such procedures.
- 6.2 The school must inform parents or legal guardians about the school's procedures for addressing complaints and students' requests for appeals of IB programme decisions taken by the school.

Article 7: Request for candidacy

- 7.1 In order to be recognized as a candidate school by the IB, schools must submit the completed *Application for candidacy* and supporting documents, and have paid the relevant non-refundable fee, to the IB for its consideration.
- 7.2 If, upon review of the school's *Application for candidacy* and supporting documents, the IB determines the school has met the requirements for candidacy, the school will be recognized as a candidate school through a letter sent by the IB. Thereafter, and not before, a school is entitled to describe itself as a candidate school using only the text provided by the IB in that letter or in the "Rules for use of IB intellectual property" (section 3B) available at ibo.org/copyright.
 - a. Because a candidate school may be unsuccessful in obtaining authorization, any reference to itself as a candidate school is made at its own risk without the IB accepting any responsibility for the consequences if the IB ultimately refuses authorization.
 - b. Candidate schools for the PYP and MYP must make it clear to parents and all interested third parties during candidacy, and in particular during the trial implementation period of PYP and MYP candidate schools that the IB programme is not being offered under authorized status but only on a trial as a candidate school.
- 7.3 The IB has full discretion to reject a school's application to become a candidate school. Any decision to not grant candidacy is taken by the IB. These decisions are not subject to appeal.

Article 8: Terms of the candidacy

- 8.1 While being recognized as a candidate school, a school must take all the measures necessary to meet the requirements for authorization and to operate as an authorized school.
 - a. For the PYP and MYP, this includes a trial implementation period, involving both students and teachers, of at least one full academic year, to begin as soon as possible after the award of candidacy.
 - b. DP and CP candidate schools may not offer the programme during candidacy, not even on a trial basis, but may do so only when the school has received authorization.

- 8.2 During the time that a school is recognized as a candidate school for the PYP, MYP, DP, or CP it will be charged candidate/authorization services fees annually in accordance with IB's standard billing procedures until such time as the programme is authorized or candidacy is terminated.

Schools already authorized for the CP that wish to add the DP, or already authorized for the DP that wish to add the CP, will be charged a one-time pre-authorization fee which must be paid before the application for candidacy is submitted. The pre-authorization fee covers up to three years of candidacy. Should the school's candidacy extend beyond the three years, the school will be charged candidacy/authorization service fees annually beginning in the fourth year of candidacy in accordance with IB's standard billing procedures until such time as the programme is authorized or candidacy is terminated.

- 8.3 The IB's fees for candidacy are defined on the IB's website (ibo.org) and are non-refundable. The currency that the school must use for their payments is assigned by the IB based on the school's geographic location and schools must ensure that all IB fees are paid when due. Without limiting any other remedies available to the IB, non-payment of fees when due for any authorized or candidate IB programme(s) offered by the school, for any IB services for which the school registers or for any IB services received 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 (or access to such services) provided by the IB, including those which are provided during candidacy. The IB's fees are exclusive of taxes. Fees must be paid without deduction of withholding taxes or any applicable taxes. If the school is required by law to pay withholding taxes for any IB fees, the fee will be increased to include the amount of the applicable withholding tax to ensure the IB receives a net amount equal to the fee it would have received had the deduction or withholding not been made.
- 8.4 During this time the school will receive the following services from the IB:
- access to electronic resources for programme implementation and support for all staff who will be involved in the implementation of the programme
 - advice from IB staff and/or from IB-appointed consultants
 - reports from the IB responding to the school's applications for candidacy and authorization and providing advice during the consultation period
 - one consultation visit during the candidacy period.
- 8.5 A candidate school may submit the *Application for authorization* and supporting documents when it considers it meets the requirements for authorization and according to the IB's timeline for the programme. Following the IB's review and approval of the above-mentioned application, a verification visit by an IB team will be organized in order to ascertain the preparedness of the school to be authorized to implement the programme as an IB World School.
- 8.6 As a result of the application procedure, the IB decides with full discretion whether or not to authorize a candidate school to teach an IB programme.
- 8.7 The period between being accepted as a candidate school by the IB (on the basis of *Application for candidacy*) and requesting authorization (on the basis of *Application for authorization*) can vary from about one year to three years or more, depending on the school's readiness and ongoing progress toward authorization.
- 8.8 Schools must accept additional visits from representatives of the IB regarding their progress towards authorization, if the IB deems them necessary. These visits can be made at any time with reasonable advance notice and will be funded by the school.
- 8.9 Because the IB has full discretion to accept schools as candidates and to refuse authorization to a candidate school, there is no guarantee that candidate status and, eventually, authorization will be granted. Consequently, no actions taken, or statements made, written or oral, by IB representatives during any phase of the authorization process may be construed as being either implied or express indications/warranties that the candidate school will be granted authorization.

8.10 For the same reasons, any and all costs incurred by schools before, during or after the authorization process are incurred entirely at their own risk and cannot be claimed from the IB if the application is unsuccessful, that is if either candidate status or authorization is refused.

8.11 Furthermore, in the interest of preserving the value of the designation “IB World School” and to prevent third parties, notably parents, being misled as to the status of a school, candidate schools must not describe themselves as an “IB World School” or claim in any manner during the authorization process, either orally or in their documentation, that they are authorized to implement IB programmes. During the candidacy period, a school is entitled to describe itself as a candidate school using only the text provided by the IB (i) in the letter which notified the school it was awarded candidacy or (ii) in the “Rules for use of IB intellectual property” (available at ibo.org/copyright).

8.12 The IB accepts no responsibility for any damage, direct or indirect, suffered by a candidate school in connection with the authorization process.

Article 9: Termination of candidacy by the school

Schools may terminate their candidate status at any time during the authorization process but must notify the IB’s Authorization department by letter and the appropriate IB form, signed by the head of school, at least three months in advance of the desired date of termination.

Article 10: Termination or suspension of the candidacy by the IB

10.1 The IB has full discretion to terminate a school’s candidacy. In cases where the IB has terminated a school’s candidacy, the school may not reapply for candidacy for two years from the date of the letter informing them of the termination of their candidacy. These decisions are not subject to appeal. The reasons for which the IB may terminate a school’s candidacy include, but are not limited to, the following.

- a. The school does not comply with these *Rules for candidate schools* or other requirements listed in Article 2.
- b. The school has not ensured that all fees related to any authorized programme(s) offered by the school and to any programme(s) for which the school is pursuing authorization have been paid in accordance with the scales of fees, assigned currency and timetable for payments currently set by the IB.
- c. The school has not been responsive to the IB’s communications about the authorization process or the IB’s authorization requirements.
- d. The school has not shown appropriate advancements in its plans to meet authorization requirements
- e. The school ceases to be registered as a legal entity under local law.
- f. The school no longer holds the required licensure or accreditation by the local authorities and/or, if applicable, independent recognized accreditation agencies, indicating that it is licensed/accredited to provide educational services to students of the ages served by the programme(s) for which the school is applying.
- g. The school has gone through major changes in its governance, leadership, staff, and/or organizational structure that result in it being an essentially different school from the one that was granted the candidacy
- h. The school misuses the intellectual property of the IB or does not comply with “Rules for use of IB intellectual property” and terms and conditions for IB websites.
- i. In cases where the school seeks authorization to offer the CP based upon its authorization to offer the DP, and the school’s authorization to implement the DP has been withdrawn by the IB or terminated by the school.
- j. In cases where the school seeks authorization to offer the DP based upon its authorization to offer the CP, and the school’s authorization to implement the CP has been withdrawn by the IB or terminated by the school.

10.2 A school’s candidacy may be suspended by the IB, in its sole discretion, for any reason (including request by the school) and upon such conditions as the IB may determine. Suspension of candidacy will last for no more than one calendar year; candidacy can be suspended only once during candidacy. Suspension conditions, if any, that are not complied with or otherwise resolved may result in termination of candidacy. Examples of situations in which the IB may suspend a school’s candidacy include, but are not limited to, those in which the IB determines that:

- a. a school is unable to offer the programme due to conflict or war, natural or man-made disasters
- b. a school is unable to offer the programme due to extreme financial hardship for the school or district/group

- c. a PYP or MYP candidate school has no students participating or able to participate in trial implementation but where there is an expectation that the school will have student participation within one year
- d. a school is unable to offer the programme due to significant changes in school staffing or leadership but where there is an expectation that the school will be able to resume candidacy within one year.

10.3 In all cases the school will receive written notice of any decision to terminate or suspend candidacy.

10.4 Any decision to terminate or suspend candidacy is taken by the Chief Schools Officer, or an authorized delegate. The Chief Schools Officer's decision is not subject to appeal and will take effect as specified in the notice of suspension.

Article 11: Decision on authorization

11.1 Authorization to teach an IB programme is granted or denied by the IB in its sole discretion. The Director General is ultimately responsible for deciding the outcome of all applications for authorization made by candidate schools.

11.2 If the IB grants the school authorization to teach the relevant IB programme(s) this is done on the condition of the school's compliance with the *Rules for IB World Schools*. A letter of authorization will be sent by the IB.

Article 12: Continuation of candidacy

12.1 There are times when the IB considers that certain changes or improvements must be implemented by the candidate school before authorization can be granted.

12.2 In such cases, the IB will write to the candidate school regarding next steps and requirements. The letter will include information regarding the matters to be addressed and the deadline by which evidence must be submitted showing that these changes have been made or that an acceptable plan has been made for their accomplishment, if applicable.

12.3 The IB will then determine whether the candidate school will be recommended for authorization or whether additional work must be done prior to authorization. If it is determined after or as a result of the verification visit that further work is necessary, a follow-up visit by IB-appointed consultants to the candidate school may also be scheduled, at the candidate school's expense.

12.4 Under no circumstances will a school be authorized if the matters to be addressed have not been resolved by the candidate school to the satisfaction of the IB within the deadlines specified by the IB.

Article 13: Denial of authorization

13.1 The IB has full discretion to deny authorization to a candidate school to teach an IB programme.

13.2 If authorization is denied, the IB will summarize the reasons for this decision. The decision is final: it is not subject to reconsideration or appeal.

Article 14: Renewed applications

The IB will consider a new application for candidacy from schools denied authorization only if at least two years have elapsed since the date of the letter sent by the IB with the decision of denial. New applications will be governed by the same conditions as initial applications.

Article 15: Use of personal data and school information

15.1 Personal data

- a. 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 student data and other personal data and information on a global basis. IB's privacy practices are described in the IB's privacy policy (ibo.org/terms-and-conditions/privacy-policy).
- b. Schools are based all over the world and are subject to data protection and privacy laws and regulations regarding personal data and information 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 student data and educator data (defined below), and will fully cooperate with the IB in complying with any such laws.
- c. Candidate schools should familiarize themselves with the purposes for which IB may use student data and educator data of students and educators in their schools, which are described in the IB's privacy policy (ibo.org/terms-and-conditions/privacy-policy) and the potential for international transfers of that data.
- d. During candidacy, educator data is collected by the IB, but no student data is. However, candidate schools should also be aware that, once their school becomes authorized, their school and their staff will need to provide some student data to the IB.
- e. During candidacy, candidate schools must take all appropriate measures internally and within their respective school communities to ensure the uses and transfers of the student data and educator data involved with being an authorized school are internally authorized and in compliance with all data protection and privacy laws, rules, regulations and policies that are applicable to their school.

15.2 School information

- a. School information: is any data relating to the school (but not student data or educator data) that is related to a school's process of applying, becoming and maintaining its status as a candidate or authorized school, and includes, but is not limited to, information and materials gathered during a school's candidacy phase and the school's authorization process.
- 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 on a need-to-know basis to service providers providing business and operational services to the IB (such as payment processing and IT hosting services); purposes related to the IB programmes and mission; evaluating and improving its programmes and services; and as permitted by or required by applicable law, judicial proceeding, court order or other legal process or where the IB believes it is necessary to investigate, prevent or take action regarding illegal activities, suspected fraud, potential threats to safety of any person, or if necessary in litigation or legal proceeding.
- 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 expected as outlined above and will exercise due diligence and the same care and safeguards with respect to school information as it applies to its confidential information.
- d. Schools must take all appropriate measures internally and within their respective school communities to ensure that the sharing of school information with the IB involved with being an authorized school are internally authorized and in compliance with all laws, rules, regulations and policies that are applicable to their school.

15.3 School's obligations with respect to data

- a. Candidate schools are responsible for ensuring the accuracy of any data (student data, educator data and/or school information) they share with, or transfer to the IB, and that all sharing and transferring of data to the IB is done in accordance with all laws, rules, regulations and policies (including but not limited to those regarding data protection, privacy and/or confidentiality) that may be applicable to them.
- b. To the extent required under data protection or privacy law, rules or regulations applicable to them, each school represents, warrants and undertakes to provide notice and/or seek express consent from students and/or their legal guardians for processing, sharing and/or transferring of student data to the IB.
- c. Each school shall ensure that any transfers of student data or educator data by it are done in compliance with requirements governing international and onward data transfers. Each school represents and warrants to the IB that any student 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 students.
- d. Each school undertakes that a student 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 student data from a student or their legal guardian, each school undertakes to provide the IB with full cooperation and assistance.
- e. The IB shall not be responsible for schools' compliance with any data protection or privacy law, rules or regulations applicable to them. Each school undertakes to hold the IB harmless with regard to any legal action taken by students, their legal guardians or other third parties with respect to such school's breach or violation of any data protection or privacy law or other law applicable to the school in connection with the IB.

Article 16: Governing law

These *Rules for IB candidate schools* and all other documents relating to the candidacy period 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 candidate schools* shall enter into force effective 30 days from the date of publication and shall remain applicable until further amended.