



# **Akademeia High School University Advice Policy**

*Effective for the 2026-2027 Application Cycle*

## **Contents**

- 1. Introduction**
  - 2. Scope and Objectives**
  - 3. University Preparation Programme**
    - 3.1. Programme Overview
    - 3.2. Attendance Requirements
    - 3.3. Reflection and Decision-Making Framework
  - 4. Application Process and Deadlines**
    - 4.1. Submission Deadlines & Timeline
    - 4.2. Consequences of Missed Deadlines
    - 4.3. Entry Tests, Additional Requirements, Documentation, and CIALFO
  - 5. University and Professional Guidance Centre Procedures**
    - 5.1. One-on-One Advising and Draft Reviews
    - 5.2. Use of External Advisors/Consultants
    - 5.3. Originality Requirement
    - 5.4. Student Accountability and Proactive Engagement
  - 6. Scope of Consultation and Support Services**
  - 7. Parental Involvement and Student Agency**
  - 8. School Rights and Amendments**
  - 9. Final Acknowledgments**
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## **1. Introduction**

Akademeia High School's mission is to provide our students with the best possible preparation for their future lives and a pathway towards the best and most suitable university destination for each individual student. The school offers extensive support in choosing university degree programmes and preparation of university applications. In recognition of the shifting professional and higher education landscape, and in keeping with its pre-university university model, Akademeia High School is committed to fostering personal agency, self-discovery, and growth throughout our students' university application journey. Our approach empowers students to engage in deep self-reflection and development of key transferable skills, aided by dedicated mentors and university advisors.

## **2. Scope and Objectives**

This policy applies to all AHS students applying to higher education institutions in various destinations. It defines the roles, responsibilities, and expectations of both students and advisors within our University and Professional Guidance Centre. Our goal is to ensure a structured, supportive, and transparent process that complements the holistic education provided at Akademeia High School. Please note that some provisions in this document specifically address applications to UK and EU institutions, while others specifically address applications to US institutions.

## **3. University Preparation Programme**

### **3.1. Programme Overview**

- The university preparation programme is interwoven into the entire high school journey. Students develop a multifaceted portfolio of academic and extracurricular activities, which collectively inform their future university choices. This includes, amongst others, the Personal Development Scheme.
- Regular higher education and career events – including but not limited to school events, panels, fairs and conferences with admissions teams, university representatives and alumni – are organized to assist students in creating balanced university lists and to foster an awareness of diverse opportunities.
- Students are required to participate in structured group sessions including, but not limited to, personal statement workshops, bootcamps and portfolio workshops throughout their time at the school.
- During the application cycle, individual meetings with advisors play a crucial role in student's progress.

### **3.2. Attendance Requirements**

- All applications-focused events (e.g., fairs, conferences, personal statement writing workshops, boot camps, individual consultations, and portfolio classes for courses requiring a portfolio) are mandatory.
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Students are responsible for arranging individual consultations with their university advisors.

- The school reserves the right to enforce mandatory attendance. Any absences must be approved in advance, and the student is responsible for catching up on all missed material.
- Active participation in both group and individual sessions is expected. Students must come prepared, having completed assigned tasks. This includes responding to advisors' feedback and submitting appropriate written work before and individual consultation is held.

### **3.3. Reflection and Decision-Making Framework**

- All students are expected to continue reflecting in their University Logbooks on the events they attend (e.g., fairs, personal statement workshops), as well as on all co-curricular and extra-curricular activities, projects, and academic readings.
- Reflections should include summaries of key takeaways and explanations of how these experiences influence their university choices.

## **4. Application Process and Deadlines**

### **4.1. Submission Deadlines & Timeline**

- All applications for UK institutions must be submitted before the Y13 EOT1 exam session, to accommodate the January 2027 UCAS deadline.
- The school reserves the right to adjust internal deadlines if necessary.
- Students are strongly encouraged to submit their applications as early as possible to secure early offers and to alleviate last-minute pressures.
- Common Application submissions to US institutions must be finalised before the EOT1 exam session. Institutions have individual deadlines, and it is up to the student to confirm those deadlines and inform their advisor. Early deadlines are often 1 November, 15 November, or 1 December, while regular deadlines are predominantly within the first week of January.
- UK Timeline for the 2026/2027 Application Cycle:

<b>Date/Period</b>	<b>Details</b>
<b>Term 1 and Term 2 of Y12</b>	Individual meetings with the University and Professional Guidance Centre based on the University Choice Form; ongoing independent work overseen by mentors to log extracurricular activities.
<b>13 March 2026</b>	Deadline to submit reflection notes from the first Personal Development Scheme task.
<b>17 March 2026</b>	Personal Statement (UK) introductory session with advisors and deadline to declare intention to apply; early deadline applies to Oxbridge and Medicine applicants.

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<b>15–17 June 2026</b>	University preparation workshops including individual consultations with the University and Careers Advice Team, entrance exam mocks, and workshops on course selection and application management.
<b>19 June 2026</b>	First draft of the Personal Statement due; feedback will be provided within two weeks.
<b>21 August 2026</b>	Second draft of the Personal Statement due; feedback provided during Bootcamp.
<b>26–28 August 2026</b>	University Bootcamp.
<b>31 August 2026</b>	Beginning of the 2026/27 school year.
<b>11 September 2026</b>	Final draft of the Personal Statement due from early applicants.
<b>28 September 2026</b>	Final draft of the Personal Statement due from regular deadline applicants.
<b>5 October 2026</b>	Early applications completed and sent out.
<b>13 November 2026</b>	Regular deadline applications completed and sent out.

▪ EU Timeline for the 2026/2027 Application Cycle:

<b>Date/Period</b>	<b>Details</b>
<b>Term 1 and Term 2 of Y12</b>	Individual meetings with the University and Professional Guidance Centre based on the University Choice Form; ongoing independent work overseen by mentors to log extracurricular activities.
<b>13 March 2026</b>	Deadline to submit reflection notes from the first Personal Development Scheme task.
<b>17 March 2026</b>	Personal Statement (UK) introductory session with advisors and deadline to declare intention to apply; early deadline applies for Oxbridge and Medicine applicants.
<b>15–17 June 2026</b>	University preparation workshops including individual consultations with the University and Careers Advice Team, entrance exam mocks, and workshops on course selection and application management.
<b>19 June 2026</b>	Longlist of EU university choices due.
<b>26–28 August 2026</b>	University Bootcamp. Shortlist of EU university choices due.
<b>31 August 2026</b>	Beginning of the 2026/27 school year.
<b>Term 1 of Y13</b>	Individual meetings with university advisors and submitting draft CV for approval. First drafts of motivational letters and/or essays for various universities submitted for approval.
<b>End of September 2026</b>	Early application deadline for Bocconi University.

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<b>Early October 2026</b>	Studielink registration open for applications to the Netherlands.
<b>15 January 2027</b>	Application deadline to Numerus Fixus programmes in the Netherlands.
<b>End of January 2027</b>	Winter session application deadline for Bocconi University.
<b>1 February 2027</b>	CAO application deadline for the Republic of Ireland.
<b>1 April – 30 April 2027</b>	Application deadlines for non-EU/EU students to most universities in the Netherlands.

▪ US Timeline for the 2026/2027 Application Cycle:

<b>Date/Period</b>	<b>Details</b>
<b>Term 1 and Term 2 of Y12</b>	Individual meetings with the University and Professional Guidance Centre based on the University Choice Form; ongoing independent work overseen by mentors to log extracurricular activities.
<b>End of November 2025</b>	Deadline to sign up for US College Class (commencing January 2026) and mock SAT (term 1 exam session).
<b>January 2026</b>	Weekly, mandatory US College Classes begin and will run through Terms 2, 3, and Y13 Term 1. Classes cover the entire US application process (university research, scholarships, personal essays, etc.)
<b>May 2026</b>	Brag sheets due to advisors and teachers for US references.
<b>15–17 June 2026</b>	University preparation workshops including individual end-of-year meetings – for planning summer application work and providing essay feedback – with the University and Careers Advice Team, an SAT mock, and workshops on application management.
<b>26–28 August 2026</b>	University Bootcamp. Drafts of the Common App essay and supplementals due. Common Application setup workshop.
<b>31 August 2026</b>	Beginning of the 2026/27 school year.
<b>Term 1 2026/27</b>	Individual meetings with university advisors and weekly US College Classes continue.
<b>12 October 2026</b>	Final draft of Common App essay due for all applicants. Final supplemental drafts due for ED/EA schools.
<b>27 November 2026</b>	Final drafts of all supplemental essays due. No essay feedback after 27 November; students should be focusing on exams.
<b>Beginning of February 2027</b>	Mid-year reports with end-of-term grades are submitted to US universities.



#### **4.2. Consequences of Missed Deadlines**

- Repeated failure to meet internal deadlines may result in:
  - Temporary suspension of advisory sessions until work is completed.
  - Notification to parents or guardians.
  - Adjusted support levels for late-stage applications.
- Exceptions may be made for valid reasons with appropriate documentation.

#### **4.3. Entry Tests, Additional Requirements, Documentation and CIALFO**

- It is the student's responsibility to register for any required entrance tests, IELTS examinations, or additional assessments, and to be fully aware of specific course requirements, although appropriate advice will be given by the school wherever possible.
  - The students must notify the Exam Centre of any accommodations required for standardized tests: [examcentre@akademeia.edu.pl](mailto:examcentre@akademeia.edu.pl) for the purposes of internal mocks. Students are responsible for contacting the relevant exam boards of any accommodations required for standardized tests in line with their requirements.
  - Students must obtain transcripts and other necessary documents in a timely manner, ensuring that the Exam Centre has sufficient time to process these materials.
  - Students must be aware that transcript requirements and deadlines vary between regions and must adhere to the deadlines set with their region-specific advisors. For students who have completed one or more years of high school at another institution, they must be prepared to provide transcripts from that institution in a timely manner. If said transcripts are not in English, students are responsible for obtaining certified translations of those transcripts into English.
  - Students are responsible for managing and tracking their progress through CIALFO and completing all tasks assigned within the platform. CIALFO enables students to explore college options, manage deadlines, and stay organized throughout the application process.
  - For applications beyond UCAS, such as those to EU institutions, students must contact potential referees at least two weeks in advance. Students should note that referees (teachers) will not always be able to provide a reference with insufficient notice. Students are required to request US references in May of Year 12, first in person and then via email, sending a teacher-specific brag sheet to each referee. For additional US references, students must request them at least one month before the application deadline.
  - Students are required to provide brag sheets for references for all regions. This includes UCAS applications.
  - Submission of Personal Development Scheme notes, brag sheets, and other required documents must adhere to the deadlines advertised.
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- The school reserves the right to withhold advisory support if these submissions are not made in a timely manner.

## **5. University and Professional Guidance Centre Procedures**

### **5.1. One-on-One Advising and Drafts Reviews**

- The University and Professional Guidance Centre, staffed by expert advisors, provides individualized support.
- Students are assigned advisors based on their selected destinations and degree programmes.
- If a student applies to the UK, EU, and US, they may be assigned up to three different advisors.
- Students are hereby advised that the guidance provided may differ across destinations.
- Advisors will review application drafts and offer feedback within a reasonable timeframe on working days.
- The school reserves the right to cease issuing feedback if progress is insufficient or if the student fails to incorporate prior feedback.
- The application essays (for instance, the Personal Statement for the UK universities) should be drafted and kept to a single file. This original version will be the one that records all evolving amendments
- Additional feedback is provided by a second reader before the application is finalised.
- If student wish to seek additional advice from other subject teachers, they must ensure that such advice is sought and implemented before the application is submitted for final approval.

### **5.2. Use of External Advisors/Consultants**

- The school recognises that students may, at times, engage external advisors or consultants for guidance regarding the application process. Students and parents should ensure that any external assistance does not compromise the learning process that is built into Akademeia High School university application programme and that the work submitted is students' own.
- Students must acknowledge that engaging an external consultant does not exempt them from fulfilling any aspect of the school's application process. Students are required to maintain full cooperation with the school, including attending all mandatory application-related events and activities. This requirement remains applicable in all circumstances, particularly concerning academic references, which shall be provided exclusively by the school, regardless of the involvement of external consultants.

### **5.3. Originality Requirement**

- Students shall ensure that all work submitted in support of university applications is entirely their own original work.
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- Plagiarism, the use of AI-generated content, and the submission of unoriginal work are strictly prohibited. Students may use AI for research and to brainstorm their ideas, however, the final written work must be their own.
- Any submission of non-original work shall be deemed a breach of academic integrity. Such breach not only undermines the applicant's integrity but also casts a negative reflection on the school and is therefore strictly prohibited under any circumstances.
- The school reserves the absolute right, at its sole discretion, to suspend or terminate the provision of feedback and related support services if there is any reasonable suspicion that submitted work is not authored solely by the student.

#### **5.4. Student Accountability and Proactive Engagement**

- Students are expected to:
  - Proactively research their desired courses, entry requirements, including university entrance tests, and deadlines beyond the guidance provided.
  - Liaise with university admission offices to address any question regarding the specific conditions of the received university offers (for instance whether their Polish A Level or any other qualifications obtained in year 12 are part of the offer.)
  - Take ownership of their application journey by meeting all internal deadlines without repeated reminders.
  - Prepare for meetings with advisors by completing assigned pre-meeting tasks.
  - Submit drafts incorporating advisor feedback within the stipulated timeframes.
  - Attend follow-up sessions prepared with specific questions and proposed revisions.
  - Demonstrate reflective decision-making and take advantage of the many opportunities the school offers to ensure their applications align with their interests, skills, and career aspirations.
  - After submitting their applications, students must monitor their email and application portals for updates, ensuring timely responses to university communications.
- Failure to meet responsibilities may result in reduced advisory support or escalation to mentor, Head of Year 13, Head of Sixth Form as well as parents/guardians.

### **6. Scope of Consultation and Support Services**

- 6.1. The University and Professional Guidance Centre offers comprehensive assistance throughout the application process at the school, including, but not limited to, the following:
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- Providing guidance in compiling a tailored list of recommended educational institutions aligned with the student's preferences, accompanied by consultations on each option.
- Advising students on the selection of institutions that best correspond with their academic achievements and extracurricular profiles.
- Establishing a structured timeline encompassing all activities and milestones related to the application process.
- Supporting the preparation of application essays, including linguistic and substantive verification, proofreading, and ensuring compliance with the specific requirements of the selected institutions.
- Advising on engagement in relevant extracurricular activities that enhance the strength of the application.
- Recommending supplementary materials, such as academic readings, to support the application process.
- Providing guidance and resources for the preparation of entrance examinations (e.g., PAT, LNAT, TSA, ESAT), including information on deadlines and examination requirements. These sessions are organized by the Director of Co-Curricular.
- Assisting students in identifying suitable referees capable of providing robust references in support of their applications.
- Reviewing and verifying the completeness and accuracy of required documentation in accordance with institutional admissions criteria.
- Monitoring application and examination deadlines to ensure full compliance with all institutional requirements.
- Verifying the accuracy and punctuality of all submitted applications.
- Providing support for interview preparation when students are invited, including Oxbridge interviews. These sessions are organized by the Director of Co-Curricular.
- Assisting in the preparation of scholarship applications, including support in completing requisite documentation, where such opportunities are available.
- Monitoring student participation and progress within the application programme and providing continuous feedback concerning achievements and areas requiring further attention. The advisors reserve the right to share such feedback with parents or legal guardians, as deemed appropriate.

## **7. Parental Involvement and Student Agency**

- 7.1. The school offers annual programme of information sessions on higher education for parents.
  - 7.2. Parents are welcome to contact individual advisors for specific guidance and consultation.
  - 7.3. Any deviation from the University and Professional Guidance Centre's advice or established procedures must be confirmed in writing by a parent or guardian.
  - 7.4. The school reserves the right to require such confirmation prior to proceeding with advisory support.
  - 7.5. While The University and Professional Guidance Centre's guidance is comprehensive and robust, students retain ultimate responsibility for their
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applications. The advisors support and mentor, ensuring that students develop the necessary skills for lifelong success.

**8. School Rights and Amendments**

- 8.1. The school reserves the right to amend, interpret, or withdraw any part of this policy as deemed necessary.
- 8.2. The school reserves the right to enforce mandatory participation in all scheduled application events.
- 8.3. The school reserves the right to suspend feedback if progress is minimal, contradictory, or if the integrity of the work is in question.

**9. Final Acknowledgments**

- 9.1. All students and parents/guardians are asked to familiarise themselves with and adhere to the provisions of this University Advice Policy.

*Approved by the University and Professional Guidance Centre Team*

*Akademeia High School*

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