

European Azerbaijan School



Policy for Students Admitted to top 5 Global Universities

Revised by the Director, Principals, Deputy Principals, IB coords, Teachers and approved by the Board of Trustees

October 2025

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Policy Purpose

The European Azerbaijan School (EAS) recognises the importance of supporting and celebrating outstanding academic achievement among its graduates. This policy establishes a transparent and equitable process to identify and support EAS students who have received offers of admission to one of the world's Top 5 universities.

The ipolicies seeks to:

- Recognise academic excellence and leadership potential;
- Support students during their transition to higher education;
- Strengthen EAS's reputation;
- Cultivate an active and supportive alumni community.

Definition of “Top 5 Global Universities”

For the purpose of this policy, “Top 5 Global Universities” refers to institutions ranked among the top 5 in at least one of the following internationally recognised ranking systems for the corresponding admission year:

- QS World University Rankings
- Times Higher Education (THE) World University Rankings
- Academic Ranking of World Universities (ARWU) – Shanghai Rankings

EAS reserves the right to recognise additional reputable global rankings upon the recommendation of the University Counsellor and approval of the Director.

Eligibility Criteria

To be considered for selection and support under this policy, applicants must:

1. Be a graduate of the European Azerbaijan School (IB Diploma Programme or Career-related Programme).
2. Have received a formal unconditional offer of admission from a university ranked in the Top 5 as defined in Section 3.
3. Demonstrate:
 - Academic excellence (minimum predicted or final IB score of 40 points or equivalent).
 - Consistent commitment to the EAS Learner Profile attributes.
 - Leadership, service, and contribution to the EAS community.
 - Upholding of integrity and good conduct during their time at EAS.

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4. Submit a complete and timely application for the EAS Global Excellence Support Programme.

Types of Support

Successful candidates may receive one or more of the following forms of support:

- 1. Financial Support (EAS University Support Grant)**
 - A one-time grant contribution towards verified first-year university costs (tuition deposit, housing, or travel).
 - The amount is determined annually by the EAS Board of Governors based on available resources and the number of qualifying students.
- 2. Mentorship and Alumni Engagement**
 - Each selected student will be paired with an EAS Alumni Mentor or professional advisor for the first academic year.
 - Students will be invited to join the EAS Alumni Network and future Global Achievers panels to inspire younger cohorts.
- 3. Recognition and Promotion**
 - Selected students will be publicly acknowledged at the EAS Graduation Ceremony, in newsletters, and on the official EAS website.

Application and Selection Process

The EAS Selection Process follows an annual cycle structured around transparency, fairness, and accountability.

Timeline Overview

Phase	Period	Purpose	Lead Office
Announcement and Awareness	February–March	Inform students and families about eligibility and deadlines	University Counselling
Application and Documentation	April–June	Submission of complete applications	Applicant
Evaluation and Shortlisting	June–July	Review and scoring of applications	Excellence Committee
Interview and Approval	July	Final interviews and Board approval	Board of Trustees & Director
Notification and Grant Allocation	July–August	Award decisions and disbursement	Director & Finance

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Phase	Period	Purpose	Lead Office
Mentorship and Reporting	August–September	Support	University Counsellor & Alumni Network

Application Requirements

All applications must be submitted electronically to the EAS Director by 1st June of the graduation year.

Each applicant must submit the following documents:

1. **Application Form**
2. **Official University Offer Letter** (unconditional or conditional).
3. **Proof of Ranking** for the specific academic year.
4. **Final or Predicted IB Transcript** (minimum 40 points).
5. **Personal Statement** (max. 600 words) describing motivation and goals.
6. **Evidence of Leadership/Service** (certificates, awards)
7. **Letter of Recommendation** from a teacher, IB Coordinator, or Principal.
8. **Parental Endorsement Form** confirming awareness and consent.

Applications missing any component will not be considered.

Review and Evaluation

All applications are reviewed by the Excellence Committee , which operates under confidentiality and impartiality.

Composition of the GEC:

- Director (Chairperson)
- High school Principal
- DP Coordinator
- University Counsellor (Secretary)
- Representative of the EAS Board of Governors
- Alumni

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Evaluation Framework

Criterion	Description	Weight
Academic Achievement	IB results, consistency, and subject excellence	40%
Leadership and Service	Demonstrated engagement, CAS contribution, community impact, DofE Gold Award	30%
Personal Statement	Motivation, self-awareness, and future vision	20%
Character and Conduct	Integrity, discipline, respect for EAS values	10%

Candidates scoring a cumulative average of 80 points or above progress to the interview stage.

Interview Stage

Purpose: To evaluate the applicant's readiness for global higher education, commitment to ethical leadership, and alignment with the EAS mission.

Interview Panel:

- Director (Chair)
- Secondary Principal
- University Counsellor
- DP Coordinator
- Alumni Representative

Final Approval and Notification

1. The Director submits the EC's recommendations to the EAS Board of Trustees for review and approval.
2. The Board verifies fairness, documentation integrity, and adherence to policy criteria.
3. Approved candidates are notified in writing by 30 July.
4. Unsuccessful candidates receive feedback

Grant Determination and Communication

The EAS University Support Grant shall be determined annually based on available financial resources, sponsorship contributions, and the number of qualifying applicants.

- The Director, and the Finance Department, in consultation with the Board of Trustees, will set the annual grant allocation by May of each academic year.
- Applicants will be informed of the grant structure, selection criteria, and disbursement procedure at the start of the application cycle.
- All applicants will receive written communication regarding their selection status.

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- Successful applicants will receive official grant award letters; non-selected applicants will receive constructive feedback summarising the decision rationale.

Mentorship and Transition Support

Each EAS student is matched with an EAS Alumni Mentor based on study field, destination country, or shared interests.

The mentor–mentee pairing is coordinated by the University Counselling and monitored for the first academic year.

Additionally, the Counselling conducts a Pre-Departure Orientation Workshop covering:

- Academic expectations and cultural adaptation;
- Mental health and well-being;
- Financial planning and safety;
- Maintaining contact with EAS.

Reporting and Recognition

- Recipients submit an Annual Reflection Report detailing their experiences, academic performance, and community involvement.
- These reflections contribute to the EAS Annual Achievers
- Students are celebrated at graduation and included in official EAS publications and social media.

Funding and Accountability

The EAS Board allocates an annual budget line for the Excellence Programme. Funding may be supplemented by:

- Sponsorship from private partners and alumni donors;
- Grants or scholarships through international collaborations.
- EAS Budget

All expenditures are reviewed annually by the **Finance and Audit Committee**.

Monitoring and Evaluation

- The Director submits an annual monitoring report to the Board of Trustees, outlining:
 - Number of applicants and universities represented;
 - Total funds allocated;
 - Follow-up on academic performance and alumni engagement.

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- The policy is reviewed biennially for continued relevance and alignment with global educational standards.

Appeals Process for Non-Selected Students

EAS upholds transparency and fairness in the selection process. Students who are not selected may appeal the decision on procedural grounds.

- Appeals must be submitted in writing to the **Director** within **seven (7) working days** of the notification date.
- The appeal must clearly outline the grounds for reconsideration (e.g., factual error, process irregularity).
- The Director will convene an **Appeals Subcommittee** comprising one Board representative, one senior leader not involved in the initial review, and one external advisor.
- The Subcommittee will complete its review and communicate its decision within **fourteen (14) days** of receiving the appeal.
- The Subcommittee's decision shall be final.

Periodic Review of Eligibility Criteria

To maintain fairness, relevance, and alignment with international best practice, EAS will conduct a **biennial review** of this policy.

- The **Excellence Committee**, chaired by the Director, will review:
 - Eligibility requirements and ranking sources;
 - Evaluation and interview criteria;
 - Grant allocation procedures;
 - Alumni engagement and mentorship effectiveness.
- Stakeholder feedback will be solicited from students, alumni, parents, and university counsellors.
- Revised criteria or changes will be published in the updated policy and communicated to the community before each admissions cycle.