

# TEL AVIV UNIVERSITY INTERNATIONAL

## Spring Semester 2021 Study Abroad Programs

### Academic Handbook

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## 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 [tauacademic@tauex.tau.ac.il](mailto:tauacademic@tauex.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 EXAMS TO BE TAKEN ON ALTERNATE DATES/TIMES THAN SCHEDULED. THIS INCLUDES MID-TERMS, FINALS, AND ANY OTHER SCHEDULED IN-CLASS 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.**

## TAU International Faculty

The programs and courses offered by TAU International feature many of the university's top professors and instructors. [Here](#) is a list of professors and academic staff who provide teaching through TAU International. Contact information for each faculty member can be found on this site, and also on the syllabus provided for each course. In addition, faculty can be contacted through their Moodle course sites. If for any reason a student is having difficulty reaching a TAU International faculty member, the student can email the TAU International Academic Team at [tauacademic@tauex.tau.ac.il](mailto:tauacademic@tauex.tau.ac.il).

## Important Academic Dates

- Following mandatory Hebrew Ulpan **which runs from January 17-February 11, 2021**, the Study Abroad Spring 2021 semester courses start on **Monday, February 22, 2021 and end on Thursday, May 13, 2021**. Please consult the [academic calendar](#) on our web site to see comprehensive important dates for the semester.
- Occasionally study abroad students take a course from the BA in Liberal Arts Program or from the BSC Program (requires pre-approval). These courses begin on **different dates than our study abroad courses and have varying end dates**. Please consult this TAU degree programs [academic calendar](#) on our web site for the most up to date information and if something is not clear, please email [tauacademic@tauex.tau.ac.il](mailto:tauacademic@tauex.tau.ac.il).
- Mandatory Academic Orientation for all study abroad students will take place on **Monday, January 25, 2021 at 3:00 p.m. in Location TBD**.
- Final deadline for making class changes (add/drop) and finalizing schedule: **Monday, March 1, 2021, at 5:00pm Tel Aviv time. (Note: Ulpan cannot be dropped or taken Pass/Fail)**.
- Last day to declare **one class** Pass/Fail: **Monday, March 29, 2021 at 5:00pm Tel Aviv time. (Note: Ulpan cannot be dropped or taken Pass/Fail)**.
- Last class date: **Thursday, May 13, 2021**.
- Last day in the dorms: **Friday, May 14, 2021**.

## Study Abroad 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.

## Early Departures and Exam Dates

Early departures prior to the last class day of : **Thursday, May 13, 2021** WILL NOT BE APPROVED. In addition, TAU is never allowed to give a scheduled in-class exam on a different date than planned – this is the case for all types of courses and in-class exams whether it's a STEM course, BA course or Study Abroad course.

In cases where an in-class 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 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.

Please note that such approval can only be given by the TAU International Academic Committee (request must be submitted through the TAU Academic Team at [tauacademic@tauex.tau.ac.il](mailto:tauacademic@tauex.tau.ac.il)). An early departure approval or an alternate exam time/date approval cannot be given by the course professors.

**Please note final grades and/or transcripts cannot be issued to students prior to the program end date, including for Ulpan, except in the case of a complete withdrawal from the entire program.**

## Attendance Requirements

Students must participate each semester in the mandatory Hebrew Ulpan (unless exempt) which carries 4 semester credits plus 4 semester courses which carry approximately 12 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 5<sup>th</sup> 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.

## Types of Courses Offered and Where to View Them

Students can view all available Fall 2020 Study Abroad classes on the [TAU Study Abroad courses web site](#), including the times and days these courses are offered. Current syllabi can be downloaded from this web site. Please note that all courses and course times listed there are subject to change and courses are subject to cancellation without prior notice. PLEASE NOTE: DELIVERING COURSE DESCRIPTIONS/SYLLABI AS REQUESTED TO YOUR HOME UNIVERSITY IS THE STUDENT RESPONSIBILITY.

Study Abroad students may also take courses which are part of the TAU BA Program in Liberal Arts (taught in English). Within this program, there are a few 3-credit courses which end at the same date of the study abroad courses listed above and so they follow our [Study Abroad Calendar](#). These 3-credit courses can be

seen on our [TAU Study Abroad courses web site](#). There are also 2-credit and 4-credit BA courses in Liberal Arts, but these do not end on the same dates as the study abroad program and therefore are not usually offered to study abroad students (and are not listed in our course offerings) unless a student is able to commit to staying longer than the regular program (for fall semesters, this is into mid to late January and for spring this can mean well into late June or July). The BA calendar can be found [here](#). More information on the class locations, exact dates, and syllabi for each BA course is provided on the [BA Liberal Arts web site](#).

It may be possible for study abroad students who meet all required course pre-requisites to enroll in one or more STEM courses which are part of the B.Sc. program taught in English. However, as with most of the BA courses these courses do not run on the same calendar as the study abroad program. They run on the regular Israeli university calendar, which means students taking these courses would be required to stay for a longer period of time than the usual study abroad program and extra housing fees would apply. The B.Sc. calendar can be found [here](#). In addition, international students should be advised as to the high degree of difficulty of these courses. In addition to meeting the course pre-requisites, students must be formally reviewed and accepted to the course by the B.Sc. program staff prior to arriving on-site in Tel Aviv. If interested in exploring the option to take a STEM course, please [contact us](#) well in advance of your program start date. Any students taking BA and BSC courses are subject to BA and BSC academic rules, policies and procedures which may differ from Study Abroad academic rules, policies and procedures and timelines.

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

## Taking BA & BSC Courses

TAU International Study Abroad 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).

## Course Registration Procedure

All students will be asked to complete a Course Registration Form prior to arrival; this form will be emailed to confirmed students approximately 2-4 weeks prior to arrival in Tel Aviv. This form is required but students are still able to make changes to their course selections (**pending course availability**) up to one week after semester classes begin. Please see the Important Dates on page 2 of this handbook for more information on important academic dates.

Course registration is monitored via the time stamp on the submitted form. Course registration is first come, first serve so students are advised to register as soon as possible after receiving the course registration link via email. Due to reasons of both course integrity and physical space limitations, there are sometimes enrollment caps placed on course enrollment for certain courses. On the Course Registration Form, students will be asked to select one alternate course and also to rank their choices in order of importance. If a student

does not receive their first choice courses, they may be registered in their alternate course selection but then also can ask to be placed on a course waiting list if desired or select another available course. **We do not guarantee registration in any course except in the case of the Voyage to Medicine program, the Business & Entrepreneurship Program (in the three required courses for students who are officially in this program) and in the required Internship Seminar for students officially in the Internship Program.**

During the mandatory Academic Orientation (see Important Dates on page 2 of this handbook for exact date) students will be given essential information regarding TAU academic policies, procedures, how to use Moodle, downloading and using the TAU courses application, important course dates and more. In addition, we will explain the mandatory online TAU Sexual Harassment Training (mandatory for all TAU students, staff and faculty to complete annually) and students will be emailed instructions for completing this online training. Once complete, the courses can be viewed on the official TAU registration system (MAMTA) as well as on the TAU app. Students who do not attend this mandatory academic orientation will not be registered in classes.

There is a one week add/drop period during the first week of semester courses in which students can change their course selections as desired or as courses are available. After this period ends students cannot make any adds or course switches to their schedules and any drops after this date will have a W recorded on the TAU transcript.

**Note: students with any outstanding balance on their TAU Student Financial Account will not be allowed to register for or participate in any TAU courses.**

## 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 [intl@tautex.tau.ac.il](mailto:intl@tautex.tau.ac.il) prompting you to get started. The email will be sent to you about 6 weeks 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 service that answers is in English; just wait for it to finish and then it will put you through to a representative. 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. Because this app is very new, and also because you are summer/study abroad students and not fully matriculated (degree) students, there are still some limitations and bugs within the app so - full disclosure - the app is not yet perfect.

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, 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.

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 (through a minimum of Level 8) 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 semesters have different dates than study abroad. 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 STUDY ABROAD SEMESTER END DATE.**

## Withdrawal from Courses

All students must inform the TAU Academic Team in writing (email) of their decision to drop a course by the drop deadline specified on page 2 of this handbook (one week after courses begin). The email address is [tauiacademic@taux.tau.ac.il](mailto:tauiacademic@taux.tau.ac.il). For students who drop a course **after** the drop deadline (**see Important Dates, Page 2 of this handbook**) a (W) Withdrawal will be recorded on the final transcript.

**Study Abroad students cannot withdraw from the mandatory Ulpan unless the student is withdrawing from the entire Study Abroad Program during the Ulpan period and departing from TAU. Likewise, students in the Internship Program cannot withdraw from the mandatory Internship Course at any time unless they are withdrawing from the entire program and departing TAU. In the case of the Internship Program, withdrawal from the program after it begins would result in withdrawal from all courses including the Internship course. There is no possibility, in any scenario, to withdraw only from the required Internship course.**

## 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

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. It will be



important for students to mention this to their home schools when checking on approval. Students are required to report this Pass/Fail decision in writing (email) to the TAU Academics Team at [tauiacademic@tauex.tau.ac.il](mailto:tauiacademic@tauex.tau.ac.il). Final Date for informing the team of your P/F choice **can be found Important Dates, Page 2 of this handbook**.

**This policy does not include Ulpan, which cannot be taken Pass/Fail under any circumstances.**

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.

Once a Pass/Fail grade is entered into a student's record at TAU, it can never be changed to a letter grade, and vice versa.

## Incomplete Courses

Students who fail to complete any of the 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 have an (INC) Incomplete recorded on their transcript. 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. The six week INC "grace period" first requires the approval of the professor and TAU International; it is not granted automatically. It is the responsibility of the student to notify both the professor and the TAU International Office of the reason for the incomplete and the estimated date of completion within the six week INC period. If the professor and the 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:

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

## 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 from the day the papers or exams are returned or within two weeks 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 [tauacademic@tauex.tau.ac.il](mailto:tauacademic@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](mailto: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](mailto: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](mailto: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](mailto:espector@post.tau.ac.il).

## Hebrew (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 or bi-weekly exam and a final – all of these are in-class exams. Exams cannot be given on dates other than they are scheduled for.

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

4. **Switching Classes or Levels:** Can **only** be done with permission of instructor and the Hebrew Department. If a student is having difficulty in a Hebrew course, he/she must first speak with the Hebrew instructor who will consult the department before making a decision on the most appropriate placement for the student. Students are not allowed to switch classes or levels without explicit permission and instruction from the instructors/Hebrew department.

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

Percentage	Assignment	Comments
10%	Attendance	<ul style="list-style-type: none"> <li>· 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.</li> <li>· 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.</li> </ul>
10%	Participation and teacher's evaluation	<ul style="list-style-type: none"> <li>· Including: active participation in class and handing in homework assignments (in general, due the day after assigned)</li> <li>· The use of cell phones during class is strictly prohibited</li> </ul>
45%	Written assignments and/or Exams (Exams are in-class, always)	<ul style="list-style-type: none"> <li>· Short Ulpan- 3-4 in-class exams and/or writing assignments</li> <li>· Long Ulpan- 5-6 in-class exams and/or writing assignments</li> <li>· Semester course-5-6 in-class exams and/or writing assignments</li> </ul> <p>NOTE: There will be an exam on the last day of class, so do not plan to depart early if you want to take the final exam!</p>
35%	Final Exam (in class)	In class (held on the last day of class)

All Hebrew syllabi can be found online [here](#). If students have questions about anything regarding Ulpan, Hebrew Studies, etc. they should be in touch directly with the Hebrew Department:

Hebrew Studies Center  
Chaim Levanon Street 30

Emails:

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

[ron@tauex.tau.ac.il](mailto:ron@tauex.tau.ac.il)

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

## Hebrew Ulpan and Hebrew Semester Classes – Additional Regulations

- Attendance in Ulpan is mandatory. As Ulpan is an essential component to the overall study abroad experience, students who miss more than three Ulpan classes may be dismissed from the entire study abroad program.
- Students cannot switch levels or classrooms on their own. They must first consult their teacher, and following that must receive Hebrew department permission as well.
- Study Abroad students cannot withdraw from the mandatory Ulpan unless the student is withdrawing from the entire Study Abroad Program during the Ulpan period and departing entirely from TAU.
- Ulpan cannot be taken Pass/Fail under any circumstances.
- During all Hebrew Ulpan and courses – the offering of advanced and upper level courses (beyond Level 8) is never guaranteed and is often not known prior to the course start date whether or not these levels are possible to offer. In addition, if these levels are offered, they are usually offered in a different format from the other courses; meaning, they are offered for less hours and days per week, and the courses may run according to different dates than the usual Hebrew courses. If students anticipate that they will be in a more advanced level, it is their responsibility to understand this information and communicate any questions or concerns regarding this prior to application.
- Ulpan moves very quickly and it is essential to keep up. Do not wait for help – talk to your teacher right away if you feel you are falling behind. It may be an option to provide a student with additional Hebrew tutoring outside the Ulpan classroom as needed (this is only an option for students who are enrolled in Hebrew Ulpan or a Hebrew semester class; not available for Independent Study). Students should be aware that this additional support cannot be guaranteed and is based on teacher availability at the specific student level. If available, the cost of additional tutoring will be the sole responsibility of the student.
- For any other issues with Ulpan, please speak first to the teacher. He/she will direct the situation from there as necessary.
- Ulpan is transcribed as part of the overall study abroad program. There is no option to transcript separately or to remove Ulpan or any Hebrew class taken from the overall TAU transcript.
- If you are interested in continuing to take a Hebrew course after Ulpan as one of your semester classes, please note that in addition to selecting this option on your Course Registration Form, you must also inform your Hebrew Ulpan teacher during the last week of the intensive Ulpan. Note that not all levels of Hebrew are offered during the semester; it will depend on student enrollment numbers.

## Course Evaluations

At the end of Ulpan and again at the end of the semester, it is required that students complete a mandatory Course Evaluation for each class taken. The Course Evaluation Form will be emailed to students by the TAU Academic Team near the end of the Ulpan and end of the semester. Again, you will need to complete one Course Evaluation for each course that you took. These evaluations are anonymous and are critical for us as we decide how to shape our future programming and curriculum for the next group of students; to that end, we thank students in advance for completing these evaluations carefully and thoughtfully.

If, at any time, students have feedback regarding a course they are encouraged to speak directly with the faculty member. Should a satisfactory outcome not be obtained, students can email the TAU Academic Team at [tauiacademic@tautex.tau.ac.il](mailto:tauiacademic@tautex.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.

## Final Grades and Transcripts

Final grades can be seen on the TAU app within about 4 weeks after the end of the program. It is the student's responsibility to view these in a timely manner, keeping in mind the grade appeals window (policy for grade appeals referenced earlier in this handbook).

TAU must transcript all courses which a student officially enrolled in at TAU. 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. One 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 and can take an addition few weeks to arrive to their abroad destination. If you need an unofficial transcript emailed as well, this must be requested to [tauiacademic@tautex.tau.ac.il](mailto:tauiacademic@tautex.tau.ac.il).

If you need transcripts beyond the two you receive at the end of the program, there is a charge of \$25 each. You must order these and any future or additional transcripts [online](#).

If a student has any outstanding fines or payments to TAU, transcripts cannot be released in any format.

## 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

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

STEP 1

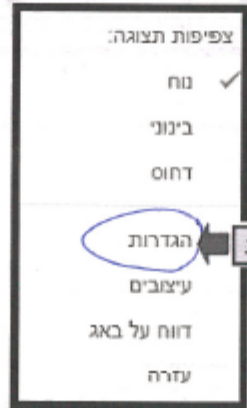
CLICK HERE



STEP 2

קליק על גלגל השיניים

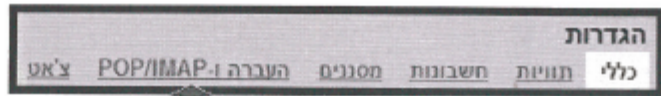
GO TO SETTINGS



STEP 3

קליק על: הגדרות

CHOOSE THIS FROM THE DROP DOWN MENU

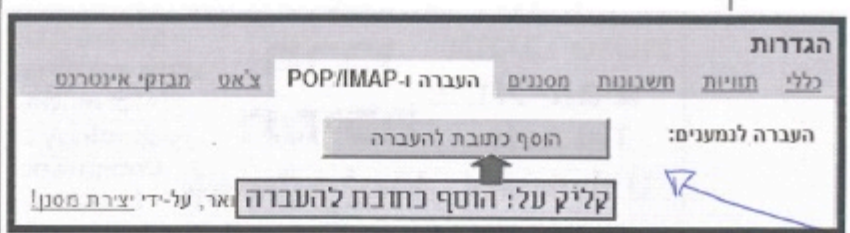


STEP 4

קליק על: העברה - POP/IMAP

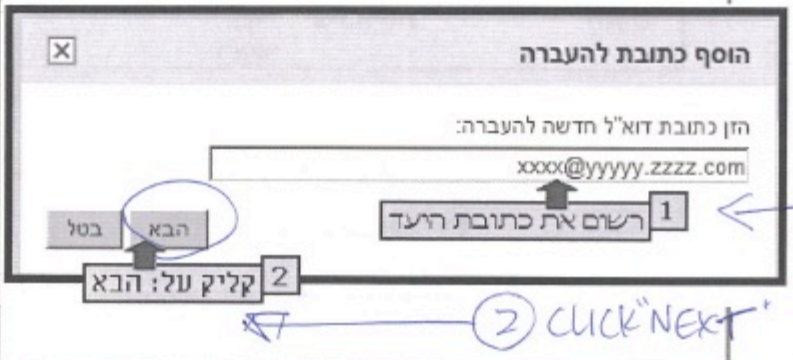
CLICK THIS TAB

STEP 5



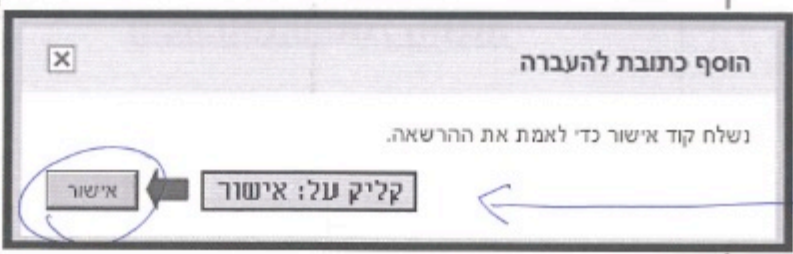
CLICK THIS

STEP 6



1 WRITE YOUR PREFERRED EMAIL ADDRESS  
2 CLICK "NEXT"

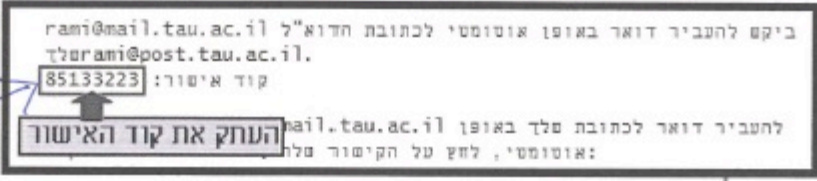
STEP 7



CLICK THIS ("OK")

היכנס לכתובת היעד ופתח את המכתב שהגיע בעקבות הפעולה שבוצעה

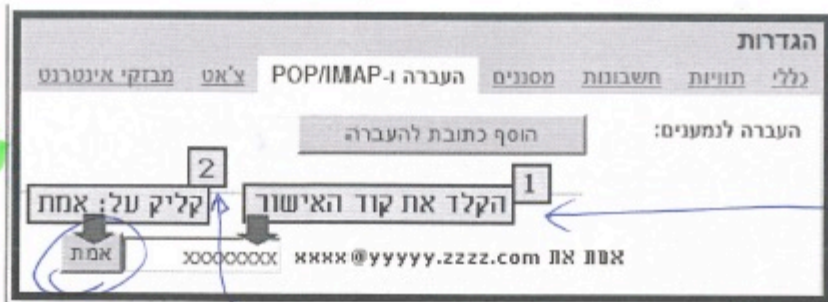
STEP 8  
COPY THIS CODE



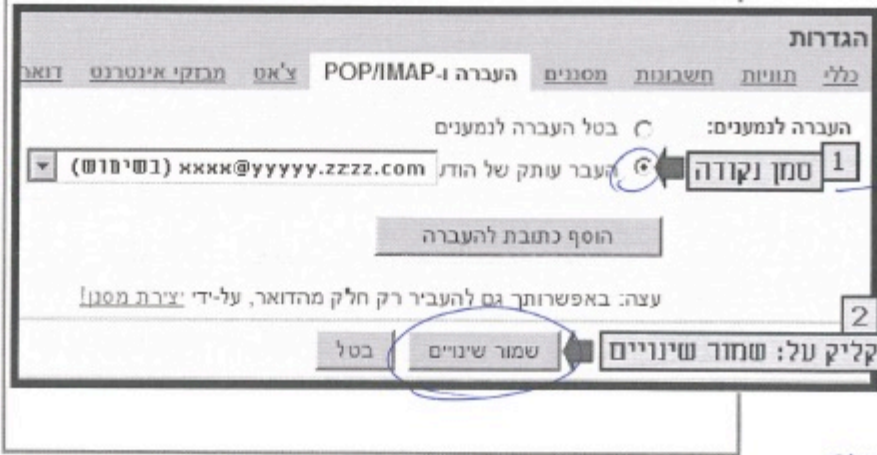
STEP 9

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



① PASTE THE CODE  
② CLICK THE BUTTON



① SELECT THIS  
② CLICK THIS BUTTON TO SAVE CHANGES

ידעונים אגף רישום ומונהל הסטודנטים הקמפוס אקדמיות תלמידים

מידע אישי לסטודנטים

מתאמי מחשוב בפקולטות רישום בשיטת הבידינג

עצה: באפשרותך גם להעביר רק חלק מהדואר, על-ידי 'צירת מסנן'

ANY TROUBLE? CALL

03-640-8888

BETWEEN 9-4 SUN-THURS

ENGLISH OK!