CONTACT INFORMATION

🏠 Visiting address, office phone, principal, guidance counsellor, school nurse ...

👤 IB teaching staff ...
THE ACADEMIC YEAR 2018–19

Periods, holidays and special days, general test dates ...

TEACHING ARRANGEMENTS and the POSITION SYSTEM

The academic year is divided into five periods of roughly seven weeks ...

Positions. The timetable consists ...

Evaluation week. At the end of ...
CHANNELS of INFORMATION

There are several computer environments accessible to you when you ...

Wilma, the digital school calendar, Mattiden homepage and ManageBac...

Wilma for parents...

Password. To access the wireless ...

Important documents for the IB students, and the general regulations...

ABSENCE and
Leave of Absence

Absence from a test. A student who has been absent from a test during ...
CHANGE OF SUBJECTS

If PreDP students wish to change their choice of subjects or courses ...

COURSE GRADING, ASSESSMENT and TESTS

At the end of each period, each course is graded (PreDP) and in the first ...

Assessment in IB. The students are ...

Criteria for awarding school grades ...

Assessment flow charts. PreDP, IB ...

PROMOTION

Conditions for promotion of PreDP students to the IB programme ...

Conditions for promotion of IB1 students to IB2. The student has ...
EXAMINATIONS

End of Year Exams are conducted at ...

The Mock exams take place during ...

Final Exams. The candidates are registered for their final exams at the ...

Rules for examinations and tests...

Final Exam Dates. Exam schedule ...

A predicted grade is required by the ...

Retaking final exams. A candidate ...

AWARD of the IB DIPLOMA

All assessment components for each of the six subjects and the additional ...

Bonus points. Additional points ...
**ACADEMIC HONESTY and MALPRACTICE**

😊 Academic honesty is one of the cornerstones of all academic work, and ...

😢 Academic dishonesty. Malpractice is defined as behaviour that results in ...

Actions taken by the school if malpractice is detected ...

Plagiarized texts. The school as well ...

**FORM TEACHERS and HOMEROOM CLASSES**

👥 Your study programme, achievements and attendance are supervised ...

**TUTORS and the TUTORSHIP PROGRAMME**

The fundamental objective of the tutorship programme is to create ...
STUDENT BENEFITS

- Transport, student cards & discounts ...
- Student grants and financial aid ...

The students should contact the secretary’s office in matters concerning ...

- School lunch. In Finland students ...
- Student lockers. Both key lockers ...

THE STUDENT COUNCIL and its BOARD

- Great work – great merit. Working for the Student Council is a merit ...
- The Student Council Rules for ...

SCHOOL RULES

- Everyone is entitled to comfort and well-being, security, and peace ...
**STUDENT WELFARE**

**Student welfare** comprises all the work that the school staff do to support and help develop...

**School Social Worker & Psychologist.** Many important choices are made...

**Upper secondary school health care.** Student health care promotes...

**The school doctor** performs a full...

**Dental treatment.** The students...

**Study guidance.** The weekly tutorials...

**Special needs teacher.** A student...

**The DP Coordinator** Anna Martikainen
COURSES and EXAMS also available for IB students

- DELF (Diplôme d’Études en Langue Française). Once a year ...

- Visual Arts Diploma. With the supervision of your Visual Arts teacher, ...

- The National Matriculation examinations. In some cases a student ...

INTERNATIONAL and interesting PROJECTS

- MEP (Model European Parliament). Together with Etelä-Tapiolan lukio, ...

- LEAP (Linked European Awareness Project). For over a decade, Mattlidens ...

- Studies in the UK? If you are interested in studying at a university in the UK ...
# Contact Information

**Mattlidens gymnasium**  
**IB WORLD SCHOOL**  
www.mattliden.fi/ib

<table>
<thead>
<tr>
<th>Details</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visiting address</td>
<td>Mattliden 1</td>
</tr>
<tr>
<td>Mailing address</td>
<td>Mattlidens gymnasium</td>
</tr>
<tr>
<td></td>
<td>PB 3340, 02070</td>
</tr>
<tr>
<td></td>
<td>ESPONN KAUPUNKI</td>
</tr>
</tbody>
</table>

**Principal**  
Saana Ruotsala  
043 825 8628  
saana.ruotsala@espoo.fi

**Assistant Principal**  
Susanne Björkstén  
043 826 6563  
susanne.bjorksten@espoo.fi

**DP (IB) Coordinator**  
Anna Martikainen  
043 827 1414  
anna.martikainen@espoo.fi
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Secretary</td>
<td>Christel Weiss</td>
<td>046 877 1814</td>
<td><a href="mailto:christel.weiss@espoo.fi">christel.weiss@espoo.fi</a></td>
</tr>
<tr>
<td>School Secretary</td>
<td>Minna Hoppania-Koivula</td>
<td>043 825 4093</td>
<td><a href="mailto:minna.hoppania-koivula@espoo.fi">minna.hoppania-koivula@espoo.fi</a></td>
</tr>
<tr>
<td>Guidance Counsellor</td>
<td>Anna Quagraine</td>
<td>043 824 9567</td>
<td><a href="mailto:anna.quagraine@espoo.fi">anna.quagraine@espoo.fi</a></td>
</tr>
<tr>
<td>Special Needs Teacher</td>
<td>Nina Sippola</td>
<td>046 877 2854</td>
<td><a href="mailto:nina.sippola@espoo.fi">nina.sippola@espoo.fi</a></td>
</tr>
<tr>
<td>School Social Worker</td>
<td>Gunilla Biström</td>
<td>050 570 5830</td>
<td><a href="mailto:gunilla.bistrom@espoo.fi">gunilla.bistrom@espoo.fi</a></td>
</tr>
<tr>
<td>Role</td>
<td>Name</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>School psychologist</td>
<td>Marina Lindholm</td>
<td>0438257263</td>
<td><a href="mailto:marina.lindholm@espoo.fi">marina.lindholm@espoo.fi</a></td>
</tr>
<tr>
<td>Nurse</td>
<td>Sari Björkroth</td>
<td>046 877 2368</td>
<td><a href="mailto:sari.l.bjorkroth@esbo.fi">sari.l.bjorkroth@esbo.fi</a></td>
</tr>
<tr>
<td>Caretaker</td>
<td>Marco Nordblad</td>
<td>050 462 2091</td>
<td><a href="mailto:marco.nordblad@esbo.fi">marco.nordblad@esbo.fi</a></td>
</tr>
</tbody>
</table>
The teachers’ email addresses are usually in the form: **firstname.lastname@espoo.fi**

The easiest way to contact teachers is via **Wilma**

---

**Andersson, Niklas (NA)**
History

**Lai, Kenneth (BEA)**
Global Politics, English

**Auvinen, Fredrika (FRA)**
Visual Arts, CAS Coordinator

**Craig, Jamie (JAC)**
Biology, EE Coordinator

**Kaipainen, Krista (KRK)**
French

**Karlsson, Thomas (THK)**
History

**Kärki, Merit (MEK)**
Finnish A, Finnish B, Student council advisor

**Leham, Barbara (BL)**
Swedish B
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Martikainen, Anna (AMA)</td>
<td>English A, DP Coordinator</td>
</tr>
<tr>
<td>McWhirr, James (JMW)</td>
<td>English A, Theory of Knowledge, CAS Coordinator</td>
</tr>
<tr>
<td>von Numers-Ekman, Katarina (KVN)</td>
<td>Swedish A</td>
</tr>
<tr>
<td>Nyberg, Annika (ANY)</td>
<td>Chemistry</td>
</tr>
<tr>
<td>Quagraine, Anna (ANQ)</td>
<td>Study guidance councillor</td>
</tr>
<tr>
<td>Ramm-Schmidt, Erik</td>
<td>Mathematics, IT</td>
</tr>
<tr>
<td>Rosas, Melanie (MER)</td>
<td>Music</td>
</tr>
<tr>
<td>Rosenback, Martina (MAA)</td>
<td>French B</td>
</tr>
<tr>
<td>Ruotsala, Saana (SAR)</td>
<td>Principal, Chemistry</td>
</tr>
</tbody>
</table>
Senderek, Malgorzata (Maisa) (MAS)
Mathematics, Physics

Sippola, Nina (NSI)
Special needs teacher, Student council advisor

Stoor, Joakim (JOS)
Chemistry

Szántó, Győrgyi (Georgina) (GS)
Mathematics, Physics

Wallen, Simon (SW)
Economics

Westermarck, Annika (ACW)
Swedish A

The easiest way to contact teachers is via Wilma
Your study programme, academic achievements and attendance are supervised by your form teacher, who is also the direct link between home and school. Every Tuesday your form group will meet at the weekly tutorial (GHT). Regular attendance is compulsory.

<table>
<thead>
<tr>
<th>Group</th>
<th>Form teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 I</td>
<td>Jamie Craig</td>
<td>I</td>
</tr>
<tr>
<td>18 K</td>
<td>Jim McWhirr</td>
<td>J</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th>Form teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 I</td>
<td>Fredrika Auvinen</td>
<td>Art class</td>
</tr>
<tr>
<td>17 K</td>
<td>Merit Kärkinen</td>
<td>L</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th>Form teacher</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 I</td>
<td>Simon Wallen</td>
<td>T</td>
</tr>
<tr>
<td>16 K</td>
<td>Maisa Senderek</td>
<td>U</td>
</tr>
</tbody>
</table>
TUTORS

18 I
Hritik Bhandari, Gabriella Presnal, Boti Richter
Sofia Ekman

18 K
Hannah Saavalainen, Johan Salim,
Joanna Seppänen, Tushar Chauhan

Veteran tutors
Edvin Voutilainen, Molly Goodwyn
<table>
<thead>
<tr>
<th>PERIOD</th>
<th>STARTS</th>
<th>ENDS</th>
<th>EVAL. WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9 August</td>
<td>28 September</td>
<td>21.9–28.9</td>
</tr>
<tr>
<td>2</td>
<td>1 October</td>
<td>27 November</td>
<td>20.11–27.11</td>
</tr>
<tr>
<td>3</td>
<td>28 November</td>
<td>1 February</td>
<td>25.1–1.2</td>
</tr>
<tr>
<td>4</td>
<td>4 February</td>
<td>29 March</td>
<td>22.3–29.3</td>
</tr>
<tr>
<td>Flex week*</td>
<td>1 April</td>
<td>5 May</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>8 May</td>
<td>31 May</td>
<td>22.5–29.5</td>
</tr>
</tbody>
</table>

*Flex Week* is a week in April when PreDP and IB students participate in the national side courses either in Mattliden or in other Espoo high schools (Espoonlahden, Kaitaan and Haukilahden lukio). The courses available are held in Swedish, English and Finnish. More information on Flex Week is given in August by your teachers and guidance counsellor.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Autumn holiday</td>
<td>15–19.10</td>
</tr>
<tr>
<td>Taksvärkki</td>
<td>16.11</td>
</tr>
<tr>
<td>Independence day</td>
<td>6.12</td>
</tr>
<tr>
<td>Day off</td>
<td>7.12</td>
</tr>
<tr>
<td>Christmas holiday</td>
<td>22.12–6.1</td>
</tr>
<tr>
<td>“Penkinpainajaiset”</td>
<td>14.2</td>
</tr>
<tr>
<td>“Vanhojen tanssit”</td>
<td>15.2</td>
</tr>
<tr>
<td>Winter holiday</td>
<td>18–22.2</td>
</tr>
<tr>
<td>Easter holiday</td>
<td>19.4–22.4</td>
</tr>
<tr>
<td>May day (Vappu)</td>
<td>1.5</td>
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<tr>
<td>Stafettkarnevalen</td>
<td>25.5</td>
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<tr>
<td>Ascension Day</td>
<td>30.5</td>
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### General test dates

<table>
<thead>
<tr>
<th>RETAKE TESTS</th>
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<tbody>
<tr>
<td>Thu 11.10</td>
<td>16–19</td>
</tr>
<tr>
<td>Thu 13.12</td>
<td>16–19</td>
</tr>
<tr>
<td>Thu 13.2</td>
<td>16–19</td>
</tr>
<tr>
<td>Wed 17.4</td>
<td>16–19</td>
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<table>
<thead>
<tr>
<th>UP-GRADE TEST</th>
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<tbody>
<tr>
<td>10 January</td>
<td>16–19</td>
</tr>
<tr>
<td>7 March</td>
<td>16–19 (only PreDP)</td>
</tr>
</tbody>
</table>

Students must remember to register for the examinations before the registration deadline. **Students and parents should respect all these dates when making holiday plans!**

Please check the School Calendar, Mattlidens’ website (www.mattliden.fi/ib) and Wilma regularly for more information and updates.
The academic year is divided into five periods of roughly seven weeks each and the instruction in the different subjects is divided into separate courses. The academic year’s courses are on the course spreadsheet.

Positions
The timetable consists of different positions (1–9, see below). The courses are placed in a single position and are taught 3 lessons (each 75 minutes) a week.
**HL subjects** are taught 3 lessons a week throughout the year.

**SL subjects** mostly run for 2 lessons a week all year.

**In PreDP,** lessons are generally 3 times a week.

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.15</td>
<td>P1</td>
<td>P8</td>
<td>P7</td>
<td>P8</td>
<td>P2</td>
</tr>
<tr>
<td>9.30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.40</td>
<td>P3</td>
<td>P6</td>
<td>P6</td>
<td>P5</td>
<td>P4</td>
</tr>
<tr>
<td>10.55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.05</td>
<td>P4</td>
<td>P2</td>
<td>P5</td>
<td>P3</td>
<td>P6</td>
</tr>
<tr>
<td>12.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.20</td>
<td>L</td>
<td>U</td>
<td>N</td>
<td>C</td>
<td>H</td>
</tr>
<tr>
<td>13.00</td>
<td>P5</td>
<td></td>
<td>P4</td>
<td>P2</td>
<td>P7</td>
</tr>
<tr>
<td>13.15</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>13.15</td>
<td>P1</td>
<td></td>
<td>P3</td>
<td>P1</td>
<td>P8</td>
</tr>
<tr>
<td>14.30</td>
<td>P7</td>
<td></td>
<td>P9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.45</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**GHT** = a weekly tutorial. Students meet their form tutor for information etc. **Attendance is mandatory!**
Make sure to check Wilma carefully if the group consists of both HL and SL students.

**Evaluation week**

At the end of each period, when the students in the national programme and the PreDP students have their evaluation week, **the IB students follow the same schedule** but the contents of the lessons (regular teaching and/or exams) are up to the teachers.

**During some evaluation weeks IB students have afternoon sessions** that concern e.g. the Group 4 Project, Extended Essay, CAS and TOK. Make sure you keep track of your daily schedule.
Students are expected to be present during all lessons and other events arranged by the school. Every absence must be explained by the student’s guardian via e-mail or Wilma message to the form teacher in case of illness or other reason for absence.

**Frequent absences are bound to impact negatively upon grades.** How absences and/or tardiness affect the assessment of individual courses (PreDP) or subjects (IB) is decided upon by the subject teacher.

At the beginning of each course, teachers are required to inform students about the rules applicable in their classes.
If a student is absent from too many lessons per period (course), **the teacher is entitled to give extra assignments** to the student.

Too many absences can result in students not being graded which disqualifies a student from continuing with the course. Unaccounted and repeated absences **may also result in students not being registered for the Diploma**. A registration can also be cancelled.

Please note that **this also applies to absence due to travelling**. Parents are advised not to plan travelling outside the school holidays.
Absence from a test
A student who has been absent from a test during the course needs a legitimate reason (e.g. illness that is verified by a doctor’s note or a note from the student’s guardian) for participating in a retake exam.

A student who does not come for a retake exam, although registered for that, will not be given a second chance without a legitimate reason for not attending.

Keeping up
During a period of absence students are recommended to arrange for a classmate to pick up handouts and get information about what has been covered. It is important to keep up with the study pace despite absences.

Repeated tardiness is also a serious matter and usually counted as an absence.
If PreDP students wish to change their choice of subjects or courses, they should first and foremost apply to the Study guidance counsellor. This must be done at least 10 days before the course starts. Ongoing courses cannot be dropped.

The subject choices for the IB Programme are made in late spring during the Pre DP year. In the IB programme (IB1 and IB2) changes to the choice of subjects cannot be made once the programme has started unless the change:
- is made by the end of Period I in IB1 AND
- does not negatively affect group sizes (ie. a group becomes too large/too small) AND
- the change does not lead to clashes in scheduling.

Any eventual subject changes during IB1 are solely discussed with the DP Coordinator.
Before choosing the subjects all students will be given descriptions of the different subjects offered and other relevant information during counseling classes and by their subject teachers.

The Pre DP students must have obtained the required average grade minimum of 7 (SL), 8 (HL) at the time the subjects for the IB Diploma programme are chosen and this must be maintained through the school year.
At the end of each period (1–5), each course is graded (PreDP) and in the first and last period the students receive a period (term) report in the form of a computer printout where all their grades are noted. All grades can be monitored in Wilma.

The grading in the PreDP is done on a scale of 4–10, or in some cases a simple mark A (completed) / U (failed) and every course is graded individually.
Failed courses in PreDP can be retaken in a **general retake test**. The general retake tests are usually arranged in the beginning of each period and they are announced in the school calendar, in Wilma and in this guide.

More details on assessment/upgrades and retakes are found in the assessment overviews on page 38.

Registration for a retake test should be made in Wilma by the given deadline.

**Twice a year, in January and March,** there are up-grade tests when a PreDP student has a possibility to improve a grade in a subject and course taken earlier that year. A student can sign up for a maximum of two tests per test **date**.
Assessment in IB

In IB1 and IB2 the students are assessed after each period in Wilma. The assessment is based on attendance, assignments completed, classroom activity and possible tests. In addition formal reports are given before the Christmas break and at the end of the school year. In the IB the scale is 1–7 for the standard of work.

The criteria for the grades are school criteria and reflect, besides knowledge achieved, also classroom activity and effort.
In IB1 there is an **End of Year exam period** in May during which all subjects are tested according to IB standards.

In IB2 there are **Mock exams in period 4**.

During and at the end of the PreDP year and the IB1 year the IB Faculty **evaluates the performance of all students** to decide whether they can continue to the next level and if any adjustments need to be made to the IB subject choices (PreDP).

More details on assessment/upgrades and retakes are found in the assessment overviews on page 39.
Criteria for awarding school grades

The school reports, all term reports and the final report, reflect on how the student has worked during his/her time in Mattlidens. These grades are not the same as the IB Diploma results or the Predicted grades (given roughly a month before the final examinations).

The school grades are based on the following criteria.

1. How much knowledge and understanding did the student demonstrate (in tests, assignments and classroom discussion)?

2. How much effort did the student put in (both inside and outside the classroom)?
**Grade 7 (Excellent)**

*Demonstrated excellent knowledge and understanding*

- Attended regularly and punctually
- Completed all assignments on time and to the best of their ability
- Was active and conscientious in their approach to the subject

**Grade 6 (Very good)**

*Demonstrated very good knowledge and understanding*

- Attended regularly and punctually
- Completed most assignments on time and to the best of their ability
- Was mostly active and conscientious in their approach to the subject

**Grade 5 (Good)**

*Demonstrated good knowledge and understanding*

- Attendance was generally regular and punctual
- Completed most assignments on time
- Was generally active and conscientious
Grade 4 (Satisfactory)
*Demonstrated adequate knowledge and understanding*

- Attendance was generally regular and punctual
- Completed some assignments on time
- Was fairly active and conscientious

Grade 3 (Needs improvement)
*Demonstrated some knowledge and understanding*

- Attendance was occasionally regular and punctual
- Completed few assignments
- Was rarely active and conscientious

Grade 2 (Unsatisfactory)
*Demonstrated little knowledge and understanding*

- Attendance was poor
- Completed few or no assignments
- Little effort in class

Grade 1 (Unsatisfactory)
*Demonstrated no knowledge or understanding*

- Sporadic attendance
- Completed no assignments
- No effort in class
Conditions for promotion of PreDP students to the IB programme:

1. The student has passed all PreDP subjects.

   In order to ensure successful studies a student must have **a grade point average of 7 (for SL)** or **8 (for HL)** in subjects chosen for the IB programme at the time the choices are made and it must also be maintained at that level until the end of the year.

   The student must have passed all courses in each subject regardless of whether that subject will be studied in the IB programme or not.

2. The student has completed at least 28 courses in total.

Exceptions to these conditions must be agreed upon with the DP coordinator and the Principal.
Conditions for promotion of IB1 students to IB2:

1. **The student has passed all subjects when assessed after each period** and thus has completed all assignments given during the year and does not have frequent absences in any subject.

2. **The student has completed the IB1 courses with at least 24 points** and meets the diploma requirements regarding HL and SL subjects.

3. **The student has kept their CAS activity up-to-date in ManageBac**, with at least 75 hours of CAS activity properly recorded.

The hours should be **evenly distributed** between Creativity, Activity and Service.
4. The student has submitted a detailed TO DO list for their EE in ManageBac, and has completed all EE tasks required to be completed in IB1.

This information must be updated and available in ManageBac.
End of Year Exams are conducted at the end of IB1. Students will have exams in all subjects studied and these exams will be similar to the final examinations. Since the students at that time haven’t covered the whole syllabi, the question papers will be adapted to that and in Sciences Paper 3 is not required.
Mock Exams
The Mock exams take place during Period 4 and are very important practice for the Final Exams.

Old exam papers are used and they are marked according to IB markschemes. They are also carried out under real exam conditions.

The feedback from the Mock exams will give students guidance for preparing for the Finals.

Final Exams
The candidates are registered for their final exams with the DP coordinator in the autumn of IB2.

The registration costs roughly 650€, which is to be paid in October–November. A separate invoice will be sent to the candidates after registration.
The Final Exams are scheduled by the IB organisation and take place at the same time in all IB schools, all over the world.

There are morning sessions and afternoon sessions and **on one day a candidate can have examinations in both sessions**.

Most subjects have both an afternoon session and a morning session and **in one session there can also be two exam papers**. On the other hand there might be days with no exams, depending on the candidate's choice of subjects.
Rules for examinations and tests

All personal belongings, including any device for communication, must be left outside or placed at the front of the room. Ensure that any mobile phones are switched off.

Students may take to their desk the following items only:

- **general stationery** (for example, pens, pencils, an eraser, geometry instruments and a ruler)

- **other materials required for a particular examination** (for example, an electronic calculator, data booklets etc.).
**Calculators.** Students must be fully aware of the IB regulations involving calculators.

No prohibited calculators must be used and no unauthorized applications are allowed.

The memory needs to be cleared and the calculator in “press-to-test” mode.

Before the start of an examination that requires the use of a calculator students must ensure this has been done and the regulations involving calculators are not infringed.
# Final Exam Dates

May 2019 examination schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Morning session</th>
<th>Afternoon session</th>
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<tbody>
<tr>
<td>Mon 6 May</td>
<td>---</td>
<td>Language A HL/SL Paper 1</td>
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<tr>
<td>Tue 7 May</td>
<td>Language A HL/SL Paper 2</td>
<td>History HL/SL Paper 1&amp;2</td>
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<tr>
<td>Wed 8 May</td>
<td>History HL paper 3</td>
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<tr>
<td>Thu 9 May</td>
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<td>Biology HL/SL Papers 1&amp;2</td>
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<td>Fri 10 May</td>
<td>Biology HL/SL Paper 3</td>
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<td>Mon 13 May</td>
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<td>Mathematics HL/SL Paper 1</td>
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<td>Tue 14 May</td>
<td>Mathematics HL/SL Paper 2</td>
<td>Language B HL/SL Paper 1</td>
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<td>Wed 15 May</td>
<td>Language B HL/SL Paper 2</td>
<td>Economics HL/SL Paper 1</td>
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<td>Mathematics HL Paper 3</td>
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<td>Thu 16 May</td>
<td>Economics HL Papers 2&amp;3</td>
<td>English A HL/SL Paper 1</td>
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<td>Economics SL Paper 2</td>
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<td>Fri 17 May</td>
<td>English A HL/SL Paper 2</td>
<td>Physics HL/SL Papers 1&amp;2</td>
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<tr>
<td>Mon 20 May</td>
<td>Physics HL/SL Paper 3</td>
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<td>Wed 22 May</td>
<td>Chemistry HL/SL Papers 1&amp;2</td>
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<td>Thu 23 May</td>
<td>Chemistry HL/SL Paper 3</td>
<td>French B SL Paper 1</td>
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<tr>
<td>Fri 24 May</td>
<td>French B SL Paper 2</td>
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Predicted Grades

A predicted grade is required by the IB organisation in all subjects and it is the teacher’s prediction of the grade the candidate is expected to achieve in the subject, based on all the evidence of the candidate’s work and the teacher’s knowledge of IB standards.

Predicted grades are also required for theory of knowledge and the extended essay. It is important that each prediction is made as accurately as possible, without under-predicting or over-predicting the grade.
Predicted grades are for the exclusive use of grade award meetings when considering a subject’s grade distributions and the performance of individual candidates. A check on the appropriateness of results is made by comparing awarded grades with predicted grades. If there are significant discrepancies, further reviews may be conducted.

In Mattlidens Gymnasium the Predicted Grades are not released to candidates before the final exams. A candidate who needs the grades for the universities should bring an envelope with the correct address and a stamp to the DP Coordinator who will send the grades to the university in question. It is also possible to send the predicted grades by email if the candidate provides the email address where they need to be sent.
Retaking final exams

A candidate who would like to upgrade the results can resit the exams in the following May session. Only candidates who have failed the diploma can be allowed to resit the exam in November although they are also recommended to wait until the following May session.

A maximum of three examination sessions is allowed in which to satisfy the requirements for the award of the IB diploma. The examination sessions need not be consecutive.
All assessment components for each of the six subjects and the additional IB diploma requirements must be completed in order to qualify for the award of the IB diploma.

In order to achieve the IB Diploma a candidate must fulfil certain requirements; at its most basic a candidate must achieve at least 24 points from their combined grades in six subjects, together with their grades for Theory of Knowledge and the extended essay, and also complete the Creativity, Action, Service (CAS) element.

However, to ensure a diploma reflects sufficient breadth in achievement across subjects and the core there are particular requirements stated in articles of the General regulations: Diploma Programme.
1. CAS requirements have been met.

2. The candidate’s total points are 24 or more.

3. There is no “N” awarded for theory of knowledge, the extended essay or for a contributing subject.

4. There is no grade E awarded for theory of knowledge and/or the extended essay.

5. There is no grade 1 awarded in a subject/level.

6. There are no more than two grade 2s awarded (HL or SL).

7. There are no more than three grade 3s or below awarded (HL or SL).

8. The candidate has gained 12 points or more on HL subjects (for candidates who register for four HL subjects, the three highest grades count).

9. The candidate has gained 9 points or more on SL subjects (candidates who register for two SL subjects must gain at least 5 points at SL).

10. The candidate has not received a penalty for academic misconduct from the Final Award Committee.
**Bonus points**

Additional points towards the diploma are available from a candidate’s combined performance in the Extended Essays and Theory of Knowledge requirements.

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<thead>
<tr>
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* Failing condition
Academic honesty

Academic honesty is one of the cornerstones of all academic work, and the importance and benefits of properly conducted academic research cannot be overemphasized.

All Diploma Programme candidates must understand the basic meaning and significance of concepts that relate to academic honesty, especially:

1) Authenticity and original authorship: An authentic piece of work is one that is based on the candidate’s individual and original ideas with the ideas and work of others fully acknowledged.

Therefore, all assignments, written or oral, completed by a candidate for assessment must wholly and authentically use that candidate’s own language and expression.
Where sources are used or referred to, they must be fully and appropriately acknowledged, whether they are in the form of:

**direct quotation**, always enclosed within quotation marks, or

**paraphrase**: the rendition of another person’s words presented in a new style and integrated grammatically into the writing

2) **Intellectual property and ownership of creative material**: There are many different forms of intellectual property, such as patents, registered designs, trademarks, moral rights and copyright.

All forms of intellectual and creative expression (for example, works of literature, art or music) **must be respected** and are normally protected by law.
3) Acknowledgement: Using the words and ideas of another person to support one’s arguments while following accepted practices is an integral part of any intellectual endeavour, and integrating these words and ideas with one’s own in accepted ways is an important academic skill.

However: All ideas and work of other persons, regardless of their source, must be acknowledged.

Web sites on the Internet, CD-Rom, e-mail messages and any other electronic media must be treated in the same way as books and journals.

The sources of all photographs, maps, illustrations, computer programs, data, graphs, audio-visual and similar material must be acknowledged if they are not the candidate’s own work.
Passages that are quoted verbatim must be enclosed within quotation marks and references provided.

The source of an idea if that idea emerged as a result of discussion with, or listening to, a fellow student, a teacher or any other person must be acknowledged as well.

It is not sufficient to simply list sources in a bibliography or in footnotes. There are several standard ways of acknowledgement, please consult your supervisor or teacher for the most suitable format.

4) Proper conduct in relation to the written examinations
5) Respect for the integrity of all forms of assessment for the Diploma Programme

The candidate is ultimately responsible for ensuring that all work submitted for assessment is authentic, with the work or ideas of others fully and correctly acknowledged.

Candidates are expected to comply with all internal school deadlines: this is for their own benefit and may allow time for revising work that is of doubtful authorship.
Academic dishonesty

Malpractice is defined as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment components. Malpractice includes:

1) Plagiarism: The representation of the ideas or work of another person as the candidate’s own. The issue of plagiarism is not confined to groups 1 to 5 of the Diploma Programme.

In general, copying works of art, whether music, film, dance, theatre arts or visual arts, also constitutes plagiarism.

There are circumstances where the creative use of part of the work of another artist is acceptable, but the original source must always be acknowledged.
2) Collusion: Supporting malpractice by another candidate, as in allowing one’s work to be copied or submitted for assessment by another.

However, there are occasions when collaboration with other candidates is permitted or even actively encouraged, for example in the requirements for internal assessment. Nevertheless, **the final work must be produced independently**, despite the fact that it may be based on similar data.

This means that the abstract, introduction, content and conclusion or summary of a piece of work **must be written in each candidate’s own words** and cannot therefore be the same as another candidate’s.
3) **Duplication of work:** The presentation of the same work for different assessment components and/or diploma requirements.

If, for example, a candidate submits the **same or very similar piece of work** for the in-depth study in history internal assessment and for an extended essay in history, this would be viewed as malpractice.

However, it is perfectly acceptable for a candidate to study one aspect of a topic for internal assessment and another aspect of the same topic for an extended essay.

4) **Any other behaviour that gains an unfair advantage for a candidate** or that affects the results of another candidate.
Examples are:

- **fabricating data** for an assignment,
- **taking unauthorized material** into an examination room,
- **misconduct during an examination** (including any attempt to disrupt the examination or distract another candidate; exchanging or in any way supporting, or attempting to support, the passing on of information that is related to the examination; copying the work of another candidate; failing to comply with the instructions of the invigilator or other member of the school’s staff responsible for the conduct of the examination; impersonating another candidate; including offensive material in a script for reasons other than analysis or intellectual inquiry),
- **stealing examination papers,**
- **disclosing or discussing the content** of an examination paper with a person outside the immediate school community within 24 hours after the examination;
- **falsifying** a CAS record.
Actions taken by the school and the IB organisation if malpractice is detected

Malpractice of any kind is viewed as a serious academic offence and will be penalized when it is discovered.

A student who has submitted any piece of work that is not authentic work of that student will fail the course in question (PreDP). In IB1 and IB2 the rules for externally assessed and moderated work are set by IB (see below).

Plagiarized texts

The school as well as the IB organisation randomly check candidates’ work for plagiarism using a web-based plagiarism detection system. Teachers as well as examiners are adept at identifying text and material that is not the authentic work of a candidate.
If a teacher or the coordinator has reason to suspect that part or the whole of a candidate’s work may not be authentic, that work will not be accepted or submitted for assessment.

The situation is resolved within the school. At the discretion of the coordinator one of two possible courses of action will be adopted:

The candidate is allowed one opportunity to revise and resubmit the work. This must be completed in time for the work to be uploaded to IBIS by the IB deadline(s).

If there is insufficient time to allow a revision of the work, the result is no grade being awarded for the subject concerned.
If possible plagiarism is identified after a candidate’s work has been accepted or submitted for assessment, IB will be informed so that an investigation can be undertaken.

No result will be issued for the candidate (or candidates) in the subject under investigation until all inquiries are complete and a final decision has been reached. **This includes any candidate involved in the case.**

If a candidate is found guilty of malpractice in the production of one or more of several assignments for a component, **the candidate is not eligible for a mark based on his or her performance** in the remaining assignments for the component: no grade will be awarded for the subject.
If the final award committee decides that a case of malpractice has been established, no grade will be awarded in the subject concerned.

No diploma will be awarded to the candidate, but a certificate will be awarded for other subjects in which no malpractice has occurred.

The candidate will be permitted to register for future examinations at least one year after the session in which malpractice was established.

If a case of malpractice is very serious, either because of its nature or because the candidate has already been found guilty of malpractice in a previous session, the final award committee is entitled to decide that the candidate will not be permitted to register for examinations in any future session.
If the final award committee decides that **an academic infringement has been established**, no marks will be awarded for the component or part (or parts) of the component.

The candidate will still be eligible for a grade in the subject or diploma requirement concerned. No further penalty will be imposed and the case will not be recorded as malpractice.

On rare occasions possible malpractice by a candidate is brought to the attention of the IB after the issue of results. **An IB diploma, or a certificate, may be withdrawn from a candidate** at any time if malpractice is subsequently established.

Source:
There are several computer environments accessible to you when you study at Mat-tlidens. They help you with your studies and provide a source of information on current events at school and the different courses you are enrolled in.

Your most important tools:

**Wilma**

Wilma is the place to look for information on your studies and the current academic year.

All your schedules and grades are found here. Wilma can also be used for communication between teachers and students.

Please log in on a daily basis to read your messages ([https://wilma.espoo.fi](https://wilma.espoo.fi))
The Mattliden home page is an important channel of information on current affairs and events at school for guardians and other non-students.

Important documents such as your exam schedules and different guides and handbooks can be downloaded here.

Please note that the school has both a Swedish and an English webpage with differing contents. To access the English-language homepage, click on the “IB in English” icon in the upper right corner.
ManageBac

is a site used for Extended Essay, CAS, and various assessment work in the other IB subjects.

Students are given a username and password for ManageBac in the beginning of IB1 and are normally expected to upload their work there as well as use it for communication with teachers concerning the subject work.
Wilma for parents

Parents also get a password for monitoring attendance and progress on Wilma until the student turns 18.

Students can allow their parents to have access to Wilma also after that. Just inform the Secretary, DP coordinator, or form teacher to get the form.

Your Password

To access the Espoo wireless network, you need a password. You will receive one from the school at the beginning of your studies.

You will receive a separate password for Wilma, but as the system requires extra online security, you must change this password when you first log in.
Updates to this guide
The school reserves the right to make changes to this study guide. Should there be any changes or corrections made, students will be informed about these during homeroom lessons (GHT).

Important documents for IB students

- The Extended Essay Guide
- The Subject Guides (the syllabi) for all subjects studied
- The Chemistry Databooklet
- The Physics Data booklet
- The Math SL information booklet
- The Math HL and Further Mathematics information booklet
- The CAS Guide

Lists of books used in the different subjects are found on the school website
In the Rules for IB World Schools: Diploma Programme (Article 5.9) the IB states that when candidates enrol in the programme, schools have the duty to supply all legal guardians with a copy of the General regulations: Diploma Programme. For students and their legal guardians.

In Mattlidens Gymnasium a copy of these regulations is given to the parents in the beginning of IB1, usually at the parents’ meeting at the beginning of the school year. Parents are also required to acknowledge receipt of the copy.

A student, parent or guardian who for any reason has not received a copy of the regulations should contact the form teacher without delay.
Transport

Bus-cards in the Metropolitan Area
As long as you are under 17 years of age, you will travel as a child on buses.

If you are over 17 years, you still receive a reduction on the ticket price if you have the necessary form filled in, signed and stamped before going to buy your monthly ticket.
The forms are available from the school office and must be renewed at the beginning of each academic year. Any regional ticket still valid must also be renewed.

These arrangements only apply if the student lives in the metropolitan area, i.e. Espoo, Helsinki, Vantaa, Kauniainen, Kirkkonummi and Kerava.

Those who are temporarily living in the region do not unfortunately have any right to a subsidised ticket, although the regional ticket is available with a certificate from the school.

Students living outside the Helsinki Metropolitan area may apply for a school transport grant at Kansaneläkelaitos (KELA). Application forms for the grant are available on www.kela.fi.
Student cards and discounts
on long-distance coaches and trains

A discount exists on any train or bus journey of over 80 km with a certificate from the school.

The Gymnasium organisation (“Suomen lukiolaisten liitto”) has its own student card that can be obtained directly from the organisation (application forms available outside the office). Contact the student union for further information.

This card gives reductions on trains and long-distance coaches.
The Secretary’s Office

The students should contact the secretary’s office in matters concerning:

- bus passes for Espoo residents
- rail cards
- student cards
- financial aid to students
- registration for tests
- changes in address, telephone or e-mail

Please note that the office is open
Mon-Thu 9–11 and 12:20–14
Fri 9–11

Student grants and financial aid

Application forms and information about grants or loans are available on www.kela.fi.
School lunch

In Finland students are offered a free school lunch every day. There are some 1,200 people who have lunch at Mattlid-en’s School Centre daily, so please respect the lunch-time schedule to ensure that the system works properly.

Even if you have a skip lesson around lunchtime, you are kindly asked to only have lunch 12.20–13.00 (evaluation week schedule 11.30–12.15).

Vegetarians and those allergic to different foods should notify the kitchen through the completion of a form at the school office.

All allergies and intolerances require a doctor’s certificate. Only students who have requested a special diet are allowed to have dietary food.
Student lockers

Both key lockers and lockers with number-coded locks are available for the students.

A key deposit is required for the key lockers.

The caretaker organises the distribution of lockers and you should also turn to him if there are any problems (eg. lost key, code problems).

Some of the key lockers are wider so that students with mopeds or motorcycles can fit their helmets in them. Please notify the caretaker if you wish to receive a wider locker.

The lockers are for your personal use only and you must not give anyone else the right to use them.

Lockers must be emptied over the summer even if you continue your studies in the autumn.
Student welfare comprises all the work that the school staff do to support and help develop the well-being of the students.

The central aim of the student welfare is to create a safe and healthy school and learning environment, to strengthen the mental health of the students, to prevent marginalisation and to promote well-being in general.

Student welfare work is done both on an individual and a group level, and cooperation with the students’ parents is integral. The student welfare work is coordinated by the student welfare team, which is led by the principal.
The team members are the principal, DP coordinator, guidance counsellors, special needs teacher, school social worker, psychologist, nurse and teachers. Also, students and parents, as well as outside experts, are invited as necessary.

The student welfare team deals with the general student welfare in school and does not discuss individual students or groups.

The school social worker, psychologist and nurse are available for individual student’s matters.

Concern about an individual student or group, brought up by a teacher, is discussed in a multi-professional expert team. These expert teams always require each student’s consent and the teams are formed by those teachers and staff members that are needed in the specific matter.
School Social Worker and Psychologist

Many important choices and decisions are made in the last school years and at times students need someone to talk to.

Students can turn to the school social worker for confidential discussions on private matters and personal difficulties.

Parents can also contact the social worker in matters concerning a student. If additional help is needed, the school social worker can aid the student and/or parents to find the right contacts.

The social worker’s office is located on the second floor next to the computer rooms, at the end of the hallway.

Social worker Gunilla Biström can be reached by phone (050 570 5830) or e-mail (gunilla.bistrom@espoo.fi).
The school psychologist supports, counsels and advises students in matters concerning their mental well-being, studies and situation in life. The school psychologist also does psychological assessments and evaluations when necessary.

School psychologist **Marina Lindholm** is best contacted via the School social worker and can also be contacted on 043 825 7263 or email (marina.lindholm@espoo.fi)

**Upper secondary school health care**

Student health care promotes the health of students and is responsible for organising the care of their illnesses in co-operation with health stations.
There is an examination by the school nurse during the first year and a doctor’s examination during the second year.

The second year examination also serves as the preliminary examination for the call-up to military service. Other students are given health examinations when needed.

At the doctor’s examination, the student receives a new young person’s health certificate, if needed. The certificate is a valid medical certificate for applying for a driving licence or a job.

Students may consult the school nurse in matters concerning vaccinations, sexual counselling, contraception, intoxicants, mental health issues and other health-related matters.
The school nurse also has regular open reception hours, during which students can seek help with **acute issues without an appointment**.

Students can get an appointment for the student health care doctor through the school nurse.

If necessary, the student will be referred to additional examinations or special health care.

**Emergency first aid** is carried out in co-operation with the other school staff. In a first aid situation, the guardian is responsible for arranging further care for the student.

Our school nurse **Sari Björkroth** is available Monday through Thursday and can also be reached by telephone (046 877 23 68) or e-mail ([sari.l.bjorkroth@espoo.fi](mailto:sari.l.bjorkroth@espoo.fi)). Standby duty on Mon–Thu 12.30–13.00.
**School doctor**

The school doctor performs a full health check on second-year students.

Health certificates **for driving licenses** can be issued by the school doctor, and male students are offered the municipal health check-up needed for the military call-ups.

Form teachers will notify their students of the appointment schedules.

**Dental treatment**

The students should make an appointment themselves for the dentist in their own health district.

Dental treatment is free for students under the age of 18 years.
**Special needs teacher**

A student with dyslexia and other learning disabilities can contact the special needs teacher for individual counselling.

A student can also be tested for dyslexia in Swedish.

The special needs teacher’s office is located **on the second (top) floor** opposite the study hall.

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**Study guidance**

The weekly tutorials (homeroom lessons, GHT) are an important part of student guidance and the students must attend regularly.

During the PreDP counselling course issues like study skills and **alternatives for further studies are introduced**, and during all three years the students can see the Guidance Counsellor for private consultation in these matters.
In more time consuming matters students are recommended to set an appointment beforehand.

The DP Coordinator

The DP Coordinator, Anna Martikainen, is at the school on most days. She is generally available during the day, and students are encouraged to drop in to her office on the first floor if they have any questions about their studies.

If, for some reason, she is not in her office (e.g. is teaching), students can best contact her via email or Wilma.
All students in Mattlidens Gymnasium belong to the Student Council.

At the beginning of the school year the Student Council elects a chairperson and 18 members to the Board.

The work of the Board is supervised by Nina Sippola and Merit Kärki

**Great work – great merit**

Working for the Student Council is a merit on your CV and you will receive a certificate for this work.

IB1 and IB2 students can get CAS for actively working on the Board.

The Board financially supports the Abis and _vanhojen tanssit_, and, on a more daily basis, offers a microwave oven and a water boiler for student use.
The Board tries to equip Mattlidens with what the students need and wish for.

The school gym has been planned and furnished by the Students Council Board, and maintenance is also a Board responsibility.

Gaming events, parties and Mattnatten with the Talent Show are all organized by the Student Council Board.

The Students Council Board actively works for a feeling of togetherness and wellbeing in school and gives the students an opportunity to affect decisions made in school.
The Student Council Rules for everybody

• Everyone’s right to study without disruption should be respected.

• Please behave properly among others in all facilities at school and on the internet. **A smile can save someone’s day!**

• Be a role model for the younger students. We don’t drink alcohol or smoke on school grounds.

• Clean up after yourself by the microwave oven and the sofas and keep the rest of the school clean as well.

• **Keep the gym tidy!** It was partly financed and completely planned by the students themselves.

• Put the empty cans and bottles in the bottle-bank bins in the classrooms. **The money will go to improving the atmosphere in the school.**
The fundamental objective of the tutorship programme is to create a school that everyone wants to be a part of.

The tutor students contribute to a positive atmosphere based on presence and respect of both the community and the individual.

The tutors are trained during the spring term of their first year. This training programme prepares the tutors for creating a feeling of unity and helping new students off to a good start at Mattlidens.

The tutors are responsible for the welcome day, the outing to Högsand, which is arranged in the second week of school in the autumn for new students.
DELFI

Once a year, in the spring, students have the opportunity to participate in the international language test DELF (Diplôme d’Études en Langue Française).

The test consists of listening, reading, writing and speaking and can be taken at 4 different levels:

- A1 (beginners)
- A2 (intermediate)
- B1 (advanced)
- B2 (very advanced)

After passing the test the students will receive an official diploma that can be used to confirm their knowledge of French e.g. when applying to university or for a job.
Level B2 is required to study at a French university.

The diploma is a good certificate of the students’ actual French knowledge as the test measures their ability to communicate.

**Visual Arts Diploma**

With the supervision of your Visual Arts teacher, you can receive a Visual Arts Diploma at Mattlidens.

This requires you to complete a piece of art and a portfolio of work independently during a school period.

Students complete one assignment, choosing from at least five alternatives. The assignment is based on the compulsory and optional courses in Visual Arts, and **at least four courses must be completed** for you to be able to pursue the diploma.
The National Matriculation examinations

In some cases an IB student might want to participate in one of the Finnish Matriculation examinations.

Participation requires that the student has studied the subject in question or otherwise acquired the necessary knowledge.

It is recommended that a student who wishes to participate in the National Matriculation Examinations should do so during the IB1 year (spring session) and not during the final IB year.

Please see the Principal for further information.
LEAP – Linked European Awareness Programme

For over a decade, Mattlidens Gymnasium has participated in the LEAP (Linked European Awareness Project) together with four other European schools located in Italy, Norway, Scotland, and Poland.

Each year one of the participatory schools hosts a project week for ten students and a teacher from each of the partner schools.

During this week, the students cooperate on projects and acquaint themselves with both each other and the culture of the hosting nation, being accommodated in host families.
Visual Arts teacher **Fredrika Auvinen** is our LEAP contact person.

**MEP – Model European Parliament**

Together with *Kulosaaren yhteiskoulu, Kauni-aisten lukio, Helsingin Suomalainen Yhteiskoulu (SYK)* and *Gymnasiets Grankulla samskola, Mat-tlidens* is a participant of the Model European Parliament.

Four times a year, a simulated parliamentary meeting of the EU is organised in an EU country (International MEP and Baltic Sea Region MEP). Each school is allowed to send one representative to participate in committee and plenary work.

Participants stay with host families and work together with young people from other EU countries.

The session ends with plenary sessions and votes on the different resolutions that the committees have prepared.
Participants pay their own trip expenses and pocket money, but Mattlidens pays the participation fee.

The MEP is a demanding but rewarding experience.

Each year (in February/March) a Finnish national MEP session is organized in the capital region. Approximately 10 delegates from each school participate. To be able to participate in an international or Baltic MEP, it is required to participate in the national session.

Delegates are chosen throughout the year, corresponding to the timing of the sessions.
If you are interested in studying at a university in the United Kingdom after you graduate from Mattliden, **you have to start planning now!**

The application process is rather long and involves you writing a personal statement and getting references, as well as predicted grades, from your teachers.

You can apply to **a maximum of five courses** (at the same or different universities) and may have to sit an entrance exam or be invited for an interview.

Your Guidance Counsellor will help you with the application.

**Check the UCAS website** www.ucas.com for more details or ask your Guidance Counsellor.
Everyone is entitled to comfort and well-being, security, and peace and quiet to work in school.

1. The lessons start and finish according to the schedule.

2. A student who causes disturbances can be expelled from class.

3. If a student is taken ill during the school day she should see the school nurse or inform the teacher from whose lesson she will be absent.

4. No disturbances of any kind are tolerated in the dining hall. Trays and dishes must be returned.

5. Leaving litter is forbidden in the school building and surroundings.

6. The student is responsible for damage caused to property belonging to the school or another student.
7. In case of an accident the school nurse or a teacher should be informed.

8. Bicycles and motorized vehicles must be parked in the places assigned to them. Students driving cars must not park on the staff parking on the school premises but on the parking place opposite the school (across from the Neste gas station.).

9. **Smoking is prohibited** in the school area. The school will inform the parents of students caught smoking on the school premises.

10. It is forbidden to drink alcohol in school or during events organized by the school such as parties, excursions, trips and workshops. It is also forbidden to bring or store any kind of intoxicants in the school.