

TEL AVIV UNIVERSITY INTERNATIONAL

Academic Year 2021-2022

Student Exchange Program

Academic Handbook



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General Introduction

Welcome to TAU International from the Academic Team!

Welcome to TAU International! In this handbook you will find all of the academic information you need regarding courses, academic policies, registration and more. We at TAU International wish you a wonderful and enriching semester, both academically and personally. We can be reached for any academic questions throughout your time with us at

- Study abroad + Gap year students: taviacademic@tautex.tau.ac.il
- Exchange students: exchangetau@tautex.tau.ac.il

TAU Accreditation and Academic Committee

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

In addition, Tel Aviv University International strives for excellence in the field of education abroad, and is a proud member of NAFSA: Association of International Educators and the Forum on Education Abroad. The University maintains study abroad agreements and close affiliations with many top academic institutions in the United States and worldwide.

TAU International academics are overseen by an academic committee which is led by the Academic Head and Vice Rector of Tel Aviv University. The Academic Committee consists of an additional three TAU full professors. Each course offered by TAU International must first be evaluated and approved by the committee and Vice Rector. All courses and faculty of TAU International are fully evaluated each semester to ensure top quality and rigorous academic experiences for students.

IN ORDER TO MAINTAIN OUR ACADEMIC ACCREDITATION, WE CANNOT APPROVE IN-CLASS OR ONLINE EXAMS TO BE TAKEN ON ALTERNATE DATES/TIMES THAN SCHEDULED. THIS INCLUDES MID-TERMS, FINALS, AND ANY OTHER SCHEDULED IN-CLASS OR ONLINE EXAM. CHECK THE SYLLABI AND/OR SPEAK TO YOUR PROFESSORS EARLY IN THE SEMESTER IF YOU AREN'T CLEAR ON THE DATES OF YOUR EXAMS. YOU ARE RESPONSIBLE FOR KNOWING THESE DATES AND PLANNING TO BE IN CLASS ON THESE DAYS BECAUSE AGAIN, THE EXAM DATES CANNOT BE CHANGED AND NO MAKE-UP EXAMS ARE GIVEN.

Early Departures and Exam Dates

Early departures prior to the last day of class WILL NOT BE APPROVED. In addition, TAU is never allowed to give a scheduled in-class or online exam on a different date than planned – this is the case for all types of courses and in-class/online exams whether it's a STEM course, BA course or Study Abroad course.

In cases where an in-class or online exam is not a factor, it may be possible to approve an early departure in some rare cases for students whose home university's next semester overlaps with the Tel Aviv University semester and the student is officially enrolled in courses at the home university for this following semester (but again, this is not possible in the case of granting an early or late in-class or online exam – these can never be changed and are excluded from this exception). In these cases, written proof of the overlap, written approval from the home school, and proof of enrollment in the overlapping home school course 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 approved 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.

Approvals can be provided only from the Faculty from which the student is taking the course. For any questions, please contact exchangetau@tauex.tau.ac.il.

Remote Learning at TAU International

Due to the Covid-19 pandemic, ALL TAU International learning formats (in-person and online) are subject to change, based on what the situation permits at the time. TAU International's preference and priority is for all Summer Study Abroad courses to take place in-person whenever possible. However, in cases of COVID-19 or otherwise, there may be circumstances where learning must shift to partially or fully online at any time. In these cases, online instruction is conducted via Zoom or via recorded lectures uploaded to TAU's YouTube channel, TAU Moodle, or other similar platforms. Students will be made aware of format and given access to said courses should any learning shift occur. Because online learning most often depends on TAU Moodle access, it is essential – and the student's responsibility – to ensure that all relevant Moodle course sites can be accessed at the very beginning of the semester regardless of if remote learning is in place. This will ensure that a shift, should it occur, is as seamless as possible technology-wise.

In case of shift to online learning (fully or partial) all Study Abroad academic policies outlined in this handbook remain the same with the exception of live attendance. Due to understandable time zone differences, live participation is not required in online courses (though it is strongly encouraged). Students are still expected to fully engage in the courses and materials, keep up with coursework, and communicate regularly with faculty. In addition to academic policies remaining the same in case of online instruction, so too do tuition fees (i.e. there is no tuition or other academic discount for courses taught online fully or partially).

Attendance Requirements (Online and In-Person)

Students must participate each semester in the mandatory Hebrew Ulpan (unless exempt) which carries 4 semester credits plus 3 semester courses which carry approximately 13 semester credits. This means that an average student in Fall semester could earn approximately 16 semester credits during their time at TAU. The majority of Study Abroad courses are worth 3 semester credits; Hebrew courses are 4 semester credits and Service Learning courses are 6 semester credits. It is not permitted to take fewer than 4 semester courses for any reason; however, if a student wishes to enroll in an additional 5th course this is allowed at no extra cost.

Attendance is mandatory in all of the courses including Hebrew Ulpan. Faculty can and will take attendance regularly. Missing classes will be reflected in the final grade of the course. Up to three justified and properly documented absences from classes may 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 the faculty immediately and again, a doctor's note is required. Teachers are entitled to treat any lateness or absence without documentation as unexcused. Some of our courses such as Service Learning or the Internship Seminar require more practical in-class work; thus, attendance policies may be stricter in some courses and students then must adhere to the stricter attendance policy as outlined by the faculty/syllabus.

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 official TAU Academic Policy, if a student's behavior or attendance is disagreeable his/her course participation may be cancelled at the discretion of TAU with no due refund.

Taking BA & BSC Courses

TAU International students taking BA and BSC courses are subject to the academic rules, regulations and policies of these programs respectively, and students should be aware that these can differ from the TAU International Study Abroad academic rules, regulations and policies. It is the student responsibility to check with the coordinators and/or faculty of these programs regarding obtaining more information on the specific regulations as outlined by each program (including the drop/add deadlines and policies for BA and BSC courses which can vary from the TAU International Study Abroad dates and policies).

Student Exchange Program

Important Academic Dates: Student Exchange

- Occasionally Exchange students take courses from different departments. **Please note that courses within the “Study Abroad” Program have a different academic calendar dates than courses in other departments.** Student exchange students must complete their exams on campus as all other students and no early departure will be granted.
- Please consult the [Exchange academic calendar](#) on our web site to see comprehensive important dates for the semester. If something is not clear, please email exchangetau@tauex.tau.ac.il
- Mandatory Academic Orientation for all Exchange students will take place on **October 5-6, 2021.** **Further details on this will be communicated to all confirmed students prior.**
- Final deadline for making class changes (add/drop) and finalizing schedule: **within two first weeks of the semester**

Student Exchange Academic Calendar

A comprehensive and up-to-date calendar for your semester – including holiday breaks, etc. - [can be found here](#). You are responsible for viewing this calendar regularly and adhering to the posted dates.

Courses

Registration to courses

Exchange students should check [previous course catalog on the website](#). The course catalog offers courses in various faculties. The relevant course catalog will be sent to the students prior to the beginning of the semester with all information regarding course request.

Note: the auditing of courses is NOT permitted at TAU or TAU International.

Exchange students are allowed to take a maximum of 5 courses. In special cases.

There is no minimum number of required courses. It is up to the approval of the sending university.

Students may chose up to 5 first choices courses and up to 5 backups.

Courses may overlap. Therefore, it is the student's responsibility to make sure that his/her choice of courses does not involve overlapping courses.

It is easier to withdraw from courses than add courses after registering period, therefore, it is better to sign in to backups as well as higher priority courses, and withdraw until the drop dates.

Student may drop/withdraw from courses **no later than 10 days** after the beginning of the semester at midnight. Requests for withdrawal must be sent by e-mail to: exchangetau@tauex.tau.ac.il

Withdrawing after the deadline will result in "incomplete" in the student's transcript.

Language proficiency requirements

- Students from non-English-speaking-countries are required to submit a certificate of proficiency in English (either TOEFL or IELTS). The minimum required scores are 89 for TOEFL and 6.5 for IELTS.
- Students who plan to take courses in Hebrew are required to submit a certificate/an official letter from their home university stating that their Hebrew level is B2 or higher. In Hebrew taught courses, all activities are held in Hebrew and all assignments are submitted in Hebrew. Students who take courses in Hebrew will need to meet the same requirements as regular students. Special arrangements (for example: translating the exam paper to English) will not be possible.

Term-papers and exams

- Students are required to read carefully the syllabus of each course in order to have a clear understanding of all the requirements (number and types of assignments, deadlines, etc.).
- If deadlines are not specified in the syllabi, it is absolutely the responsibility of the student to receive the information via the relevant administration.
- It is the responsibility of the student to learn about possibilities of extension of deadlines due to special circumstances such as: illness, force major, etc.
- For all questions regarding appeals, assignments and exams reviews, please consult the administration of the relevant department.

Ethics

- Plagiarism, fabrication, deception, cheating or any form of academic dishonesty are considered major offenses, subjected to severe punishments.

Financial obligations

- In principle, exchange students are not required to pay any fees since they arrive here within the bilateral agreement between the universities. However, students are responsible to complete all

special payments on time and before departure. In addition, students must return all books and other learning materials to the libraries. Students must verify that there are no debts of any kind to the University (i.e. tuition, dormitory payments, library penalties, etc.) We will not be able to grant a transcript if there is a debt, even if it is a minor one. In addition, the program will not inform a student of his/her grades in case of a financial debt.

- Exchange students are not eligible to several activities without payment, for example:
- Hebrew language classes (Ulpan) / Arabic language classes.
- Social activities organized by TAU International School (OSP).

Final Grades and Transcripts: Student Exchange

Final transcripts will be sent to the student and/or home university, upon student's request. Final grades are updated according to the assignments' deadlines. Therefore, it is the student's responsibility after confirming all the updated grades, to contact the office for a transcript request, at exchangetau@tauex.tau.ac.il

General Information

TAU Student Account

All TAU International students must create a TAU Student Account. This is separate from the account a student creates in order to apply for a TAU Program (that account is referred to as the TAU International Student Portal). A TAU Student Account will allow a student to see their registration, final grades, classroom locations, and more. It will also grant a student access to Moodle, the TAU course management system that almost all TAU classes will utilize frequently.

To create a TAU Student Account you will first receive an email from exchangetau@tauex.tau.ac.il prompting you to get started. The email will be sent to you about 1 week before you arrive for your program start date. Read this email very carefully and follow the instructions exactly. Save the email for your records as well.

In case of a problem activating your account or issues with your password/log in, etc., please contact the TAU Helpdesk: +972-3-640-8888 (hours 9:00am-4:00pm Sunday-Thursday). If calling from within Israel dial only 03-640-8888. **They speak English even though the initial message is in Hebrew; wait for the message to finish and you will be put through to a representative. They can also be reached via WhatsApp - +972 50 2928888.**

TAU International is unable to assist; you must contact the Helpdesk directly.

The TAU App

The TAU App allows for students to be able to manage their schedules, view their courses, times, final grades, etc.

To download the app, go to your app store and search for TAU – it should be the first app that comes up with the TAU logo inside a white circle inside a black square. Install the app and you will need your login/username which you will receive when you create your TAU student account (you must create your account first)!

Once you enter your login name and password, the you can click on the Academic Info box and then on My Classes to see a list of the courses you are registered for, the times they occur and locations, and also eventually your final grades for the course once posted (approximately 3-4 weeks after the end of classes).

Sexual Harassment Training

TAU requires an annual online Sexual Harassment Training for all TAU students, faculty and staff. International students may need to complete this training in order to participate in the official registered classes. Students can complete the training only after they open a TAU Student Account. Once created, when a student logs into the TAU Student Account, they will see on the account page a section that lists classes and below the classes listed in English there should appear in Hebrew the Sexual Harassment training link. Click on the link in Hebrew and a subheading in blue will appear. Click on that subheading and it will take you a page where you will then be able to select ENGLISH as an option. Once you have switched to English, you can complete this important training.

Moodle

With the exception of Ulpan, all students will 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. The majority of the TAU International faculty actively use their Moodle sites so it's important for students to understand the platform and be familiar with it, as well as regularly access it. Moodle login information and instructions will be emailed to students once they are officially registered for courses. In case of a problem with Moodle, please contact Virtual TAU - virtualt@tauex.tau.ac.il

You can view a Moodle tutorial [here in English](#).

Forwarding your TAU Email

All students have a TAU email account that gets created when you open your TAU Student Account. Once you arrive on campus, we will email you instructions for how to forward your TAU email account to whatever email you check most often; these instructions are also posted at the very end of this Handbook. **It is essential that you complete this step so you can receive important emails and alerts from your faculty and Moodle throughout the semester.** If you have any trouble with the email forwarding, or your

password with your TAU Student Account, please contact the Help Desk of TAU-IT once you arrive in Tel Aviv at 03-6408888 between the hours of 9-4, Sun-Thurs.

Taking Regular TAU Courses Taught in Hebrew

Students whose Hebrew is good enough and choose to take courses at the regular university, must send a confirmation of B2 proficiency

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 STUDY ABROAD SEMESTER END DATE.

Auditing Courses

TAU International does not allow the auditing of any TAU International courses. In addition, TAU International students are not permitted to audit any regular TAU courses including courses in the BA or BSC programs.

Pass / Fail Grading Option: Only for Study Abroad students

Students may register for one semester course on a Pass/Fail basis providing their home school approves of this. At TAU, above a 60% is considered a PASS and a 59% and below is considered a FAIL.

Again, 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.

Incomplete Courses

Students who fail to complete course requirements during the period of instruction and/or the given deadline for the submission of a final exam (in cases of take-home papers or exams) will receive the grade warranted according to the course evaluation criteria (found in the course syllabi). Most often, given the heavy weight on mid-terms and finals, failure to submit one or the other results in an F.

Should students communicate in writing with a faculty member beforehand regarding the inability to submit said assignment or exam on time, it is possible that students may be granted an exception to have an (INC) Incomplete recorded on their transcript; this is only to be decided and determined by the faculty member together with the TAU International Academic Committee at the time of said request made in writing. The INC will automatically change to an F (Failure) after six weeks beyond the last date of the course in cases where course requirements are not completed by this time. Again, the six week INC "grace period" first requires the

approval of the professor and the TAU International Academic Team; it is not granted automatically. It is the responsibility of the student to notify both the professor and the TAU International Academics Team in writing of the reason for the incomplete and the estimated date of completion within the six week INC period.

If the professor and the TAU International Academic Committee agree, a student may go on to complete the course requirements; the incomplete grade (INC) will be changed accordingly should requirements be met satisfactorily within the six-week grace period.

TAU Grading Scale

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 Grade Appeal

Students have the right to appeal the results of a TAU International written examination, paper or final grade within two weeks (14 business days) from the day the papers or exams are returned or within two weeks (14 business days) of when a final grade is posted. If there has been no appeal during the two-week period, the grade is final and there is no opportunity for any future appeal or changes. The appeals process consists of the following:

- 1) Upon receiving the grade, the student must first email directly with the professor in order to understand from her/him exactly why this grade was received and also make sure it wasn't an error of some sort.
- 2) If, following that, the student still wishes to appeal, the student must submit a formal request for appeal along with a detailed written explanation of the reason for appeal (and any supporting documentation) to tauiacademic@tauex.tau.ac.il within two weeks of the paper, exam or final grade as described above.
- 3) Once the appeal request is submitted, the TAU Academic Team will request also that the instructor and/or any relevant TAU parties to also submit documentation from their perspective to tauiacademic@tauex.tau.ac.il.
- 4) Once both sides have presented information, the case will be brought to the TAU International Academic Committee which is an objective committee consisting of faculty from various department across the university. The committee will review the case and issue a decision within 30 business days of the appeal request.
- 5) Once a decision is reached by the committee, the decision is sent to the student by tauiacademic@tauex.tau.ac.il and the decision made is final (there is no opportunity for a re-appeal).

Please note this same appeals process also applies to any student taking a TAU International Study Abroad or Hebrew course, regardless of if they are Exchange students, BA students, BSC students, or Study Abroad students. Similarly, please note the BA or BSC courses, as well as regular TAU university courses, follow their own grade appeal procedures and any students taking these types of courses are subject to the procedures, rules and regulations of these programs when it comes to grade appeals.

Learning Accommodations

In accordance to University guidelines, TAU International may be able to accommodate students with learning disabilities or accommodation requests if these requests are also honored at the student's home university or home school. To be considered, students must submit official documentation from their home school or university (if not in English, translated into English by notary) to TAU International in advance of arrival describing in detail any specific needs they have and how these are accommodated at the home school or university. Students must also bring a copy of this documentation with them on-site and give it to their faculty on the first day of class while introducing themselves so that the faculty know who they are and what sorts of needs or accommodations they may have. **Without official documentation from the home school submitted on or before the first day of courses, TAU will not be able to honor accommodation support.**

With supporting documentation and by following the correct procedure as outlined above, TAU International and its faculty will do the best it can to make any suitable accommodations possible. However, we cannot guarantee that all accommodations received at the home school can be similarly met at TAU. For example, TAU is usually not able to offer note-taking services in English, private testing rooms, or advance viewing of classroom presentations, exams, or assignments.

It may be an option to provide a student with additional tutoring or support outside the classroom as needed. Students should be aware that this additional support cannot be guaranteed and is based on teacher availability in the subject as well as the specific student level. If available, the cost of additional tutoring or support will be the sole responsibility of the student.

TAU Writing Center Assistance

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

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

obtained, students can email the TAU Academic Team at tauacademic@tauex.tau.ac.il.

Email Policy

TAU International requires students to check their email (the one they provided us on the Student Portal and/or Student Contact Information Form) on a regular basis. TAU Academics Team sends out request updates, news and reminders via email so it is essential the student remains in touch and it is the student responsibility to do so.

TAU Libraries

Below, please find some practical information about libraries that international students commonly use on campus (although note that all libraries are available to you). For more information in English regarding all of TAU's many libraries, you can click here: <https://en-libraries.tau.ac.il/node/1450>

Central Library (The Sourasky Library): consult with main desk on ground floor for bibliographical information and other assistance. You can also visit the web site (in English) to find both contact information for the library and many other online resources: <https://en-cenlib.tau.ac.il/>

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 or visit their web site: <https://en-soclib.tau.ac.il/>

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

Friday - 9:00am - 12:45pm

TIMES FOR THESE LIBRARIES ARE SUBJECT TO CHANGE – CHECK THEIR WEB SITES FOR MOST UP TO DATE INFORMATION. Please also note that Summer (Short-Term Programs) students are not permitted to check out books or resources from TAU's libraries; books and resources must be used within the library for these students. Students here for the semester, year or degree programs may check out books and resources as they please.

TAU International reserves the right to update information and policies as determined by the TAU International Academic Committee in this booklet at any time.

TAU Mail Forwarding Instructions are found on the next page – these will also be emailed to all students at the relevant time.

העברת mail לכתובת פרטית דוא"ל משרת

STEP 1

יש להיכנס למייל האוניברסיטאי בשרת Mail
<http://mail.tau.ac.il>

CLICK HERE

STEP 2



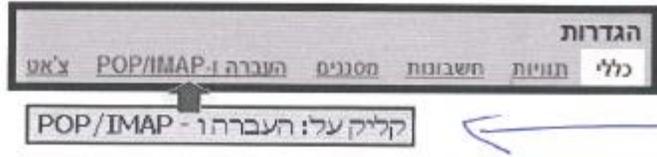
GO TO SETTINGS

STEP 3



CHOOSE THIS FROM THE DROP DOWN MENU

STEP 4



CLICK THIS TAB

STEP 5



CLICK THIS

STEP 6



1 WRITE YOUR PREFERRED EMAIL ADDRESS
2 CLICK "NEXT"

STEP 7



CLICK THIS ("OK")

היכנס לכתובת היעד ופתח את המחשב שהגיע בעקבות הפעולה שבוצעה

STEP 8
COPY THIS CODE

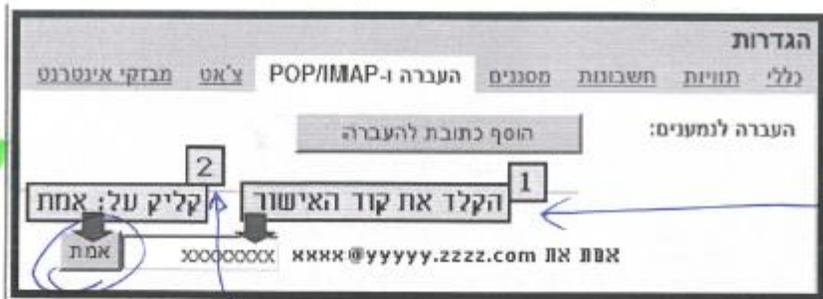


STEP 9

חזור אל חלון ההגדרות והקלד במקום המתאים את קוד האישור

RETURN TO SETTINGS (THE GEAR SIGN) AND SELECT THE SAME THING YOU DID STEPS 2 - 4

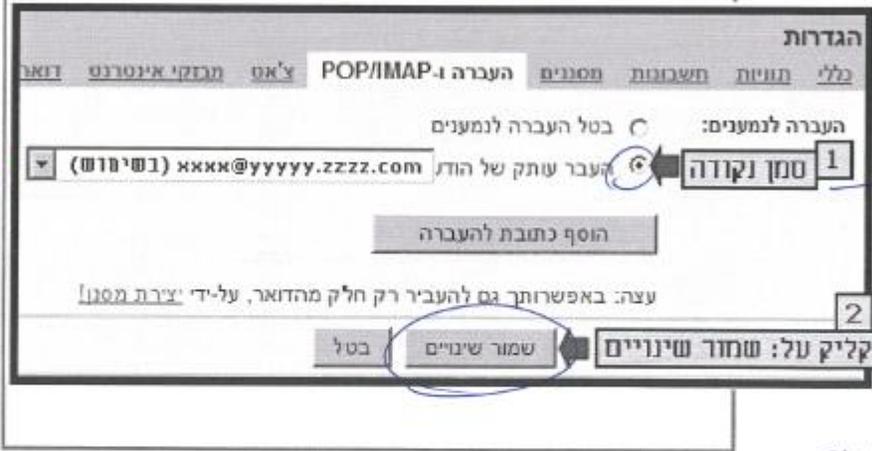
STEP 10-11



1 PASTE THE CODE

2 CLICK THE BUTTON

STEP 12-13



1 SELECT THIS

2 CLICK THIS BUTTON TO SAVE CHANGES

מתאמי מחשב בפקולטות רישום בשיטת הבידינג	מידע אישי לסטודנטים
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דיעונים אגף רישום
ומנהל הסטודנטים
הקמפוס אקדמיות
תלמידים

ANY TROUBLE? CALL

03-640-8888

BETWEEN 9-4 SUN-THURS.

ENGLISH OK!