

## Rules of the student selection process

### 1. Eligibility criteria

- a. Students residing in Luxembourg, regardless of their nationality, and attending any of the public or private schools located in Luxembourg are eligible
- b. In principle, students enrolled in the following years are eligible to apply for a scholarship:
  - 3<sup>rd</sup> year of secondary in a Luxembourgish secondary school (3<sup>e</sup> lycée)
  - Key stage 4 Year 3 of the British system
  - Grade 10 of High School (International School)
  - 2<sup>nd</sup>e of a French lycée
  - Candidates should be between 16 and 17 years old at the time of selection.
- c. Prior knowledge of English is an asset but is not compulsory.

### 2. Selection criteria

- a. Students are selected on personal merit and their commitment to the UWC ideals, regardless of race, religious beliefs, political views or their social or economic circumstances. Students are selected based on the following criteria:
  - Intellectual curiosity and motivation;
  - Active commitment
  - Social competence
  - Integrity, resilience and personal responsibility
  - Motivation to apply to UWC
- b. Students should have good academic results but, above all, should be strongly motivated and subscribe to UWC's vision and principles, showing personal responsibility and integrity
- c. Students should be able to demonstrate the ability to effectively represent Luxembourg at a UWC school. This is a particularly important element in view of the fact that residency, not nationality, determines eligibility to apply via the Luxembourgish committee.

### 3. Selection process

- a. The selection procedure and applicable deadlines are announced on the [www.uwc.lu](http://www.uwc.lu) website and in available media.

- b. The selection procedure is run by the Selection Committee.
- c. The Chairman of the Board appoints the chairman of the Selection Committee. The chairman of the Selection Committee appoints its members. The Treasury of the association may not be appointed as member. The Selection Committee should comprise at least one former student of a UWC school.
- d. The selection procedure is held in three stages:
  - 1) Applications are subject to eligibility checks (age, residency); at this stage Committee Members involved in the Selection process declare any actual or potential conflicts of interest to the Chairman of the Selection Committee;
  - 2) Eligible applications are analyzed and shortlisted candidates are invited for an interview. Depending on the number of submitted applications, the Chairman of the Selection Committee, after consulting the Selection Committee members, may decide to invite all eligible applicants to the next stage of selection.
  - 3) The interview includes a conversation with a panel of at least 3 members of the Selection Committee. At least one member of the panel is a UWC alum. On the day of the interviews, candidates are invited to participate in an assessment procedure run by the Selection Committee. The assessment consists of a series of activities such as debates or play games. During the activities, the Selection Committee members make written observations according to a pre-established grid of assessment criteria.

During the interviews, parents of candidates hold meetings with other Selection Committee members to discuss the details of sending a child to one of the UWC Schools. During the meeting, the financial conditions of available scholarships are presented and discussed. It is underlined that the Selection Committee does not take into account the material situation of candidates.

The Selection Committee takes into account the written submissions, the interviews and the assessment activities into account. After the discussions, the Selection Committee attributes scores to each candidate according to pre-defined criteria and draws up a list of candidates ranked according to the total score.

The Selection Committee recommends scholarship attribution to the candidates with the highest results, taking into account the specific requirements of schools where applicable, such as sex, non-standard medical care or academic preferences.

The Selection Committee also draws up a reserve list. In case of additional offers of scholarship or resignation from recommended candidates, these places are offered to candidates from the reserve list, in the order that they allow the specific requirements of the schools referred to above.

e. The offers

The Treasurer contacts selected candidates in the order of their ranking.

At this stage, parents are required to make a financial declaration, on the basis of which the Treasurer determines:

- the most suitable scholarship offer,
- the amount of parental contribution,
- the amount of co-financing available from the UWC Luxembourg committee.

After presenting the complete offer, the family decides to accept it or rejection within 3 days. In case of rejection, the offer may be presented to a candidate from the reserve list.

- f. The final decision to accept a candidate recommended by the Selection Committee belongs to the heads of schools who have offered scholarships.
- g. Decisions of the Selection Committee may not be appealed.
- h. In order to prevent a conflict of interest, any relatives in straight or lateral lines of any of the candidates may not be members of the Selection Committee.

<b>Code of Ethics</b>
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By signing the Code of Ethics of UWC Luxembourg, I agree to:

1. Act in accordance with UWC values<sup>1</sup>;
2. Not discriminate between applicants based on religion, ethnicity, gender, age, sexual orientation, disability, political opinion, or social and economic backgrounds;
3. Fulfill functions and complete tasks that I agreed to take responsibility for in a timely and conscientious manner;
4. Declare any actual, potential, and perceived conflict of interest;
5. Respect confidentiality of the selection process at any time.

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<sup>1</sup> International and intercultural understanding, celebration of difference, personal responsibility and integrity, mutual responsibility and respect, compassion and service, respect for the environment, personal challenge, action, and personal example.