USER MANUAL: UNIVERSITY PORTAL

HOW TO ADD YOUR UNIVERSITY'S IB RECOGNITION STATEMENT

Last Review date: 7-March-2023

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Understanding the IB Recognition platform

Purpose of the platform

Launched in 2023, the IB Recognition Statement database is the main resources prospective students, parents, teachers, and counselors can use during their university search in finding the best fit for an applicant. This database allows them to research potential university options, based on the IB programme they are following.

Each year over 4,500 universities in over 110 countries receive IB students' admission applications and transcripts. Local and national governments around the world recognise that the IB programmes offer internationally accredited curricula and qualifications. However, the nature and extent of recognition of IB programmes varies from country to country.

The IBO website has over **600,000 visitors** every year. Students, parents, and counselors around the world use IB on-line resources to find out how IB programmes are recognised around the world. Between 2018 and 2022, the number of IB programmes offered worldwide has grown by 34% and continues to grow.

With the aim to build a database of **2,000 universities,** the University Portal is an excellent opportunity for universities not just to present their IB recognition/admissions policy to the wider public, but also to encourage IB students to apply to your university and provide them with clear guidance as to where and how to look for the right information.

The universities which have their recognition statement published on the portal are also able to use the IB In Collaboration logo on their admissions webpage to identify you collaborate with us – find these in the digital toolkit.

This platform can be used to search for different study options in two ways – either searching for **country** recognition statements, or **university** recognition statements.

Any feedback can be sent via this form.

How is the platform structured?

Country Recognition Statements

The country search function allows users to view published statements for each country, including any official agreements or policies from the national or state governing bodies regarding IB curricula. These have been drafted by members of IB staff and the range of countries covered will expand year on year.

All statements will be available in the three official IB languages (English, French, Spanish), but may include links to official documents in other languages.

For states and provinces in the US and Canada respectively, where policy is often determined at this level, there will be additional statements for these entities in addition to their parent country accounts.

These recognition statements are reviewed annually by IB Development Country Managers, to make sure they are up to date with national and governmental changes or updates to the education system.

University Recognition Statements

The university function enables users to view individual universities within each country, and what each institution has set as admissions criteria regarding IB courses, grades, subjects etc. Universities are in full control of creating and editing their statement and updating it to reflect any changes in admission criteria. The IB will send periodic reminders to encourage universities to review their statements if it has not been updated recently.

Please note that you can complete your statement in any one of the three official IB languages: English, French or Spanish. It is up to you to decide which language is most appropriate to share your information in.

The overall IB website (www.ibo.org) is available in three languages and your statement will be presented to all site visitors, but it will **not** be translated.

Acronyms

DP – Diploma Progamme
DPC – Diploma Programme Courses
CP – Career Related Programme
MYP – Middle Years Programme
AI – Mathematics: Applications and Interpretation
AA – Mathematics: Analysis and Approaches

Access to the University Portal

The University Portal will allow you to create and edit your recognition statement. Once published, it will be available on the IBO website. Access to the University Portal is automatically granted to the **Institute Administrator**.

If a different member of your university will be responsible for creating and maintaining the recognition statement, there is a **Policy User** role that also allows access to the portal.
Each university is only permitted to have one Institute Administrator and one Policy User.
To apply for these roles, use this guide.

Together with the current guide you have also received a blank form, you can use this if you would like to draft your responses to each section, before entering these into the University Portal.

Logging into the University Portal

1. Log onto [MyIB](#) with your email and password

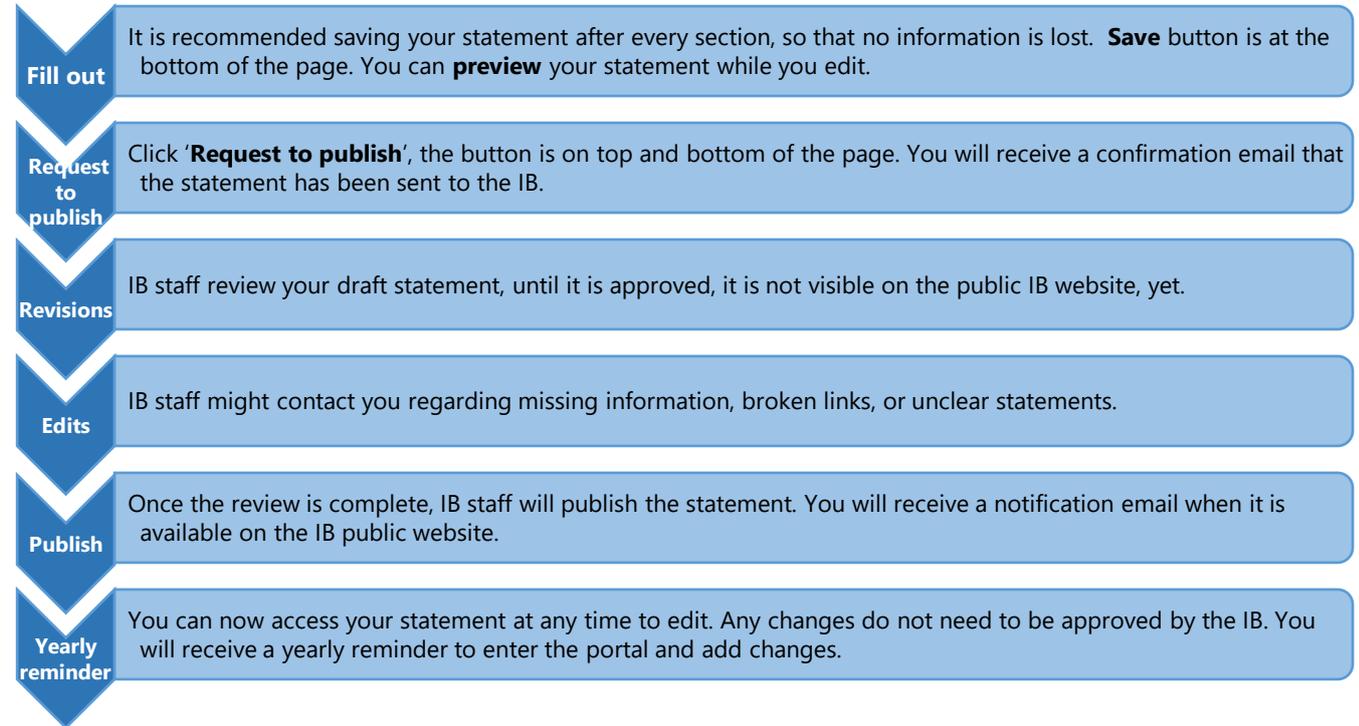2. Select the "My Recognition Statement" tile

3. You will be requested by a pop-up to enter your My IB email address once again

4. This will take you directly to the University Portal where you can add and edit your recognition statement. You will find step by step instructions on how to fill in every section below.
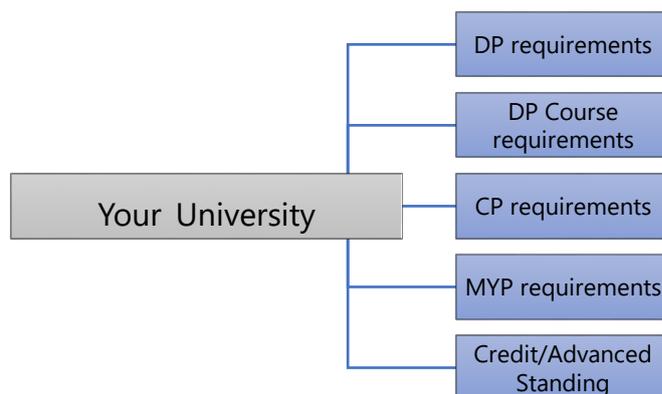
How does the process work?

The process for filling out the university statement is as follows:

Fill out — It is recommended saving your statement after every section, so that no information is lost. **Save** button is at the bottom of the page. You can **preview** your statement while you edit.

Request to publish — Click '**Request to publish**', the button is on top and bottom of the page. You will receive a confirmation email that the statement has been sent to the IB.

Revisions — IB staff review your draft statement, until it is approved, it is not visible on the public IB website, yet.

Edits — IB staff might contact you regarding missing information, broken links, or unclear statements.

Publish — Once the review is complete, IB staff will publish the statement. You will receive a notification email when it is available on the IB public website.

Yearly reminder — You can now access your statement at any time to edit. Any changes do not need to be approved by the IB. You will receive a yearly reminder to enter the portal and add changes.

Filling out your university recognition statement

University Information

You will now start filling out your university statement. The university overview is mandatory to complete. This is followed by the different IB programmes sections. You will only need to complete information for the programmes that you consider for admission to your university.

Your University
- DP requirements
- DP Course requirements
- CP requirements
- MYP requirements
- Credit/Advanced Standing

Once you enter the university portal, you will be able to add your university recognition statement. If fields are marked with an asterisk (*), these are required fields.

If a field is greyed out, this is not editable, and is information that has been automatically imported from our systems. Please contact us in case you think any of this information is presented incorrectly.

In each section, where additional information is required per programme, we have provided sample recognition statements you may to help you out (in the blue boxes). You can copy/paste these if they fit your university's recognition policy.

How do the questions work?

The programme sections start with the question on whether you recognise an IB programme (DP, DPC, CP, MYP). By **choosing "Yes"** you make sure that your university will appear on the search output list and be in "green" when a student is using the platform **to filter** all universities that consider a certain programme for admission. This is how it looks on the public portal:

If you **choose "No'',** your university will not appear on the list when filtering the search by DP/DPC/CP programme or it will be greyed out.

If your university accepts students with one of our programmes but with certain conditions, we recommend selecting "yes" and you will have additional space to add any comment on conditions, requirements and guide them to your website.

In case the information you have provided is only relevant until a certain date or for a certain admission cycle, please mention this in ''Additional information section''.

Once you have completed each section, you will have the options to preview, save and request to publish.
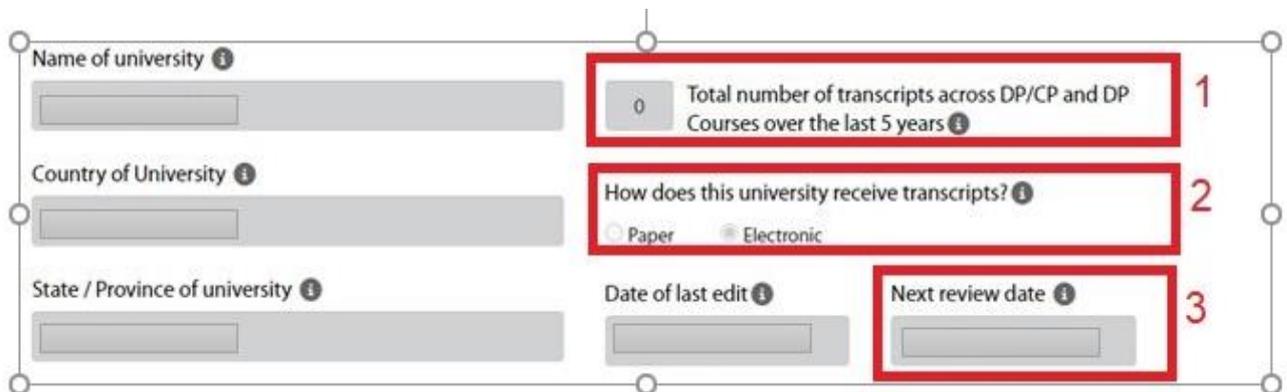

Preview on Public website: this option will allow you to view how your recognition statement will look like on the public website once published. You can view all sections, your logo and location. Here you can see whether what you have uploaded and provided looks and reads well.

Save: You can always save your form as you work on it. You can complete part of the form one day and then come back to it on another day. You do not need to complete it in one sitting.

Request to publish: In the first instance, you will need to request your statement to be published. Once you submit it the statement for review, an IB staff member will look at your submission, and approve for it to go live.

Note: To log out from the portal, simply close your browser. Do not forget to save information you filled in before you do so.

1. University overview

1. Number of transcripts requested by student to be sent your institution. You will also see it in each section.
   Note: In some countries (Australia, Spain, United Kingdom etc) transcripts are not sent directly to a university. Instead, they are requested to be sent to a processing centre. In these cases, these numbers *do not* fully represent the number of transcripts a university receives. In countries where this is required, there will be an automatic text that will be displayed on the public paltform to inform the visitors: *"The number above may not accurately reflect the number of transcripts received. This university requires to send transcripts to another processing center."*

2. It is important for students to know whether the university accepts electronic transcripts or the paper ones.
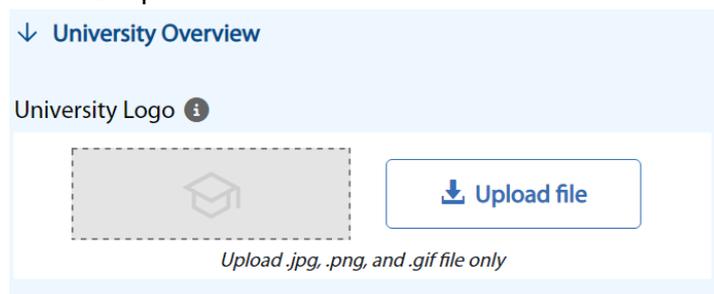
3. You will receive a yearly reminder to update the information (if necessary), but you will be able to access the system and edit it any time.

Information in this section comes from our systems, so you cannot modify it. However, if you think any information is incorrect, such as the name of your institution, please contact recognition@ibo.org.

1.1 Logo

Add branding to your page by uploading your official university logo.
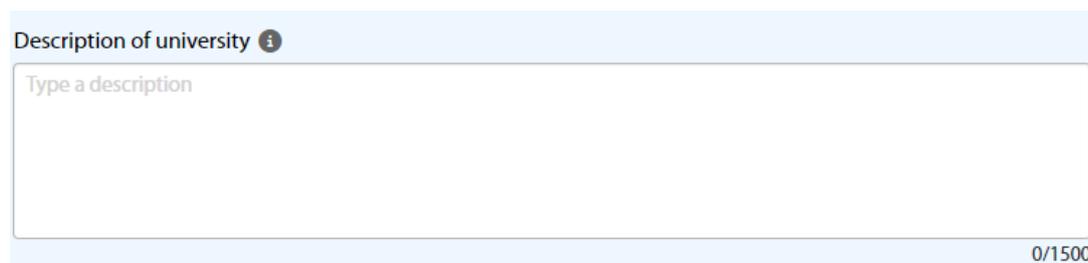
1. Upload logos in the following formats: .jpg, .png or .gif
2. Logos should be a ***maximum*** of **250** pixels high and **250** pixels wide. The system will not accept logo files larger than this in either dimension, in order to present your logo correctly and with adequate clear space around it.
3. The **minimum** size of your logo file should be **72** pixels high and **72** pixels wide, to ensure it is clear and presents well for website visitors, though we advise a minimum of 150px wide.

↓ University Overview

University Logo ⓘ

⬇ Upload file

Upload .jpg, .png, and .gif file only

1.2 University description

Add a short description of your university. This may contain specific university information regarding programme availability, location, ranking, unique offerings. It can also include information about campus life, particular student experiences or other pertinent information. **Maximum 1500 characters/ 300 words.**

Description of university ⓘ

Type a description

0/1500

Sample statements to consider:

1. _____ is the largest (second largest) university in the region…
2. The university is famous for its…
3. We are proud to have over XXX student organisations/programmes
4. The university mostly attracts students for its…
5. What makes the University stand out is …
6. Some of our famous alumni are…
7. The history of the institution stems from…
8. We are happy to have X% of international students/IB students…

1.3 University website home page

Direct students to the official university website.

University website* ⓘ

Provide a web address

We advise providing the link to the institution __home page__ rather than admissions criteria page.
*Note: Please make sure that you use the use the **https://xxxx** format.*

1.4 Location

Indicate the location using Google maps

Location* ⓘ

Paste a link from Google Maps

How to get the Google map link:

1. Open Google Maps.
2. Search for main location of university.
3. Copy the URL once the right location has been selected.
4. Paste the link in the field indicated.
5. Map will appear in this window.

Please zoom it until the location is clear on your screen to ensure that you are getting the coordinates for the correct location.

Note: It is possible that your university has two or more locations. In that case, please add the coordinates for the main campus/location in this field. You can use the field 'Additional information' to add the address/addresses of other locations. **Visitors on the public platform will be instructed to look at 'Additional information' to see if there are other university locations.**

1.5 Information about legalization / apostille

Some countries will require the legalization or/and the apostille. This information is imported from our system. You will only see this if the statement of the country where the university is located is published on the portal. Please note some countries may not yet have a published statement.

Is Legalization/Apostille required? ⓘ

More information

Click on more information to view the corresponding Country Recognition statement where further information can be found. You cannot see it if a corresponding country statement has not been yet published by the IB.

1.6 Languages of tuition

Select the languages of tuition of your main undergraduate programmes.

Languages of tuition of main undergraduate programmes* ℹ

Select one or more... ▾

Please note we are looking to identify the language(s) of delivery of all your full-degree programmes.

As an example, we would **not** expect the University of XYZ located in the UK to include their language-degrees in French and Italian, they would only include English as the main language of delivery.

Note that you may select multiple options, by adding them one at a time. This is one of the filters by which users can search for universities.

1.7 Scholarships

Indicate if your university offers scholarships

Does your university offer scholarships to IB students? ℹ

○ IB students can apply for specific IB scholarships

○ We do not have scholarships specifically for IB students, but do have general scholarships for which they can apply

○ Unfortunately, we do not offer any scholarships for any students

Some universities may offer specific scholarship to IB students. Indicate whether your university has specific scholarships, general scholarships for all applicants or no scholarships at all.

Here you can indicate in this space any specific opportunities IB students may have for financial support or scholarships. If there are just general scholarships for all types of students, you should indicate that as well.

➢ If you choose **the first option**, you can add more details here:

If yes, then how?* ⓘ

> Type a description
>
> 0/1000

Add any additional information pertinent to scholarships available to students. You can include information such as name of scholarships, specific criteria, application process, etc.

If you choose the second or third option, no additional information can be provided, but you should then guide students to your scholarships/ financial resources website.

> ➤ If you choose **the first or second option**, Add the link to your scholarships website

Scholarships weblink ⓘ

> Provide a web address

Direct students to the specific webpage where they can find further general information on scholarships.
*Note: Please make sure that you use the use the **https://xxxx** format.*

1.8 IBEC (IB Educator Certificates) University status

IBEC University status ⓘ
○ Yes   ◉ No

This field indicates if your institution is part of our network of universities that offer IB-recognised programmes of study leading to an IB educator or leadership certificate. This information comes from our system, you cannot modify it.

You can find the IBEC University Directory [here.](#) Here you can find out more about the [IB educator and leadership certificates (IBEC) - International Baccalaureate® (ibo.org)](#)

1.9 Additional information

Add any other information you think might be useful or interesting for IB students

Any other information you would like to provide? ⓘ

Type a description

0/1000

Examples of information to consider:

In the following part of the portal you will see 5 similar sections to complete:

- Additional links to useful admissions resources;
- Exceptions or comments to any information provided above;
- Recently launched programmes;
- The most popular programmes that IB students choose;
- Your institution's mission and vison;
- **The provided information applies to the XXX admissions cycle (MM/YYYY)**

➢ Diploma Programme recognition;
➢ Diploma Courses Programme recognition;
➢ Career Related Programme recognition;
➢ Middle Years Programme recognition;
➢ Credit/Advanced Standing

You will only need to add more details for the programmes that you consider for admission to your university upon completion and if credit/advanced standing is offered. If it is not recognised, you will just need to select the option "No" for recognition of the programme.

Diploma Programme requirements

In this section, you can add all pertinent information regarding the **IB Diploma programme (IBDP).** A full IB diploma comprises of 3 Higher Level (HL) courses, 3 Standard Level (SL) courses, Theory of Knowledge (TOK), Extended Essay and Creativity, Action and Service (CAS). Some universities may have specific requirements in terms of subjects and scores.

2.1. DP recognition

Indicate whether your university considers applications from students studying the IB Diploma Programme. If so, are there any specific requirements? You can further explain how, if selecting yes.

Does your university recognise this programme?* ⓘ

○ Yes   ○ No

The next section will allow you to choose in what ways is the IB Diploma is recognised. We understand that there may be a wide range of ways the university accepts IBDP students.

If you answer **NO** – then no further answers are required for this section

➢ If the answer is Yes, please add more details here:

If so how is it accepted?* ⓘ

> Type a description

0/1000

Below you will find sample statements. You may copy/paste as many of these elements as you consider best to create your recognition statement. You can also write your own statement.

1. Students who have completed and passed the full IB diploma with **any subject and level** combination may apply

2. Students will need to complete the full IB diploma and **may need to fulfill specific subject and level requirements** depending on the programme/major they are applying to

3. Students will need to complete the full IB diploma and reach the **minimum score of ____** to be considered

4. Students will need to achieve a **minimum score, only the six main subjects are considered**, TOK and extended essay do not count towards the minimum score

5. Students will need to achieve a **certain score in their Higher Levels** to be considered

6. Students will need to complete the full IB diploma and may need to fulfill specific subject and level requirements regardless of the major

7. Students need to pass the full IB diploma, and it is considered as part of the holistic admissions process

➢ Please add a corresponding weblink

Weblink to admissions statement on your website ⓘ

> Provide a web address

Direct students to your general admissions page. If you have a specific section for IB students, you can direct them there. If your university has specific requirements per programme, lead them to a general website where they can start their admission criteria research.

*Note: Please make sure that you use the use the **https://xxxx** format.*

2.2. Number of transcripts for the last 5 years
This number indicates how many DP transcripts were requested to be sent to your institution within the last 5 years. The information comes from our database and is updated yearly. You cannot modify this.

23	Number of DP transcripts received from the IB in the last five years ⓘ

Note: In some countries (e.g. Australia, Spain, United Kingdom etc.) transcripts are not sent directly to a university. Instead, they are requested to be sent to a processing centre. In this case, universities in countries where this is required will have an automatic text that will be displayed on the public portal: "The number above may not accurately reflect the number of transcripts received. This institution requires to send transcripts to another processing center."

2.3. Math requirements
Mathematics tends to be a subject that many universities look at when it comes to admission requirements. The IB has two different math subjects. **Applications and Interpretations (AI) and Analysis and Approaches (AA),** both offered at standard and higher level.

How does your university approach IB Maths? ⓘ

Type a description

0/1000

Below are some sample statements that you can include, regarding your math requirements. In the next section you will also be able to add a weblink to where this may be explained further in terms of points, levels and subjects, and if there are specifics to different programmes/majors.

1. Students can apply to all programmes with any math subject (AA/AI) at any level

2. Students can apply to all programmes with any math subject (AA/AI) at any level but must have a minimum score (check the website)

3. Students can apply to all programmes with math AI HL, and math AA SL/HL

4. Students can apply with any math subject (AA/AI) but at Higher Level

5. Depending on the programme students may be required to have a certain math subject and level (if there are particular programmes you may wish to list them here)

Please try to be as specific as possible. If you do not have specific IB requirements with regards to math, please direct them to your admissions website.

This is important for students to know so they choose the right math subject. Our schools tell us that this is one of the hardest pieces of information to gather during the university research process.

➢ Math admissions requirements website

Weblink to admissions statement on your website ℹ️

Provide a web address

Please indicate a website where students can read further on math requirements. If there is no specific website, use your main admissions requirements website.
Note: this should be the link to your Mathematics degree admissions requirements. *Please make sure that you use the use the* **https://xxxx** *format.*

2.4. Language proficiency
Choose whether fulfilling the IB diploma meets your university's language requirements.

Does your university accept IB language courses to cover any language proficiency requirements?* ℹ️

◉ Yes   ○ No

Depending on the language of instruction at your university, students may need to prove their language proficiency. Do IB language courses help students meet these academic requirements and/or visa requirements? There might be specific programme requirements, or situations where this is needed. In this section please just select whether an IB language course would meet these requirements and if so, how?

➢ If yes, then please specify how the IB language courses are accepted

If yes, then how?* ⓘ

Type a description

0/1000

Add here which languages you accept, and at which level. You should list the name of the subject, the level and if necessary, the grade required. Some language programmes may require specific language requirements. List here the requirements for your main undergraduate programmes, and not those focused on the teaching of a language

Some example statements are on the next page

1. Students meet the language requirements when the full IB diploma is taught in language X
2. Students need to take (insert subject name) at ____ level in order to meet the language requirements
3. Students need to take (insert subject name) at ____ level and get a minimum score of ___ in order to meet the language requirements
4. The IB diploma does not cover language proficiency requirements. Students will need to take a specific test, if their native language is not ____

➢ Add the language requirements website

Language requirements website ⓘ

Provide a web address

Add the weblink to the location on your website where further requirements regarding language proficiency specifically or in general admissions requirements can be found.

Note: Please make sure that you use the use the **https://xxxx** *format.*

2.5. Supportive statement

Many university programmes align well with the IB ethos, ideology, and teachings. Here you can provide a supportive statement with regards to IB students, and why they may be a good fit for

your institution. This could be regarding their academics, acquired skills or overall experience with students coming from IB schools.

Provide a supportive statement to your interest in IB students ⓘ

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Type a description



                                                                    0/1000
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Here are a few sample statements to consider:

1. University X appreciates IB students because…
2. IB students are welcome to apply for their programme of choice at our university
3. IB students proved to be well-prepared for undergraduate studies at our universities
4. We have an X number of IB students joining our campus every year
5. IB students are a good fit at university x, because our programmes, student culture, research

2.6. Additional information

Please add any information you think would be useful for IB students

Any other information you would like to provide? ⓘ

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Type a description



                                                                    0/1000
```

Use this space to add additional information that may have not fit in the other sections. Specific programme requirements, or any additional information that students may need or wish to know.

DP Courses requirements

This section is devoted to [IB Diploma Programme Courses (DPC).](#) Approximately half of all IB students enroll for individual DP courses, rather than completing the Diploma Programme. DP course students sit the same exams as Diploma Programme students and are assessed to the same rigorous IB standards. There are many reasons why DP students choose to follow DP courses:

- studying in a US public high school that offers only a small number of DP courses as honours courses
- they are taking the DP courses as part of an overall US high school diploma and wish to use their DP courses results for credit or advanced placement at a US or Canadian university
- taking a mix of qualifications including IB DP courses, College board Advanced Placement, and Cambridge A-levels
- pursuing a singular passion—academic or co-curricular (such as a high-level competitive sport)
- attempting the Diploma Programme, but not meeting all criteria thereby receiving a DP course results certificate
- attending a DP school in which the school has decided that the individual circumstances of the student are not conducive to them attempting the DP.

3.1 DPC recognition

Indicate whether your institution considers applications from students studying the IB Diploma Programme Courses. If so, are there any specific requirements? You can further explain how, if selecting yes. If you do, but in certain conditions/situations, select "yes" and explain in the next section.

Does your university recognise students with DP courses?* ⓘ

◉ Yes   ○ No

If you answer NO – then no further answers are required for this section

> If yes, please specify how it is accepted

If so how is it accepted?* ⓘ

Type a description

0/1000

If you do accept DP courses, please explain in this section how you do so. Do you accept a minimum number of subjects, or specific levels? Do they need to combine DP courses with other certificates to be admissible? Is it case-by-case basis?

1. Students need to have a minimum of X number of DP courses to be considered
2. Students need to have a minimum of X number of DP courses **and** a US high school diploma to be considered
3. We will consider DP courses on a case-by-case basis

> ➢ Weblink to admissions statement on your website

Weblink to admissions requirements on your website ⓘ

Provide a web address

Add the link to the website where students can find more information on how IB courses are accepted (if available). Otherwise, please direct them to your general admission requirements website.

*Note: Please make sure that you use the use the **https://xxxx** format.*

3.2. Number of transcripts for the last 5 years

| 0 | Number of DP courses transcripts received from the IB in the last five years ⓘ |

This number indicates how many DPC transcripts were requested to be sent to your institution within the last 5 years. The information comes from our database and is updated yearly. You cannot modify this.

Note: In some countries (e.g. Australia, Spain, United Kingdom etc.) transcripts are not sent directly to a university. Instead, they are requested to be sent to a processing centre. In this case, universities in countries where this is required will have an automatic text that will be displayed on the public portal: "The number above may not accurately reflect the number of transcripts received. This institution requires to send transcripts to another processing center."

Career Related Programme requirements

Currently offered over 300 hundred IB Worlds Schools, the Career-related Programme (CP) enables 16-19 years old students to succeed in higher education, apprenticeships, or employment by combining academic rigor with hands-on career experience.

The CP is a comprehensive, three-part educational framework that combines Diploma Programme Courses, a CP core (this includes service learning, language development, a reflective project, and personal and professional skills), and a Career-related studies (CRS). Through the CRS, students learn practical, real-world approaches that prepare them for higher education, an apprenticeship, or a position in a particular field of interest.

4.1 CP recognition

Indicate whether your institution considers applications from students studying the IB Career Related Programme. If so, are there any specific requirements? You can further explain how, if selecting yes.

Does your university recognise this programme?* ⓘ

◉ Yes   ◯ No

If you answer NO – then no further answers are required for this section

> If yes, please specify how it is accepted

If so how is it accepted?* ⓘ

Type a description

0/1000

Indicate whether you have specific requirements for the subjects students need to take, and/or the CRS (career-related study).

1. Students with the CP will be considered for admission

2. Students need to have specific DP course subjects to be considered/ Students need to have at least a ___ score on their subjects

3. Students with X number of SL/HL DP courses can be considered

4. Students with the CP and a CRS in ___ area will be considered

> Weblink to admissions statement on your website

Weblink to CP admissions requirements on your website ⓘ

Provide a web address

Please direct students to your general admissions page or specific IB requirements page.
*Note: Please make sure that you use the use the **https://xxxx** format.*

4.2. Number of transcripts for last 5 years

0	Number of CP transcripts received from the IB in the last five years ⓘ

This number indicates how many DPC transcripts were requested to be sent to your institution within the last 5 years. The information comes from our database and is updated yearly. You cannot modify this.

Note: In some countries (e.g. Australia, Spain, United Kingdom etc.) transcripts are not sent directly to a university. Instead, they are requested to be sent to a processing centre. In this case, universities in countries where this is required will have an automatic text that will be displayed on the public portal: "The number above may not accurately reflect the number of transcripts received. This institution requires to send transcripts to another processing center."

Middle Years Programme requirements

The MYP curriculum framework comprises eight subject groups, providing a broad and balanced education for early adolescents. Students take MYP prior to their Diploma Programme between the ages of 11-16.

The MYP requires at least 50 hours of teaching time for each subject group, in each year of the programme. In the final two years of the programme, carefully defined subject group flexibility allows students to meet local requirements and personal learning goals.

In the final year of the programme, optional MYP eAssessment provides IB-validated grades based on examinations and course work. Students who undertake external assessment are eligible for MYP course results and the IB MYP Certificate.

Some universities can also require MYP as part of their admissions requirements. This normally only applies in countries where there is a formal qualification at age 16, often GCSEs and iGCSEs. This tends to apply in countries including the UK, Pakistan, India and Malaysia.

5.1. MYP Recognition

Indicate whether your institution considers applications from students studying the IB Middle Years Programme Courses. If so, are there any specific requirements? You can further explain how, if selecting yes.

Does your university recognize MYP courses as entry university requirements?* ⓘ

◉ Yes   ○ No

If you answer NO – then no further answers are required for this section

➢ If yes, then please specify how it is accepted

If so how is it accepted?* ⓘ

Type a description

0/1000

Think of the types of combinations required to accept MYP courses. What subjects, scores or combinations students need to have in order to meet the criteria.

Here are some statements to consider:

1. Students who have completed MYP prior to their DP may be given extra credit

2. MYP scores might be considered during the admissions process

3. MYP transcripts might be beneficial for students during the application process

➢ Weblink to admissions statement on your website

MYP courses website ⓘ

Provide a web address

Note: Please make sure that you use the use the **https://xxxx** format.

Credit/Advanced Standing

In this section you will be able to identify if advanced standing/credit is awarded to IB students. Advanced standing/credit is only given at certain institutions, most often in the US. Students can thus get college credits with IB courses, allowing them to either complete their undergraduate degree in less time, or compensate for courses that may be part of the programme/major they have chosen.

6.1. Is credit given?
Indicate if your university offers credit or advanced standing for IB courses?

> Does your university offer credit or advanced standing for IB courses?* ⓘ
>
> ◉ Yes   ○ No

Some universities will offer credit/advanced standing to students who have taken certain IB courses, levels or get particular grades. If your university does not give any credit, please select No. If your university does give credit, you will be able to select the statements that best apply further.

Here you can specify which credits/advance standing are granted. Describe what are the conditions for your university to consider an IB course for credit. These can be particular subjects, levels, as well as grades.

> Explain further how credit/advanced standing is given ⓘ
>
> Type a description
>
> 0/1000

> ➢ Weblink

> Credit / Advanced standing website ⓘ
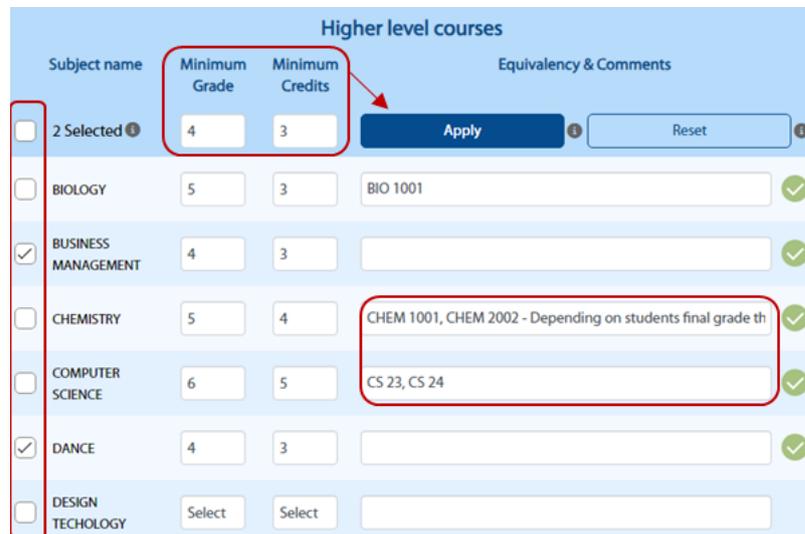>
> Provide a web address

Add the weblink to the page where you have further information regarding your advanced standing /credit policy.

Note: Please make sure that you use the use the **https://xxxx** *format.*

6.2. Specific Courses with Details on Minimum Grade, Credits, and Equivalency

Indicate the IB courses along with the number of credits you offer for successfully meeting the minimum grade requirement and the equivalency to your university courses.

A. Input of Information into Database

a – Selection of Courses

- On the left side of the chart, you can select an unlimited number of courses to apply the same minimum grade (1 – 7) requirement and credits (1 –15) offered. Check the box of each course you want to apply the same values to. Using the header bar, you can input the minimum grade and credits you want to apply to the selected courses.
- Courses that may not have the same minimum requirement or credits can be filled in individually. The minimum grade (1 – 7) and credits (1 – 10) can be selected in each course's individual row.
- Using this link, All Diploma Programme (DP) subjects, you can find all courses that the IB currently offers and their levels. Using this link, Other DP subjects offered by the IB, you can find all courses that have been discontinued and the courses that have taken their place.

b – Input of Minimum Grade & Credits Offered

- On the top right of the chart, there are two boxes with the "select" feature under "Minimum Grade" and "Credit". In these sections, select the minimum grade students must achieve (1—7) to receive the allocated minimum number of credits offered (1—15). We understand you may grant different credits based on a student's performance; we recommend writing the minimum credits granted to give students a base-line (see 1.3 for more information). Once filled in, click "Apply" for these values to be applied to the selected courses.
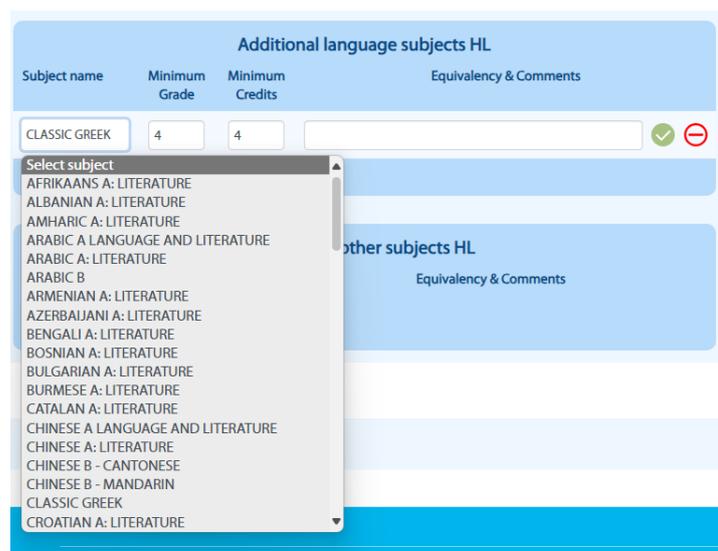
c – Individual Input of Equivalency

- After applying the minimum grade and credits offered, the equivalency must be manually input into these sections for each course. You can use special characters, e.g. / , - , + , &. Please be aware that the maximum number of characters is 200.
- Within the "Equivalencies & Comments" section, you can explain these values are the minimum. Depending on higher final grades, students may earn more credit, and their equivalencies may by one of those listed.

Important:

1. You can 'apply to all' to an unlimited number of times to allow you to input the different credits and minimum grades to multiple course groups.

2. Please note that you cannot 'apply to all' for both HL and SL courses simultaneously. You must do both separately but can follow the same steps outlined above.

3. The 39 HL courses and 43 SL courses are a selection of the available and offered courses in the IB programmes. To find courses, such as further languages or additional subjects, please use the bottom sections labeled "Additional language subjects HL/SL" and "Additional other subjects HL/SL".

6.3. Further Courses

Below the "Higher Level Courses" and "Standard Level Courses" there are additional sections for both "Additional Language Subjects" and "Additional other subjects" – both in HL and SL.
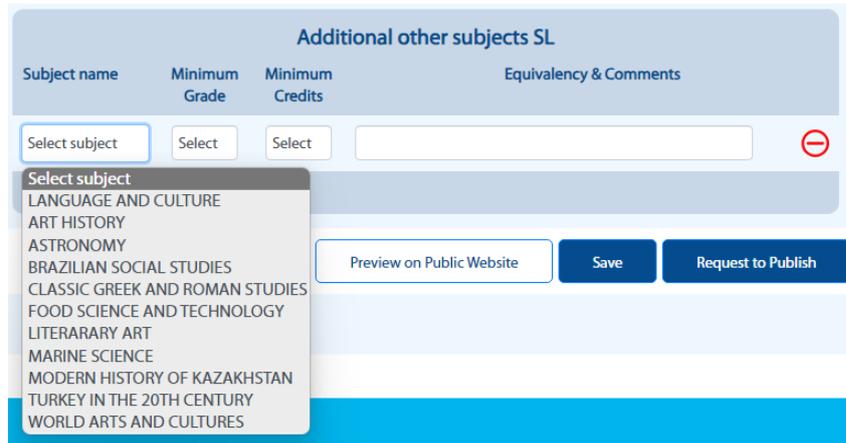
To add additional languages, in the respective HL and SL fields, you can use the drop--down menu to select the languages you offer credits for. Following the same process of selecting the minimum grade (1 – 7), credits (1 – 10), and inputting the equivalency.

Note: You can remove a subject by selecting the red cancel icon on the right.

Like other languages, the section 'other courses' allows you to select courses from the drop-down menu.

Submitting your statement

Once you complete the form, you can have the options to preview, save and request to publish

Preview on Public website: this option will allow you to view how your recognition statement will look like on the public website once published. You can view all sections, your logo and location. Here you can see whether what you have uploaded and provided looks and reads well.

Save: You can always save your form as you work on it. You can complete part of the form one day and then come back to it on another day. You do not need to complete it in one sitting.

Request to publish: Please click on 'Request to publish to send the completed statement for IB review.

Note: The public website will not go live until June 2023 at the earliest, as we need a critical mass of statements loaded before we can make the service public. No statements will be visible on the public website until then.

Help and support

We are always happy to help and support you in adding your university statement to the portal. This is a new process, so we understand that you might have a lot of questions. If you have not found the answer to your question in the current guide, please do not hesitate to contact us.

Our project coordinator: Lucy Mnatsakanian lucy.mnatsakanian@ibo.org
Our recognition team: recognition@ibo.org

Our universities and countries recognition website: Find countries and universities that admit IB students - International Baccalaureate® (ibo.org)

IB programmes: Education programmes - International Baccalaureate® (ibo.org)

FAQ

o **My MyIB account is inactive, how can I re-activate it to access the portal?**

Your account might be deactivated due to prolonged inactivity. Please contact recognition@ibo.org with the request to activate your account.

o **Our university name is not correct on the portal, how can I edit it?**

You are not able to modify this field. To change name of your university, please contact recognition@ibo.org.

o **How often can I update the information on the platform?**

You will be able to log in to the system and make updates any time you wish. We will send you an early reminder to review the statement to make sure that all the information is up to date.

o **Do I need to complete the recognition statement on-line in one go or can I save and continue later?**

It is possible to save your progress and continue later. Please scroll to the very bottom of the form, click on 'Save'. We recommend doing so after each completed section. You can also use the blank form you received together with this guide to draft your responses to each section before entering these to the University Portal.

o **Where and when will it be published?**

The University Recognition Statement Platform will be published on the official IB website under "University Recognition". We expect the platform to become public summer 2023.

o **Is someone going to check the information I provided before publishing it on the public portal?**

Our project coordinator will check if your statement meets all the criteria to be published, but it is your responsibility to provide correct and clear information. It is also up to the institution to decide how detailed this information should be.

o **Our admission requirements might change soon/have recently changed. For what cohort am I writing it for?**

When completing the form, please keep in mind the upcoming cohort to your university. You can revise your statement any time after it has been published. You can also add in the "additional information" section for until when s this statement valid for.

o **Our entry requirements differ from programme to programme. I cannot provide general statements as it would not represent the correct admissions policy.**

We recognise that admission requirements for each programme might be different. Therefore, you will be able to direct students to the right webpage and make it clear in your statement that they should check programme-specific requirements when applying to your institution. This guidance can be given in any section where you are asked to add more details/specify the answer given above.

o **Can I withdraw the statement or stop completing it if I feel I cannot provide the requested information?**

You can request to withdraw your statement at every stage of its completion. You will need to [contact us](#) to do this.

o ***Can I leave certain fields blank if I am not sure how to answer the question?***

If the field is not marked with an asterisk (*), you can leave it blank and your statement will still be published. However, we do advise trying to add as many details as possible. You can also use this field for comments or weblinks that will help to answer this question. Please use the 'Preview' option to see how your statement will look like on the public website.

o ***Our university has multiple locations, how do I add them to the map?***

At the moment, it is not possible to add multiple locations on the map (this functionality is being worked on). Please choose one location to add to the map, and list other locations in the field 'Additional information'.

o ***How can I know that the information I provided has been successfully saved?***

After clicking on the 'Save' button you will receive a green pop-up confirming that the information has been saved. If there is an error, you might receive a red pop-up informing you that some of the information has not been saved. Closing the browser will log you out of the system and any unsaved information will be lost. You will also receive an automatic email confirming that your statement has been completed when you click on 'Request to publish'.

o ***How can I indicate multiple credit policies for the same course if we grant differently depending on the final score?***

The portal only allows for one grade and credit input per course. This design allows for you to input the minimum required grade students should achieve to receive any form of credit, along with the lowest sum of credits they may receive. Within the 'equivalency & comments' section, you have a 200 character limit where you are able to indicate that varying scores will grant more credit or a variation of equivalency.