



ACADEMIC HANDBOOK

TEL AVIV UNIVERSITY INTERNATIONAL STUDY ABROAD FALL SEMESTER 2018

MAIN OFFICE

The Carter Building, Room 108
Ramat Aviv, 6997801, Israel
Phone: +972-3-6408118
Fax: +972-3-6409582
intl@tauex.tau.ac.il

UNITED STATES

Office of Academic Affairs
39 Broadway, Suite 1510
New York, NY 10006
Phone: +1-212-742-9030
Fax: +1-212-742-9031
admissions@telavivuniv.org

CANADA

Lawrence Plaza
3130 Bathurst Street, Suite 214
Toronto, Ontario M6A 2A1
orna@cftau.org

INTERNATIONAL.TAU.AC.IL

Welcome!

Welcome to TAU International! In this handbook you will find all of the academic information you need regarding courses, academic policies, course registration and more. We at TAUi wish you a wonderful and enriching semester, both academically and personally.

Important Academic Dates

- Following mandatory Hebrew Ulpan, the Fall Study Abroad Semester starts on *Monday, October 15, 2018* and ends on *Thursday, December 20, 2018*.
- Academic Orientation: *Monday, August 13, 2018 at 2:00 p.m. in the Dan David Building Room 001*.
- Online course registration deadline: *Monday, August 20, 2018*.
- Deadline for class changes and finalizing schedule (see below): *Monday, October 22, 2018*.
- Last day in the dorms: *Sunday, December 23, 2018*.

Study Abroad Fall Semester 2018 Academic Calendar

The 2018 Study Abroad Fall Semester (including the mandatory Ulpan) runs from July 25, 2018 (Arrival Day) to December 23, 2018 (Final Check Out Day). Here are additional important dates for you to keep in mind:

Group Flight Departure (USA/Canada)	July 24, 2018
Arrival at TAU	July 25, 2018
Mandatory Orientation & Hebrew Placement Exam	July 26, 2018
First Day of Hebrew Ulpan	July 29, 2018
Last Day of Hebrew Ulpan	Sep. 6, 2018
Fall Vacation	Sep. 9 - Oct. 13, 2018
Fall Semester Class Start Date	Oct. 15, 2018
Hanukkah Vacation Day	Dec. 09, 2018
Fall Semester Class End Date	Dec. 20, 2018
Last Day in the Dorms for Fall Semester Students (Note: STEM program students have a later end date)	Dec. 23, 2018

Accreditation

For FFELP purposes, Tel Aviv University is registered with the Department of Education (Title IV Code 008373-00 or electronic G08373). In Israel, Tel Aviv University is accredited by the Department of Education and the Council for Higher Education.

Early Departures Rules and Regulations

Early departures are not approved. It may be possible to approve in some rare cases for students whose home university Spring Semester overlaps with the Tel Aviv University Fall Semester schedule. In these cases, proof of the overlap and written approval from the school is required. An explanatory formal letter from the student is required as well. All documents will be examined by the Academic Committee to be formally approved. In case of early departure, the student's formal letter will be forwarded to his school with the transcript. If a student departs early without receiving an official approval from the Academic Committee, his/her absence will be reflected in his/her final grade.

Please note that an approval can only be given by the TAU International Academic Committee (request must be submitted through Yael Gazit at yaelga@tauex.tau.ac.il). **An early departure or early exam approval cannot be given by the course professors.**

Academic Requirements

Students must participate each semester in courses that will grant **a minimum total of 15 semester credits**. The requirements can be satisfied in the following way:

1. Four content courses + a language course (Hebrew or Arabic) for a total of 5 courses
2. Five content courses

Attendance is **mandatory** in all of the courses. Missing classes will be reflected in the final grade of the course. Up to three justified absences from classes will be accepted (for example: emergency matter or illness, both of which will require a doctor's note). Such cases of absence should be reported to your lecturer immediately.

Students are required to arrive on time for classes. Teachers are entitled to treat any single case of lateness and/or repeated lateness as an unjustified absence.

Please note that according to TAU Academic Policy, if a student's behavior or attendance during the semester is disagreeable his/her course participation may be cancelled.

Students are advised to register to more than the required 5 courses but not more than 7 courses. Students will be allowed to delete courses from their schedules (but not add) on *Monday, October 22, 2018*. Most courses will be given 4 hours per week, (two hours, twice a week), in most cases 3 credits each course.

Course Selection

Students can view available Fall 2018 classes on the TAU Study Abroad web site:

<https://international.tau.ac.il/node/553/?tab=4>. Current syllabi can be downloaded from this web site.

Please note that all courses are subject to change.

Registration Procedure

1. You will be emailed a link to the Course Registration Form when it comes time to register (mid-August). The registration form must be filled out online by **Monday, August 20, 2018**.
2. Students are responsible for entering the correct information on the registration form (Personal Information, Name, Passport Number, Student Number, etc.)
3. Deadline for class changes and finalizing schedule: *Monday, October 22, 2018*.

Note: students are advised to register to more than the required 5 courses but not to more than 7 courses. Students will be allowed to delete courses from their schedules within the designated drop period – but in most cases will not be allowed to add which is why we advise registering to more than students intend to take.

Hebrew Courses After Ulpan

If you are interested in continuing to take a Hebrew course as one of the fall classes, please note that registration for the Fall Semester Hebrew course will be done by your Hebrew teacher during the last week of the intensive Ulpan. Students who are registered for Hebrew classes cannot transfer from one Hebrew class to another without first consulting with the Hebrew Department (see Hebrew class regulations).

Regular Courses Taught in Hebrew at TAU

Students whose Hebrew is good enough and choose to take courses at the regular university, must complete a special registration form available at the end of this booklet (External Registration Form), in addition to the TAU International's registration form. For the schedule of these courses please click [here \(Hebrew\)](#). If a student decides to drop the course/s, it is extremely important that the academic office be notified. Failing to do so will result in "F" (fail) being recorded as the course grade. Students should note that the regular university Fall Semester starts on *Sunday, October 14, 2018* and ends on *January 13, 2019*. Final Exams start after this date and the first term continues until *February 26, 2019*. Please indicate on any test or paper taken at the regular university that you are a student of TAU International.

NOTE: STUDY ABROAD STUDENTS ENROLLED IN REGULAR TAU COURSES CANNOT TAKE EXAMS ON DIFFERENT DATES THAN ISRAELI STUDENTS, NOR WILL THEY BE ALLOWED TO LEAVE THE PROGRAM EARLY. STUDY ABROAD STUDENTS REGISTERED TO REGULAR TAU COURSES WILL NOT BE ALLOWED TO EXTEND THEIR STAY IN THE DORMS PAST THE FALL SEMESTER END DATE OF DECEMBER 23, 2018.

Withdrawal from Courses

For students who drop a course after *Sunday, October 28, 2018*, (W) Withdrawal will be recorded on the final transcript.

Pass / Fail Grading Option

Students may register for one course on a Pass / Fail basis. Students are required to choose the desired grading system within the first six weeks of attendance, and to report this decision to the study abroad academic secretary.

- Final Date for informing the office of your P/F choice, *Sunday, November 26, 2018*. Forms are available in the TAU International Office.

Universities have different policies about the acceptance of Pass/Fail grades. Students must consult with their home university advisors regarding the acceptance of Pass/Fail grades instead of letter/number grades. Home schools may have different policies and deadlines for Pass/Fail grades and the ability to transfer these back to the home school.

Once a Pass/Fail grade is entered into a student's record at TAU, it cannot be changed to a letter grade, and vice versa.

Incomplete Courses

Students who fail to complete any of the course requirements, (papers, exams etc.,) during the period of instruction, will have an (INC) Incomplete recorded on their transcript. It is the responsibility of the student to notify the international office of the reason for the incomplete and the estimated date of completion.

If the professor and the Academic committee agree, a student may complete the course requirements after the semester; the incomplete grade (INC) will be changed accordingly. The time limit for satisfactory completion of course requirements will be set by the Academic committee.

Grading System

The following is the grading system of Tel Aviv University International:

A+ = 97-100%	B- = 80-82%	D = 63-66%
A = 93-96%	C+ = 77-79%	D- = 60-62%
A- = 90-92%	C = 73-76%	F = 59% and under
B+ = 87-89%	C- = 70-72%	
B = 83-86%	D+ = 67-69%	

Code of Honor and Academic Integrity

Students are expected to abide strictly by the Tel Aviv University and Tel Aviv University International Code of Honor:

Students in the program are expected to act with integrity and honesty and hold their fellow students to the same standard. As such the school and university administration will not under any circumstance tolerate cheating, plagiarism, fabrication, aiding and abetting dishonesty, falsification of records and official documents or any other act which could compromise a student's academic integrity.

Plagiarism: Submitting material that in part or whole is not entirely your work without attributing those same portions to their correct source.

Cheating: Using unauthorized notes, study aids or information from another student, student's paper, or student's electronic equipment (including but not limited to: phones, computers, and blackberry's) on an examination; altering a graded work after it has been returned, then re-submitting the work; allowing another person to do your work and submitting that work under your name; or submitting identical or similar papers for credit in more than one course without getting prior permission from the course instructors.

Fabrication: Presenting data in a piece of work that was not gathered in accordance with guidelines defining the appropriate methods of collecting or generating data and failing to include a substantially accurate account of the method by which the data was gathered or collected.

Aiding and Abetting Dishonesty: Providing material or information to another person with knowledge that this material or information would be used improperly.

Falsification of Records and Official Documents: Altering documents affecting academic records; forging signature of authorization or falsifying information on an official academic document, grade report, or any other document designed to ensure that a student meets or gains exemption from a program or university regulation.

Should a student violate the Code of Honor, the administration will review their case. This may lead to termination from the program, and expulsion from Tel Aviv University.

Right to Appeal

Students have the right to appeal the results of a written examination or paper within two weeks from the day the papers or exams are returned. If there has been no appeal during that period, the grade is final. In addition, students have the right to appeal a final course grade within two weeks from the day the final grade is given. If there has been no appeal during that period, the grade is final. To understand more about the appeals process, please contact Yael Gazit at yaelga@tauex.tau.ac.il.

Special Accommodations

In accordance to University guidelines, students with learning disabilities or special needs must bring official documentation from their home country / university (translated into English by notary) and should be in touch with their respective program coordinator regarding any specific needs they have, and in accordance to the University's customary tools on this topic.

The Division of Foreign Languages at Tel Aviv University offers tutoring in English for students with special needs. For more information, please contact Elana Spector-Cohen, Head of English Programs, Division of Foreign Languages at espector@post.tau.ac.il.

Hebrew Studies (Ulpan) Regulations

1. **Attendance:** Given that this is an intensive Hebrew course, attendance is mandatory. Up to three days of justified absence from classes will be accepted (e.g: emergency matter, doctor's note). Such cases of absence should be notified to your Hebrew teacher immediately. Students are required to arrive on time for classes. Teachers are entitled to treat any single case of lateness and/or repeated lateness as an unjustified absence.
2. **Homework:** Home assignments are part of the course. Students who do not prepare their home assignments will be considered as not having met the requirements of the course.
3. **Exams:** The course will consist of a weekly exam and a final.

Students, who have two or more unjustified absences in a given week, cannot take the weekly exam. Non-participation will result in exam failure.

- i. **Grades** The final grade is made up as follows:

Percentage	Assignment	Comments
10%	Attendance	<ul style="list-style-type: none">· Up to three days of justified absence from classes will be accepted (e.g.: emergency matter, doctor's note). Past the approved absence, 2 points per missed class will be deducted from the final grade.· Arrival on time- students will not be permitted to enter class late. Entering the class will only be permitted during breaks and an absence will be written up to the student.

10%	Participation and teacher's evaluation	<ul style="list-style-type: none"> · Including: active participation in class and handing in homework assignments · The use of cell phones during class is strictly prohibited
45%	Written assignments	<ul style="list-style-type: none"> · Short Ulpan- 3 exams · Long Ulpan- 5 exams · Semester course- 2 exams
35%	Final Exam	

TAU WRITING CENTER - Division of Foreign Languages

TAU's Writing Center in the Division of Foreign Languages gives students the opportunity to improve their academic writing skills in English at any stage of their studies and writing. The division offers individualized sessions with professional, experienced tutors in a supportive peer-based environment. During these sessions, tutors will address personal and academic writing strengths and challenges, empowering students to improve academic performance at all levels.

The division is made of experienced and dedicated TAU faculty members and graduate students in the field of teaching English as a foreign language. All are involved in teaching and researching academic writing from the undergraduate to the doctoral level. As such, teachers provide several types of tutoring, support, guidance and feedback, in groups or private lessons. For more information, please visit our website or Facebook page.

Feel free to contact us at: writingcenter@post.tau.ac.il

Bibliographical Services in the TAU Libraries

Below, please find some practical information about libraries on campus. For more information in English regarding libraries, you can click here: <http://english.tau.ac.il/libraries>

Central Library (The Sourasky Library): consult with main desk on ground floor for bibliographical information and other assistance:

Sunday - Thursday - 8:30am - 8:00pm
Friday - 8:30am - 12:30pm

Social Science and Management Library (The Brender-Moss Library): consult with main desk on ground floor for bibliographical information and other assistance:

Sunday - Thursday - 9:00am - 7:45pm
Friday - 9:00am - 12:45pm

Beit Milman Library: Ask the librarian for information and assistance in the Carter Building (attached to the Diaspora Museum).

Sunday - Thursday - 9:00am - 4:00pm
Friday - CLOSED

TIMES FOR THESE LIBRARIES ARE SUBJECT TO CHANGE

Moodle

Students have access to Moodle, the online course management system used at Tel Aviv University. Users can access course materials and activities, grades, and communicate with lecturers and other students in the program.

Login information and instructions will be emailed to students once they are registered for courses.

You can view a tutorial here:

<http://moodle.tau.ac.il/?lang=en>

For more information please contact Ms. Yael Plashevsky, TAU International office secretary, email: plashevskyy@tauex.tau.ac.il and phone +972-3-640-8118.

Fall Semester 2018 - Study Abroad Courses

Please note that all courses, dates and times are subject to change.

All syllabi can be found online here: <https://international.tau.ac.il/node/553/?tab=3>

JEWISH STUDIES	Course Number	Day	Hours	Final	Location
The Jewish World in the Modern Era - Prof. R. Rockaway	2120.5300.02	TUES/THURS	10:15-11:45	Final Paper	TBD
History of Anti-Semitism - Dr. K. Beller	2120.0539.02	MON/WED	10:15-11:45	Final Paper	TBD
The Essence of Judaism - Dr. M. Gresser	2120.0109.02	TUES/THURS	10:15-11:45	Final Paper	TBD
ISRAEL STUDIES	Course Number	Day	Hours	Final	
One Hundred Years: History and Memory in Tel Aviv-Jaffa - Dr. M Wein	2120.0533.02	TUES	16:15-19:45	Final Paper	TBD
Israeli Politics - Dr. E. Klauber	2120.0112.02	TUES/THURS	12:15-13:45	Final Paper	TBD
Intelligence in National Security and Strategy – Dr. Joshua Krasna	2120.1400.02	WED	12:15-15:45	Final Take Home Exam	TBD
MIDDLE EAST STUDIES	Course Number	Day	Hours	Final	

History of the Middle East in the Modern Period - Dr. B. Friedman	2120.0120.03	TUES/THURS	14:15-15:45	Final Paper	TBD
The Israeli Collective Memory of the Israeli-Arab/Palestinian Conflict - Dr. Rafi Nets	2120.1012.02	MON/WED	16:15-17:45	Final Presentation	TBD
Iran and Regional Politics – Dr. Elisheva Machlis	2120.1900.02	TUES/THURS	14:15-15:45	TBD	TBD
ART STUDIES	Course Number	Day	Hours	Final	
Israeli Cinema and the Culture of Modern Israel - Dr. S. Duvdevani	2120.0468.02	MON	12:15-15:45	Final In Class Exam	TBD
Writing the Experience of Tel Aviv – Dr. D. Barnat	2120.0128.03	MON	16:15-19:45	Final Paper	TBD
LIFE SCIENCES	Course Number	Day	Hours	Final	
Israel And The Environment - Dr. S. Fleischer	2120.0139.02	TUES	16:30-20:00	Final Take Home Exam	TBD
MANAGEMENT, ECONOMICS, COMMUNICATION	Course Number	Day	Hours	Final	
The Israeli Economy - Dr. P. Rivlin	2120.0117.02	MON/WED	14:15-15:45	Final Paper	TBD
Business Ethics - Dr. S. Smilansky	2120.0100.02	MON/WED	10:15-11:45	Final Take Home Exam	TBD

ARABIC	Course Number	Day	Hours	Final	
Introduction to Modern Standard Arabic (First Level) - Mr. M. Guggenheimer	2120.0980.01	TUES/THURS	12:15-15:45	Final Take Home Exam	TBD

Fall Semester 2018 - Courses in Liberal Arts Program

Study Abroad students may take these courses which are part of the BA Program in Liberal Arts. However, students should be aware that these courses may have different start and end dates than the study abroad courses listed above.

Please note that all courses, dates and times are subject to change.

Please also note that many times classes in Israel are written “to the nearest hour”, meaning you may see a course that meets from 10:15-11:45 written as 10:00-12:00. In this case, the course starts at 10:15, and ends at 11:45. Below we have written the course times **as they actually are**.

Course Name	Course Number	Day	Hour	Location
World Masterpieces of Western Tradition – Dr. Uri S. Cohen	1662.1100.03	TUES, THURS	16:15-17:45	TBD
Theories in Communication and Digital Media – Dr. Sharon Avital	1662.1503.01	TUES	10:15-13:45	TBD
Consciousness and the Electronic Mind – Dr. Noa Gedi	TBD	MON, WED	14:15-15:45	TBD

Digital Discourse: New Media Language and Dynamics – Dr. Carmel Vaisman	1662.1500.01	SUN, THURS	14:15-15:45	TBD
The Shi'i World in the Contemporary Era – Dr. Elisheva Machlis	TBD	SUN	10:15-15:45	TBD
Posthumanism – Dr. Robin Shochat Bagon	TBD	SUN	12:15-13:45	TBD
Introduction to Early Modern Philosophy – Dr. Itay Snir	TBD	MON	16:15-17:45	TBD
Social and Cultural History of the Modern Middle East – Dr. D. Zisenwine	1662.1201.01	MON, WED	12:15-13:45	TBD
Freud and Beyond – Dr. Ruth Zeligman	1662.1603.03	SUN, THURS	16:15-17:45	TBD

PLEASE NOTE: REQUESTING COURSE DESCRIPTIONS/SYLLABI FOR YOUR HOME UNIVERSITY IS YOUR RESPONSIBILITY. YOU CAN FIND ALL SYLLABI FOR COURSES ABOVE ONLINE AT <https://international.tau.ac.il/node/553/?tab=3>

IMPORTANT NOTES

1. Courses starting with the number 2120 are offered by the study abroad program, courses starting with the number 1662 are offered by the BA in Liberal Arts program.

2. Courses with less than 10 students might be cancelled.
3. Study Abroad Students have only one final term, even if they join BA classes.
4. BA in Liberal Arts semester begins on Sunday; some courses last longer and run in parallel with the regular TAU calendar.
5. The following exemptions for taking a final exam not on its date are: IDF Reserves, Emergency Medical Illness – Doctor's/Hospital notes, Birth, or Immediate family death.
6. Please check online for the final exam date. You cannot join the course unless you are able to stay in Israel for the final exam.

TRANSCRIPT REQUEST INSTRUCTIONS

PLEASE READ THE FOLLOWING CAREFULLY

At the end of the program, you will be sent a transcript request form where you can enter the details of where you want your transcripts sent. The first official transcript can be sent to both your university and your home free of charge. In general, these are sent approximately 4-6 weeks after the completion of the program.

If you need more than one official transcript, there is a charge of \$25 each. Students will be sent and must fill in a transcript request form online. Please make sure that you write the exact correct address of the university and/or your home. For future transcript requests, order them online at:

<http://international.tau.ac.il/>

TRANSCRIPT REQUESTS SENT BY FAX OR E-MAIL WILL NOT BE ACCEPTED