

## Teaching Policy and Procedures – 2017-2018

**This document is based on the Hebrew version of the Teaching Policy and Procedures. In the event of a conflict between the two documents, the contents of the Hebrew version prevail.**

### **Introduction**

Teaching policy and procedures are designed to clarify most of the administrative-academic procedures which are common to all university students studying for a Bachelor's or Master's degree.

The procedures have been determined by the Hebrew University Committee for Teaching Policy and Procedures ("*va'adat nahal*"). Additional procedures related to studies at the various faculties are established and published by the faculties.

Specific administrative or academic provisions of the individual faculties which are different from the general academic regulations are indicated as such in the Course Catalogue ("*shnaton*").

Issues which are not covered by the regulations or exceptional cases, whether they are matters of principle or relate to a particular group of students or to a particular student, will be considered by the faculty and, if necessary, referred for adjudication to the head of the Committee for Teaching Policy and Procedures.

The head of the Committee also serves as the tribunal in appeals on faculty-wide decisions in areas under the Committee's jurisdiction.

Please note:

"Faculty" includes also "Schools."

"Dean" includes also the head of a School.

"Annual Course Catalogue" is "*shnaton*."

"Teaching program" is "*chug*."

"Faculty Teaching Committee" is "*va'adat hora'a*."

"Committee for Teaching Policy and Procedures" is "*va'adat nahal*."

"Authority for Research Students" is "*rashut le'talmidei mechkar*."

"Information for University Students" is "*sha'ar le'student ba'universita*."

"Course registration form" is "*tofes limudim*."

"Extra" courses are "*odafim*."

"Banked" courses are "*meuchsanim*."

"Regular/additional exam dates" are "*mo'ed aleph/mo'ed bet*.""Lower/Upper Advanced" is "*Mitkadmim Aleph/ Bet*"

"Information for Applicants" is "*madrach la'nirsham*"

## **Table of Contents**

1. Hebrew University Student
2. Degrees
3. Study Tracks
4. Registration
5. Required Courses for All Students
6. Courses
7. Exams and Grades
8. Written Assignments
9. Determining Grade Point Average
10. Repeating a Course
11. Passing Requirements
12. Duration, Suspension and Resumption of Studies
13. Credit for Earlier Studies
14. Degree Requirements
15. Accreditations and Records of Studies
16. Outstanding Students
17. Disclosing Information about Students
18. Copyrights of Students
19. Procedures for Appeals, Requests and Complaints
20. Obligations of Teachers Regarding Teaching and Testing
21. Appendices:
  - Appendix A – Participation in student exchange programs
  - Appendix B – Accommodations for lack of fluency in Hebrew
  - Appendix C – Accommodations for learning disabilities
  - Appendix D – Accommodations for parents
  - Appendix E – Accommodations for students on reserve duty
  - Appendix F – Hebrew language requirements
  - Appendix G – English language requirements

## Table of Contents

1	Hebrew University Student .....	8
1.1	Definition.....	8
1.2	Status.....	8
1.3	Student ID.....	8
1.4	Tuition .....	8
1.5	Enrolled student .....	8
1.6	Supplementary Ph.D. students.....	8
1.7	Preparatory studies for Master’s degree .....	9
1.8	Special students not studying for a degree.....	9
1.9	Conditional acceptance of Bachelor’s degree students.....	9
1.10	Belonging to a specific faculty and transferring from one faculty to another .....	10
1.11	Students participating in a student exchange program .....	10
1.12	Students eligible for special accommodations.....	10
2	Degrees.....	12
2.1	Bachelor’s degree .....	12
2.2	Master’s degree.....	12
2.3	Doctor of Philosophy (Ph.D.) and Doctor of Law (LL.D). .....	12
2.4	Doctor of Medicine (M.D.) and Doctor of Dental Medicine (D.M.D.). .....	12
2.5	Doctor of Veterinary Medicine (D.V.M.). .....	12
2.6	Doctor of Clinical Pharmacology (Pharm.D.).....	12
2.7	Diploma Studies.....	12
3	Study Tracks.....	13
3.1	Study tracks for Bachelor’s degree.....	13
3.2	Master’s degree studies .....	13
3.3	Direct Ph.D. track.....	13
3.4	Bodies of knowledge .....	13
4	Registration .....	15
4.1	Academic advice days and submission of course registration form .....	15
4.2	Course-work schedules (course registration form).....	15
4.3	Changes .....	16

4.4	Deadlines for submitting course-work schedules and for making changes.....	16
4.5	Late submission of course-work schedules and changes.....	17
4.6	Computerized registration of the course-work schedule .....	17
5	Required Courses for All Students.....	19
5.1	Hebrew language.....	19
5.2	English language .....	19
6	Courses.....	21
6.1	Courses.....	21
6.2	Course attendance requirements .....	21
6.3	Course load.....	22
6.4	Extra courses (“odafim”) .....	22
6.5	Banked courses (“meuchsanim”) .....	22
6.6	Limited participation courses.....	23
6.7	Overlapping or alternative courses.....	23
6.8	Weight of a course .....	23
6.9	Types of teaching activities .....	24
6.10	Course credits.....	24
7	Exams and Grades .....	26
7.1	Prerequisites for taking exams.....	26
7.2	Exam dates, setting and posting the exam schedule .....	26
7.3	Exam format .....	27
7.4	Make-up exams .....	28
7.5	Exam procedures.....	29
7.6	Special accommodations:.....	30
7.7	Marking exams .....	31
7.8	Posting grades .....	31
7.9	Grade scale.....	32
7.10	Appealing exam grades .....	32
7.11	Keeping and returning exams.....	33
7.12	Oral exams.....	33
7.13	Take-home exams .....	33
7.14	Mid-terms.....	34
8	Written Assignments.....	35

8.1	How to submit homework.....	35
8.2	Submission date of assignments .....	36
8.3	Marking homework and returning it to students.....	37
8.4	Keeping and returning work to students .....	37
8.5	Appealing the grade in written assignments.....	38
8.6	Students' responsibility for their work.....	38
9	Determining Grade Point Average (GPA) .....	39
9.1	Grades included in the average.....	39
9.2	Grades not included in the average .....	39
10	Repeating a course .....	40
10.1	Entitlement.....	40
10.2	Exemption from ongoing requirements.....	40
10.3	Course grade in repeated courses.....	40
10.4	Limitation on right to repeat a course .....	40
11	Passing Requirements .....	41
11.1	Compulsory courses and required grades.....	41
11.2	Bachelor's degree students who transfer from a dual to a single teaching program track.....	41
11.3	Faculties are entitled to allow students who do not meet the requirements to repeat the courses in the teaching program one time only. ....	41
11.4	Students who have not completed requirements in a course.....	41
12	Duration, Suspension and Resumption of Studies .....	42
12.1	Duration of studies.....	42
12.2	Suspension of studies.....	42
12.3	Resuming studies – new students.....	42
12.4	Resuming studies – former students.....	42
13	Credit for Earlier Studies .....	43
13.1	Decisions to recognize courses from other fields .....	43
13.2	Courses taken in another field at the Hebrew University.....	43
13.3	Courses from other institutions of higher education.....	43
13.4	Credit for Bachelor's degree .....	43
13.5	Credit for Master's degree .....	43
14	Degree Requirements.....	45
14.1	Eligibility .....	45

14.2	Calculating the final grades for the degree .....	45
14.3	Date of eligibility .....	46
14.4	Finality of final grades and degree certificates .....	46
14.5	Verbal definition of the final grade on the degree certificate (“Bachelor’s” or “Master’s”): .....	47
15	Accreditations and Records of Studies .....	48
15.1	Record of studies .....	48
15.2	General accreditation of studies .....	49
15.3	Certificate of completion of studies and accreditation of entitlement to a degree .....	49
15.4	Payment for accreditation of studies .....	49
16	Outstanding Students .....	50
16.1	Outstanding students for the Bachelor’s degree .....	50
16.2	Outstanding Master’s degree students .....	52
16.3	General policy for awards .....	53
17	Disclosing Information about Students .....	54
17.1	General .....	54
17.2	Disclosure of personal information about students .....	54
17.3	Disclosing statistical information about groups of students .....	55
17.4	Responsibility .....	55
17.5	Payment .....	55
18	Copyrights of Students .....	56
18.1	Copyrights of students .....	56
18.2	Copyright of study materials .....	56
19	Procedures for Appeals, Requests and Complaints .....	57
19.1	Students are entitled to appeal grades in exams, academic assignments or courses .....	57
19.2	Complaint about a breach of teaching and study procedures .....	57
19.3	Appeal regarding discontinuation of studies .....	57
19.4	Complaints regarding personal matters .....	57
19.5	Requests for personal accommodations .....	58
19.6	Complaints to the Student Ombudsman .....	58
19.7	Complaints regarding sexual harassment .....	58
19.8	Disciplinary complaints against faculty, administrative staff or students .....	58
19.9	Complaints to the Comptroller of the University .....	59
20	Obligations of Teachers Regarding Teaching and Testing .....	60

20.1	Exams, assignments and grades.....	60
20.2	Teachers' attendance .....	61
21	Appendices:.....	63
21.1	Appendix A: Participation in student exchange programs.....	64
21.2	Appendix B: Accommodations for lack of fluency in Hebrew .....	67
21.3	Appendix C: Accommodations for learning disabilities.....	69
21.4	Appendix D: Accommodations for young parents .....	71
21.5	Appendix E: Accommodations for students on reserve duty.....	76
21.6	Appendix F: Hebrew language requirements.....	79
21.7	Appendix G: English language requirements .....	80

# 1 Hebrew University Student

## 1.1 Definition

To be considered a Hebrew University student, one must fulfill the following conditions:

- 1.1.1 Was accepted to the University in accordance with the admission requirements detailed in "Information for Applicants" (*madrach la'nirsham*) and paid the deposit.
- 1.1.2 Submitted a course-work schedule to the faculty according to its standard regulations (see chapter 4, "Registration").
- 1.1.3 Finalized registration with the Students Accounting Department according to the regulations and deadlines published in the booklet "Information for University Students" (*sha'ar le'student ba'universita*).

## 1.2 Status

Anyone classified as a student in a given academic year who has not formally discontinued his or her studies will be considered a student until the beginning of the following academic year.

## 1.3 Student ID

A student who has fulfilled the conditions in section 1.1 will receive a student ID. This card entitles students to borrow books from the library and to make use of the various services which are provided for students at the University.

## 1.4 Tuition

The regulations pertaining to tuition and other payments are detailed in the booklet "Information for University Students" and on the internet site of the University.

- 1.1.4 Payment requirements: Students must arrange to pay tuition to the University in full and on time.
- 1.1.5 Students with unpaid tuition will not be permitted access to grade records and other information, and no accreditation of studies will be issued for them. Additional information can be found on the internet and in "Information for University Students."

## 1.5 Enrolled student

Anyone who is a student according to the definition in section 1.1 is considered an enrolled student.

## 1.6 Supplementary Ph.D. students

Students (usually those with a non-research track Master's degree) who wish to pursue a doctoral degree must, towards this goal, fulfill the requirements set by the authorized body within the faculty.



- 1.1.6 “Supplementary Ph.D. students” who successfully fulfill the requirements of the faculty may apply for the doctoral degree program and their application will be considered by the Authority for Research Students (*“rashut le’talmidei mechkar”*).

## 1.7 Preparatory studies for Master’s degree

- 1.1.7 Students with a Bachelor’s degree who do not meet the admission criteria for a Master’s degree because of an insufficient grade point average (but are within five points of the required average) may apply for admission to preparatory studies for the Master’s degree. If accepted, they will be required to take Bachelor’s level courses whose extent and required grades will be determined by the faculty.
- 1.1.8 Students applying for a Master’s degree who have a Bachelor’s degree in a different field may be accepted for preparatory studies and will be required to complete a different extent of studies as determined by the faculty. The faculty may allow such students to begin to take up to 12 credits per year of Master’s level courses in addition to the preparatory studies. If they complete the studies successfully and are accepted to the Master’s degree program, these courses will be counted towards their degree.

## 1.8 Special students not studying for a degree

These are students who were accepted to the University for a non-degree granting program. These students will take courses in the regular study programs.

- 1.1.9 In order to be accepted as special students they must meet the criteria for this type of student set by the faculty.
- 1.1.10 Students will be accepted as special students for one year.
- 1.1.11 Students are entitled to request authorization from the Faculty Teaching Committee to continue studying beyond one year.
- 1.1.12 Students are entitled to ask the Faculty Teaching Committee for permission to transfer to a degree program. The committee will decide which and whether courses studied as a special student will be recognized as part of their degree.

## 1.9 Conditional acceptance of Bachelor’s degree students

- 1.1.13 Candidates who were accepted conditionally until completion of outstanding matters.
- 1.1.14 The obligations and rights of such students are identical to those of enrolled students.

## 1.10 Belonging to a specific faculty and transferring from one faculty to another

- 1.1.15 The faculty is the organizational framework in which the teaching programs of allied disciplines take place. It is responsible for academic and administrative issues common to its teaching programs. The faculty determines academic procedures, which are additional to the general University-wide regulations. It deals with academic and administrative issues regarding students during the period of their studies, such as curricular deviations, special dates for exams, outstanding students, and it is the faculty which grants degree certificates upon completion of studies.
- 1.1.16 As a rule, students “belong” to the faculty responsible for the teaching program in which they study.
- 1.1.17 Students who are studying for a degree in two teaching programs which are in different faculties should choose to belong to one of the faculties. Students are entitled to switch the faculty of their choice once during the course of their studies, but not later than the time of registration for their third-year degree courses.

1.10.3.1 Students in particular teaching programs (Law, Medicine, Dentistry and Social Work) must belong to their faculty even if they are studying in an additional teaching program in a different faculty.

## 1.11 Students participating in a student exchange program

Students taking part in a student exchange program while studying for a degree or immediately after completing their Bachelor’s or Master’s studies.

See **Appendix A** for procedures for participation in student exchange programs.

## 1.12 Students eligible for special accommodations

Enrolled students may be entitled to special accommodations for personal circumstances which may be permanent or temporary. The accommodations for which students are eligible are not cumulative, and students will be granted the accommodations that provide them with the most entitlements in every area. For example, additional time for exams will be the longest period from among the accommodations authorized for the student for various reasons.

### 1.12.1 Special accommodations for lack of fluency in Hebrew –

Students who are not fluent in Hebrew and wish to be granted accommodations based on the circumstances set out in Appendix B should complete a declaration in the “personal information” web page during their first two months of study at the University. (For accommodations in exams see section 7.6.1 and **Appendix B.**)

### 1.12.2 Accommodations for learning disabilities –

Students requesting accommodations for learning disabilities should submit an application together with an evaluation report via the teaching secretariat of their primary faculty. These will be referred to the Unit for Evaluation and Support of Students with Learning

Disabilities at the University (hereafter “the Unit”). Students should make these applications during the first month of their studies at the Hebrew University, or within a month of the date of the evaluation, whichever is later.

Procedures for accommodations for learning disabilities are detailed in section 7.6.2 and **Appendix C**.

#### 1.12.3 Accommodations for young parents –

Female students who are pregnant, or following a miscarriage, and male and female students after the birth of a baby, adoption or having custody of or fostering a child, or receiving fertility treatment, and who wish to be granted accommodations should apply to the coordinator for Gender and Parenting in the Office of the Dean of Students. See referral procedures and additional information in **Appendix D** and <http://studean.huji.ac.il/?cmd=ease.110>

#### 1.12.4 Accommodations for students on reserve duty –

Students who are absent during military reserve duty may submit a request for accommodations to the coordinator for Students on Reserve Duty, in the Office of the Dean of Students. Detailed guidelines for making the request, rights of those eligible and duties of the accommodations coordinator can be found in **Appendix E** and <http://studean.huji.ac.il/?cmd=miluum.78>

#### 1.12.4 Accommodations for visual impairment/blindness –

Students requesting accommodations for visual impairment/blindness should submit an application to the welfare coordinator of the Learning Center for the Blind in the Office of the Dean of Students. The accommodations procedures for visual impairment/blindness can be found in **Appendix H**.

## 2 Degrees

### 2.1 Bachelor's degree

in Humanities, Social Sciences, or Social Sciences and Humanities, in Business Administration (BA); in Social Work (B.S.W.); in Law (LL.B); in Science (B.Sc.); in Pharmacy (B.Sc. Pharm); in Nursing (B.S.N.); in Occupational Therapy (B.O.T.); in Agricultural Sciences (B.Sc.Agr.); in Medical Sciences (B.Med.Sc.); in Basic Medical Science (B.Sc.Med.); in Nutrition (B.Sc. Nutr.); in Science in cooperation with the Academy of Music and Dance (B.Sc. Mus.); in Humanities and Social Sciences in cooperation with the Academy of Music and Dance (Dance Major) (B.A. Dance). Studies for the Bachelor's degree extend over three years with the exception of Law, Occupational Therapy and Pharmacy, which last three and a half years, and Engineering and Nursing, which last four years.

### 2.2 Master's degree

in Humanities, Criminology, Social Sciences (M.A.); in Business Administration (M.B.A.); in Social Work (M.S.W.); in Science (M.Sc.) also awarded in the Faculty of Medicine and the School of Pharmacy; in Law (LL.M.); in Public Health (M.P.H.); in Agricultural Sciences (M.Sc.Agr.); in Humanities in cooperation with the Academy of Music (M.A. Mus.); in Nutrition (M.Sc. Nutr.); in Humanities in cooperation with Bezalel (M.F.A.). The Master's degree is granted to those who already have a Bachelor's degree and who have earned appropriate grades. Master's degree studies extend over two years.

### 2.3 Doctor of Philosophy (Ph.D.) and Doctor of Law (LL.D).

These studies are designed for students who have completed a Master's degree with very high grades. Studies extend over a minimum of two consecutive years. They are primarily comprised of original research carried out at the Hebrew University and reported in a dissertation submitted to the Authority for Research Students (*"rashut le'talmidei mechkar"*).

### 2.4 Doctor of Medicine (M.D.) and Doctor of Dental Medicine (D.M.D.).

Studies extend over six years. In the School of Medicine, students must complete a year's internship after the sixth year.

### 2.5 Doctor of Veterinary Medicine (D.V.M.).

Candidates must have an undergraduate degree in Life Sciences (for further details see "Information for Applicants"). Veterinary medicine studies are held at the School of Veterinary Medicine in the Faculty of Agriculture, Food and Environmental Sciences, and extend over four years.

### 2.6 Doctor of Clinical Pharmacology (Pharm.D.).

Candidates must have an undergraduate degree in Pharmacy (for further details see "Information for Applicants"). Studies for the Doctorate in Clinical Pharmacology take place in the framework of the School of Pharmacy in the Faculty of Medicine and extend over three years.

### 2.7 Diploma Studies

Designed for students with a Bachelor's degree. Exceptions to this are studies towards a teaching diploma and diploma in statistics and in editing which can begin during the Bachelor's degree program. Studies extend over one or two years according to the type of diploma. (Details in the Course Catalogues, *shnatanim*.)

## 3 Study Tracks

### 3.1 Study tracks for Bachelor's degree

There are two study tracks in the Faculty of Humanities: a dual track (which is comprised of two major teaching programs or one major and one minor) and a single track. In the Faculty of Social Sciences, students must begin their studies in a dual track. In the second year of studies, if their first-year grades were good, they can focus on a single program and take supplementary studies. In the Faculty of Science students can study in one teaching program, with supplementary studies, or in several programs. In the Faculties of Medicine, Dentistry, Agriculture and Law and the Schools of Nursing and Social Work, students generally remain in one program throughout their studies (though sometimes they can add another program).

### 3.2 Master's degree studies

There are two tracks for Master's Degree studies: a research track requiring a research-based thesis or seminar paper (as required by the faculty) and a non-thesis track.

### 3.3 Direct Ph.D. track

Students who complete their Bachelor's degree with suitable grades can apply for the direct track leading to a Ph.D. degree. Detailed admission requirements, the procedures of the program and requirements for transferring to the status of a doctoral student are found in the Course Catalogues of the faculties. During the course of the program, students are eligible to receive a Master's degree after fulfilling the requirements set by the faculty.

### 3.4 Bodies of knowledge

3.4.1 Some of the Bachelor's teaching programs have "divisions," which are bodies of knowledge with a scope of at least 32 credits.

3.4.2 Some of the Master's degree programs have "streams" and "specializations." The scope of each of these bodies of knowledge is at least 12 credits.

3.4.2.1 In general, only students in a specific study program can enroll in a "stream" while students in a number of study programs may enroll in a "specialization."

3.4.2.2 The Master's certificate cannot include two streams or specializations or a combination of the two unless at least one of them was studied beyond the scope of the degree (i.e., the student took at least 12 credits more than those needed for the full study program). Studies in a stream/specialization will be noted on the certificate as follows:

<b>The studied body of knowledge</b>	<b>Text in the certificate</b>
As part of the credits for the	"In [teaching program], in [stream] or in

teaching program	[specialization]"
Beyond the credits required for the teaching program	"In [teaching program] and in [specialization]"

- 3.4.3 In some study programs, there are additional bodies of knowledge (e.g., “emphasis,” “focus” or “secondary specialization”) with a scope of at least 12 credits. A faculty can signify the completion of the quota of studies in these bodies of knowledge in the student’s record of studies but not on the certificate.

## 4 Registration

At the beginning of each academic year students are required to select courses which will enable them to progress in their chosen study track. General advice about the academic framework and its procedures is available from the secretariats in each teaching program and/or from the faculty teaching secretariat. Each teaching program has an advisor responsible for providing personal guidance and academic advice to students on all matters pertaining to their course of study.

### 4.1 Academic advice days and submission of course registration form

Before the beginning of each academic year faculties set aside days for advice and registration to help students compile their course-work schedule for the year. Some faculties arrange conferences for students at the start of the advice days to provide general explanations. During these days students can receive personal guidance before registering for courses and tutorial sessions. Some faculties require students to attend these meetings and to have the advisor sign their course registration forms.

### 4.2 Course-work schedules (course registration form)

4.2.1 Students should list all of the courses they are taking during each of the two semesters of the year.

4.2.1.1 As a rule, students must not register for a course taught by a first-degree relative or in another situation of conflict of interest. Under special circumstances the Faculty Teaching Committee will consider whether, and under what conditions, registering for such courses would be permitted despite the prohibition. See also section 7.7.6.

4.2.2 The selected course-work schedule is validated after it has been recorded in the computerized system and approved by the faculty teaching secretariat. Where the faculty requires the registration form to be signed by the advisor, this too must be done before submission to the secretariat.

4.2.3 Courses registered in violation of the regulations detailed in the faculty's annual catalogue will not be recognized even if the student takes the exam.

4.2.4 The scope of the course-work schedule determines the proportion of tuition to be paid by the student. This is calculated as the product of credit hours of all the courses listed in the schedule, the value of a "credit hour" being determined by the degree, the faculty and the study track. The tuition payable per credit hour is displayed on the student's "personal information" web page.

4.2.5 Students who have registered with the Students Accounting Department but have not yet submitted a course-work schedule will be liable for full tuition until the schedule is registered.

- 4.2.6 Students who have submitted a schedule but have not registered with the Students Accounting Department will be liable to pay tuition in accordance with the schedule submitted and their declaration of intent to pay.
- 4.2.7 Students who wish to study in courses outside the faculty are required to obtain approval from the faculty to which they belong and from the teaching secretariat of the faculty giving the course.
- 4.2.8 Students who have taken all of the courses required for their degree and still have outstanding requirements such as a test, homework, a seminar paper, a thesis for a Master's degree, a final exam for a Master's degree or a research-based seminar paper, and have not fulfilled their requirements by December 31 of the year following their final year of study, will have to submit a course-work schedule which includes all of the courses in which requirements remain. Tuition will be determined by the number of the hours.

### 4.3 Changes

- 4.3.1 Students are entitled to make changes in their course-work schedule during a limited period at the beginning of each semester.
- 4.3.2 Changes in the schedule must be submitted on the appropriate form on time and, in some faculties, with the agreement of teachers or academic advisors or of the secretariat.
- 4.3.3 Fines will be charged for changes submitted with academic agreement after the deadline. Changes submitted after the deadline for a course listed as "limited number of participants" will not be approved.

### 4.4 Deadlines for submitting course-work schedules and for making changes

- 4.4.1 The schedule must be submitted according to the regulations by the deadlines displayed in "Information for Students," on the notice boards of the faculties, in a letter from the faculty and on the internet. Students who have been summoned to reserve duty and are likely to be absent during the add-drop-course period are entitled to early registration. They can register early by presenting their call-up notice and list of courses to the relevant secretariat. The secretariat will ensure that the registration is effective when the period for registration begins.
- 4.4.2 Changes in the annual course-work schedule must be submitted by the end of the second week of the first semester. Changes in courses beginning in the second semester can be submitted through the second week of that semester. Courses that start not during the add-drop-course period may be canceled after participation in one lesson. This cancellation will be carried out by the secretariat. Students who have reserve duty during the add-drop-course period should apply directly to the coordinator for Students on Reserve Duty.



## 4.5 Late submission of course-work schedules and changes

4.5.1 Students who have not submitted their schedules and/or the program of changes by the deadline must submit a written request outlining the reasons for the delay to the teaching secretariat of the faculty/school. Approval of the request (i.e., joining the course late) is subject to approval by the teacher of the course.

4.5.2 If the request for late submission of the schedule is approved, the student will be charged 2.5% of the tuition fee. This charge for late submission will be calculated and paid during the month when the schedule was submitted. Students who were late in submitting their schedules or change programs because of academic reasons or due to hospitalization, childbirth or reserve duty will be exempted from the lateness fee by the faculty teaching secretariat.

4.5.3 Students have the right to appeal faculty decisions regarding lateness fees to the head of the Committee for Teaching Policy and Procedures. The appeal should be submitted in writing no later than two weeks after the faculty made the decision.

4.5.4 Requests for exemption on economic grounds will be referred to the Financial Aid Department for expedited consideration. Recommendations will be given to the head of the Committee for Teaching Policy and Procedures.

4.5.5 The fee for late submission of changes is NIS 10 for one change and not more than NIS 30 for all the changes.

4.5.6 Changes in the course-work schedule which entail changing an existing course from one framework to another (such as defining a course as “extra” [“*odef*”] or “banked” [“*meuchsan*”] for a Master’s degree, or a change of level in English or changing from one tutorial group to another) will not incur a lateness fee even if the change is made after the deadline.

4.5.7 Students cannot reduce their course load or cancel their registration or reduce their due tuition after the deadline for changes. (In exceptional cases, it is possible to apply to the Tuition Appeals Committee in the Office of the Dean of Students.)

4.5.8 A course in which students participated and were tested will not be recognized if it was not listed on their course-work schedule. The grade will be entered on their record of studies only with approval by the faculty. Students will be charged for this course in accordance with the regulations.

## 4.6 Computerized registration of the course-work schedule

4.6.1 Course-work schedules are registered in the faculty teaching secretariat. All faculties allow students to review their schedule (some during registration

and some afterwards). A number of points are checked during the registration of the course-work schedule:

- a) Teaching programs – For first-year students checks are made to ensure a correlation between the program(s) for which they registered and the program(s) for which they were accepted. The course-work schedules of students who had not been accepted to a teaching program which they had listed will not be registered. (Students who change teaching programs must change their preferences at the Students Admissions Office and meet the admission requirements of the new program.)
- b) English as a foreign language requirements (including exemption level).
- c) Hebrew language requirements for foreign students.
- d) The number of courses.
- e) In the faculties of Law, Science, Medicine, Agriculture, Dentistry and the School of Social Work, specific required courses will appear on a list which is prepared in advance in respect of each student, in accordance with the faculty's regular curriculum.

4.6.2 In faculties which allow conditional advancement to the following year, the condition will be recorded on the course registration form or in the computerized system.

4.6.2.1 Such students must fulfill the condition within the allotted period of time. Once this is completed, they will receive written notification from the faculty.

4.6.2.2 Until the condition has been met the student will be considered as "conditional."

4.6.2.3 Students who have not fulfilled the condition within the allotted time will not be permitted to submit a course-work schedule in the following year.

4.6.2.4 The list of "conditional" students will be examined by the teaching secretariats of the various faculties.

## 5 Required Courses for All Students

### 5.1 Hebrew language

Proficiency in Hebrew is a prerequisite for all students at the Hebrew University. (But see exemptions listed later in this section.) Foreign students and students with a non-Israeli matriculation certificate must demonstrate sufficient Hebrew language proficiency to be accepted as students. If they have a good knowledge of Hebrew they will be exempted from Hebrew language courses. If not, they will be required to study Hebrew during the first year of their studies in order to receive an exemption. Students who have successfully completed the "Jerusalem Exam" abroad will be exempt from further Hebrew courses. Also exempt are students enrolled in programs classified as "English programs" and students whose Bachelor's degree studies were in languages other than Hebrew and who are now enrolled in Master's degree programs which may be completed in English.

5.1.1 Bachelor's degree students will not be accepted to their second year of studies before completing an "exemption exam" in Hebrew with a grade of 75 (Law students – 85) or higher. This does not apply to students who have successfully completed all of their first-year studies and receive permission from the Faculty Teaching Committee to study in their second year with a reduced course load (of not more than half of a course-work schedule in scope, including Hebrew courses). The Faculty Teaching Committee may allow students with a GPA of 75 or higher in their first year to study full time during the first semester of the second year (including Hebrew) and to take the exemption exam at the end of that semester. Students who do not achieve a grade of 75 or higher will not be permitted to take any courses other than Hebrew in the second semester.

Procedures for Hebrew language studies and rules for receiving exemption are detailed in **Appendix F**.

### 5.2 English language

By the beginning of their second year of Bachelor's degree studies Hebrew University students must demonstrate an ability to read and comprehend academic texts in English.

\*Not including the School of Social Work and Social Welfare where students must attain exemption level in English by the end of their first year of Bachelor's studies. See reasons for this exception and further details in the school's Annual Course Catalogue.

Students admitted to the University with level 3 English and by the end of their first year of Bachelor's studies attained level 1 may apply to the teaching program/faculty secretariat to be allowed to attain exemption level by the end of the first semester of their second year of studies.

5.2.1 Students will be accepted for Master's degree studies only if they have a university-level exemption attained in one of the ways mentioned in **Appendix G**, section A.

5.2.1.1 A faculty may accept candidates for Master's degree programs who have a Bachelor's degree from a non-English-speaking foreign country, and candidates for a Hebrew-taught Master's program, who were classified at English level 2 or higher, on condition that they obtain an exemption in English by the end of their first year of study.

5.2.2 The Faculty Teaching Committee may allow students who have not obtained an exemption in English to study in their second year with a reduced course load (of not more than half of a course-work schedule in scope, including their repeated English course, and payment of the appropriate tuition, provided that all their first-year course requirements were completed successfully). In any case, they will not be permitted to participate in pro-seminars or seminars. Students will not be enrolled for third-year studies without completing the English requirements.

Procedures for English language studies and rules for receiving exemption are detailed in **Appendix G**.

### 5.3 The Cornerstone Program (Avnei Pina)

5.3.1 Bachelor's degree students must fulfill their requirements in the framework of the Avnei Pina Program. Studies in the program are divided into three fields of knowledge: social sciences, humanities and experimental sciences. Students who are studying one field of knowledge must study the two other fields of knowledge.

5.3.2 The scope of the studies in the program is 4 credits in each field of knowledge studied, unless the Rector of the University has decided to grant an exemption (partial or total, temporary or permanent) for particular study tracks. All students must check their academic requirements for Avnei Pina studies on the program's website <http://ap.huji.ac.il>

5.3.3 The grade in the Avnei Pina courses will be counted in the final overall average for the degree, but not in the average for the teaching program. Commencing in the academic year 2015/16 a "pass" grade in the Avnei Pina program is 60 (for courses in preceding years, a pass grade is determined according to the usual practice at the faculty where the course is given).

## 6 Courses

### 6.1 Courses

6.1.1 As a general rule, the courses are offered as described in the Course Catalogues of the faculty that offers the course and on the University website. Changes are posted on the notice boards and on the online Course Catalogue.

6.1.2 Teachers must publish in the Course Catalogue the program of the course, its description and its learning outcomes. Teachers must also inform students in writing and no later than the first week of the course, about its requirements and the components of the final grade.

6.1.3 The language of instruction is Hebrew unless the Faculty Teaching Committee allows exceptions in particular courses or in special circumstances.

### 6.2 Course attendance requirements

Students must participate in all classes, tutorials, seminars and laboratory sessions. Regular non-participation, including for reasons of overlapping courses, may deprive the student of the right to receive a final grade in the course.

6.2.1 Attendance requirements will not apply to students during reserve duty or holidays appearing on the academic calendar if they coordinate ahead of time how they will complete any work missed (according to section 6.1.4.4). Whenever possible, exams and quizzes should not be scheduled for such holidays.

6.2.2 Students with special permission (according to section 1.11.3) may miss up to 30% of the classes in a course. Partners of such students may miss one week of classes that follow the entitling event, according to section 1.11.3.

6.2.3 Students who are absent due to reserve duty, illness an entitling event according to section 1.11.3 or a holiday must make up the missed course material.

6.2.4 Students expecting to miss class should give written notification to their teachers and to the teaching program secretariat a month in advance, together with supporting documentation, in order to inform them of the anticipated absence and confirm that it is justified. If the absence is approved, the teacher will decide how written work, laboratories, seminars, workshops, etc. will be made up, as well as allotting alternative dates for the missed tests and assignments.

6.2.5 Students who are absent for an unexpected reason should notify the teacher and the teaching program secretariat in writing immediately on their return, explaining the reason for the absence (with supporting documentation). If the absence is excused, the teacher will decide how written work, laboratories, seminars, workshops, etc. will be made up and allot alternative dates for the missed tests and assignments.

6.2.6 Teachers can decide how students should make up the work missed in laboratories, seminars, workshops, field trips etc., or to exempt them from these requirements or allow the requirements to be made up at a later date, including the next time the course is given.

### 6.3 Course load

6.3.1 Minimum course load: The faculty will determine the minimum number of compulsory and elective courses required each year for each degree in each study program. The course load will include courses defined in the Course Catalogue as “supplementary courses” (including preparatory courses in the Hebrew language and in scientific English reading and comprehension).

6.3.2 Maximum course load: Some faculties set a limit to the number of courses that students are permitted to include in their course-work schedule.

### 6.4 Extra courses (“odafim”)

Extra courses are those taken beyond the degree requirements.

6.4.1 Students are entitled to take exams in all the courses authorized in their course-work schedule and the grades will be listed on their record of studies.

6.4.2 The final GPA for the degree will be determined only by the courses required for the degree as set by the curriculum of the teaching program and the faculty. Courses that exceed the requirements will be classed as “extra” courses.

6.4.2.1 Students who studied and were tested in elective courses beyond the requirements of the degree and their required course load may choose which of their elective courses will count as “extra.”

6.4.2.2 This policy affects all those who received their degree since the graduation ceremony of 2008.

6.4.3 Students should notify the faculty teaching secretariat of their decision in writing and indicate which courses they wish to be counted as “extra.”

6.4.4 These courses will be listed separately on the record of studies and their grades will not be counted towards the degree.

6.4.5 After eligibility for the degree is accredited, the list of “extra” courses cannot be changed.

### 6.5 Banked courses (“meuchsanim”)

While studying for their Bachelor’s degree, students may request permission to take Master’s degree courses or diploma studies. When registering for these courses students can decide if

they will be defined as “banked” courses, which means that their grades will not be included in the calculation for the ranking of outstanding students and the GPA for the Bachelor’s degree. If approved by the faculty, the banked courses can be included in students’ Master’s program or diploma studies, and the grades of these courses will be included in the GPA of their studies for that degree.

6.5.1 Bachelor’s degree students can require the inclusion of banked courses when requesting completion of the degree (see section 14.2). In such a case the grades in these courses will be included in the ranking, unless the degree was completed after the determining date for the calculation of the ranking.

6.5.2 Banked courses which Master’s degree students did not include in their course-work schedule at the beginning of the first year of study will be transferred automatically to extra courses and cannot be included in a future course-work schedule. Whether or not students included the banked courses in the course-work schedule, the grades of their banked courses will be included in the calculation of the average for ranking outstanding students in the first year of Master’s degree studies.

6.5.3 For the avoidance of doubt, it is not possible to include a course in a course-work schedule toward more than one degree.

## 6.6 Limited participation courses

These courses can accommodate only a limited number of students and are marked as such in the Course Catalogue.

## 6.7 Overlapping or alternative courses

6.7.1 Overlapping courses are so similar in content that students cannot receive credit for them. Students considering taking courses that are similar in content should check in advance whether they are considered “overlapping.”

6.7.2 Alternative courses are those with identical functions within a study program so that students are not required to take all the courses classed as “alternative” to one another. In cases where alternative courses are not overlapping, credit may be given for them.

## 6.8 Weight of a course

The weight of a course is indicated by its credits. All students in a course receive the same number of credits for the course regardless of their year of study or the teaching program they belong to.

## 6.9 Types of teaching activities

Teaching at the University which entitles students to credits is conducted in one of the following formats or a combination of several formats:

“Lesson” – frontal lectures; “exercise” – frontal practice in small groups; “seminar” – frontal lectures by researchers and/or students, usually requiring the submission of a seminar paper; “laboratory” – familiarity and experience with working with materials, processes, etc.; “excursion” – teaching activity outside the classroom; individual “tutorial” of research students or individual teaching; “workshop” – instruction or practical practice in small groups; “practical work” – provision of professional experience; “clinical lesson” – course on clinical-practical subjects; “online course” – in the model of the flipped classroom (combination of online courses and frontal lessons, exercises and/or class discussions) or the whole course comprising online lectures; “self-study” – learning assignment performed independently; and “preparatory” – frontal lectures on background or basic subjects (some of these courses do not award credits).

## 6.10 Course credits

Credits for a course reflect the number of course hours as displayed in the Course Catalogue.

6.10.1 Each weekly semester hour of study is equivalent to one course credit. For one hour in a course defined as preparatory or a workshop or a tutorial ("*hadracha*") the faculty may award half a credit for each semester hour.

6.10.2 Courses defined as supporting studies ("*limudei ezer*," including preparatory courses in the Hebrew language and in scientific English reading and comprehension) do not carry course credits.

6.10.3 Credits for courses whose weekly hours cannot be determined, such as field trips or study camps, will be awarded according to the scope of the course. (Each day of field trips will be given half a credit.)

6.10.4 Certain assignments may gain extra credits. This information appears in the Course Catalogue. In this context, an assignment is a wide-ranging independent work, exceeding the normal course requirements. It does not include preparation of exercises, presentation of reports, laboratories or active participation in classes or seminars. Students may not receive credit for more than one such assignment in each course.

6.10.5 A faculty may decide that a seminar paper is part of the requirements of a course which all participants have to complete and that it is not an assignment which carries extra credits.

6.10.6 In theoretical faculties a seminar paper is commonly awarded 4 credits in addition to the credits of the course itself. (For example, students participating in a seminar of 2 weekly semester hours during the year who fulfill course requirements will receive 4 credits. If they also submit a seminar paper they will gain a total of 8 credits.)



## 6.11 Summer Courses

All regulations of the Committee for Teaching Policy and Procedures apply also to the summer courses.

6.11.1 Summer courses are listed in that academic year's Course Catalogue.

6.11.2 Registration for summer courses takes place via the registration system during the normal periods of registration. It is also possible to register for summer courses near the beginning of the course.

Cancellation of registration for a course is possible during a specified period. This period is determined relative to the length of the course.

6.11.3 The summer course grade is updated in the current year.

6.11.4 Summer courses will be listed in the ranking of outstanding students which will be issued in November of the following year.

6.11.5 Repeating a summer course is considered like repeating any other course taken during the year. Therefore, it will require re-registration in the following year and full payment.

## 7 Exams and Grades

### 7.1 Prerequisites for taking exams

Students may take exams only if they fulfill the following conditions:

- a) The course is listed in their course-work schedule. Exams of students who are not registered for the course will not be marked.
- b) All the requirements for the course, including attendance, have been met by the time of the exam.
- c) A student photo ID or another official identification card with a photograph must be presented.

### 7.2 Exam dates, setting and posting the exam schedule

7.2.1 Final exams in Bachelor's degree courses will be held on two dates: the regular date (*mo'ed aleph*) and an additional date (*mo'ed bet*) that is designed to resolve any constraints due to personal or academic reasons (such as proximity of exam dates). Students may take exams on both dates, regardless of their achievement in the previous exam. Master's degree exams will be held only on the regular date.

7.2.2 Exams will take place at times that will not disrupt the normal process of study. In special cases, first-semester additional date exams may be taken until the end of the time allowed for changes in the second semester. All course grades will be posted before the beginning of the following academic year.

7.2.3/4 The regular and additional exams are held close to the end of the course. The regular and additional exams for a course that ended in the first semester are held during the semester vacation (lasting for 6-7 weeks), and for a course that ended in the second semester, during the first four weeks of the summer vacation. The additional exam for a course that ended in the second semester is held during the exam period of up to three weeks from the end of the regular summer exams period.

7.2.4 The additional exams for first-semester courses are held during the exam period of two weeks during the Pesach vacation (to come into effect in 2014). The additional exams for second-semester courses are held during a two-week period commencing one week after the end of the regular summer exams period.

7.2.5 All make-up exams will take place during the summer, so there will be no overlap with the other exam dates, and all the grades will be entered before the commencement of the following academic year.

7.2.6 As a rule, students will take all the exams of the courses to which they are registered during the regular exam period (*mo'ed aleph*). A student who did not take the regular exam will not be considered for a make-up exam in accordance with sections 7.4.1 (c) and (f).

7.2.7 All students are eligible to take an additional exam (*mo'ed bet*) as long as they register at least 3 working days in advance, according to the procedures of the faculty. If

the regular exam grade was posted later and no less than two working days before the additional exam, students can register or cancel their registration through the secretariat. If a student takes a course exam for the second time, the grade on that exam will be the determining one. Subject to the procedures of the faculty, students who register for an additional exam, and do not cancel their registration up to 3 working days in advance, will be deemed to have taken the exam and handed in a blank form.

Please note:

- The faculty, teaching program or teacher may decide not to allow students to take an additional exam if they have not followed the faculty's registration procedures.
- Students who choose not to take the exam at the regular date and intend to take or take only the additional exam (*mo'ed bet*) do so at their own risk. They will not be permitted to take a make-up exam if they failed in the additional exam or were prevented from taking the additional exam due to reasons mentioned in sections 7.4.1 (c) and (f). If the course is a required one, the student will have to re-register for it when it is next offered.
- The University is not obligated to ensure nor can it guarantee a certain period of time between exams for elective or compulsory courses and there may be conflicts in a student's personal exam schedule. The additional exam date is designed to solve this problem. Therefore, students should not request a make-up exam on grounds of proximity of exam dates except in accordance with section 7.4.1 (f)

7.2.8 The schedule of exams will be determined in advanced and posted before the time for registering for courses.

7.2.8.1 The student's personal exam schedule will appear on the "personal information" web page.

7.2.8.2 The date and time of the final exam will appear as part of the course description on the online Course Catalogue.

### 7.3 Exam format

7.3.1 The regular and additional exams will be of the same format and level of difficulty. Teachers or course coordinators who wish to deviate from this rule for academic reasons should file a request with the Faculty Teaching Committee.

7.3.2. The format of the exam will be identical for all the groups in the course. If differences between groups necessitate different exam formats, the course will be divided into different courses in advance.

7.3.3 The relative weight of each section or question on the exam will be indicated on the exam booklet. If these are not indicated, all questions or sections will have equal weight.

## 7.4 Make-up exams

7.4.1 The make-up exam are designed for students who were prevented from taking the exam on the regular or additional exam periods due to reasons (a)-(f) or were adversely affected according to subsection (g) below:

7.4.2 Reasons for entitlement to a make-up exam:

(a) Active reserve duty – on the exam date: reserve duty of at least 10 days in total over the course of the exam period; or reserve duty of more than 9 consecutive days or more than 20 days in total over the course of the semester in which the student was registered for a course, provided that the relevant authorizations were presented.

(b) New parent – an entitling event (as listed in section 1.12.3) close to the date of the exam; if the exam was held during the eligibility period allotted to the student according to that section; or if the exam of the partner of a new mother was held within three weeks of the entitling event, provided that the relevant authorizations were presented.

(c) Fast day – an exam on a recognized fast day (as specified in the academic calendar).

(d) Mourning – an exam that was held up to 9 days after the death of a first-degree family member (parent, brother/sister, partner, son/daughter) or up to 3 days after the death of a grandparent, provided that the relevant authorizations were presented.

(e) Hospitalization – an exam was held while students or their child aged up to 18 years was hospitalized or in the two days after release from hospital, provided that the relevant authorizations were presented.

(f) Proximity of exams – students who had two exams in a compulsory course in proximity (less than 20 hours from the beginning of the exam) to any other compulsory course, provided that they took one of the exams in each course and that the courses were not taken earlier or later than scheduled for that academic program.

(g) Conduct in breach of regulations – students who were adversely affected because the teacher (or the teacher's substitute) was not available during the exam (as required by the regulations; see section 7.5.14) or because their grade was posted less than 48 hours before the additional exam.

(h) Approval by the Teaching Committee of the faculty giving the course – if students were prevented from taking the exam due to special health reasons or other exceptional circumstances, and generally provided that they took the exam on another date (regular or additional).

7.4.3 In a service course given by one faculty to another, the Teaching Committee of the faculty giving the course can allow the faculty receiving the course to decide in matters of make-up exams.

7.4.4 Requests for make-up exams must be submitted with original supporting documentation to the Teaching Committee of the faculty giving the course no later than one week after the grades of the additional exam have been published (for that same course). The Teaching Committee's decision will be notified to the student as soon as possible and in any case no later than one week before the date of the make-up exam.

7.4.5 Students who received permission for a make-up exam and did not take the exam without giving advance notice of their intentions (at least one week before the exam) will receive a zero grade on the exam.

7.4.6 The determining grade – in any case, the last-received grade is the determining one, whether the student took the additional or a make-up exam.

## 7.5 Exam procedures

7.5.1 Students must present themselves at the exam room at least 15 minutes prior to the commencement of the exam.

7.5.2 Students' photo ID or another official ID with a photograph will be examined during the course of the exam.

7.5.3 Students who arrive more than 30 minutes late will not be permitted to take the exam.

7.5.4 Students will be seated in the exam room as instructed by the proctors. Proctors are entitled, at their discretion, to move students from one seat to another at any time during the exam.

7.5.5 Unless expressly permitted, students may not use any study aids during the exam. Likewise, the use of electronic devices (mobile phones, laptops, handheld computers or smart watches) is prohibited. All belongings must be placed together according to the proctors' instructions.

7.5.6 Permitted auxiliary material: In advance of the exam the teacher will inform the students which auxiliary material can be used during the exam; this will be indicated on the exam booklet. Use of printed materials is permitted only if they do not have any writing or notations on them.

7.5.7 Students are not permitted to leave the exam room without intention to return for any reason during the first 30 minutes after the distribution of the exam booklets. Students who leave the exam room must hand in the exam questionnaires and booklets to the proctors and they will be deemed to have taken the exam.

7.5.8 Students are not permitted to go to the toilet during the first and last 30 minutes of the exam. Leaving for the toilets at other times will be allowed, circumstances permitting; the student will be accompanied by a proctor. Pregnant women may leave for the toilet even if circumstances do not allow other students to do so.

7.5.9 Students may not talk to each other or pass any materials.

7.5.10 Answers must be written in ink in clear, legible handwriting on only one side of every page. Nothing should be written in the margins. The reverse side of a page may be used for drafting answers and must be marked at the top as "rough copy."

7.5.11 It is forbidden to tear pages out of the exam booklet or to add pages to it.

7.5.12 Violations of the instructions or regulations during an exam will be reported by the proctor to the Disciplinary Committee. (The Disciplinary Regulations are posted in the faculty Course Catalogues and on the internet.) In any case, proctors are not permitted to prevent a student from proceeding with the exam.

7.5.13 Upon completion of the exam, students must hand in the exam booklet to the proctor (including the exam questionnaire, if required), and leave the exam room quietly.

7.5.14 Teachers' presence during the exam – The teacher who taught the course is responsible for conduct of the exam. The teacher will circulate between exam rooms to ensure the proper functioning of the exam and be available to clarify the wording of the questions to the students or resolve issues should the need arise. Teachers who cannot do this must appoint a substitute. These duties do not apply to exams taken at a time of the student's choice (such as computer-based exams). If no teacher or substitute has come to the exam room by the time of the end of the exam, students are entitled to note "Do not grade" on the exam booklet. In such a case, the student will be deemed not to have taken the exam and will be entitled to a make-up exam (see section 7.4.2d).

In a case of a serious violation of instructions, the teacher or the substitute can stop a student from proceeding with the exam but only if this is needed in order to prevent disturbance to other students. In such a case, the teacher will file a complaint with the Disciplinary Committee.

7.5.15 Duration of the exam – The time allotted for the exam will be indicated on the exam questionnaire and will not exceed 3 hours. The Dean may issue a one-time permit for a longer exam. An exam that is scheduled to exceed 3 hours will be split and the second part will take place after a break. Students who are non-Hebrew speakers or who have learning disabilities will be allotted additional time, as detailed in the following sections.

## 7.6 Special accommodations:

7.6.1 Students who are not fluent in Hebrew as described in section 1.12.1 and **Appendix B** will write the exams in Hebrew but will be allotted additional time of 25% of the duration of each exam held during the period of entitlement and given in Hebrew, as well as additional accommodations according to the procedures detailed in **Appendix B**.

Faculties may make additional arrangements to assist students who are not fluent in Hebrew, as long as they ensure that student's allotted additional time do not gain an unfair advantage. It is the faculty's responsibility to implement the accommodations.

7.6.2 Students with learning disabilities eligible for accommodations as described in section 1.11.2 and **Appendix C** can, if they wish, submit the eligibility authorization to the teaching secretariat of the faculty responsible for the exam and, if required, should present the forms to the teacher of the course or the proctor at the time of the exam so they can receive the accommodations to which they are entitled.

7.6.3 Pregnant women are entitled to a 25% extension of the duration of the exam.

7.6.4 Throughout their studies, all students aged above 50, regardless of their degree or study framework, may apply to the teaching secretariat of their primary faculty to approve an extension of the time of the exam by 25%.

## 7.7 Marking exams

When marking a written exam which is not multiple choice, the marker must indicate the number of points given for each of the exam components and justify or explain the grade given if the student's answer was incomplete.

7.7.1 The teaching program secretariat will pass the exam booklets to the teacher within 24 hours after the exam.

7.7.2. The exam booklets will be given without disclosure of students' names. The Dean may overrule this policy under certain conditions.

7.7.3 Time allotted for marking the exams – The teacher will submit grades and the graded exam booklets within 8 working days from the date of the exam. As a rule, grades are posted one work day after the teacher submits them. In special cases, the Dean may extend the time allotted for grading a particular exam. Such an extension can only be given if the teacher has notified the students before the end of the eight-day period about the extension and that the grade will be submitted within a time so as not to affect the students' future studies, their right to appeal a grade, their right to receive an answer to an appeal within 48 hours before the exam is next given and to have the grade included in their GPA for the purpose of merit awards or prizes for academic excellence.

7.7.4 Monitoring the submission of the grades – The date of the exam, the number of students who took the exam and the date the grades were submitted will be recorded by the teaching secretariats in the computerized system.

7.7.5 Delay in submitting grades – The teaching secretariat of the faculty or school will report to the head of the Faculty Teaching Committee the names of teachers who did not submit grades on time. At the discretion of the head this information can be reported to the Dean and to the head of the Committee for Teaching Policy and Procedures for further action. Long and unjustified delays will be considered a disciplinary violation and the case will be brought before the Academic Disciplinary Committee.

7.7.6 Submission of grades when there is a conflict of interest – In the special circumstances (see 4.2.1.1) where teachers are due to grade an exam or a paper of a student who is a first-degree relative or in other situations of conflict of interest, the teacher should alert the vice-dean for Teaching Affairs or the head of the Teaching Committee, who at their discretion will assign the paper or the exam to another teacher to be graded or request a second grading of the paper or exam or take any other steps necessary to avert the conflict of interest.

## 7.8 Posting grades

Students' grades will be posted in the following ways:

- On the students' "personal information" page on the internet (<http://www.huji.ac.il>) (courses and grades web page).
- Via text message on mobile phone for students who paid the welfare fee and provided their phone number.
- Through email.

Grades should not be posted on notice boards or on the internet, either on the course site or on e-learning site.

Grades of students who have not paid tuition in full will not be posted.

## 7.9 Grade scale

<b>Verbal grade</b>	<b>Numerical grade</b>
Excellent	95-100
Very Good	90-94
Very Good(-)	85-89
Good	75-84
Good(-)	65-74
Satisfactory	60-64
Fail	0-59

## 7.10 Appealing exam grades

7.10.1 Students are entitled to appeal grades of written exams. The grades of oral exams cannot be appealed (see procedures for oral exams at 7.12).

7.10.2 Students who are considering appealing a grade must see their exam booklet/form after grades are posted and receive an explanation from the teacher (comments made in the body of the exam are considered explanations).

7.10.2.1 The status of the scanned copy of the exam that is available to the students on their personal university web page is for this purpose identical to that of the exam booklet.

7.10.3 The appeal with its rationale must be submitted in writing within 72 hours from the time the exam booklets were posted.

7.10.4 In considering the appeal, the teacher is entitled to re-mark the whole exam. The grade given after the re-grading will be the final grade of the exam, whether it is higher or lower than the original grade.



7.10.5 The amended grade or the teacher's decision with its rationale if the appeal is rejected should be submitted within three work days beginning the day after the last date for submitting appeals.

7.10.6 The faculty or school can extend the period of appeals and replying to the appeals only if the reply will be given no later than 48 hours before the exam is next given and on condition that the rights of the students will not be affected.

7.10.7 The teacher's decision is final, except for the circumstances described in section 19.1.4.

## 7.11 Keeping and returning exams

7.11.1 Receiving exam booklets – Students are entitled to see their exam booklets/forms immediately after the grades are posted and to have the exam booklets/forms returned to them. After 3 months from the date set for appeals, the exam booklets/forms can be destroyed.

7.11.1.2 The status of the scanned copy of the exam that is available to students on their personal university web page is for this purpose identical to that of the exam booklet.

7.11.2 Loss of an exam – If an exam booklet was irretrievably lost before it was graded, students can choose from the following options:

- a) Re-take the exam.
- b) Receive a verbal grade of "pass."
- c) Receive a grade based on the average of marks received on other components of the course grade, if any, if approved by the teacher and the Teaching Committee.

7.11.3 Loss of an exam after marking and posting of the grade – Students can choose from the following options:

- a) Accept the grade.
- b) Re-take the exam.

## 7.12 Oral exams

They will be held in the presence of two faculty members.

## 7.13 Take-home exams

Take-home exams that must be submitted within less than 3 working days will be considered as final exams of the course and will be included in the exam schedule. Longer exams will be treated as written assignments (in accordance with chapter 8). In any case, take-home exams will be graded anonymously (see section 7.7.2) or assessed electronically provided that the student's identity is not known to the assessor.

## 7.14 Mid-terms

If the weight of these exams is 26% or more of the final grade in the course, it will have an additional exam date (*mo'ed bet*). The faculty may determine that the additional exam date is available only to students who were prevented from taking the exam on the regular date.

7.14.1 In mid-term exams with a weight of less than 26% of the course's final grade, an additional date will be approved for students who had not taken this exam for reasons that justify permission to take a make-up exam, as described in section 7.4.

7.14.2 Students should be able to appeal grades of mid-term exams, after reviewing their answers and teachers' comments, all in accordance with procedures described in section 7.10.

7.14.3. In mid-terms lasting for more than 30 minutes, accommodations will be granted to students who are entitled to them.

## 8 Written Assignments

The regulations in this section apply to written assignments, for example: exercises and reports written during the semester, take home exams, final project for a course, seminar or pro-seminar papers, Master's degree thesis.

### 8.1 How to submit homework

8.1.1 Assignments should be handed in to the secretariat of the teaching program, which will provide the students with a confirmation of receipt. Homework such as exercises, reports and mid-semester assignments will be submitted as instructed by the teacher of the course. Take-home exams will be submitted for grading anonymously (see section 7.13) or assessed electronically provided that the student's identity is not known to the assessor.

#### 8.1.1.1 Master's thesis

The final version of the thesis will be submitted to the secretariat together with the supervisor's approval for submission and suggestions for possible readers of the work.

The marking period (see section 8.3.3), tuition payments, lateness fines etc. will be determined by the date of submission of the thesis and receipt of the supervisor's approval (see section 8.2.3).

8.1.2 As a rule, all assignments should be typed. With permission from the teacher, assignments can be submitted in legible handwriting.

8.1.3 Students should keep a copy of the work they have handed in so it can be considered in case the original is lost.

8.1.4 Students may not submit the same assignment in two different courses.

#### 8.1.5 Language of the assignment

8.1.5.1 Assignments must be written in Hebrew. When the language of instruction in a course or in a particular teaching program is not Hebrew, assignments can be submitted in the language in which the course/teaching program was taught.

8.1.5.2 Upon request by the student and with the approval of the course teacher, assignments in a language other than Hebrew can be submitted.

8.1.5.2.1 Master's degree thesis – Upon request by the student and with the approval of the supervisor, the Faculty Teaching Committee may approve the submission of a thesis in English or, under special circumstances, another language.

## 8.2 Submission date of assignments

8.2.1 Teachers will determine the date assignments such as exercises, reports and mid-semester work are due.

8.2.2 Final course papers, seminar and pro-seminar papers must be submitted within one month of the end of the course, and with special permission from the teacher no later than September 30 of the same year. Under special circumstances, the Teaching Committee or whoever is authorized in the faculty can give an extension until December 31 of the same year. By this time, the final version of the work including any changes must be handed in.

8.2.2.1 In setting the date an assignment is due the teacher should take into consideration that a grade in the course might be a prerequisite for the student to continue to study or might be necessary for calculating the average for award of a prize for academic excellence.

8.2.2.2 In exceptional cases, if permission is given to hand in work after December 31 of the same year, tuition will be charged as if the course was taken again and the student must register for the course and pay the tuition accordingly.

8.2.2.3 Students who are serving in the reserves or who return from reserve duty two weeks before an assignment is due can hand in the assignment, or an alternative assignment, subject to the teacher's decision, no later than at least the number of days they were on reserve duty or the number of days after they returned from reserve duty. The teacher can exempt the students from an assignment taking into consideration the nature and scope of the work. On grounds of good will but also taking into account the demands of the course, the Teaching Committee in each faculty can decide that it is not possible to postpone handing in work or a written exercise. In such cases, students can hand in the assignments the next time the course is taught (see also section 6.1.4)

Students who missed the due date for more than eight assignments because of reserve duty of 14 or more days should inform the Teaching Committee of their primary faculty which, on grounds of good will but also taking into account the demands of the various courses, will determine how and if missed work should be made up.

8.2.2.4 Students who are eligible according to section 1.11.3 and who did not submit written assignments on the due dates because these fell during their absence (see section 6.1.4) can hand in assignments or alternative assignments, as decided by the teacher, within seven weeks after returning. A student who did not hand in an assignment due to a miscarriage will be eligible to receive an extension of two weeks. The Teaching Committee in each faculty is entitled to make decisions on grounds of good will and taking into account the demands of the course.

8.2.3 A Master's final thesis must be submitted no later than 31.12. If academic approval is granted for later submission, the student must submit a course-work schedule for an additional year and pay tuition accordingly.

### 8.3 Marking homework and returning it to students

8.3.1 Take-home tests, exercises, reports and mid-semester assignments should be graded and returned to students no later than two weeks after the final date for submission or two weeks after the work was submitted, whichever is later.

8.3.2 Final course projects – The teacher will post the grade and return the work within one month of the final due date of submission or the actual date of submission, whichever is later.

8.3.3 Master's degree theses, seminar papers and pro-seminar papers – The teacher will post the grade and return the paper within two months of the final due date of submission or the actual date of submission, whichever is later.

8.3.4 Master's thesis:

- a. The work will be given for assessment by a reader/readers who is/are knowledgeable in the subject. The supervisor(s) and reader(s) will provide the grade and their detailed assessment of the work no later than two months after the date for submitting the thesis.
- b. Assessment and assigning of the grade by the supervisor(s) and reader(s) will be performed independently.
- c. The identity of the readers will not be disclosed to the student, unless the reader waived this confidentiality.
- d. The constituent part of the supervisor(s) will not exceed 50% of the grade for the written work.
- e. If the difference in the marks assigned by the supervisors and readers exceeds 10%, each faculty will determine how the grade will be calculated.
- f. Each faculty will determine the relative part of the grade for the work in the student's overall grade for the degree.
- g. An electronic copy of deserving Master's theses will be deposited in the university library according to criteria set by the faculty.

8.3.5 Students who have not received a grade within this period can appeal to the faculty teaching secretariat which will deal with the matter in a way that assures their anonymity.

8.3.6 If a written assignment is checked by more than one individual, each of them has to work and assign a grade independently.

### 8.4 Keeping and returning work to students

8.4.1 Written work will be returned to students through the secretariat. Homework that is not claimed by students will be kept for three months after the grade is posted. Afterwards, the work will be destroyed.

## 8.5 Appealing the grade in written assignments

The procedure for appealing the grade in assignments is the same as that for exam grades (see chapter 7).

### 8.5.1 Appealing the grade of a Master's thesis:

- a. The grade can be appealed provided that the appeal with its rationale is submitted within 72 hours of the date of the posting of the grade (according to appeal procedures – section 7.10.3).
- b. Appealing the grade of the thesis will postpone the completion date of the degree, may delay the award of the certificate by a year and may harm the student's eligibility for scholarships and prizes.
- c. After the appeal is received, the work will be given to an additional reader for independent assessment.
- d. Each faculty will decide how the grade by the additional reader will be weighted with the grades of the supervisor(s) and previous reader(s), provided that the weight of the supervisors' grades will not exceed 50% of the grade for the work.

## 8.6 Students' responsibility for their work

8.6.1 Preparation of seminar work, take-home tests and other homework is individual and must be based on independent work unless the teacher of a course has expressly allowed otherwise. For clarification:

8.6.2 Students may not look at the written answers of any other person, in whole or in part, whether take-home tests or homework (including answers stored in digital media, including social networks and email messages) or to use such answers in any way unless expressly permitted by the course teacher.

8.6.3 Unless expressly forbidden by the course teacher, students can consult with each other only on homework assignments in respect of particular issues, but as stated they may not see draft answers written by another person. In any event, students may not jointly prepare a written document.

8.6.4 Students must cite in writing all of the references upon which their work is based, including oral sources, and use quotation marks for items that are copied from other sources, with proper reference citations.

8.6.5 Teachers have a right to invite students to a meeting before giving grades. Teachers can decide that such a discussion counts as an oral exam provided that the regulations for such exams are upheld.

## 9 Determining Grade Point Average (GPA)

### 9.1 Grades included in the average

9.1.1 Every grade given to students at the end of a course (aside from the exceptions mentioned in section 9.2) is included in the calculation of their average for the year as well as the average for the degree, after it is weighted according to the number of credits allocated for the course. If a student repeated an exam or assignment, only the last grade is included in the average.

9.1.2 The course grade is determined in exactly the same way for all students (exams or assignments etc.) and will be expressed in the same format (non-numerical or numerical).

9.1.2.1 Non-numerical grades should be used only in rare and special circumstances.

9.1.2.2 A non-numerical grade of "fail" will be calculated as 54 in the GPA.

9.1.3 A course in which students did not take the final exam and did not receive a final grade will not be counted provided that the course was not earmarked for "limited number of participants." If students are enrolled in a course of "limited participants" and do not take the exam, the final grade for the course will be reported as "zero."

### 9.2 Grades not included in the average

The following grades are not included in the GPA:

9.2.1 Grades in courses which do not carry credit (supplementary courses, preparatory courses in the Hebrew language and in scientific English reading and comprehension etc.).

9.2.2 Grades in courses which students take beyond the degree requirements which are defined as "extra" courses. See section 6.3.

9.2.3 Grades which are only a component of the final grade of a course (such as mid-terms, exercises etc.).

9.2.4 Grades of courses in which students have taken the exam but were not included in their course-work schedule ("additional grades").

9.2.5 Verbal assessment: "exemption," "pass," "active participation," "credit," "no credit" and "withdrawal."

9.2.6 Grades: "active participation," "passed" or "failed" will be given only in courses for which such options are designated in the Course Catalogue.

9.2.7 Grades in "banked" courses: Master's degree level courses taken by Bachelor's degree students approved in advance for Master's degree or diploma studies will not be counted in the average for the Bachelor's degree, but will be included in the average for the Master's degree or diploma.

9.2.8 Courses that are counted towards one degree will not be counted towards another degree.

9.2.9 Courses taken at another recognized institution of higher education and are recognized as part of the studies towards a degree (even in the event of a joint program).

## 10 Repeating a course

### 10.1 Entitlement

With the approval of the Faculty Teaching Committee or an authority designated by this committee, students may repeat a course once when the course is given again in the year or semester following the year in which they originally took the course. In order to do this, students must register the course in their course-work schedule and pay the relevant tuition. The Teaching Committee may refuse requests for repeating a course on academic grounds (e.g. a student has already taken a more advanced course) or on administrative grounds (e.g. the course was designated for “limited number of participants” or other students should be given preference).

10.1.1 Students who were absent from class due to reserve duty of 10 days or more in total during a semester course, or for 20 days or more in total in a year-long course, may repeat the course without paying provided that they have not yet taken the final exam.

10.1.2 Students who were absent due to an entitling event according to section 1.11.3 (but not after a miscarriage) may repeat the course without additional tuition provided that they have not yet taken the final exam.

### 10.2 Exemption from ongoing requirements

Teachers may exempt students who repeat a course from some of the course requirements (homework) but not from the exam.

### 10.3 Course grade in repeated courses

The last grade will count even if it is lower than the earlier grade.

### 10.4 Limitation on right to repeat a course

10.4.1 The Teaching Committee of each faculty has the right to decide that students cannot repeat a course if they have taken two final exams.

10.4.2 The Faculty Teaching Committee can limit the number of courses students can repeat during the period of their degree studies.

10.4.3 The faculty teaching committee may set courses in which students can repeat the course twice toward the degree. This is in case they failed the course and were repeating it for the first time.



# 11 Passing Requirements

## 11.1 Compulsory courses and required grades

In each year, the Faculty Teaching Committee or a designated committee will determine and publish in the Course Catalogue the list of compulsory courses and passing requirements of each teaching program.

11.1.1 The minimum passing grade in a course is 60. The faculty may determine that in a particular course the passing grade will be higher than 60.

11.1.2 Minimum average of grades – A prerequisite for advancing from one year to the next in undergraduate studies is successful completion of all compulsory courses with an overall average grade of at least 60. Faculties may raise the passing grade to above 60.

11.1.3 Minimum grades in language courses – Students in their first year who are not exempt from English and/or Hebrew preparatory requirements (see section 5) must achieve a grade of at least 70 in English or 75 in Hebrew in order to advance to their second year. (Faculties may require a higher grade in Hebrew.)

## 11.2 Bachelor's degree students who transfer from a dual to a single teaching program track

They must meet the passing requirements of both programs. Faculties can set a higher passing requirement for acceptance to a single teaching program.

## 11.3 Faculties are entitled to allow students who do not meet the requirements to repeat the courses in the teaching program one time only.

## 11.4 Students who have not completed requirements in a course

because of an entitling event according to section 1.11.3 or due to reserve duty may study conditionally in an advanced course or advance to the next year of studies until the exam or assignment is completed, subject to fulfilling the conditions set out in section 4.6.2 regarding their obligations as a “conditional” students.

## 12 Duration, Suspension and Resumption of Studies

### 12.1 Duration of studies

The Teaching Committee of the faculty is entitled to consider the status of students who extend their degree studies beyond the regular time frame and decide whether and which of their studies will not count towards their degree. However, students who are absent for reserve duty of 150 days or more in total during the period of regular studies and students who are absent due to an entitling event (according to section 1.11.3, but not after a miscarriage) are entitled to extend their studies by two semesters without incurring tuition or additional payment for the extension.

### 12.2 Suspension of studies

Students or candidates who leave their studies during the academic year (even if they have not submitted a course-work schedule) must notify both the Student Accounting Department and the faculty teaching secretariat by means of a registered letter, in accordance with the regulations published in the booklet "Information for University Students."

### 12.3 Resuming studies – new students

Students accepted for studies by a teaching program or faculty, who have not yet finalized their admission, must re-register and meet the admission requirements.

### 12.4 Resuming studies – former students

12.4.1 Former Bachelor's degree students who were eligible to continue their studies but took a single break of up two consecutive academic years may return to the same academic program without re-applying for that program. Decisions about recognizing the earlier studies and continuing to study are made under the authority of the Faculty Teaching Committee. Students who wish to resume studies should apply in writing to the faculty teaching secretariat.

12.4.2 Former students who ended their studies and wish to resume them who do not meet the requirements of section 12.4.1 should apply in writing to the Teaching Committee of the faculty. The decision to allow such students to advance to the next year of the degree or to require them to meet again the admission requirements of the teaching program, as well as whether to recognize their earlier studies, will be made under the authority of the Faculty Teaching Committee.

## 13 Credit for Earlier Studies

### 13.1 Decisions to recognize courses from other fields

within the University or from elsewhere are made by the Faculty Teaching Committee.

### 13.2 Courses taken in another field at the Hebrew University

which were recognized for the purpose of continuing studies will be allowed full credit and their grades will count as part of the average for the degree or will be reported as “credit” without being included in the average (whichever the faculty decides).

### 13.3 Courses from other institutions of higher education

which were recognized for the purpose of continuing studies at the Hebrew University will be reported as “credit” without a grade being allocated and will not be counted as part of the degree average.

### 13.4 Credit for Bachelor’s degree

13.4.1 Bachelor’s degree students who previously studied in another recognized institution of higher education and did not receive a degree for these studies will apply according to the guidelines and their admission will be determined by the respective faculties. The faculty can give credit for their earlier studies to a maximum of 2/3 of the credits required for a Bachelor’s degree at the Hebrew University. Such students will receive a Bachelor’s degree from the Hebrew University only if they completed their third year at the Hebrew University, including seminar papers, if required by the study program, and provided that they completed at least one third of all their degree studies at the Hebrew University.

13.4.2 Students at the Hebrew University enrolled in dual teaching program tracks can receive credit for earlier studies to the extent of one entire teaching program on condition that they did not receive a degree for these studies. That is, such students can study in only one teaching program for a degree.

13.4.3 Hebrew University students who want to take some courses elsewhere can do so if it is coordinated with the Teaching Committee of the faculty. The faculty will determine the range of the studies that must be taken at the Hebrew University in addition to the courses taken elsewhere.

13.4.4 Bachelor’s degree students or holders of a Bachelor’s degree who wish to study for another Bachelor’s degree in the same faculty or in another faculty can receive credit for their initial degree studies for not more than one third of the courses required for the additional degree. The credit will be given for one additional Bachelor’s degree.

### 13.5 Credit for Master’s degree

13.5.1 Master’s degree students who previously studied in another recognized institution of higher education and did not receive a degree for these studies will apply according to the guidelines and their admission will be determined by the respective faculties. The faculty can give credit for their earlier studies to a maximum of half the credits required for a Master’s degree at the Hebrew University. Such students will receive a Master’s degree from the Hebrew University only if they completed their thesis and/or final exam, if required by the study

program, at the Hebrew University, and provided that they completed at least half of all their degree studies at the Hebrew University.

13.5.2 Students studying for a double Master's degree can have one third of the courses applied to both degrees. The degree certificate of students whose degree is based on completion of studies from a previous degree will indicate that the later degree includes work done for a previous program.

13.5.3 Students who studied or are studying for a diploma as well as for a Master's degree can receive credit for their diploma studies to a maximum of one third of the requirements for the Master's degree.

13.5.4 Students who are studying for a Master's degree in a field in which they are studying in courses which overlap with those which they studied for an earlier Master's degree or overlap with some of the requirements for their studies can receive credit for these studies of up to a maximum of 1/3 of the current Master's degree. The Faculty Teaching Committee will decide whether such credit is given. Students who receive this credit may be given up to 10 credits in a non-research track and up to 6 credits in a research track. The remaining credits will be updated as an exemption.

# 14 Degree Requirements

## 14.1 Eligibility

Students are eligible for a degree if they have fulfilled all of the academic and financial obligations listed below:

- a) They completed their studies and met the requirements of the faculty and the teaching program in terms of the range and requirements of courses and the passing grades of courses as determined by the faculty.
- b) They received passing grades as determined by the faculty (See section 7.9) in each course included in their average.
- c) They have achieved the minimum final grades in courses set by the faculty and not less than 60.

## 14.2 Calculating the final grades for the degree

Students who consider that they are eligible for a degree should apply in writing to the secretariat of their teaching program, faculty or school for the degree to be finalized. They should indicate the study track of the anticipated degree, identify their “extra” courses (see section 6.3) and confirm how their name should appear in the accreditation. The secretariat will check these items, calculate the final grade and provide them with accreditation of eligibility for the degree which indicates the name and final grade in the degree, the final grade in the teaching program and the date of the eligibility.

### 14.2.1 Final grades for the Bachelor's degree:

14.2.1.1 The final grade for a Bachelor's degree will be determined by the grades (except for those mentioned in section 9.2) in **all** of the courses required for the degree in the faculty in which the student studied – and **only** by them, without regard to the teaching program to which the courses belong. The final grade for the degree will be calculated as the weighted average of the final grades in these courses as follows:

- a) The final course grade will be multiplied by the number of credits of the course.
- b) The sum of the products will be divided by the total number of credits.

14.2.1.2 The final grade of a teaching program will be determined in the same way, based on the required courses for the teaching program and only by them (except for those mentioned in section 9.2). This method will be used also to determine the grade for each teaching program in a dual teaching program track. Courses required for the degree and not for the teaching program will be included in the calculation of the final grade for the degree but not for the teaching program(s).

14.2.1.3 These rules are applicable to all students commencing with the graduation ceremony of 2009.

### 14.2.2 Final grades for the Master's degree will be determined on the basis of the following criteria:

14.2.2.1 Thesis track: Thesis, average of the grades in the courses and final exam. Inclusion of the final exam and the relative weight of each component of the overall grade are at the discretion of the faculty.

14.2.2.2 Non-thesis track: Average of the grades in the courses. Inclusion of non-thesis final project, seminar paper and final exam and their relative weight in the overall grade are at the discretion of the faculty.

14.2.2.3 The final grade for the Master's degree is not calculated for those who complete the degree in the framework of the direct Ph.D. track. Therefore, they are not included in the range of those who completed the degree and they are not allocated a final ranking (see section 14.5).

### 14.3 Date of eligibility

As a rule, the date of eligibility for the degree will be determined by the last grade given towards the degree. In any case this will not be later than two weeks after the last exam or two months after the submission of the last seminar paper, unless an appeal has been submitted.

14.3.1 If students submit a request for the finalization of a degree later than one year after completing its requirements, this request will be considered as a request to resume studies as detailed in chapter 12. If the faculty decides to finalize the degrees of such students without any further requirements, the date of eligibility for the degree will be the date of the request to finalize the degree. Students will receive their degree certificates together with the current graduating year and subject to the regulations of that year.

### 14.4 Finality of final grades and degree certificates

After receiving accreditation of eligibility for a degree, students will not be able to amend their final grade and/or make changes in their eligibility accreditation and/or degree certificate. Certificates will be given to students at the graduation ceremony each faculty holds once a year.

14.4.1 Students who want to change individual grades must receive the agreement of the faculty by way of a separate authorization.

14.4.2 Students who studied in courses after finalizing their degree – whether courses studied in the framework of the degree which were repeated after finalization with the agreement of the faculty or other courses – can receive a separate record of the grades for these courses. These courses will not be taken as part of the degree.

14.4.3 Students with degrees from the Hebrew University who have officially changed their name may receive (for a fee and after submission of official confirmation of the name change) a new certificate bearing their new name in place of the certificate with their former name. Those requiring such a new certificate should submit a written request to the faculty which issued the previous certificate. The new certificate will be in the current standard format and signed by the current officeholders. It will be noted on the new certificate that it replaces a previous certificate, issued in the name (the former name) in (Hebrew year) / (Gregorian year).

## 14.5 Verbal definition of the final grade on the degree certificate (“Bachelor's” or “Master's”):

Commencing with the graduation ceremony of 1995, the final classification is determined by the student’s relative position in the graduating class in the faculty during that year (provided that the final grade is not lower than the minimum required for each category), as detailed below:

<b>Classification</b>	<b>Percentages</b>		<b>Minimum Required Grade</b>	
	<b>Bachelor’s</b>	<b>Master’s</b>	<b>Bachelor’s</b>	<b>Master’s</b>
Summa Cum Laude	Top 2%	Top 3%	90	92
Magna Cum Laude	Next 18%	Next 22%	85	85

## 14.6 Diploma

Students who completed their studies and finalized their degree will receive a diploma.

14.6.1 The diploma will include, inter alia, the name of the faculty/faculties, degree, degree type and the teaching program awarding the degree.

14.6.2 The diploma will be signed by the dean of the faculty where the student studied. Students who studied in a dual teaching program or faculty will receive a diploma signed by the deans of both faculties.

14.6.3 Teaching certificate students will receive a diploma indicating the teaching field they studied.

# 15 Accreditations and Records of Studies

The University can provide a number of different types of records of studies:

- A full record of studies in Hebrew and English.
- A partial record of studies in Hebrew and English.
- A record of studies with or without an average.

Accreditations and records of studies will be provided only to students who have fulfilled all their financial obligations to the University. Accreditation will be provided two weeks after it is requested, and four weeks for students who completed their studies 20 or more years ago.

## 15.1 Record of studies

15.1.1 This document shows the academic achievements of students during their studies at the University.

15.1.2 All students are entitled to receive accreditations and records of studies in Hebrew and/or English during the course of their studies. The accreditations will be issued for a fee which is set each year.

15.1.3 Students who complete a degree will receive accreditation in Hebrew without payment at the time certificates are given out. A fee will be charged for other documents of accreditation.

15.1.4 The faculty (or school) in which students studied or are studying is responsible for issuing the accreditation and for its content. Accreditation of studies is an official document only when validated with the stamp and signature of the authorized official of the faculty.

15.1.5 Accreditations from all faculties and schools will be uniform in format:

The name of the faculty and the teaching programs in which the students studied will appear at the top. In the case of students who completed their degree studies, only those teaching programs in which they received final grades will be listed. For students who did not complete their studies, the document will list their academic achievements in all the programs in which they studied (even if these were changed during the course of their studies). The body of the accreditation will contain all the grades for all the courses in which final grades were given. (Courses without grades or with partial grades will be omitted.) Non-numerical grades will appear for courses in which they are given.

15.1.6 For courses in which the student took exams more than once, only the last grade will appear.

15.1.7 Students may request accreditations of studies for one degree only or for all their studies at the Hebrew University.

15.1.8 Studies for a teaching diploma, supplementary or preparatory studies will appear under a separate heading.



15.1.9 Accreditations of studies provided at students' request during the academic year will include, in addition to their grades, a list of their courses in the current year (as detailed in the authorized course-work schedule) in which they have not yet received grades.

15.1.10 "Extra" courses will appear on a separate page.

15.1.11 Partial records of studies – Students who have not yet completed their studies and want a record of studies that includes their average grade in order to register at another teaching program/faculty/institution can obtain it for a fee which is set each year. The record will include all the teaching programs attended and final grades for courses taken and their average.

## 15.2 General accreditation of studies

This accreditation constitutes an official document of the University vis-a-vis any third party. It provides details of the number of years studied, the degree received or for which the student is studying, the teaching program and study tracks. Students can receive such a form from the faculty teaching secretariat or download it from the "personal information" page on the University internet site. Students can receive the accreditation by fax by leaving a voice mail message (telephone 02-6584111) with their fax number.

## 15.3 Certificate of completion of studies and accreditation of entitlement to a degree

15.3.1 A certificate of completion of studies will be given to students who are eligible for a degree at ceremonies held once a year at announced dates.

15.3.2 Students who are eligible to receive a degree and need official accreditation before the ceremony may receive it without payment.

## 15.4 Payment for accreditation of studies

15.4.1 Accreditation provided once without payment:

- Accreditation of eligibility for a degree
- Accreditation of current studies (schedule)
- Accreditation of completion of requirements
- Accreditation of studies and grades (at the ceremony)

15.4.2 Other documents of accreditation for which a fee is payable:

- Accreditation of studies and grades (record) in Hebrew/English – 3 copies
- Translation of the parchment certificate to English – 3 copies

15.4.3 Special accreditation for a fee set by the faculties:

- Accreditation for Germany
- Accreditation for Continuing Education ("*Gmul Hishtalmut*")

## 16 Outstanding Students

The Hebrew University encourages students to aim for outstanding achievement in their studies. Outstanding students are given recognition by their inclusion on the annual Dean's List and the Rector's List and receipt of merit awards, as detailed below.

- a. The **determining date** for calculating the average for classifying outstanding students is **Monday of the fourth week of the academic year**. Grades recorded after that date will not be counted in this average. Students who complete their studies for the Bachelor's degree during the current year and would like to be considered for a merit scholarship for their Master's degree the following year should make sure that their degree is finalized by the deadline.
- b. In compiling the list of outstanding students and selecting award recipients, the Deans and the Rector may take into account non-academic considerations such as contributions to the community on the one hand, or criminal or behavioral infractions on the other (see also sections 16.1.1.1 and 16.3.6).
- c. The Dean's List **will be announced during the second month of the academic year**. Students who consider that they are eligible for inclusion and whose names do not appear should notify the faculty teaching secretariat in writing. The time for appeals will be announced with the list itself and will be during the two weeks after the announcement.
- d. The list of students on the Dean's List and/or those eligible for a merit award will be announced by the faculty. Students should watch out for the announcement. After the expiration of the appeals period and the compilation of the final list, those students will receive written notification from the faculty and a certificate signed by the Dean. This merit will appear on their accreditations and records of studies.
- e. Changing the faculty to which students belong may harm the prospects of outstanding students to receive an award.

### 16.1 Outstanding students for the Bachelor's degree

Merit awards will be granted to students in their first year of Bachelor's degree studies based on their admission criteria and in accordance the provisions of their acceptance in order to encourage them to study for that degree. Outstanding students can be included on the Dean's List or Rector's List three times on the basis of their undergraduate studies (after the first, second or third year in a three-year program; or four times in a four-year program). These students can also receive awards from the Dean or the Rector. Students studying in programs that are funded by outside bodies will not be exempted from tuition.

#### 16.1.1 Dean's List for Bachelor's degree students

The Dean's List for the Bachelor's degree includes students in their second and third year and graduates (after completion of their studies). The proportion of these students of the number of students who studied that year will not exceed 10%, and their average grade on the determining date must be at least 85, according the following criteria:

- a. They were full-time students according to the requirements for the degree (not including extra or banked courses). Full-time study in the theoretical faculties or

schools (Humanities, Social Sciences, Law, Business Administration, Social Work and Education) is comprised of least 36 credits. In the experimental faculties and schools (Science, Agriculture, Medicine, Medical Sciences, Dentistry, Pharmacy, Occupational Therapy, Nursing, Engineering and Computer Science) it is comprised of at least 45 credits. A full Bachelor's study program in a dual teaching program track where one of the faculties was theoretical and the other experimental is comprised of at least 40 credits.

- b. The grade average for classification will include all grades from the previous year, including courses defined as "banked" and "extra."
- c. The following grades will not count in the average for classification: Grades submitted after the deadline; non-numerical grades such as "exempt," "credit," "pass," etc.; as well as grades in language courses taken for exemption.
- d. Students who received a grade of less than 65 in the previous year or who have not received an exemption in English are not eligible for inclusion on the Dean's List.
- e. Courses in which a non-numerical grade such as "exempt" and/or "credit" was awarded which were recognized on the basis of studies in another institution (not including studies in a student exchange program) will not be counted in the credits for classification as outstanding students.

16.1.1.1 In compiling the list the Dean can consider giving representation to students on the basis of programs, fields and tracks of study and other factors.

16.1.1.2 The position of a student studying for two degrees in two faculties will be determined for each Dean's List separately, based on the studies in that faculty.

16.1.1.3 Students who have completed their studies for a degree as required and are likely to be included on the Dean's List on the basis of the final year of their degree studies but who do not meet the minimum credit requirements should apply in writing to the faculty during the period for appeals as indicated above.

#### 16.1.2 Dean's awards for Bachelor's degree students

Merit awards will be granted by Deans to students selected from the Dean's List at the discretion of the Deans and giving appropriate representation to the various teaching programs.

16.1.2.1 A merit award will be given by the Dean to Bachelor's degree students in the form of a scholarship for the current academic year in an amount equivalent to half of the student's tuition but not more than 50% of the annual tuition.

16.1.2.2 The faculty will notify eligible students by personal letter and will announce the list of recipients, the means of distributing the awards and the dates when they will be distributed. Students should watch out for these announcements.

#### 16.1.3 Rector's List for Bachelor's degree students

This list includes the most outstanding students at the University according to the Rector's discretion. These students are generally chosen from among those on the Deans' Lists. Students on the Rector's List will be notified by means of a personal letter from the Rector and this

achievement will be noted on their accreditations and records of study. In such a case, there will be no note about their inclusion on the Dean's List.

#### 16.1.4 Rector's awards for Bachelor's degree students

These awards will be given to all students who appear on the Rector's List and will include a tuition scholarship for the current year equivalent to the student's tuition, but not more than 100% of the annual tuition. In some cases, the award may include a financial prize.

## 16.2 Outstanding Master's degree students

Master's Degree Students may also be eligible for inclusion on the Dean's List or on the Rector's List based on their achievements during their degree studies (after the first year and the second year).

### 16.2.1 Dean's List for Master's degree students

The Dean's List will include Master's degree students or graduates whose proportion of the number of degree students in that year does not exceed 10%, according to the following criteria:

- a. During that year they took at least 40% of the range of courses required for the degree (or 27% in a three-year program).
- b. Their average for the year is not below 85.
- c. The average for classification will include grades from the previous year including grades in supporting studies, supplementary studies and "extra" studies (but see section 16.1.1 c).
- d. Courses in which a non-numerical grade such as "exempt" and/or "credit" was awarded which were recognized on the basis of studies in another institution (not including studies in a student exchange program) will not be counted in the credits for classification as outstanding students.

### 16.2.2 Dean's Awards for Master's degree students

16.2.2.1 Merit awards for first-year Master's degree students will be based on admission criteria in order to encourage them to study for the degree and integrate in academic work. The award will be given to a percentage of students in their first year in each faculty whose final grades in their Bachelor's Degree studies were not below 90.

16.2.2.2 The award will be granted to students in the thesis track or in programs in which the transition to a thesis track is possible only prior to the second year.

16.2.2.3 The faculty can grant some of the Master's awards to students beginning their degree studies in the second semester.

16.2.2.4 Merit awards for second-year Master's students will be given to a percentage of students in their second year in each faculty based on their grade average in all their courses of the previous year aside from reactivated "banked" courses and language courses (Hebrew or English) taken for exemption.

16.2.2.5 Dean's awards to Master's Degree students will be in the form of a subsistence scholarship and exemption from personal tuition not exceeding 100% of the annual tuition.

#### 16.2.3 Rector's List for Master's degree students

This list includes the most outstanding students at the University according to the Rector's discretion. These students are usually selected from among students on the Deans' Lists. Students who will appear on the Rector's List will be notified by means of a personal letter from the Rector and this achievement will be noted on their accreditations and records of studies. In such a case, there will be no note about their inclusion on the Dean's List.

#### 16.2.4 Rector's Prize for Master's degree students

The Rector will grant financial prizes to selected students from among those appearing on the Rector's List, in addition to the Deans' awards as mentioned in section 16.2.2.

### 16.3 General policy for awards

16.3.1 As a rule, receiving a merit award or a Rector's prize requires students to study full time and complete exams during the current academic year (as indicated in sections 16.1.1a and 16.2.1a).

16.3.2 Students can receive the Dean's award three times during their Bachelor's degree studies (prior to the first, second or third year in a three-year program; or four times in a four-year program) and twice in Master's degree studies (prior to the first year and second year). The Rector's Prize will be given to a Master's degree student only once.

16.3.3 Students will not be eligible for merit awards or the Rector's Prize after completion of the final year of the regular period of studies for the degree.

16.3.4 Students who are eligible for more than one award, based on their achievements in the same degree studies in the same faculty, will receive only one award (the highest among them).

16.3.5 Students eligible for a merit award or a Rector's prize must discharge their obligations to the Student Accounting Department independently of the date of the award/prize.

16.3.6 In selecting recipients of the awards from among the most outstanding students, the Deans and the Rector may take financial needs of students into consideration.

16.3.7 The scope of the awards is subject to the financial resources of the University during that year.

# 17 Disclosing Information about Students

(adapted according to administrative regulation 18-008)

This regulation determines the policy on disclosing information from the database of the student authority in order to protect the privacy of students. A student is anyone who has been registered and/or has studied at the University for any degree or in any special program.

## 17.1 General

17.1.1 Every application for information about students from a body within or outside the University must specify the identity of the applicant, the information required, the purpose of the request and how the information requested will be used.

17.1.2 Each body or person receiving the information according to this regulation will be obligated to use the information only for the purpose specified in the request.

17.1.3 Heads of units are responsible for bringing these provisions to the attention of the relevant employees.

## 17.2 Disclosure of personal information about students

### 17.2.1 To students or their delegated representative

Upon request, students can receive information from the database pertaining to themselves. This information can be given to a delegated representative of the student having power of attorney.

### 17.2.2 To an academic authority in the University

Academic authorities of the University including the teaching secretariats can receive information about students when they require it for the purpose of performing their duties.

### 17.2.3 To a University administrative body

Administrative bodies at the University can receive information about students including at most names, addresses, years and teaching program in which they studied. If they require information about a student's grades to make a decision about that student (personnel section in the Human Resources department, Assistance department, Student Admissions department, dormitories), they will receive it only with the student's written consent. The Office of the University Comptroller and the internal auditors are entitled to receive detailed information in accordance with their authority.

### 17.2.4 Requests from outside the University

No personal information about students will be given to any person or body outside the University (including another university, a government body, IDF etc.) without a written request by the student aside from information that must be provided by law.

## 17.3 Disclosing statistical information about groups of students

### 17.3.1 To parties within the University

Faculties, schools, teaching programs may receive statistical data about students registered with them. Other University bodies can receive statistical data about all students with the approval of the rector or a delegated representative. This information will be given without identifying the students.

### 17.3.2 To the Student Union

Representatives of the Student Union can receive lists of names of students and their addresses and statistical information about students according to distribution among fields of study for purposes related to the Union's activities.

### 17.3.3 To outside organizations

Outside bodies can receive statistical information about students only with approval from the Rector or a delegated representative. Such approvals will be granted in respect of each request individually. Statistical information will be provided to outside bodies without students' names and in such a way that they cannot be identified.

## 17.4 Responsibility

The director of the Office of Student Affairs, the director of the Information Systems department, the heads of the Offices for Teaching and Student Affairs in the faculties/schools and all those who maintain information about students are responsible for implementing these provisions.

## 17.5 Payment

Approval for the provision of information may be subject to payment.

## 18 Copyrights of Students

### 18.1 Copyrights of students

An invention, including an idea or scientific or technological information, any process, hardware, software, material, formula as well as development and improvement of an original invention created by students will remain the property of the students. However, when an invention was created by students while employed by the University or in the course of research or a project funded by the University and/or a third party, or under the guidance of a faculty member, or if students were in receipt of fellowships, the University will own the invention and the intellectual property rights associated with it, subject to the administration's regulations. Students must report all such inventions.

### 18.2 Copyright of study materials

Students may take notes of their teachers' lectures and record lectures for personal use, but must not photocopy lecture notes or distribute notes or tapes of lectures to anyone not enrolled in the course. Students should know that teachers may use materials whose copyright belongs to others which are permissible for use only within a course. Students who violate the rights of the University or of others, including teachers, and others whose copyrighted materials are used by teachers with permission, may face legal proceedings or disciplinary action.



## 19 Procedures for Appeals, Requests and Complaints

The method for lodging various types of applications are detailed below.

An appeal or complaint by a group of students should be submitted, when possible, collectively by representatives of the students.

Ranks of authority should not be bypassed and applications should not be submitted simultaneously to more than one party before the party who was approached first has responded.

### 19.1 Students are entitled to appeal grades in exams, academic assignments or courses

(see also sections 7.10 and 8.5)

19.1.1 The appeal should be submitted to the teacher or to the academic body that assigned the grade.

19.1.2 The student is entitled to view the exam, the paper etc. before submitting the appeal.

19.1.3 A appeal with its rationale should be submitted within 3 days of the posting of the exam booklet.

19.1.4 The teacher's response to the appeal will be final aside from violations of University procedures (application according to section 19.2 below) and claims of discrimination, harassment or improper or extraneous considerations in granting the grades (application according to section 19.4 below).

Nevertheless, an appeal about academic content may be submitted to the head of the teaching program, together with data, literary sources, study material etc. supporting the claim that a mistake had been made in the grading of an exam question. The head of the teaching program may reply in person or with the assistance of another authorized person.

### 19.2 Complaint about a breach of teaching and study procedures

19.2.1 The complaint should be submitted in writing to the party responsible for the breach of University or faculty procedures (e.g. the teacher, head of the teaching program, the teaching secretariat). The student can address the complaint directly to the party responsible for the substance of the complaint.

19.2.2. Students may appeal a decision to a superior officeholder or body in the following order: head of the teaching program, Faculty Teaching Committee, Dean of the faculty, head of the Committee for Teaching Policy and Procedures.

### 19.3 Appeal regarding discontinuation of studies

Appeal regarding discontinuation of studies should be submitted to the Teaching Committee of the student's primary faculty. The decision of the committee can be reconsidered by the Dean of the faculty.

### 19.4 Complaints regarding personal matters

Complaints about improper conduct or personal discrimination should be submitted to the Dean of the faculty.

## 19.5 Requests for personal accommodations

19.5.1 Procedures for requesting special dates for exams are detailed in section 7.4 of the regulations.

19.5.2 Requests for accommodations on matters of accessibility, learning assistance, learning disabilities, pregnancy and reserve duty are discussed in the following sub-sections:

Accessibility: <http://studean.huji.ac.il/?cmd=ease.146>

Learning disabilities: Section 1.11.2 and [http://studean.huji.ac.il/?cmd=learning\\_disabilities.148](http://studean.huji.ac.il/?cmd=learning_disabilities.148)

Gender and parenting issues: Section 1.11.3 and <http://studean.huji.ac.il/?cmd=ease.109>

Reserve duty: <http://studean.huji.ac.il/?cmd=miluum>

19.5.3 Requests for accommodations due to personal issues (not listed above) should be made to the responsible authority (the teacher if the request is for postponement of submitting homework, the Faculty Teaching Committee if it is for an extension of the duration of the degree studies etc.). The decisions of the particular authority may be considered further by the Dean of the faculty or the Dean of Students.

## 19.6 Complaints to the Student Ombudsman

After following through with the procedures detailed in section 19.2.5 above, students may, subject to policy, petition the Student Ombudsman.

<http://academic-secretary.huji.ac.il/?cmd=regulations.638>

<http://studean.huji.ac.il/?cmd=acceptability.145>

## 19.7 Complaints regarding sexual harassment

In cases of sexual harassment, including guidance for lodging a complaint, students must apply directly to the Ombudsman for Cases of Sexual Harassment:

<http://studean.huji.ac.il/?cmd=acceptability.123>

## 19.8 Disciplinary complaints against faculty, administrative staff or students

In cases of suspected violations of disciplinary regulations, students should apply to:

19.8.1 The Academic Secretary (regarding faculty and students):

<http://academic-secretary.huji.ac.il/?cmd=contact>

19.8.2 The Deputy Director of Human Resources (regarding administrative staff):

<http://hr.huji.ac.il/contact.php>

## 19.9 Complaints to the Comptroller of the University

Complaints regarding improper conduct by University authorities or its employees (not related to discrimination against students and not within the jurisdiction of the Student Ombudsman) should be addressed to the Comptroller of the University.

<http://comptroller.huji.ac.il/contact.html>

## 20 Obligations of Teachers Regarding Teaching and Testing

The Hebrew University attaches the utmost importance to the quality of teaching. The faculty of the University will follow developments in research in their field and will present these in a way that ensures their most effective assimilation by students. Teachers will evaluate their students' work fairly and judiciously, according to their understanding and their conscience, and will safeguard the dignity of their students and the University. The sections below review in outline the University's teaching and study procedures which are detailed in the preceding sections. In the event of a conflict between this section and a preceding section, the contents of the preceding section prevail.

### 20.1 Exams, assignments and grades

20.1.1 The teacher will publish in the Course Catalogue the program of the course, its description and its learning outcomes. The teacher must also inform the students in writing and no later than the first week of the course, about its requirements and the components of the final grade.

20.1.2 The exam schedule will be compiled in advance and will be published for students' information prior to the period of registration for courses.

20.1.3 Exam questionnaires for the regular exam period (*mo'ed aleph*) and for the additional exam period (*mo'ed bet*) will be equal in difficulty and have the same format.

20.1.4 The exam questionnaire will be identical for each group of students in the course. If differences between groups necessitate different exam questionnaires, the course will be divided into different courses in advance.

20.1.5 The relative weight of each section or question in the exam will be indicated on the exam form. If a weight has not been assigned, all the questions will have equal weight.

20.1.6 Duration of the exam – The duration of the exam will be indicated on the exam questionnaire and will not exceed three hours. The Dean is entitled to give one-time approval for a longer exam. An exam extending over more than three hours will be divided into two questionnaires and the second part will take place after a break. Accommodations for eligible students such as additional time are detailed in section 7.

20.1.7 Responsibility of teachers during exams – The teacher who taught the course is responsible for conduct of the exam. The teacher will circulate between exam rooms to ensure the proper functioning of the exam and be available to clarify questions or resolve issues should the need arise. Teachers who cannot do this must appoint a substitute. These duties do not apply to exams taken at a time of the student's choice (such as computer-based exams). If no teacher or substitute has come to the exam room by the time of the end of the exam, students are entitled to note "Do not grade" on the exam booklet. In such a case, the student will be deemed not to have taken the exam and will be entitled to a make-up exam (see section 7.4.2d).

20.1.8 Responsibility for grading exams and assignments – The teacher who taught the course is responsible for giving grades. Circumstances that can be foreseen such as reserve duty, trips abroad and participation in academic conferences, as well as giving the exams or assignments to a tutor or another person to grade, do not absolve the teacher from this responsibility.

20.1.9 Duration of grading assignments – Teachers must provide the grades and return the exams to the secretariat within 8 working days after the date of the exam, and homework assignments according to the schedule in section 8. In special cases, the Dean may extend the time allotted for marking assignments or exams if the deadline is notified to the students. Approval of an extension is also subject to the grades being given to students by a date when the chances to continue their studies or to have the grade included in the average grade for the purpose of receiving a merit award are not harmed.

20.1.9.1 Delay in grading exams – The faculty teaching secretariat and/the school secretariat will report teachers who have not handed in grades on time to the head of the Teaching Committee, who may, at his discretion, inform the Dean and/or the head of the Committee for Teaching Policy and Procedures for further action. An exceptional and unjustified delay will be deemed a disciplinary offense and will be brought before the faculty Disciplinary Court.

20.1.10 Appeals – If an appeal on a grade in an exam is submitted (see instructions in section 7), the teacher must provide a response with its rationale within three work days beginning the day after the last date for submitting appeals. In special cases, the Dean may extend the time allotted for responding to the appeal provided that it will not harm the chances of students to continue their studies or to have the grade included in their average for purpose of receiving a merit award.

20.1.11 Giving grades in cases of conflict of interest – Teachers who are due to give grades for exams or assignments to students with whom they have a family relationship (son, daughter, parent, brother, spouse etc.) or in other cases of conflict of interest should inform the head of the Faculty Teaching Committee/Vice-Dean for Teaching Affairs who, at his discretion, will assign the work to another teacher or an additional teacher to grade or take any other action deemed appropriate (see also 4.2.1.1; 7.8.6).

20.1.12 Posting Grades – Grades entered in the computer are posted for students on the “personal information” web page, and sent to them by email and SMS. Grades should not be posted on notice boards or on an internet web site, such as the course web site or a computerized teaching web site.

## 20.2 Teachers' attendance

20.2.1 Reception Hours – During the year all teachers must be available for meeting with students during their weekly reception hours in their offices and laboratories at the University without prior appointment. Teachers who have to cancel their reception hours should give advance notice, where possible, to the teaching program secretariat which will inform the students. During vacation periods and before traveling abroad, teachers should provide email addresses and/or phone numbers through which they can be contacted in reasonable fashion. The faculty or school may decide set a policy giving preference to one of these two options.

### 20.2.2 Canceling classes

Teachers who are unable to attend class must give the teaching program secretariat as much advance notice as possible and make every effort to arrange for a replacement. A canceled class will be entered by the secretariat into the computer from which students will be informed by SMS, email or through the Hebrew University class cancelation system at <http://www3.huji.ac.il/htbin/bitulon/bitulon>. If classes or reception hours are canceled frequently the head of the teaching program will inquire into the reasons and if necessary will involve the Dean or head of the school in the clarification process.

**20.3 Assisting students during reserve duty** – Teachers will provide assistance to students who served reserve duty to enable them to complete the work they missed to the extent possible, in accordance with the Teaching Policy and Procedures Regulations section 6.2. This can be done by supplementary lessons, additional reception hours, providing them with additional material etc.

## 21 Appendices:

**Appendix A – Participation in student exchange programs**

**Appendix B – Accommodations for lack of fluency in Hebrew**

**Appendix C – Accommodations for learning disabilities**

**Appendix D – Accommodations for parents**

**Appendix E – Accommodations for students on reserve duty**

**Appendix F – Hebrew language**

**Appendix G – English language**

## 21.1 Appendix A: Participation in student exchange programs

The Hebrew University has agreements with a large number of leading academic institutions around the world aimed at encouraging an exchange of students. Studies abroad are offered every year as part of these agreements. Studies abroad last one semester or a full academic year, and are recognized toward completion of degree requirements at the Hebrew University. Students from abroad also come to study at the Hebrew University within the framework of these agreements.

The International Office and the various faculty secretariats periodically publish invitations to students to apply for exchange programs, both university-wide and by discipline. This document defines the general conditions for participating in these programs, while other conditions may apply to the programs administered by various faculties and teaching programs (e.g., limiting the number of participants, defining procedures for acceptance, recognition of courses, limiting the scope of exemption from course studies, fulfilling assignments, etc).

It is hereby clarified that the travel of students abroad in the framework of courses of the Hebrew University or as summer supplementary studies organized by a teaching program/faculty is not subject to the procedures contained in this appendix, but to the procedures of the courses which are given in Israel and the procedures of the faculties responsible for the courses which are given abroad.

This document does not apply to doctoral students who travel abroad to whom separate regulations refer which can be accessed via the following link:

<http://academic-secretary.huji.ac.il/.upload/talmidei%20mehkar%207%202015.pdf>

### **General information**

The Hebrew University encourages international cooperation, including student exchange programs. It is students' responsibility to verify that: (a) undertaking studies abroad will not interfere with the academic requirements of their course-work schedule at the Hebrew University, including the requirements of each of the degree teaching programs, and (b) they meet the particular requirements of the student exchange program in which they are participating.

Despite the University's efforts, a student's participation in in an exchange program abroad may extend beyond the regular degree period, with all that this entails, including tuition payment at the Hebrew University.

### **1. Applying for student exchange and approval of course-work schedule**

1.1 Students wishing to study abroad in the framework of student exchange should apply to the International Office or the teaching secretariat of their primary faculty, according to the relevant provisions. After being accepted to the student exchange program, and before leaving for abroad, they must obtain academic approval for the courses they intend to take.

1.2 As a rule, the units will grant academic recognition to courses held at universities with which the University has student exchange agreements. However, students must obtain academic approval for their personal course-work schedule abroad. Approval is given through the teaching secretariat of the faculty/school which will submit the schedule for approval by the advisors of the teaching programs. The



approval must be obtained even if changes may occur in the future that will prevent the student from registering for all the courses in the program.

1.3 In the event that the host university changes its programs or due to other unexpected reasons, the details of the course-work schedule may be changed. Students should apply by email for approval of changes in course-work schedules by the advisors of the teaching programs, with a copy to the primary faculty.

1.4 Approval will not be given (in advance or subsequently) for courses abroad which substantially overlap with courses that have been and/or will be studied at the Hebrew University. After the period of the exchange, students must not register for such substantially overlapping courses, and when the degree is completed the Hebrew University reserves the right to disqualify from the credits counting toward the degree courses taken in contravention of this directive.

1.5 Students approved for travel who for some reason could not undertake the studies abroad, if these are university studies, should immediately inform the faculty teaching secretariat and the International Office of the change in plans.

## **2. Registering for studies abroad**

2.1 Admission to studies abroad is by the host university. However, students studying abroad in the framework of a student exchange program will be registered at the Hebrew University also during the time they are studying abroad.

2.2 It is students' sole responsibility to meet the requirements of proficiency in the language of study at the host university.

2.3 Degree students will be registered according to the degree toward which they are studying. Students joining an exchange program immediately after completing Bachelor's or Master's degree studies will be registered at the Hebrew University as special students. It is clarified that the rate of tuition payable by special students is higher than of Bachelor's degree students, including in the event of student exchange.

2.4 Students traveling as part of student exchange will register for courses numbered 74100 or 74101 (for a full year or one semester, respectively).

2.5 Studies which are part of student exchange will not be considered in any event as degree studies at the host university.

## **3. Accommodations for students traveling for studies abroad**

3.1 The primary faculty will make every effort to facilitate all matters relating to students' academic obligations. However, it is not obligated to grant accommodations or special leniencies to students participating in student exchange programs, including make-up exams, postponing the time for submitting assignments etc., even if the students were selected for the program by the university or faculty itself. Thus, subject to the procedures and policies of the primary faculty:

3.1.1 As a rule, traveling abroad will not in itself be a reason for entitlement to make-up exams. If the period of travel abroad overlaps with the times of additional exams (*mo'ed bet*) and/or make-up exams in the summer, students may not be permitted to take those exams twice.

3.1.2 As a rule, travel abroad will not in itself be deemed a reason to justify postponement of submitting papers or seminars.

#### **4. Period of study abroad**

4.1 Students who wish to make changes in their course-work schedules while they are abroad should apply by email for approval from the advisors of the teaching programs with a copy to the faculty or faculties where they are studying.

4.2 Students cannot register at the Hebrew University for courses given during their absence and/or take such courses; this refers to both semester and year-long courses. Thus, students going to study abroad (even if just for one semester) cannot in that year register for a year-long course at the Hebrew University, or for a course whose duration overlaps with the period of absence, whether in the primary faculty or a second teaching program (in joint programs). In special cases, and only if academic requirements are not compromised, the faculty teaching committee may exceptionally allow students to register for a year-long course even if studying abroad during one of the semesters.

4.3 While studying abroad, students are subject to the Hebrew University's Disciplinary Regulations, in addition to the disciplinary regulations of the host university. Likewise students, as emissaries of the Hebrew University, are expected to represent it with dignity both academically and in their conduct. Students will immediately inform the International Office and faculty teaching secretariat about any disciplinary or other problem arising during the exchange.

#### **5. Academic recognition of studies abroad**

5.1 The quota of studies for recognition in the framework of a semester exchange program in Bachelor's studies is at a minimum scope of 10 credits with a passing grade and a maximum scope of up to 17% of the scope of studies for the degree, which is about 20 credits in the theoretical faculties and about 25 credits in the experimental faculties. For a year's exchange program the faculty may recognize up to 33% of the scope of degree studies, which is about 40 credits in the theoretical faculties and about 50 credits in the experimental faculties. In Master's studies the minimum scope depends on the type of course-work schedule abroad (studied courses as opposed to traveling abroad to the laboratory of a researcher or to carry out research in a library). The maximum scope is 10 credits with a passing grade.

In exceptional cases, the faculty teaching committee may recognize courses studied abroad even if they amount to less than the minimum quota.

5.2 In the framework of their studies abroad students may take courses that correspond to the contents of their teaching programs or the program's requirements (such as "Avnei Pina") at the Hebrew University. If students take a course abroad which is compulsory in their course-work schedule they must check that: (a) there is substantial overlap between the course's contents at the host university and the course's contents at the Hebrew University; (b) that they had not taken a similar course at the Hebrew University.

5.3 As a rule, while abroad students cannot fulfill the requirement of writing seminar papers and research seminars. Likewise, students cannot work on their thesis while abroad. With regard to professional training, students must obtain approval in advance from the relevant responsible faculty unit.

5.4 Credit for courses studied abroad is granted for successfully completing (with at least a passing grade at the host university) the courses studied abroad. The faculty may require a higher grade than a passing grade in courses where such a requirement also exists in the Hebrew University's curriculum. The faculty may, in exceptional cases and with the faculty rector's approval, require a grade higher than a passing grade also in other courses studied abroad.

5.5 On returning from abroad, students may present an internal record of studies for the courses studied abroad in order to construct their course-work schedule at the Hebrew University. Credit for the courses will be reported after receipt of an official record of studies from the host university, which must be sent electronically or in hard copy no more than three months from the date of the student's return from abroad. The credit will be given according to the principles of weighting (see section 13.4.3 of the regulations).

5.6 Credit for courses studied in an exchange program is granted as part of only one study program and only once.

5.7 Courses taken abroad in the framework of a student exchange program and recognized by the Hebrew University will not entitle students to a numerical grade but to credit points and a grade of "credit" (as stated in section 13.3 of the regulations).

## **6. Rules for tuition and expenses payable by students participating in student exchange programs**

Students who successfully completed their studies abroad (see section 5.5) will have their studies abroad recognized, and will be liable for tuition in respect of those studies when returning from abroad.

1. Payment of advance on tuition of 25% except for those going for a full year.
2. Payment of advance on tuition of 25% + security fee for those going for one semester.
3. For every course for which students received academic credit on their return they will be liable for tuition according to its scope (credit points). The cost will be 25% or according to hours, whichever is higher.
4. In their final year of degree studies students (who have declared completion of their degree requirements) will be liable to tuition according to the number of hours recognized for them or according to the total amount of tuition for the degree, whichever is higher.
5. If students lose a compulsory course, for which there was no equivalent course at the host university, as a result of participating in a student exchange program in the third year – they will complete this course in the fourth year of their degree studies. They will be charged only for the course in the fourth year, or as a supplement to cumulative tuition for the degree, whichever is higher. In the fourth year they will not be charged overheads, welfare payments and security fees, on condition that they registered for only one compulsory course.

6.1 Funding of the time abroad, flights, accommodation and all other aspects of the trip and time at the host university, including travel insurance, health insurance etc., is at students' sole responsibility and in accordance with the conditions of their exchange programs.

## **21.2 Appendix B: Accommodations for lack of fluency in Hebrew**

Students who are not fluent in Hebrew for one of the following reasons are entitled to accommodations:

Eligibility for accommodations:

- a. Immigrant and foreign students who studied in Hebrew for less than seven years and took the psychometric test in a language other than Hebrew are entitled to accommodations during the shorter of the following two periods: (i) the duration of their studies for the degree or (ii) until the completion of their years of study in Hebrew up to a total of seven years [i.e., (7 years) – (number of previous years of study in Hebrew) = (number of years of eligibility for accommodations)].
- b. Students from the Arab population whose secondary education was in a language other than Hebrew and took the psychometric test in a language other than Hebrew are entitled to accommodations throughout their studies for one degree at the University, on the condition that they don't have an academic degree from a program taught in Hebrew. The duration of the accommodation will be the number of years set for the specific degree by the University and an additional year. At the Faculty of Medicine, the duration will be the first four years of the degree studies.
- c. Graduates of charedi education and students from the Ethiopian community, who are not fluent in Hebrew due to the nature of their previous studies or because they are the first generation in education (Ethiopian immigrants), are entitled to accommodations during their first year of studies for one degree at the University, on the condition that they don't have an academic degree from a program taught in Hebrew.

Students eligible for accommodations according to sections (a)-(c) will be allotted additional time of 25% in every exam held in the period of eligibility and given in Hebrew, will receive help from the teacher to understand the questions, and their grades will not be adversely affected by spelling errors. Students eligible for accommodations according to sections (a) and (b) will also be permitted to use a dictionary or electronic dictionary (which does not give access to the internet) in their period of eligibility.

Note: Students who are not fluent in Hebrew also after their period of eligibility for accommodations as defined in sections (a)-(c) may apply to the Unit for Learning Disabilities to determine if there is need to extend their period of eligibility for accommodations

### 21.3 Appendix C: Accommodations for learning disabilities

a. A prerequisite for receiving special accommodations is a reliable, valid and current evaluation provided by a recognized diagnostician as defined in the Law of Rights of Students with Learning Disabilities in Institutions of Higher Education. The evaluation should describe the students' present difficulties, their origins and their effects on academic functioning (see details in section (e)).

b. An evaluation conducted by the Evaluation Institute of the Unit for Evaluation and Support of Students with Learning Disabilities (hereafter "the Unit") will not have to be reviewed and its recommendations will be referred for implementation directly to the teaching secretariat of the faculty in which the student is studying. The Unit will not recommend outside evaluation institutions. The Unit is entitled to reject recommendations from outside evaluations either fully or in part or require the student to provide an additional evaluation.

c. The Unit will consider the requests and decide whether and which accommodations should be granted to the applicants in the course of their studies at the Hebrew University. An individual determination of the accommodations will be conducted in respect of each student, in accordance with his or her personal profile and taking into account the types and aims of tests and assignments required of him or her while studying at the Hebrew University. When necessary the Unit will consult with the faculty regarding the nature of the exams and feasibility of certain types of accommodations. The final decision regarding eligibility for accommodations will be made by the Unit. The faculty is responsible for implementing the accommodations. The Unit's response, with its rationale, will be provided to the student via the faculty teaching secretariat within 30 days from submission of the application.

d. Students can appeal a decision by the Unit regarding their eligibility for accommodations. The appeal should be submitted through the faculty teaching secretariat or to the Dean of Students. The Appeals Committee will reach a decision and send its decision, with its rationale, to the student via the faculty teaching secretariat within 15 days from submission of the appeal. The Appeals Committee will consist of at least three members: it will be headed by the Dean of Students and its members will be appointed by the Rector.

e. A valid evaluation in accordance with the law –

A valid evaluation is one which was conducted within the past five years by a recognized diagnostician as defined in the Law of Rights of Students with Learning Disabilities in Institutions of Higher Education.

A valid evaluation will describe the student's difficulties in the past and the present. It will present results of standardized tests adjusted for norms of age which, based on the data, will explain the origin of the difficulties and potential effects on academic functioning and will provide recommendations, with their rationale, for testing accommodations in accordance with the measured difficulties. Evaluations will not be accepted if not based on a detailed and current report (an evaluation is valid for five years and then has to be renewed). An evaluation not regarded as valid according to the criteria will not be accepted for consideration.

f. As a rule, students recognized as learning disabled and found eligible for special accommodations will be entitled to receive them for the duration of their degree studies. (Special accommodations for exams are detailed in section 7.6.2.) The Unit can set a limit of five years or less for the accommodations. Students can request changes in the accommodations or additional accommodations. Such requests will be considered by the Unit and if found appropriate the changes will be referred to the faculty.

## 21.4 Appendix D: Accommodations for young parents

Dear student

According to the provisions of the Students' Rights Law 2007 and the Students' Rights Regulations (accommodations for reasons of fertility treatment, pregnancy, birth, adoption or having custody of or fostering a child) 2012, the University has established this procedure for consolidating students' rights to accommodations for reasons of fertility treatment, pregnancy, birth, adoption or having custody of or fostering a child.

### **1. General:**

(a) "Entitling event" is: pregnancy complications, adoption, or having custody of a child as a prospective parent or as a parent in a fostering family or absence due to travel abroad for the purpose of adoption.

(b) A female student who wishes to be granted accommodations due to an entitling event by way of fertility treatment should proceed according to this procedure and the teaching and study procedures.

(c) Students after adoption or having custody of a child as a prospective parent or as a parent in a fostering family or absence due to travel abroad for the purpose of adoption, are entitled to accommodations due to an entitling event as detailed in these regulations, subject to a declaration that their partner is not entitled to be granted accommodations by virtue of the Students' Rights Regulations (accommodations for reasons of fertility treatment, pregnancy, birth, adoption or having custody of or fostering a child) 2012 or to rights to absence under the provisions of employment law.

(d) Students who wish to be granted accommodations or to submit a complaint regarding accommodations should apply to the coordinator for Parenting by means of a form. The request must be submitted together with medical certificates and/or opinion and/or certification from welfare agencies attesting that the student's absence was due to an entitling event.

The form must be submitted to the coordinator for Parenting at least a month before the date of the requested accommodation.

(e) After an entitling event, a female student will be entitled to accommodations as detailed in sections 2, 3, 6, 7 and 9, after an absence of 21 days (in total), unless otherwise specified in this procedure.

### **2. Absence from and postponement of studies**

(a) A female student is entitled to an absence, due to an entitling event, of 30% of the total lessons in which she was registered when the entitling event occurred.

(b) A female student should arrange such absence according to the instructions in section 6.1.4.4.

(c) If the student is also entitled to absence for another reason, whichever of them is longer will determine the length of her absence.

(d) A female student who is absent due to an entitling event may postpone a course and repeat it in the same or the following year without incurring additional payment, provided that she had not yet taken the final exam in the course. In such a case the student may study conditionally in an advanced course or an advanced year until completing the course. This does not apply to courses which constitute professional training.

(e) A female student who is due to be absent from a course due to an entitling event or another reason approved by the coordinator for Parenting will inform the course teacher and secretariat of the teaching program of the anticipated absence and provide them with the coordinator's authorization.

(f) A female student who is absent due to an entitling event, even if the absence is for less than 21 days, from a course's laboratory, exercise, seminar, field trip, practicum etc. is entitled, in coordination with the teacher, to complete the assignment, including the next time the course is offered, or to complete an alternative assignment at a time determined by the teacher.

(g) A female student may apply for an exemption from a course's laboratory, exercise, seminar, field trip, practicum etc. due to an entitling event. The application should be submitted to the teacher. The teacher will convey his decision for approval by the teaching committee of the faculty where the course is taught.

(h) In relation to completion of training in the clinical years in the Faculty of Medicine, instead of sections (f)-(g) the relevant regulations will apply (link).

### **3. Assignments**

(a) A female student who, due to an entitling event at or close to the time when an assignment is due to be submitted, may submit the assignment or an alternative assignment, as determined by the teacher, within 7 weeks from the end of the period of absence.

(b) A female student who did not submit an assignment which is a prerequisite of a course, may study conditionally in an advanced course or an advanced year until completing the assignment.

### **4. Risk factors in laboratories**

(a) Information about materials used in laboratories which may pose risks to pregnant or nursing women is posted on the website of the course or laboratory.

(b) Such a student may postpone participation in laboratories where materials of this type are used until after the pregnancy or period of nursing.

Depending on the type of laboratory and length of absence, the teacher will determine how the laboratories missed by the student will be completed.

### **5. Exams**

(a) A female student who is absent due to a proximate entitling event, even if for less than 21 days, may take a make-up exam in accordance with the teaching and study procedures.

(b) A female student who is due to be absent due to fertility treatment which cannot be performed at an alternative time may take a make-up exam in accordance with the teaching and study procedures.



(c) After an entitling event, a female student who misses an exam held within 14 weeks after the entitling event, may take a make-up exam in accordance with the teaching and study procedures.

A female student who opts to take the exam during this period will not be entitled to a make-up exam.

(d) A pregnant student may go out to the bathroom during an exam.

(e) A pregnant student is entitled to an addition of 25% of the duration of the exam.

(f) If a pregnant student is entitled to additional time also for another reason, the length of the additional time will be whichever of them is higher.

(g) A female student who, due to an entitling event, missed a final exam which is a prerequisite for a course, may study conditionally in an advanced course or an advanced year until completing the exam.

#### **6. Extension of studies**

(a) A female student who is absent due to an entitling event may extend her studies by two semesters without incurring tuition cost or additional payment for this extension; she will be credited with the tuition for the course which she missed and when she returns to it again will be liable for payment.

(b) Request for such extension must be made through the coordinator for Gender and Parenting soon after the entitling event, by way of a written letter explaining the reasons for the request and including supporting documents and authorizations.

#### **7. Submission of course-work schedule**

A female student who, due to pregnancy, was late in submitting a course-work schedule or program of changes is entitled to exemption from payment of lateness fees (25% of tuition), subject to an application to the coordinator for Parenting.

#### **8. Parking on or near campus**

(a) From the seventh month of pregnancy until a month after the birth, a female student may park, without payment, near to where she is studying.

(b) Parking permission should be obtained from the **security division\*** at least two weeks before the beginning of the period of entitlement. The request must be accompanied by a driving license, vehicle license and relevant medical certification or authorization from the coordinator for Parenting.

(c) Requests that fall outside the defined period should be directed to the coordinator for Parenting.

#### **9. Students in advanced degrees**

(a) A female student studying for an advanced degree may apply to postpone submission of the thesis/doctorate for judgment, having notified the advisor.

(b) A Master's degree student should apply for an extension in writing to the coordinator for Parenting.

(c) A doctoral student should apply for an extension in writing to the Authority for Research Students. The Authority generally grants an extension due to pregnancy for submitting a doctoral dissertation and other assignments.

#### **10. Research scholarship**

(a) A female student studying for an advanced degree who is absent due to an entitling event may continue receiving a scholarship including during the period of absence, for a period of up to 14 weeks after the entitling event.

(b) When the period of scholarship ends the female student will be entitled to an extension of the scholarship for the duration of her paid absence, but not more than 14 weeks, provided that she is still studying at the Hebrew University.

(c) It is clarified that if during the period of absence due to an entitling event, the period of entitlement to a scholarship ended, the extension of the scholarship as per subsection (b) will be for a period equaling the absence during which the student was entitled to a scholarship and provided that she is still studying at the Hebrew University.

#### **11. Prizes and grants to outstanding students**

For a female student who was absent due to an entitling event, University prizes and grants to outstanding students that are awarded on the basis of the period of studies will be calculated with a reduction for the period of absence.

#### **12. Infrastructures**

On every campus:

(a) classrooms with seating suitable for pregnant students that enable comfortable sitting and writing;

(b) rooms for nursing equipped with comfortable seating, power socket, refrigerator, changing table and a water basin nearby;

(c) changing tables: location of changing tables is posted on the Dean's website and in maps of the campuses.

(d) day nurseries.

#### **13. Partners**

Students whose partner has an entitling event are entitled to:

(a) exemption from attending classes for a week from the day of the entitling event.

(b) an additional exam date if they missed an exam held during the three weeks from the day of the entitling event.

(c) a week's postponement for submitting homework (assignments/exercises).

#### **14. Photocopying**

Students who were absent due to an entitling event, even if for less than 21 days, are entitled to a benefit, for each missed day of study, equal in value to 20 copies or prints of study material they missed. Vouchers for copying can be obtained from the coordinator for Gender and Parenting.

#### **15. Bringing babies to classes**

Parents may bring babies of up to 4 months to classes in theoretical studies. The university's safety regulations must be observed. Babies may not be brought to laboratories. If there is any disturbance to the normal functioning of the lesson, the parent is responsible for stopping the disturbance. The course teacher may request that the babies be taken out of the class if there is a disturbance to the normal functioning of the lesson.

#### **\*Security division on the various campuses:**

Mount Scopus: 02-5882018

J. Safra campus (Givat Ram): 02-6586000

Ein Kerem: 02-6758060, 02-6758005

Rehovot: 08-9489290

To receive referral form click [here](#)

For personal response – please contact Gender and Parenting

Mount Scopus campus, Frank Sinatra building, room 3033, telephone 02-5880262 or email

[hujparentpluse@gmail.com](mailto:hujparentpluse@gmail.com)

## 21.5 Appendix E: Accommodations for students on reserve duty

Dear student

The University has established this procedure for consolidating the rights of students on reserve duty. In order to ensure your rights you should proceed according to the procedures.

### **1. Application for accommodations**

(a) Students who wish to be granted accommodations should proceed according this procedure and section 1.11.4 and the teaching and study procedures.

(b) Students who wish to be granted accommodations should apply to the coordinator for Students on Reserve Duty by means of a form.

### **2. Absence from classes and postponement of studies**

(a) Students are entitled to absence from classes during their reserve duty, without limit, and without thereby adversely affecting their rights, including the requirement of attendance in order to be eligible for taking exams, submit assignments and receive a higher grade.

(b) It is students' responsibility to coordinate such absence in advance with the teacher of the course and to make up the missed material.

(c) Students who served on reserve duty for at least 10 days in total in a semester course or at least 20 days in total during the year of a year-long course, and for this reason missed classes of the course, may postpone the course and repeat it at no additional cost provided that they had not yet taken the exam.

### **3. Assignments**

(a) Students who, due to reserve duty are absent at the time an assignment is to submitted or close to that time, may request, in advance, from the teacher permission to postpone submitting the assignment or to submit an alternative assignment. The date for submission will be postponed by at least the number of days served on reserve duty.

(b) Students who failed to submit more than 8 assignments due to reserve duty of 14 or more days, should submit a consolidated application to the coordinator for Reserve Duty.

(c) Students who, due to reserve duty, did not submit an assignment which is a prerequisite for a course, may study conditionally in an advanced course or an advanced year until completing the assignment.

### **4. Laboratories, seminars, workshops, field trips and practicums**

(a) Students who, due to reserve duty, missed a course's laboratories, seminars, workshops, field trips or practicums are entitled to receive one of the accommodations detailed in this section, in coordination with the teacher:

- i. Completing the assignment at a time determined by the teacher.
- ii. Participating again at a time determined by the teacher.

iii. Changing the missed assignment into a different one to be determined by the teacher.

iv. Requesting exemption due to reserve duty. The request should be made to the teacher.

(b) Students who, due to reserve duty, missed a course's laboratory, seminar, workshop, field trip or practicum, which is a prerequisite for the course, may study conditionally in an advanced course or an advanced year until completing the assignment.

## **5. Exam**

(a) Students who missed an exam due to reserve duty may take an exam on a different additional date in the framework of the University's fixed exam dates.

(b) Students who served on reserve duty for at least 10 days in total during the exam period, or students who during the semester immediately before the exam period served on reserve duty for at least 10 consecutive days or 21 days in total, are entitled to a make-up exam for every course in which they should have taken an exam during the exam period.

(c) Students who, due to reserve duty, missed an exam which is a prerequisite for a course, may study conditionally in an advanced course or an advanced year until completing the exam.

**\*\*\*Application for a make-up exam must be made to the relevant teaching committee\*\*\***

## **6. Completion of studies, registration for courses and attendance**

(a) Students who were absent due to reserve duty are entitled to a benefit, for each missed day of study, equal in value to 50 copies or prints of study material they missed. Vouchers for copying can be obtained from the coordinator for Reserve Duty.

(b) Students who were absent due to reserve duty are entitled to assistance in completing the missed study material. There are options for completing the material (depending on availability in the individual courses) by means of: guidance, mentoring, tutoring, auxiliary materials, viewing photocopied lessons or listening to recorded lessons.

(c) Students who were absent due to reserve duty may request, through the coordinator for Reserve Duty, a concession to borrow more books from the library than the number set by university regulations.

(d) Students who have been called up for reserve duty and are due to be absent during the period of registration for courses, are entitled to early registration for courses. They can register early by presenting their call-up notice and list of courses to the relevant secretariat. The secretariat will ensure that the registration is effective when the period for registration begins.

(e) Students who have reserve duty during the add-drop-course period should apply directly to the coordinator for Reserve Duty.

## **7. Extension of studies**

(a) Students who served reserve duty of more than 150 days in total during their regular period of studies are entitled to extend their studies by 2 semesters, without incurring tuition or any additional payment for this extension.

(b) Request for such extension must be made through the coordinator for Reserve Duty, by way of a written letter explaining the reasons for the request and including supporting documents and authorizations.

## **8. Scholarships, dorms and academic credits**

The Hebrew University does not recognize reserve duty as an activity which confers credits for the purposes of awarding scholarships, dorms or academic credits.

To receive referral form click [here](#)

For personal response – please contact the Reserve Duty coordinator

Mount Scopus campus, Frank Sinatra building, room 3033, telephone 02-5880262 or email

[hujparentpluse@gmail.com](mailto:hujparentpluse@gmail.com)

## 21.6 Appendix F: Hebrew language requirements

Students' Hebrew proficiency is assessed by a placement exam (*b'hinat miyun*), which is taken online, and a proficiency/level exam (*b'hinat rama*) offered by the Division of Hebrew Language Instruction. Students take these exams near the time when they begin their studies. The results of the placement and proficiency exams identify which students are eligible to take the exemption exam (*b'hinat p'tor*) and which will be required to take the various levels of Hebrew courses.

(a) Students eligible for the exemption exam based on the placement exam: those achieving a grade of 75 or higher (Law students – 85) are exempt from Hebrew studies. Students with grades lower than 75 (Law students – lower than 85) will study one semester in level "vav" during their first year (preferably in the first semester). At the end of the course they will take the exemption exam.

(b) Students whose grade in the placement exam did not entitle them to take the exemption exam will be placed in one of six courses (from "aleph" to "vav"; "aleph" being the lowest level). Level "dalet" is the minimum requirement for admission to most teaching programs at the University.

(c) Passing grades: from level "dalet" to "heh" – 65 in the proficiency exam; from "heh" to "vav" – 70 in the proficiency exam; and from "vav" to being exempt from Hebrew studies – 75 (Law students – 85).

(d) In order to take the test for missing out a level in Hebrew and pass to (or be exempted from) the next level students must fulfill one of the following conditions:

1. Students who took the proficiency exam without taking the Hebrew course and achieved a grade of 95 and over in the proficiency exam.
2. Students who took the Hebrew course and achieved a grade of 95 and over both in the proficiency exam and as a class grade.

The minimum grade required in the exam for missing out a level is 70, except for level "heh" in which a grade of at least 75 is required and also not including the exemption exam in which a grade of 75 is required, and Law students must achieve a grade of at least 85.

Students must register in advance for these exams and pay according to the rate set by the Division of Hebrew Language Instruction.

(e) The Hebrew University offers Hebrew courses at all levels at the School for Overseas Students in the framework of the "Jerusalem Ulpan" (July) and the "Summer Ulpan" (August-September). The University recommends that students who have not met the requirements for admission or change of status study in one of these programs. Studies in the "Summer Ulpan" are equivalent to a full semester course during the year. At the end of the course students take proficiency exams and exemption exams. Studies in the "Jerusalem Ulpan" do not replace the regular Hebrew-level courses; therefore, level requirements cannot be completed through studies in the "Jerusalem Ulpan." Additional tuition is charged for summer courses.

## 21.7 Appendix G: English language requirements

a. Students' proficiency in English is assessed by the English subsection of the psychometric exam, by the *Amir* or the *Amiram* test or by performance in English summer courses or other courses recognized by the Unit for English as a Foreign Language. Upper Advanced ("*Mitkadmim Bet*") is the highest level of English. Only students who achieve the Lower Advanced ("*Mitkadmim Aleph*") level or higher will be admitted to the University. Students whose grades in the psychometric subsection exceed the upper threshold of level 1 will be exempt from English courses. Non-exempt students will be classified according to their score in the English subsection and will have to take an English course and pass its final exam. Students who wish to improve their English psychometric scores can take the *Amir* or *Amiram* test. Applications for these tests can be purchased at the *Akademon* store.

b. The Unit for English as a Foreign Language offers two levels of English courses during the year: Upper Advanced and Lower Advanced. Success in the Upper Advanced course (including the final exam), i.e., attaining exempt status, is a prerequisite for advancing to the second year of studies. In each of the levels (Lower and Upper) the class grade counts as 60% of the final grade of the course and the final exam as 40%. Students who achieve a grade of at least 75 as a class grade at level 2 in a course held during the year (not in summer courses) will be allowed to advance to the higher level without a final exam. Each of the courses extends over one semester (Lower Advanced and Upper Advanced: four hours weekly, or a summer course of 56 hours). Students who start at the Upper Advanced level study for at least one semester and at the Lower Advanced at least two semesters.

(c) The class grade of the course will take into account mainly the result of exercises and tests as well as active participation in classes.

(d) Students who do not register for a course and/or do not take one of the courses offered by the Unit will not be permitted to take the Unit's final exams. See the end of section 5.2.1.

(e) Passing requirements

1. Students who do not receive a minimum grade of 60 in the class grade component of the course will not be permitted to take the final exam. Students whose final exam grade is lower than 60 will have to repeat the course.

2. Completing the Upper Advanced course with a minimum grade of 70 entitles students to an exemption in English. A grade of 70 or higher is also the passing grade from the basic level to Lower Advanced and from Lower Advanced to Upper Advanced. Students with a grade of less than a 70 in their course (even if their exam grade is higher than 60) will have to repeat the course at the same level.

(f) Additional tuition is charged for English courses.

(g) The University offers courses in English during the summer when there is sufficient demand. Students can take these summer courses before or at the end of their first year. Additional tuition is charged for English summer courses.