

## Teaching Policy and Procedures – 2022/23

**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  
Appendix I: Credits for social engagement

## Contents

1	Hebrew University Student.....	12
1.1	Definition.....	12
1.2	Status .....	שגיאה! הסימניה אינה מוגדרת
1.3	Student ID.....	12
1.4	Tuition .....	12
1.5	Enrolled student .....	13
1.6	Supplementary Ph.D. students.....	13
1.7	Preparatory studies for Master's degree .....	13
1.8	Special students not studying for a degree .....	14
1.9	Conditional acceptance of Bachelor's degree students .....	15
1.10	Belonging to a specific faculty and transferring from one faculty to another.....	15
1.11	Students participating in a student exchange program.....	16
1.12	Students eligible for special accommodations.....	16
2	Degrees.....	19
2.1	Bachelor's degree .....	19
2.2	Master's degree.....	19
2.3	Doctor of Philosophy (Ph.D.) and Doctor of Law (LL.D).....	20
2.4	Doctor of Medicine (M.D.) and Doctor of Dental Medicine (D.M.D.).....	20
2.5	Doctor of Veterinary Medicine (D.V.M.) .....	20
2.6	Doctor of Clinical Pharmacology (Pharm.D.) .....	20
2.7	Diploma Studies.....	20

3	Study Tracks.....	21
3.1	<i>Study tracks for Bachelor’s degree</i> .....	21
3.2	<i>Master’s degree studies</i> .....	21
3.3	<i>Direct Ph.D. track</i> .....	22
3.4	<i>Bodies of knowledge</i> .....	22
4	Registration .....	24
4.1	<i>Course-work schedules (course registration form)</i> .....	24
4.2	<i>Changes</i> .....	26
4.3	<i>Deadlines for submitting course-work schedules and for making changes</i> .....	26
5	Required Courses for All Students .....	28
5.1	<i>Hebrew language</i> .....	28
5.2	<i>English language</i> .....	29
5.3	<i>Avnei Pina</i> .....	29
5.4	<i>English language course requirements as part of Bachelor’s degree program</i>	
5.5	<i>Credit for social involvement</i> .....	29
6	Courses .....	33
6.1	<i>Courses</i> .....	33
6.2	<i>Course attendance requirements</i> .....	33
6.3	<i>Course load</i> .....	35
6.4	<i>Extra courses (“odafim”)</i> .....	36
6.5	<i>Banked courses (“meuchsanim”)</i> .....	37

6.6	<i>Limited participation courses</i> .....	38
6.7	<i>Overlapping or alternative courses</i> .....	38
6.8	<i>Weight of a course</i> .....	38
6.9	<i>Types of teaching activities</i> .....	39
6.10	<i>Course credits</i> .....	39
6.11	<i>Summer courses</i> .....	39
7	<b>Exams and Grades</b> .....	42
7.1	<i>Prerequisites for taking exams</i> .....	42
7.2	<i>Exam dates, setting and posting the exam schedule</i> .....	42
7.3	<i>Exam format</i> .....	45
7.4	<i>Make-up exams</i> .....	45
7.5	<i>Exam procedures</i> .....	48
7.6	<i>Special accommodations:</i> .....	51
7.7	<i>Marking exams</i> .....	52
7.8	<i>Posting grades</i> .....	54
7.9	<i>Grade scale</i> .....	54
7.10	<i>Appealing exam grades</i> .....	55
7.11	<i>Keeping and returning exams</i> .....	56
7.12	<i>Oral exams</i> .....	57
7.13	<i>Take-home exams</i> .....	57
7.14	<i>Mid-terms/tests</i> .....	57
8	<b>Written Assignments</b> .....	60
8.1	<i>How to submit homework</i> .....	60

8.2	<i>Submission date of assignments.....</i>	61
8.3	<i>Marking homework and returning it to students.....</i>	63
8.4	<i>Keeping and returning work to students .....</i>	65
8.5	<i>Appealing the grade in written assignments .....</i>	65
8.6	<i>Students' responsibility for their work .....</i>	66
9	<i>Determining Grade Point Average (GPA) .....</i>	68
9.1	<i>Grades included in the average .....</i>	68
9.2	<i>Grades not included in the average.....</i>	68
10	<i>Repeating a course.....</i>	70
10.1	<i>Entitlement.....</i>	70
10.2	<i>Exemption from ongoing requirements.....</i>	70
10.3	<i>Course grade in repeated courses.....</i>	70
10.4	<i>Limitation on right to repeat a course .....</i>	71
11	<i>Passing Requirements .....</i>	72
11.1	<i>Compulsory courses and required grades.....</i>	72
12	<i>Duration, Suspension and Resumption of Studies.....</i>	74
12.1	<i>Duration of studies .....</i>	74
12.2	<i>Suspension of studies.....</i>	74
12.3	<i>Resuming studies – new students.....</i>	74
12.4	<i>Resuming studies – former students. <b>שגיאה! הסימניה אינה מוגדרת.</b> .....</i>	74
13	<i>Credit for Earlier Studies .....</i>	78
13.1	<i>Decisions to recognize courses from other fields .....</i>	78



13.2	<i>Courses taken in another field at the Hebrew University</i> .....	78
13.3	<i>Courses from other institutions of higher education</i> .....	78
13.4	<i>Credit for Bachelor's degree</i> .....	78
13.5	<i>Credit for Master's degree</i> .....	78
14	<b>Degree Requirements</b> .....	79
14.1	<i>Eligibility</i> .....	79
14.2	<i>Calculating the final grades for the degree</i> .....	80
14.3	<i>Date of eligibility</i> .....	81
14.4	<i>Finality of final grades and degree certificates</i> .....	82
14.5	<i>Verbal definition of the final grade on the degree certificate ("Bachelor's" or "Master's"):</i> .....	83
14.6	<i>Diplomas</i> .....	79
15	<b>Accreditations and Records of Studies</b> .....	86
15.1	<i>Record of studies</i> .....	86
15.2	<i>General accreditation of studies</i> .....	88
15.3	<i>Certificate of completion of studies and accreditation of entitlement to a degree</i> .....	88
15.4	<i>Payment for accreditation of studies</i> .....	88
16	<b>Outstanding Students</b> .....	90
16.1	<i>Outstanding students for the Bachelor's degree</i> .....	91
16.2	<i>Outstanding Master's degree students</i> .....	שגיאה! הסימניה אינה מוגדרת.
17	<b>Disclosing Information about Students</b> .....	97

17.1	<i>General</i> .....	97
17.2	<i>Disclosure of personal information about students</i> .....	97
17.3	<i>Disclosing statistical information about groups of students</i> .....	98
17.4	<i>Responsibility</i> .....	99
17.5	<i>Payment</i> .....	99
18	<i>Copyrights of Students</i> .....	100
18.1	<i>Copyrights of students</i> .....	100
18.2	<i>Copyright of study materials</i> .....	100
19	<i>Procedures for Appeals, Requests and Complaints</i> .....	101
19.1	<i>Students are entitled to appeal grades in exams, academic assignments or courses</i> .....	101
19.2	<i>Complaint about a breach of teaching and study procedures</i> ..	102
19.3	<i>Appeal regarding discontinuation of studies</i> .....	102
19.4	<i>Complaints regarding personal matters</i> .....	102
19.5	<i>Requests for personal accommodations</i> .....	102
19.6	<i>Complaints to the Student Ombudsman</i> .....	103
19.7	<i>Complaints regarding sexual harassment</i> .....	103
19.8	<i>Disciplinary complaints against faculty, administrative staff or students</i> .....	104
19.9	<i>Complaints to the Comptroller of the University</i> .....	104
20	<i>Obligations of Teachers Regarding Teaching and Testing</i> .....	105
20.1	<i>Exams, assignments and grades</i> .....	105
20.2	<i>Teachers' attendance</i> .....	108
21	<i>Appendices:</i> .....	110
21.1	<i>Appendix A: Participation in student exchange programs</i> .....	111

<i>21.2 Appendix B: Accommodations for lack of fluency in Hebrew ...</i>	<i>118</i>
<i>21.3 Appendix C: Accommodations for learning disabilities .....</i>	<i>120</i>
<i>21.4 Appendix D: Accommodations for young parents.....</i>	<i>123</i>
<i>21.5 Appendix E: Accommodations for students on reserve duty .....</i>	<i>138</i>
<i>21.6 Appendix F: Hebrew language requirements.....</i>	<i>146</i>
<i>21.7 Appendix G: English language requirements .....</i>	<i>148</i>

# **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 according to its standard regulations (see chapter 4, “Registration”).

## **1.2 Scope**

Anyone classified as a student in a given academic year who has not formally terminated 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 on the [Office of Student Affairs' website](#)

1.4.1 Payment requirements: Students must arrange to pay tuition to the University in full and on time.

1.4.2 The electronic system will block information of students with unpaid tuition and will not allow them to access grade records and/or issue certificates. Additional information can be found on Office of Student Affairs' website

## **1.5 Enrolled student**

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

## **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.

1.6.1 "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**

1.7.1 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.

1.7.2 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.

1.8.1 In order to be accepted as special students they must meet the criteria for this type of student set by the faculty.

1.8.2 Students will be accepted as special students for one year.

1.8.3 Students are entitled to request authorization from the Faculty Teaching Committee to continue studying beyond one year.

1.8.4 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**

1.9.1 Candidates who were accepted conditionally until completion of outstanding matters.

1.9.2 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**

1.10.1 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.

1.10.2 As a rule, students "belong" to the faculty responsible for the teaching program in which they study.

1.10.3 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 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>

#### 1.12.5 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**.

#### 1.12.6 Accommodations due to medical and mental health circumstances

Students requesting accommodations due to mental health circumstances must submit a request to the Dean of Students Accessibility Unit

## **2 Degrees**

### **2.1 Bachelor's degree**

in Humanities, Social Sciences, or Social Sciences and Humanities, in Business Administration, Criminology (BA); in Social Work (B.S.W.); in Law (LL.B); in Science, Engineering and Computer 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 (Music Major); 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 and Accounting Engineering and Computer Science (M.Sc.) also awarded in the Faculty of Medicine and the School of Pharmacy; in Occupational Therapy (M.Sc.OT); 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, *shnatonim*.)

## **3 Study Tracks**

### **3.1 Study tracks for Bachelor's degree**

Bachelor degree programs are offered by the different faculties, the academic units for specialized study tracks.

Depending on the parent faculty, students may select one of the following combinations:

Single major

Double major

Two degrees, each as a single major (double degree)

Single major in combination with another department (the other department as in a double major)

Other combinations may be offered (additional information is available on the University website)

<http://info.huji.ac.il/general-information?cat=870&in=0>

### **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 upon which receipt of the degree is dependent) and a non-research track.

Additional details can be found on the various faculty websites as well on the "Rules and Regulations" page of the Authority for Research Students page at <http://www.research-students.huji.ac.il/en>

### **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. Details regarding the scope of these bodies of knowledge are available on the Academic Administration website.

3.4.2 Some of the Master's degree programs have "concentrations" and "specializations". Details regarding the scope of these bodies of knowledge are available on the Academic Administration website.

3.4.3 In some study programs, there are additional bodies of knowledge (e.g., "emphasis," "focus" or "secondary specialization"). A faculty may choose to note that a student has completed the required credits in these bodies of knowledge in the transcripts but not on the certificate. Details

regarding the scope of these bodies of knowledge are available on the Academic Administration website.

## 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 Course-work schedules (course registration form)

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

4.1.1.1 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.

4.1.2 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.

4.1.3 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.

4.1.4 The scope of the course-work schedule determines the proportion of tuition to be paid by the student. The tuition payable per credit hour is displayed on the student's "personal information" web page and on the HUJI App.

4.1.5 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.

4.1.6 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<sup>st</sup> 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 (4.1.4).

## **4.2 Changes in Course Work Schedule**

4.2.1 Students are entitled to make changes in their course-work schedule during a limited two week period at the beginning of each. Semester. Changes to year-long course can only be made during the approved period of the first semester. In the approved period for the second semester, changes can only be made for the second semester.

4.2.2 Participation in courses that begin after the change period can be cancelled (via the department secretariat) after attendance in one class.

## **4.3 Deadlines for submitting course-work schedules and for making changes**

4.3.1 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.

4.3.2 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.

4.3.3 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.)

4.3.4 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.

## 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 level 5 in Hebrew. . These students must achieve Exemption level during the first semester of their second year. If they do not achieve a grade of 75 or higher, they 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. Criteria for exemptions from English and a list of courses and tracks for studying English are listed in **Appendix G**.

\*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 Basic level English and by the beginning of their second year of Bachelor's studies attained Lower Advanced level 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.

#### **5.4 Required English language studies in the framework of Bachelor's studies**

A prerequisite for entitlement to a Bachelor's degree is successful completion of an elective course with a scope of at least 2 credits (or two courses with a scope of at least 1 credit), taken at the University in English. In this regard a course to complete the requirement to attain an exemption level in the English language will not be counted. In a combined or dual teaching program study program this requirement can be met by fulfilling it in one of the teaching programs.

In general, the course will be presented in English. However, the faculty teaching the course is allowed to decide differently, based on academic or other specific factors related to the individual course. This provision will apply to students who began their Bachelor's degree studies in the academic year 2021/22 and thereafter.

## **5.5 Credits for social engagement**

Bachelor's degree students will be entitled to up to 2 credits for social or community activity, subject to the conditions in **Appendix I**.



## **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 the course syllabus in the Course Catalogue and within a week of the beginning of the course the teacher must publicize an overview of the course including the student's responsibilities (assignments, attendance, etc.) and how the final grade is calculated on the course website. A course in which the students are divided into several groups, the obligations and means of assessment will be the same.

6.1.2.1 As a general rule, external travel sites/visits will be defined as part of the course requirements and the date will be publicized in the course plan, and no later than the end of the changes period for the semester in which the course is being taught.

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 or for participation in external travel/site visits that is connected to another course, as long as they coordinate ahead of time how they will complete their academic obligations (according to section 6.2.2). Exams and tests should not be scheduled for such holidays.

6.2.2 Students with special permission (according to section 1.12.3) may miss up to 30% of the classes in a course (lectures). [For a student who has given birth, they may miss up to 6 weeks]. Partners of such students may miss classes (lectures) according to Appendix D.

6.2.3 Students who are absent due to reserve duty, illness an entitling event according to section 1.12.3 or a holiday or travel connected to their academic studies must make up the missed course material.

#### 6.2.4

A. 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.

B. 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.

C. If necessary, the student may contact the department's secretariat or the Dean of Student's office to obtain assistance in settling absences.

6.2.5 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.

6.2.7 Students who are engaged in an official activity on behalf of the University (approved by the Rector's office) which takes place outside the campus where their studies are conducted are entitled not to participate in lessons during the time when they are prevented from so doing due to that activity. The course lecturer will determine how the material will be made up.

### **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.)

6.10.7 Bachelor's degree student will be eligible to receive up to 2 credits for social and community activity, in accordance with the conditions detailed in Appendix I.

## **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.

Cancelation 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 and Master'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.

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.

7.2.5 All make-up exams will take place in the course of the year or during the summer, as long as there is no overlap with the other exam dates, they do not disrupt the normal process of study, and 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. That being said, in cases of online testing, different test-takers may be asked to answer different questions from the bank of questions, with the understanding that the level of difficulty between questions will be similar.

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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.

Students who served on reserve duty for 2-9 days during or close to the exam period (i.e., began the reserve duty before the exam period and completed it after) are entitled not to take an exam taking place close to when they return and to have a make-up exam according to the following key:

1. Reserve duty of 2-3 consecutive days, students are entitled not take an exam that takes place during the 24 hours after their return from the reserve duty and to have a make-up exam.
2. Reserve duty of 4-6 consecutive days, students are entitled not take an exam during the 48 hours after their return from the reserve duty and to have a make-up exam.
3. Reserve duty of 7-9 consecutive days, students are entitled not take an exam during the 72 hours after their return from the reserve duty and to have a make-up exam.

(b) Wedding - an exam taking place the date of the student's wedding.

(c) 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.

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

(e) Hospitalization – an exam taking place when a student is in hospital or the student's child (under 18 years old) is in hospital (emergency room and urgent care center visit not included) or during the two days post discharge, and provided suitable medical documents are presented.

(f) 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.

(g) Proximity of exams – students who had two exams in a compulsory course in proximity (less than 24 hours from the beginning of the exam) to any other compulsory course, is entitled to a rescheduled test date, 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.

(h) 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.

(i) 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 (up to one week before the exam) will be subject to a financial penalty of NIS 200.

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 As a rule, exam booklets that were not written on computer are graded online. In special cases the dean or a person authorized by the dean may approve offline grading of exam papers in specific courses. In these cases, the teaching program secretariat will deliver the exam booklets to the teacher within 24 hours of 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. If there are failures in the scanning process, failures in uploading the scanned exam papers to the server and other technical failures that are out of the teacher's control and which have caused a delay in exam paper grading, the grading period will be adjusted accordingly and the students of the course in question will be notified.

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.

7.7.7 When grading a test that is not multiple choice, the examiner must indicate the number of points given to each component of the exam and a rationale or explain the grade given if the student's answer was incomplete.

## 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 three working days from the time the exam booklets were posted. The appeal will be submit to the instructor without mention of the name of the student appealing the grade, in accordance with the relevant faculty's procedures.

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 working 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 are exams based on open questions or tasks and the time allotted to solve the exam is at least 24 hours.

A take-home exam is regarded as a written assignment and therefore there is only one date for taking it.

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/tests

An additional exam date will be offered for midterm exams whose weight in the final grade is 26 percent or greater.

7.14.1 A student who did not sit for the exam for the given reasons on a special date (as detailed in section 7.4)- on exams whose cumulative weight is over 10% of the final grade in the course, the student will be eligible for a special exam date.

7.14.2 Midterm/test booklets will be available and regulations of procedures for appealing grades will come into effect according to the exam appeal procedures (see section 7.10) provided that **one** of the following conditions exists:

- a. The weight of the test/mid-term is more than 10%
- b. The cumulative weight of the mid-terms/tests is more than 26%

7.14.3 In mid-terms/tests, additional time will be granted to students who are entitled to it based on the guidelines appropriate to them (see 7.6.2 and Appendix C)

7.14.4 The test dates must be presented in the syllabus. If the test date is not presented in the syllabus, the test dates must be posted at least 3 weeks before the date of the test.

7.14.5 The grades of the tests/mid-terms must be posted within 9 work days.

7.14.6 Students who are late for a mid-term/test by more than half the time allotted but not more than 30 minutes will not be permitted to take the particular mid-term or test. In mid-terms/tests lasting up to 30 minutes students may not leave the classroom.

\*The above sections, not including the last sections (7.14.5 and 7.14.6) do not apply to test whose weight is less than 2% and cumulative weight is not more than 10%.

## **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. In general, written assignments are submitted online as established in the course syllabus and in the guidelines for Master's degree study.

### **8.1 How to submit homework**

8.1.1 Assignments should be submitted 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 8.2.3), 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 Language of the assignment

8.1.4.1 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.

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

8.1.4.3 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, in 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.

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 1.12.3 and who did not submit written assignments on the due dates because these fell during their absence 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 Students may not submit revisions to a paper, take-home exam, exercise, or any other type of assignment after the teacher has already reported a grade for the paper, exercise, or exam.

8.3.4 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.

#### 8.3.5 Master's thesis:

- a. The paper 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.

8.3.6 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.



8.3.7 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 three working days 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 presented, 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 full or partial written solutions in the **written assignment** of any other person (including answers stored in digital media, including social media and email messages) **and/or** use such solutions 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.

8.6.6 Students may not submit the same paper or significant parts of the same paper in two different courses. In any event, students must specify at submission which parts of the paper are based on a paper submitted (or about to be submitted) in another course.



## **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 1.12.3 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 1.12.3 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 faculty's Teaching Committee 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 1.12.3, 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 the "contact us" link on the personal information section for suspension of studies on the University website.

### **12.3 Resuming studies – new students**

Students accepted for studies by a teaching program or faculty in any of the following disciplines (**medicine, military medicine-Tzameret, dentistry, interdisciplinary medical research, Amirim humanities, occupational therapy, Revivim, pharmacy-honor's program**) who have not yet finalized their admission, must re-register and meet the admission requirements.

Candidates for all other academic tracks that have been accepted for a graduate level program for 20222023 and have paid a deposit, are able to transfer their acceptance for the 2022-2023 academic year.

Immediately upon acceptance of this transfer, the acceptance for the

current academic year is frozen and shifted to the next year. Additional details can be found online.

#### **12.4 Renewing studies – for former students**

12.4.1 A former Bachelor's degree student who was entitled to continue his/her studies but stopped for one period of up to 2 consecutive academic years, is entitled to return to their studies in the same field without having to be readmitted to this field. The faculty's Teaching Committee has authority to make decisions regarding recognition of the student's previous study and the continuation of the student's studies. A student who wishes to resume their studies at the University must submit a written request in this regard to the relevant faculty's 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.<sup>13</sup>

### **13. Credit for Earlier Studies**

13.1 Decisions regarding recognition of courses taken in other fields within the University or 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 University Bachelors credits (academic and financial) and exemptions

Definitions: The term “credit” as used below refers to being released from both tuition and academic requirements. The term “exemption” means being released from academic requirements only.

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. These courses will be recognized as credits towards the completion of the degree.

13.4.4 Double degree- Students studying for a double degree may receive credit for up to a quarter of the total credits in each of the programs if there is overlap between courses of similar content.

13.4.5 Students studying simultaneously for two bachelor degrees in the same faculty or in two different faculties at the Hebrew University may receive credit toward the one degree of up to a quarter of the total credits for the other degree if there is overlap in these courses' content. The credit will be granted for a single additional Bachelor's degree only.

13.4.6 Students enrolled in a single major program and in another teaching program (in double major format) is entitled to credit of up to a quarter of the credits for the single major program, if there is overlap between courses with similar content.

13.4.7. The University is entitled to exempt a student from an academic program course (either compulsory or elective) based on a course studied in an academic program at another academic institution and for which the student received an academic degree, provided the previous course is identical in content and comparable in level and scope with the course from which the

student will be exempt. In any case, exemptions are granted in this way may not exceed a quarter of the student's program. In general, exemptions are not granted for course credits that are older than six years. The Committee for Teaching Affairs may consider exceptional cases.

### **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, in cases in which there is overlap among course with similar content, can have up to a quarter of the courses applied to both degrees.

13.5.3 Students who studied or are studying for a teaching certificate diploma as well as for a Master's degree can receive credit for their diploma studies to a maximum of a quarter of the requirements for the Master's degree in cases in which there is

overlap among the courses with similar content based upon the student's studies towards a teaching certificate.

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 1/4 of the current Master's degree. In general, exemptions are not granted for course credits that are older than six years. The Committee for Teaching Affairs may consider exceptional cases. Students who receive this, may receive up to 9 credits as credit toward a non-research track and up to 6 credits as credit toward a research track. The remaining recognized course credits will be listed as exemptions.

## **14 Degree Requirements**

### **14.1 Eligibility**

Students are eligible for a degree if they have fulfilled all of the academic 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 grade average.
- c) They have achieved the minimum final grades in courses set by the faculty and not less than 60.

Notwithstanding the foregoing, students' eligibility for a degree or certificate will be approved only after their financial obligations have been discharged.

## 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:

- c) The final course grade will be multiplied by the number of credits of the course.
- d) 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”):**

### 14.5.1 Final Grade for Bachelor’s degree

Commencing with the graduation ceremony of 2023, 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>Cum Laude</b>	<b>20%</b>	<b>85</b>
<b>Out of which – Summa Cum Laude</b>	<b>Top 2%</b>	<b>90</b>

- In departments in which the number of graduates does not allow that calculation of a class rank, consolidation of departments is possible.
- The grade point average includes all the courses studied as part of the curriculum and only these courses.

#### 14.5.2 Final Grade for Master's degree

For Master's degrees, 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>Cum Laude</b>	<b>25 %</b>	<b>85</b>
<b>Out of which – Summa Cum Laude</b>	<b>Top 3%</b>	<b>92</b>

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## 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.

14.6.4. Students who took a teaching program after graduating will receive an additional certificate which specifies “department after graduation”.

14.6.5 Students who studied at the same time a single-track department program with another department in a two-track format will receive one diploma on which both department’s will appear (bachelor’s degree in the single-track department and in the other department, in the two-track format).

## **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 download this form from the “personal information” page on the University internet site.

## **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.

Dean's List that will be published at the beginning of 2023 (reflecting student achievements in 2022) were calculated in accordance with the regulations set forth in the 2021/2022 academic year regulations.

### 16.1 General regulations

16.1.1 The **determining date** for calculating the average for ranking 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.

16.1.2 A student's rank in the honors roll will be determined in accordance with academic unit affiliation (home faculty).

16.1.3 In compiling the list of outstanding students and selecting award recipients, the Deans and the Rector may exclude candidates who have violated the disciplinary code.

16.1.4 Lists of candidates for the Dean's List in a specific year **will be announced by the eighth week of that 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 within two weeks of the date the list was posted.

- 16.1.5 Student included in the honors roll will be notified by the school and will receive a certificate signed by the Dean. This merit will appear on their accreditations and transcripts.
- 16.1.6 Students who have exceeded the standard number of years for a degree are not eligible for a merit award or Rector's award.
- 16.1.7 A student may be awarded only one grant for achievements in a specific degree at a specific faculty.
- 16.1.8 Students eligible for a merit award or the Rector's award must discharge their obligations to the Student Schedules and Payments Unit independently of the date of receiving the grant/award.
- 16.1.9 Students in programs for which tuition is paid by an external party are not eligible for tuition waivers due to academic achievement. A student who is entitled to the Dean's undergraduates award, who receives a (full or partial) tuition waiver for filling a teaching assistant post during the academic year for which they were awarded the Dean's award, will receive remuneration equivalent to the tuition waiver the post entitles them to, and in addition their tuition waiver for the year in question will be extended to 100% waiver.

## **16.2 Outstanding Bachelor's degree students**

### **16.2.1 Bachelor's degree Dean's List**

16.2.1.1. The Dean's List for the Bachelor's degree will include students in their second and third year and Bachelor degree graduates (after completion of their studies) whose proportion in the faculty for which this list is compiled is up to ten percent of the undergraduate class in that year, and whose grade average on the determining date is at least 85, subject to the following criteria:

a. The list will include only students who have studied a full program as required for their 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) and in the Environmental Economics and Management teaching programs and the Hotel Management and Food Resources teaching program comprises at least 36 credits. Students in their final year of the standard number of years for degree must complete at least 32 credits.

Full-time study in the experimental faculties and schools (Science, Agriculture, Medicine, Medical Sciences, Dentistry, Pharmacy, Occupational Therapy, Nursing Years 2 and 3), Engineering and Computer Science) comprises at least 45 credits. Nursing Year One comprises of at least 41 credits, Students in their final year of the standard number of years for degree must complete at least 38-40 credits as determined by the faculty.

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 in all of the students' regular years.

For the purpose of determining the scope of a student's program, credits for courses studied in another institution will not count toward the number of credits in the student's program.

- a. The grade average calculated for this ranking will include all grades from the previous year except for grades in the following courses: banked courses, grades that are recorded after the determining date, verbal grades (e.g. Exempt, Credit, Pass), credits for courses studied elsewhere (not including exchange programs), and courses for language exemption. Faculties with a grade adjustment policy may place further restrictions in their code regarding courses and grades that count toward Dean's list ranking.
- b. Students will be listed on the Bachelor degree Dean's list based second year grades and higher, provided they have achieved exemption level in English.
- c. Students in the relevant academic year who have failed any courses are not eligible for consideration for the Dean's list.

16.2.1.2 The Bachelor degree Dean's List will include students whose grades in their previous year of study are the highest in the undergraduate class in each faculty. However, the Dean is entitled to take into account the need to ensure adequate representation for students of all departments in the faculty.

16.2.1.3 Students taking two degrees concomitantly in two faculties may be included in the Dean's List in each of the

faculties, based on achievements in each respective faculty. Students taking a dual-track program in two separate faculties may only be included in the Dean's list in their home faculty.

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

The Dean will award merit grants to 2.5% of the school's undergraduate class during the year for which the merit grant is being awarded. However, the Dean is entitled to take into account the need to ensure adequate representation of students of all the faculty departments. The undergraduate Dean's award is a 50% waiver of annual tuition for a Bachelor's degree in the year the grant is awarded, but not more than the student's personal tuition for that year of their Bachelor's degree.

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

The undergraduate Rector's list will include 30 of the university's best Bachelor's degree students who will be selected to also ensure adequate representation of students of all faculties. Students on the Bachelor's degree Rector's list are entitled to a 100% waiver of annual tuition for a Bachelor's degree in the year the grant is awarded, but not more than the student's personal tuition for that year of their Bachelor's degree. In addition to the tuition waiver, students on the Rector's list also receive a financial reward.

### 16.3 Outstanding Master's degree students

The Dean and Rector's lists will include outstanding Master's students based on their achievements during their Master's program (for achievements in their first year and for achievements in their second year).

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

Dean's List for Master's degree students will include up to 10 percent of the graduate students in each faculty in the year for which the list is being compiled, and whose grade average at the determining date is at least 85, subject to the following rules:

- (a) The list will include only students who have studied at least 40% of the program required to qualify for a degree (27% in three-year master's programs). Banked courses (not counted toward Bachelor honors) that were redeemed during the academic year for which the honors list is being compiled will be counted, but credits for courses studied elsewhere will not be counted.
- (b) The grade average calculated for this ranking will include all grades from the previous year including banked course redeemed during the academic year for which the honors list is being compiled, and excepting grades in the following courses: courses defined as auxiliary or conversion (supplementary) courses, courses which grant verbal grades (e.g. Exempt, Credit, Pass), and courses studied elsewhere.

#### 16.3.2 Dean's List awards for Master's degree

The Dean will award merit grants to 2.5% of the school's Master's students during the year for which the merit grant is being awarded. However, in compiling the list, the Dean is entitled to take into account the need to ensure adequate representation of students of all departments of the faculty and give priority to graduates in a research track.

The Dean award for Master's students is a 100% waiver of annual tuition for a Master's degree in the year the grant is awarded, but not more than the student's personal tuition for that year of their Master's degree. A student who is entitled to the Dean's award for Master's students, who receives a (full or partial) tuition waiver for filling a teaching assistant post during the academic year for which they were awarded the Dean's award, will receive remuneration equivalent to the tuition waiver that the post entitles them to, and in addition, their tuition waiver for the year in question will be extended to 100% waiver in acknowledgment of academic excellence.

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

The Rector's List includes the 50 best Master's students at the University who will be selected to also ensure adequate representation of students of the University schools. These students are also entitled to a financial reward.



## **17 Disclosing Information about Students**

(Adapted according to Administrative Regulation 18-008)

This regulation determines the policy on disclosing information from the student authority database 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 request for information about students, submitted by 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 for the purpose specified in the request **only**.

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 at 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, and 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 Student Copyrights**

### **18.1 Student Copyrights**

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. The name of the student submitting the appeal shall not be transmitted 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 An appeal with its rationale should be submitted within 3 business 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).

If they wish, 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 University's faculty 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 syllabus for the course. Within the first week, the teacher will also publish to the course website, an updated syllabus that details program of the course, its description and its learning outcomes, it's the course 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. A course instructor/course coordinator wishing to deviate from this rule in the second semester in accordance with their academic discretion must submit a request to the faculty's Teaching Committee.

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 booklet. 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 (“Exams and grades”).

20.1.7 Responsibility of teachers during exams – Exams are part of the course and 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 and notify the department’s secretariat of such. In case of severe breach of the instructions, the instructor or their representative may halt the writing of the exam by the student as long as this necessary to avoid disruptions to the other exam takers. In such a case, the instructor must submit a complaint to the disciplinary committee.

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. Grades for exams and written assignments will be given according to uniform and reasoned criteria.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 Chapter 8. If there are failures in the scanning process, failures in uploading the scanned exam papers to the server or other technical failures that are out of the teacher's control and which have caused a delay in exam paper grading, the grading period will be adjusted accordingly and all students of the course in question will be notified. 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 and 8), 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**

**Appendix H – Accommodations for visual disabilities**

**Appendix I: Credits for social engagement**

## 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 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 travelling abroad, they must obtain academic approval for the courses they intend to take abroad.

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, as emissaries of the Hebrew University, students are expected to represent the University with dignity both academically and in their conduct. Students will inform the International Office and faculty teaching secretariat immediately 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 As part 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. Students who go on a student exchange and consequently extend their program to the following year will not be charged an overextension fee or security fees.

6. 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.

### **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:

1. 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)].

2. 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.

3. Graduates of Jewish Ultra-Orthodox education and students from the Ethiopian community are entitled to accommodations during their first two years 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 1-3 will be allotted additional time of 25% in every exam held in the period of eligibility and given in Hebrew and their grades will not be adversely affected by spelling errors. Students eligible for accommodations according to sections 1 and 2 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 1-3 may apply to the Unit for Learning Disabilities to determine if there is need to extend their period of eligibility for accommodations

## **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.

## **Appendix D: Accommodations due to parenthood**

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, birth, miscarriage, 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 classes in any course with mandatory attendance.

(b) Students who have had a baby, adopted a child or are given a child in custody or foster care are entitled to absence from 30% of classes in any course with mandatory attendance for a period of 15 weeks from the date of birth, adoption, receiving the child in custody or foster care. Given the above, a student who has given birth is alternatively entitled to absence from all classes with mandatory attendance for a period of six weeks from giving birth, the higher absence rate of the two.

(c) Students who have had a baby, adopted a child or are given a child in custody or foster care are entitled to an additional absence of 10% of all classes in any course with mandatory attendance for caring for an infant in its first year of life.

(d) In the event of becoming parents to more than one child, the accommodation will be increased by 25 percent for every additional child. As such, as described above (2.2), a mother of twins is entitled to be absent from 38 percent of classes that require attendance.

(e) A female student should arrange such absence according to the instructions in section 6.2.4.

(f) 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.

(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, workshop, 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 who expects to be absent from a course according to these rules will inform the course teacher and secretariat of the teaching program of her anticipated absence a month in advance and provide them with the parenting coordinator's authorization.

(h) 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.

(i) 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.

(c) 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 student who is absent due to an entitling event may extend his or her studies by two semesters, and in proportion with the

extent of classes missed due to the entitling event, and will not be charged any additional fee for the extension (e.g. overhead fee for tuition lower than 50%, overextension fee for carryover above the standard number of years for the degree, for an extension of one academic year). .

(b) Request for such extension must be made through the coordinator for Gender and Parenting during the extension year.

### **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 studying towards 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 (including post-doctoral students) 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 15 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 15 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.

(d) Post-doctoral training must begin up to five years from confirmation of the doctoral degree.

(e) Post-doctoral status and post-doctoral scholarships are granted for a period of up to 4 years

**Regarding the periods listed in Sections d and e above, in the**

**case of post-doctoral students, for each birth during the relevant period, a period of one year will not be counted.**

### **11. Prizes and Merit Grants**

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.

[Application for rights and accommodations](#) (PDF)

### **12. Infrastructures**

On every campus there are:

- (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 had an entitling event (i.e. birth, miscarriage, adoption, or receiving a child in custody or in foster care) 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).

In this section an "entitling event" is: birth, miscarriage, adoption, or having custody of or fostering a child.

#### **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. Tutoring**

An undergraduate student who has had an entitling event may contact the parenting coordinator and apply for assistance with catching up with the material as follows:

If 5-9 consecutive days are missed during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed.

If a total of 10-19 days are missed during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed or for 50% subsidy on exam prep (marathon) in any mandatory course the student is enrolled in.

If over 20 days are missed in total during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed or for 80% subsidy on exam prep (marathon) in any mandatory course the student is enrolled in.

Assistance offered:

If two classes are missed in a mandatory course, the student may apply for one 90 minute tutoring session, and up to 5 sessions.

A class and a tutorial count as a single class.

Some tutoring sessions will be given to a small group (not individual tutoring).

Tutoring is offered for standard format classes only (labs, seminars, workshops, trips, field work, etc. are excluded).

How to apply:

A student wishing to apply for assistance with catching up on missed material may apply to the parenting coordinator at the Dean of Students Office within two weeks of her eligibility period.

Applications via the [online registration form](#) must include a copy of the student's ID card and a document confirming birth/pregnancy.

#### **16. Parent student whose partner is on reserve duty**

“Parent student” – a student who is the parent of a child that is under 13 years old;

“Reserve duty in emergency or special circumstances” – Reserve duty according a call-up pursuant to section 8 of the Reserve Service Law 2008 or according to call-up in a special situation within the meaning of section 9(a) of the Reserve Service Law.

(a) Parent students whose partner served on reserve duty may be absent from classes every day of the reserve duty period, for two periods until 10:30 and without limit from 15:00, 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) In addition to what is stated in section (a) above, parent students whose partner served on reserve duty in emergency or special circumstances may be absent from one study day for each 10 days of reserve duty served, as stated, by their partner, but may not be absent for more than 5 study days.

(c) A parent student who is absent based on section (a) above, is entitled to defer one or more courses and repeat them without additional charge, provided they have not taken the exam yet and their partner has served a total of at least 10 days of reserve duty in a semester (for a single-term course) or 20 days over a year (for an annual course).

(d) A parent student with an assignment due during or near their partner's term of reserve duty is entitled to either postpone the assignment or submit an alternative assignment (at the teacher's discretion). The submission date must be postponed by the number of reserve duty days at least. If it was reserve duty in emergency or special circumstances the date will be postponed by 10 days or by the number of days served on reserve duty, the higher of the two.

(e) A parent student who missed classes due to their partner's reserve duty of 14 days or longer, and as a result has missed the due dates of more than eight assignments, should inform the Teaching Committee in their home faculty, which has the discretionary authority to decide, on grounds of good will, but also taking into account the demands of the various courses, how and if missed work should be made up.

(f) A parent student who due to their partner's reserve duty has missed an exam or an assignment that is a prerequisite, is entitled to take the advanced course or attend the advanced year on condition that the exam or assignment are made up in accordance with these rules.

(g) A parent student who due to their partner's reserve duty has missed a laboratory, seminar, workshop, field trip or practicum, which is a prerequisite, is entitled to conditional admission to the advanced course or the advanced year until the assignment is made up.

(h) A parent student whose partner served on reserve duty for a total of 10 days or longer during the exam period, or at least 10 consecutive days around the exam period, a total of 21 days, or at least 5 consecutive days in an emergency or special circumstances during or just before the exam period is entitled to take any of the exams he or she was going to take during this exam period on a different date. This additional date will be scheduled no later than four months from the end of the semester.

(i) A parent student who due to their partner's reserve duty as specified in section (a) has missed a laboratory, seminar, workshop, field trip or practicum, is entitled to one of the following accommodations, depending on the nature of the course and in coordination with the lecturer:

- Make up the missing work at a time set by the lecturer.
- Participate again at a time determined by the lecturer.
- Change the missed assignment into a different one to be determined by the lecturer.
- Request exemption due to reserve duty. This request should be made to the lecturer. The lecturer will submit his or her decision for approval by the relevant Teaching Committee.

(j) A parent student who has missed an exam due to their partner's reserve duty, is entitled to a special exam date (make-up exam) for any missed exam date.

(k) A parent student who has missed an exam due to their partner's reserve duty, is entitled to:

- 50 credits to photocopy or print missed material for each day missed. Student must apply to the parenting coordinator to receive the vouchers.
- Assistance with catching up on missed material. Students may use any of the following means of catching up on missed material (availability varies depending on the course): instruction, tutoring, learning aids, audio or video recordings of lectures.
- Priority borrowing books at the library, and increased borrowing quota (through the parenting coordinator).
- If the absence takes place during enrollment period, early enrollment is available. To enroll, the student must submit their partner's reserve duty call-up letter and a list of courses to the secretariat of the appropriate department. The secretariat will perform the enrollment when the period for registration begins.
- If the student's reserve duty coincides with the changes deadline, they must apply directly to the parenting coordinator.

(k) Student parents whose partner was on reserve duty for at least 150 days cumulatively during their regular period of studies are entitled to extend their studies by one semester, without incurring tuition or any additional payment for this extension. Applications to extend studies together with substantiating documents must be submitted to the parenting coordinator.

### **17. 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.

### **18. Accommodations due to child's illness**

**A student who has been recognized as a student parent according to this appendix, shall present a hand-signed doctor's certificate to the unit's secretary in coordination with the course instructor, while meeting the academic threshold requirements to complete the course, will be entitled to an absence of up to 10 percent of the classes in which attendance is required under these circumstances, on the relevant days. Granting a postponement of the submission of assignments in coordination with the course instructor.**

**Special date in cases in which the childbirth sick days are you in a sequence of four days in the week before the exam and on condition that the student sits for the additional exam sitting date.**

**\*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

For individual assistance in this matter please contact Ms. Maya Gonen Parenting and Gender Coordinator, [in writing](#) or call 02-5880262. You may also coordinate an appointment.





## **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 based on the Rules of Students Rights (accommodations for students on reserve duty), 5772-2012.

In order to ensure your rights you should proceed according to the procedures.

### **Definitions:**

“Reserve duty in emergency or special circumstances” – reserve duty according to a call-up to service pursuant to section 8 of the Reserve Service Law 2008 or according to a call-up to service in a special situation within the meaning of section 9(a) of the Reserve Service Law.

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

(a) Students who wish to be granted accommodations should proceed according this procedure and section 1.12.4 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 written request to the Reserve Duty office.

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

(a) Students on reserve duty may be absent 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) Students who have served on reserve duty in emergency or special circumstances may be absent from classes one day soon after the end of their term of reserve duty, and if this term was longer than 10 days, an additional day for every 10 days of reserve duty. Any day of absence must be soon after the end of the term of reserve duty.

(c) If possible and taking into account the type of reserve duty in question, it is a students' responsibility to coordinate such absence in advance with the teacher of the course and to make up the missed material.

(d) 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 on reserve duty may request, in advance, from the teacher permission to postpone submitting an assignment or to submit an alternative assignment if they were absent due to reserve duty on the date set for submitting the assignment or close to it. The submission of the assignment will be postponed by at least the number of days served on reserve duty. If it was reserve duty in emergency or special circumstances the date will be postponed by 10 days or by the number of days served on reserve duty, whichever is higher.

(b) Students on reserve duty who due to reserve duty of 14 or more days missed the submission date of more than eight assignments should inform the Teaching Committee of their home

faculty, who has the discretionary authority to decide, on grounds of good will, but also taking into account the demands of the various courses, if and how assignments must be submitted.

(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 on reserve duty who due to the reserve duty missed a course's laboratory, seminar, field trip, workshop or practicum are entitled to one of the following accommodations, in coordination with the lecturer.

- Make up the missing work at a time set by the lecturer.
- Participate again at a time determined by the lecturer.
- Change the missed assignment into a different one to be determined by the lecturer.
- Request exemption due to reserve duty. The request should be made to the lecturer. The lecturer will submit his decision for approval by the relevant Teaching Committee.

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

(c) Completion of assignment by the date that the instructor determines. Repeat participation on the date selected by the lecturer, at no additional charge.

#### **5. Exam**

(a) Students on reserve duty who missed an exam due to reserve duty are entitled to take any of the missed exams (any type of exam date) on a special (alternative) exam date.

(b) Students who served on reserve duty for 2-9 consecutive days during the exam period or close to it (i.e., began the reserve duty before the exam period and completed it during that period) are entitled not to take an exam held close to their return and to take a make-up exam according to the following key:

- Reserve duty of 2-3 consecutive days, students are entitled not to take an exam held during the 24 hours after returning from the duty and to take a make-up exam.
- Reserve duty of 4-6 consecutive days, students are entitled not to take an exam held during the 48 hours after returning from the duty and to take a make-up exam.
- Reserve duty of 7-9 consecutive days, students are entitled not to take an exam held during the 72 hours after returning from the duty and to take a make-up exam.

(c) Students who served on reserve duty of at least 10 days cumulatively during the exam period, or students who in the course of the semester proximate to the exam period served on reserve duty of at least 10 consecutive days or 21 days cumulatively, or students who served on reserve duty in emergency or special circumstances of at least 5 consecutive days, during the exam period or the semester proximate to it, may take a make-up exam in every course in which they were due to take an exam during the exam period, on an additional date at the end of the semester, or close to it and no later than four months after the end of the semester.

(d) 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.

(e) The make-up exam will be held after the completion of the reserve duty in a way that will allow students time to prepare for the exam.

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

## **6. Catching up on studies, registration for courses and attendance**

(a) Students on reserve duty 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. To receive the vouchers, fill in an online application to the coordinator.

(b) Students on reserve duty 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. Additional information is available in Section 7.

(c) Students on reserve duty 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 on reserve duty 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. Tutoring and exam prep (marathons)**

A Bachelor's degree student who was on reserve duty for longer than 5 consecutive days during one term, and missed at least two classes in a mandatory course, may apply to the reserve duty coordinator and request assistance with making up the material. A Bachelor's degree parent student whose partner has been on reserve duty for longer than 5 consecutive days during one term, and who has missed at least two classes in a mandatory course, as described in section 2(b), may apply to the reserve duty coordinator and request assistance with making up the material. Assistance will be offered according to the following key:

- If 5-9 consecutive days are missed during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed.
- If a total of 10-19 days are missed during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed or for a 50% subsidy on exam prep\* (marathon) in any mandatory course the student is enrolled in.
- If a total of 20 days or more are missed during a semester, the student may apply for tutoring in any mandatory course in which two or more classes were missed or for 80% subsidy on exam prep\* (marathon) in any mandatory course the student is enrolled in.

Assistance offered:

We do our best to comply with all applications received; however, we may be unable to find a tutor for all applicants. How to apply: Please complete an [online application](#) and ask the reserve duty coordinator to fill in an application for a tutor.

### **8. Extension of studies**

(a) Students who served reserve duty of more than 150 days cumulatively 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) The noted application for extension must be submitted via the reserve duty coordinator. The [online application](#) must specify the reasons for the application, and include substantiating documents.

### **9. Scholarships and dorms**

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

### **10. Recognizing reserve duty as an activity which confers credits**

Starting in 2018/2019 and pursuant to the law for promoting student social and community engagement 5778-2018, two credits will be granted for reserve duty. The University has decided to apply the law in the following way:

Once throughout their studies, undergraduate students participating in any of the following activities (referred to as an Entitling Activity) are entitled to commute volunteer activity for a 2-credit Cornerstone (Avnei Pina) course (in programs with a mandatory Cornerstone requirement) or a 2-credit course selected by the department (in programs that do



not include a Cornerstone requirement): volunteer activity, reserve duty, participation in the university's sports team or orchestra.

This course will be credited to Bachelor's students who have completed at least half of the credits in their academic program during the academic year in which the entitling activity took place.

This provision applies to all Bachelor's degree students in 2018/19 and thereafter in respect of an entitling activity carried out during the academic year 2018/19 and thereafter.

Students who have already completed their studies quota in Avnei Pina courses before 2018/19 will not be able to take advantage of this.

Entitling reserve duty: At least 14 days of reserve duty during a single academic year of which at least 5 days were consecutive; or at least 21 days in total (even if not consecutive).

An academic year in this matter begins on the 1st of October and ends on the 30th of September the following year. To file a 2-credit course, apply to the Committee of Teaching Affairs in the appropriate department with Form 3010.

For individual inquiries please coordinate a meeting with Ms. Maya Gonen, the reserve duty coordinator. Mount Scopus Campus tel. 02-5881833 or [write](#) to her.

## **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.

## **Appendix G: English language requirements**

1. Knowledge of the English language is a fundamental skill required in all University disciplines, so all University students are required to achieve good command of the language.
2. The English Foreign Language unit is responsible for all English language instruction at the Hebrew University. Complete information about English courses, syllabi, schedules, and passing grades for all levels are listed on the unit's website:  
<https://efl.huji.ac.il/>
3. The English as Foreign Language unit provides Basic, Lower Advanced and Upper Advanced courses in English. Admission to the University is contingent on meeting the Basic level requirements except for the departments which require a higher level (Lower or Upper Advanced):
4. 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. Students who begin at the Basic level must take at least three semesters. Students admitted to the University with Basic level English and by the beginning of their second year of Bachelor's studies attain Lower Advanced may apply to the school/department secretariat to be allowed to attain exemption level by the end of the first semester of their second year of studies.
5. 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 event, students will not be permitted to take proseminars and seminars. To be admitted and enrolled as a regular student in the third year students must meet the English language passing requirements.

6. A new 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 the Unit for English as Foreign Language summer course, or other courses recognized by the Unit.
7. Students whose grades in the psychometric subsection exceed the upper threshold of Upper Advanced 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.
8. Passing requirements:
  1. 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.
  2. Students who do not obtain a minimum grade of 60 in the class assignment 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.
  3. 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.

9. Additional tuition is charged for English courses.
10. 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.

## **Appendix H: Accommodations for visual impairment**

### **a. Entitlement to accommodations**

Students presenting a certificate of blindness/vision impairment and/or confirmation of vision disability on behalf of the National Insurance Institute and/or a detailed medical authorization attesting to a vision problem and the difficulties deriving from it may be examined in adapted conditions.

### **b. Process of the accommodations authorization**

1. The authorizations about the impairment will be presented to the welfare coordinator of the Learning Center for the Blind.
2. She will recommend to the students' faculty Teaching Committee which accommodations may be made available to the students.
3. Determination of the accommodations will be applied to all students personally, according to their functional profile and taking into account the nature of the exams and assignments required in the framework of their studies.
4. In exceptional cases where the level of feasibility of the exams is not possible for blind students, the coordinator of the Learning Center for the Blind will recommend to the faculty other means of differentiation.
5. The final decision regarding the accommodations is made by the faculty.
6. Students may appeal the decision regarding their entitlement to accommodations. The appeal will be submitted through the

faculty teaching secretariat to the Dean of Students. The Appeals Committee will decide and send its decision with its rationale to the student within 15 days from the date of submission of the appeal, through the faculty secretariat.

c. Administration of the exams and exam accommodations

1. The exams take place at the times and dates when regular students are examined, unless otherwise decided by the faculty.

2. The visually impaired/blind students may choose to take the exam in the study rooms of the Learning Center for the Blind. The rooms are equipped with, among other things, magnifying instruments available for students' use.

3. If necessary, students will be provided with a reader/rewriter whose function is to read the exam and to write the answers of the blind/visually impaired students in the exam booklet. The reader/rewriter is necessarily not from the teaching program in which the students study, except in cases where there is need for unique expertise due to the content of the exam.

4. Visually impaired/blind students who wish to take the exam with the help of a computer with auxiliary equipment (braille display, sound software, magnification) must have this approved by the faculty. If approved, the designated computer position will be disabled from a network connection.

5. The basic additional time allotted to visually impaired/blind students is up to 50%.



In a case of any deviation from these provisions a request will be submitted to the Dean of Students.

d. Assignments and exercises

1. Blind/visually impaired students may apply to the Learning Center for the Blind to request a recommendation to extend the time for submitting assignments/exercises.
2. The recommendation of the Learning Center for the Blind is subject to students' functional profile as well as to the timing of the application and the nature of the academic work.

Further details can be found at:

<http://studean.huji.ac.il/?cmd=ease.25>

**Contact information**

Secretariat telephone: 02-5882155

Welfare officer telephone: 02-5883284

Secretariat fax: 02-5826166

Email: [yifatn@savion.huji.ac.il](mailto:yifatn@savion.huji.ac.il)

## **Appendix I: Credits for social engagement**

Following the enactment of the Encouragement of Student Engagement in Social and Community Activities Law 2018, the University decided to implement the law as follows:

1. In the course of their studies, Bachelor's degree students will be granted a one-time academic exemption - **without monetary reimbursement** - of 2 credits in Avnei Pina courses (in study programs where Avnei Pina courses are compulsory) or t of 2 credits in another course to be determined by the teaching program (in study programs where Avnei Pina courses are not taught) for participation in one of the following activities (hereafter "entitling activity"): volunteering activity, reserve duty, participation in a University sports team or the University orchestra.
2. This exemption will be granted to Bachelor's degree students who, during the year in which the entitling activity took place, took at least half the credits required by the degree study program. The provision will apply to all Bachelor's degree students in 2018/19 and thereafter in respect of an entitling activity carried out during the academic year 2018/19 and thereafter. Students who have already completed their studies quota in Avnei Pina courses before 2018/19 will not be able to take advantage of the exemption.

3. Entitling social activity: 40 hours of actual social and community activity (not including hours of training, guidance or arrival at the place of the activity) carried out voluntarily in the course of one year of studies, for which no salary or scholarship was received. A social activity will be recognized as an entitling activity only if it took place in addition to and outside of the frameworks of training, practicum, clinical hours, which are an integral part of the study program.

Types of entitling activities: academic or personal tutoring activities in the framework of the Dean of Students, from a list of activities to be determined by the Dean of Students; and activities in one of the frameworks included in a list to be posted on the website of the Unit for Social Engagement at the Dean of Students office, or another framework approved by the Dean prior to the commencement of the social activity. The social activity must be carried out in such a way so as not to interfere with students' attendance at classes and fulfillment of any other academic requirement.

Entitling reserve duty: reserve duty of at least 14 days served in one academic year including at least five consecutive days; or reserve duty of at least 21 days (even without consecutive days as stated[]).

Entitling representation: representing the University in a University sports team or active participation in the University orchestra.