

Table of Contents

(The reference is to section numbers)

Chapter One: Definitions and Introduction

- A. Definitions
- B. Introduction

Chapter Two: The System

Article A - Unit Committees

- A. Establishment
- B. Structure
- C. Eligibility
- D. Number of Members
- E. Selection
- F. Chairperson
- G. Term of Office
- H. Quorum
- I. Convening
- J. Prohibition on Attendance at Meeting
- K. Transfer of Documents
- L. Functions
- M. Powers
- N. Rules
- O. Ratification

Article B - University-Wide Committee

- A. Establishment
- B. Eligibility
- C. Limitation
- D. Composition and Chairperson
- E. Substitutes
- F. Term of Office
- G. Quorum
- H. Convening

Guideline name: Research Students Regulations

- I. Prohibition on Attendance at Meeting
- J. Participant and Secretary
- K. Functions
- L. Powers
- M. Decisions
- N. Transfer of Documents
- O. Summons to Appear Before the Committee

Article C - The Senate Plenum
(June 17, 2010)

- A. Notice on Approval of Award of Degree
- B. Receipt of Details and Documents
- C. Appeal
- D. - The Right to File an Appeal
 - The Method of Filing an Appeal
 - Decision

Chapter Three: Admission Requirements

Article A - Introduction

- A. Course of Studies
- B. Affiliation with Unit Committee

Article B - Regular Track

- A. Admission Requirements as Stage I Student
- B. Admission Requirements for “Master’s” Graduate Without Final Dissertation
- C. Stage I Student Obligations
- D. Admission Requirements – Stage II Student
- E. Conditions for Rejection of Research Program
- F. Prohibition on Privileged Dissertation

Article C - Direct Track

- A. Admission Requirements as Conditional Stage I Student
- B. Discretion
- C. Supplementary Studies
- D. Qualifying Examination
- E. Admission Requirements as Stage I Student

Guideline name: Research Students Regulations

F. Obligations of Stage I Student

Chapter Four: Supervision Procedures

Article A - Approval and Replacement of Advisors

- A. Number of Advisors
- B. Eligibility
- C. Exceptions
- D. Limitations
- E. Continuation of Supervision
- F. Advisor to Several Students
- G. Procedure on Appointment of Advisor
- H. Appointment of Additional Advisor
- I. Release of Advisor at his Request
- J. Replacement of Advisor at Student's Request
- K. Temporary Substitute Position
- L. Substitute Position that has Become Vacant
- M. Cancellation of Registration

Article B - Functions of Advisor

- Definition of Functions

Chapter Five: Course of Studies and Research

- A. Study Program
- B. Foreign Languages
- C. Supervision Procedures
- D. Place of Conducting Research
- E. Annual Progress Reports
- F. Cancellation of Registration
- G. Partial Publication
- H. Intellectual Property
- I. Duration of Studies and Research
- J. Extension
- K. Interruption of Studies

Chapter Six: Submission and Assessment Procedures

Guideline name: Research Students Regulations

Article A - Submission of Doctoral Dissertation

- A. Method of Submission
- B. Language of Submission

Article B - Assessment of Dissertation

- A. Number of Judges
- B. Eligibility
- C. Exceptions
- D. Limitation
- E. Change in Composition of Judges
- F. Duration of Assessment
- G. Letters of Appointment
- H. Contact with Judges
- I. Opinion
- J. Recommendation of Unit Committee
- K. Examination of Amendments and Changes
- L. Grades
- M. Decision of the University-Wide Committee

Article C - Appeals

- A. Appeal on Decision to Approve the Award of a Degree
- B. Deliberation on Recommendation to Disqualify a Doctoral Dissertation
- C. Appeal on Rejection of Recommendation to Approve a Doctoral Dissertation

Chapter Seven: Confidentiality

- A. Confidentiality of Committee Deliberations and Documents
- B. Limitations
- C. Names of Judges
- D. Transfer of Information
- E. Free Access to Rector and Anyone on his Behalf

Chapter Eight: Award of Degree

**Tel Aviv University
University Guidelines**

**Page number
of**

**Date of
Publication
June 7, 1995
Update June 12, 2019**

**Guideline number
12-005**

Guideline name: Research Students Regulations

- A. Deposit of Doctoral Dissertation and Notice on Award of Degree
- B. Validity of Notice
- C. Declaration on Award of Degree
- D. Ceremony

Appendix A: Structure of Unit Committees

Appendix B: Form for Uploading Doctoral Dissertation to Digital Theses and Dissertations Database

Chapter One: Definitions and Introduction

1. Definitions:

In these Regulations:
(June 17, 2010)

- | | | |
|-----|---|---|
| 1.1 | The “University” | Tel Aviv University |
| 1.2 | “Stage I Student” | Anyone who has been accepted to study for a “Doctor of Philosophy” degree and his research program has not yet been approved. |
| 1.3 | “Stage II Student” | Anyone whose research program for a “Doctor of Philosophy” degree has been approved. |
| 1.4 | “Unit Committee” | The unit committee for research students. |
| 1.5 | “University-Wide Committee” | The university-wide committee for research students. |
| 1.6 | “Natural Science” | The Faculties of Engineering, Life Sciences, Exact Sciences and Medicine. |
| 1.7 | “Humanities” | The Faculties of Arts, Social Sciences, Humanities, Law and Administration. |
| 1.8 | “Member of Senate Plenum”
(June 17, 2010) | A member of the Senate Plenum competent to supervise research students. |
| 1.9 | “Tenure” | Including tenure at a medical institution of a member of the academic staff at the Faculty of Medicine belonging to an affiliated department. |

2. Introduction (June 17, 2010)

The “Doctor of Philosophy” degree (PhD) is the highest degree given on behalf of Tel Aviv University and is awarded on behalf of the University and not on behalf of any of its teaching units.

3. To obtain the degree, the student is required to:
 - 3.1 Successfully pass the program of studies determined for him.
 - 3.2 Conduct independent and original research involving a unique contribution to furthering the knowledge and understanding in the field of study and to submit such research as a “doctoral dissertation”.
 - 3.3 Prove control of the background material and professional literature in the field of study.

Chapter Two: The System

Article A – Unit Committees

4. Establishment:

At least one Unit Committee will be established in each faculty, according to the university-wide procedure on establishment.

5. Structure:

- 5.1 The list on the structure of the Unit Committees in each faculty is set forth in Appendix A, attached to this procedure and constituting an integral part hereof.
- 5.2 Any change in the structure as stated in Appendix A will require the approval of the Senate.

6. Eligibility:

Tenured members of the academic staff at the University, with authority to supervise students may be appointed to the Unit Committee.

7. Number of Members:

- 7.1 The number of members of the Unit Committee and its composition will be either:

Guideline name: **Research Students Regulations**

7.1.1 Seven members, at least three of whom are Full Professors and two substitutes; or

7.1.2 Five members, at least two of whom are Full Professors and two substitutes.

7.2 The faculty council will determine whether to establish a seven-member or five-member Unit Committee.

8. Selection:

8.1 The members of the Unit Committee, including two substitutes, will be selected by the faculty council.

8.2 The Dean will present the composition of the Unit Committee, including the substitutes, for the approval of the University-Wide Committee.

9. Chairperson:

The members of the Unit Committee will select a chairperson from among their number.

10. Term of Office:

The term of office of a member of the Unit Committee will be two years and he may be re-elected for one further term of office. A person who has served in office for two consecutive terms of office cannot be reselected for this position except after an interval of at least two years. An exception to this rule requires the Rector's approval.

11. Quorum:

The quorum required for a meeting of the Unit Committee will be:

11.1 In a seven-member committee – four members.

11.2 In a five-member committee – three members.

12. Convening:

The Unit Committee will convene for meetings at least six times a year.

13. Prohibition on Attendance at Meeting:

A member of a Unit Committee will not attend its meetings at the time it deliberates and decides on a matter relating to a student where he serves as his advisor, unless he is summoned to appear before the Committee within his function as advisor.

14. Transfer of Documents:

Minutes of the deliberations of a Unit Committee, its recommendations and decisions will be transferred to the University-Wide Committee by the Academic Secretariat.

15. Functions:

The Unit Committee will:

- 15.1 Approve the admission of students.
- 15.2 Examine and approve the research program of each Stage I Student, after having obtained at least one opinion from an examiner who is not included within its members.
- 15.3 Decide on any change of status of a Stage I Student to a Stage II Student.
- 15.4 Determine and approve the study program of each student and also the supplementary program of each Stage I Student for the direct track.
- 15.5 Determine the details of the “qualifying examination”: the date, scope, content and form of the examination and the composition of examiners therein.
- 15.6 Approve an advisor or advisors for each student.
- 15.7 Examine and approve the student’s progress reports.
- 15.8 Determine the dissertation judges.
- 15.9 Examine and approve the opinion of the advisor and of the judges on the dissertation.
- 15.10 Decide if a “dissertation defense” is required, determine the format of the defense and summons the participants therein.

- 15.11 Submit to the University-Wide Committee a final, detailed and argued recommendation for awarding or not awarding a “Doctor of Philosophy” degree.
- 15.12 Submit a response to the University-Wide Committee if an appeal is submitted on its decisions.
- 15.13 (September 21, 2014)
Decide on the establishment of a supervisory committee, and after obtaining the approval of the University Research Students Committee for its operation in the format proposed, it will set forth in the unit regulations or an appendix to the regulations its powers and mode of action.

16. Powers:

The Unit Committee will deliberate and decide on all matters relating to the following:

- 16.1 Postponement of the date of submission of a doctoral dissertation.
- 16.2 Changing the dissertation topic.
- 16.3 Replacement of an advisor or dissertation judges.
- 16.4 Interrupting the course of studies.
- 16.5 Postponement of transfer of progress reports or assessment summations.
- 16.6 Cancellation of registration of a student.
- 16.7 Appeals of an advisor or student on decisions, including its own decisions.
- 16.8 Exceptional matters relating to the course of studies, the research and the submission of the dissertation to be presented before it by a student, advisor or judges.

17. Rules:

Subject to the provisions of these Regulations, the Unit Committee will determine rules, if it sees fit, in all topics within the area of its functions and powers, provided however that such rules will have the capacity to make the provisions stated in these Regulations stricter, but not more lenient. The rules to be determined by the Unit Committee will specify, *inter alia*, the following:

- 17.1 Preconditions for admission to the regular track and the direct track.
- 17.2 Requirements concerning the study program and the supplementary studies, including foreign languages.
- 17.3 The format of the “qualifying examination”.
- 17.4 The method of submission and examination of the research program.
- 17.5 Advisor and student obligations.
- 17.6 Conditions for deviating from the rule on writing a doctoral dissertation in Hebrew.
- 17.7 Conditions for partial publication of the results of the research at the time of performing the work.
- 17.8 Format for doctoral dissertation.
- 17.9 Instructions on submission of assessment reports.
- 17.10 (September 21, 2014)
Instituting a procedure on the supervisory committee.

18. Ratification:

Rules as stated in section 17 require ratification by the University-Wide Committee and will be published after they have been ratified.

Article B – The University-Wide Committee

19. Establishment:

A University-Wide Committee for research students will be established, whose composition, functions and powers will be as specified in this Article.

20. Eligibility:

The University-Wide Committee will select tenured members of the academic staff at the University at the level of Associate Professor or Full Professor, with authority to supervise research students.

21. Limitation:

A member of the academic staff will not serve simultaneously as a member of the Unit Committee and the University-Wide Committee.

22. Composition and Chairperson:

(September 13, 2016)

The University-Wide Committee will be composed of eleven members, who shall be as follows:

22.1 The Deputy Rector, who will serve thereon by virtue of his function and he will serve as chairperson of the Committee.

22.2 (September 13, 2016)

Ten members to be selected by the Senate, five from Natural Sciences and five from Humanities.

23. Substitutes:

The Senate will select four substitutes, two from Natural Sciences and two from Humanities.

24. Term of Office:

24.1 The term of office of a member of the University-Wide Committee, including substitutes, will be two years.

24.2 A selected member of the University-Wide Committee will not serve more than two consecutive terms of office. A person who has served in office for two consecutive terms of office cannot be reselected for this position except after an interval of at least two years.

25. Quorum:

(September 13, 2016)

The quorum required for a meeting of the University-Wide Committee will be the presence of ten of the members of the Committee, provided however that at least two of those present are from the field of Natural Sciences and two from the field of Humanities.

25A. Convening:

The University-Wide Committee will convene for meetings at least six times a year.

26. Prohibition on Attendance at Meeting:

A member of the University-Wide Committee will not attend its meetings at the time it deliberates and decides on a matter relating to a student where he serves as his advisor, unless he is summoned to appear before the Committee within his function as advisor

27. Participant and Secretary:

The Academic Secretary will participate in meetings of the Committee by virtue of his function, and the head of the research students' department or his representative will serve by virtue of his function as Committee secretary.

28. Functions:

The University-Wide Committee will deliberate all matters relating to studies for a "Doctor of Philosophy" degree that are recognized by them as having University-wide significance and will raise these matters for deliberation at the coordinating committee and/or the Senate, if it deems this necessary.

29. Powers:

Without derogating from the provisions of section 28 above, the University-Wide Committee will:

- 29.1 Approve the composition of the Unit Committees.
- 29.2 Ratify the rules to be determined by the Unit Committees under section 17 of these Regulations.
- 29.3 Decide on disputes between the Unit Committees on the question of the affiliation of a student studying interdisciplinary studies.

Guideline name: Research Students Regulations

- 29.4 Supervise the work of the Unit Committees.
- 29.5 Review the work of the Unit Committees.
- 29.6 Consider the decisions of the Unit Committees.
- 29.7 Decide on appeals of advisors on decisions of the Unit Committees.
- 29.8 Hear the arguments of students on any recommendation of a Unit Committee to disqualify their dissertations prior to adoption of a decision on this matter.
- 29.9 Deliberate and decide on the recommendation of a Unit Committee to award or not award a “Doctor of Philosophy” degree.
- 29.10 (June 17, 2010)
Give final approval for the recommendation of a Unit Committee to award an “Excellent” grade for a doctoral dissertation that was submitted for assessment by February 1, 2010.
- 29.11 (June 17, 2010)
Decide on appeals of members of the Senate Plenum on its decision to award a “Doctor of Philosophy” degree.
- 29.12 To hear requests to it on any other matter for which no proper solution was found in the Unit Committee.

30. Decisions:

- 30.1 Decisions of the University-Wide Committee will be adopted upon an ordinary majority of persons present at the meeting.
- 30.2 **Decision of the University-Wide Committee:**
 - 30.2.1 To approve a recommendation of the Unit Committee to award or not award a “Doctor of Philosophy” degree will be adopted by an ordinary majority of those persons present at the meeting.
 - 30.2.2 To reject a recommendation of the Unit Committee to award or not award a “Doctor of Philosophy” degree will be adopted by a majority of two thirds of those persons present at the meeting.

30.2.3 In cases where no decision is adopted to approve or reject the recommendation of the Unit Committee, the matter will be returned for deliberation in this Committee. The decision of a Unit Committee in such a further hearing will be brought for further deliberation in the University Committee, provided however that this hearing takes place in the presence of at least nine members of the Committee.

If no decision is also reached in the further hearing, the recommendation of the Unit Committee will be deemed approved.

31. Transfer of Documents:

The University-Wide Committee will receive, by means of the Academic Secretary, the minutes of the deliberations of the Unit Committees, the assessment reports and any material it may require, in its opinion, for performance of its functions.

32. Summons to Appear Before the Committee:

The University-Wide Committee may summon the chairperson of a Unit Committee, advisor, student or anyone it deems fit, for clarification or obtaining an explanation on any matter it may require, in its opinion.

Article C – the Senate Plenum

(June 17, 2010)

33. Notice on Approval of Award of Degree:

33.1 (June 17, 2010)

A notice on a decision of the University-Wide Committee to approve the award of a “Doctor of Philosophy” degree will be sent to the members of the Senate Plenum by the Academic Secretary.

33.2 The names of those judges who agree to reveal their names will be mentioned in the notice to be sent, and if not all the judges recommended the award of the degree, the number of those recommending for and against will be mentioned.

34. Receipt of Details and Documents:

(June 17, 2010)

Every member of the Senate Plenum will be entitled to review one or more of the following documents:

- 34.1 the student's curriculum vitae and list of publications;
- 34.2 an abstract of the doctoral dissertation;
- 34.3 the doctoral dissertation itself.

35. Appeal:

35.1 The Right to File an Appeal: (June 17, 2010)

A member of the Senate Plenum will be able to appeal a decision of the University-Wide Committee to approve the award of a "Doctor of Philosophy" degree.

35.2 The Method of Filing an Appeal: (October 16, 2002) (June 17, 2010)

An appeal will be submitted in writing to the Academic Secretary, within ten days of the date on which the notice stated in section 33.1 was sent to the members of the Senate Plenum.

35.3 Decision:

The Academic Secretariat will ensure a response is received from the Unit Committee and will transfer the appeal statement, together with this response, for a decision of the University-Wide Committee, whose decision will be final.

Chapter Three: Admission Requirements

Article A – Introduction

36. Study Tracks:

Students will be admitted for "Doctor of Philosophy" degree studies in two tracks: the regular track and the direct track.

37. Affiliation with Unit Committee:

- 37.1 A student in each of the tracks will be affiliated with only one Unit Committee.
- 37.2 In the case of a student in multidisciplinary studies, the Unit Committees concerned will decide which of them will have authority in his case.
- 37.3 Where the Unit Committees have failed to reach agreement on the matter, it will be decided by the University-Wide Committee.

Article B – Regular Track

38. Admission Requirements of Stage I Student:

(September 21, 2014)

The following are entitled to make an application to the Unit Committee for admission as a Stage I Student in this track:

- 38.1 Anyone who has received a “University Master’s” degree or “Doctor of Medicine” (M.D.) with a final grade average of at least “Good” (80), and prepared a final thesis with a grade of at least 85, and obtained the consent of a member of the academic staff with authority to supervise research students, to serve as advisor.
- 38.2 In cases of special learning, research or professional achievements, the Unit Committee will be able to approve an exception from the minimum grades stipulated in section 38.1, with the approval of the University-Wide Committee.
- 38.3 An administrative or technical employee of the University will not be permitted to study in the unit in which he works. Exceptional cases will be brought for the Rector’s approval.
- 38.4 In case of a student (who is not a University employee) wishing to conduct research at his place of employment, his request will be examined by the University Research Students Committee.

39. Admission Requirements for “Master’s” Graduate Without Final Thesis

(September 13, 2016)

A person with a “University Master’s” degree from Tel Aviv University, or from any other recognized university in Israel or abroad, who received a degree with a final grade average

of at least “Good” (80), but without a final thesis, can be admitted as a Stage I Student only after having satisfied the conditions to be determined by the Unit Committee, and including the following two conditions:

- 39.1 Submission of a research paper equivalent in scope and standard to a final thesis in a Master’s degree at Tel Aviv University.
- 39.2 The grade to be given by each of the readers of the thesis is not less than 85.

40. Stage I Student Obligations

A Stage I Student will be obligated, within one year and in special cases within two years:

- 40.1 To pass the studies and advanced studies, as may be imposed on him by the Unit Committee.
- 40.2 To submit – after having completed the studies and advanced studies imposed on him – a research program signed by the designated advisor.

41. Admission Requirements for Stage II Student:

A Stage I Student who has duly satisfied the requirements of the studies and advanced studies program and the research program he submitted was approved by the Unit Committee, will be a Stage II student.

The period of time allocated to a student for purposes of amending a research proposal is at the most one year from the expiration of the two years allocated in section 40.

A Stage I Student who has not satisfied the above requirements and/or failed to comply with the above period of time will have his studies terminated.

42. Conditions for Rejection of Research Program:

The Unit Committee will not reject a research program without allowing the designated advisor to give his opinion with respect to the grounds raised against it.

43. Prohibition on Privileged Dissertation:

A research program will not be approved for a privileged doctoral dissertation.

Article C – Direct Track

44. Admission Requirements of Conditional Stage I Student:

(September 21, 2014)

The following are entitled to make an application to the Unit Committee for admission to this track:

- 44.1 Students with an outstanding academic record who received an undergraduate degree with a final grade average of at least 90 in a three-year program, or at least 85 in a four-year program, and obtained the consent of a member of the academic staff with authority to supervise research students, to serve as advisor.
- 44.2 The Unit Committee may prescribe in rules to be determined by it, other suitable criteria for admission to the direct track. These criteria can also take into account the achievements of a master's student within the scope of his studies and research toward this degree.

45. Discretion:

The Unit Committee may approve or reject an application for admission to the direct track, at its discretion.

46. Supplementary Studies:

A conditional Stage I Student who was accepted to this track pursuant to subsections 44.1 or 44.2 will require supplementary studies from the Master's degree studies, as determined by the Unit Committee.

47. Qualifying Examination:

A conditional Stage I Student who has completed the supplementary studies to the satisfaction of the Unit Committee will be required to pass the "qualifying examination" to examine his knowledge in his area of specialization and his ability in independent research work. The date, scope, content, and form of the examination and the composition of examiners therein will be determined by the Unit Committee.

48. Admission Requirements as Stage I Student:

A conditional Stage I Student who has passed the “qualifying examination” will be a Stage I Student. Where a conditional Stage I Student did not pass the “qualifying examination”, his studies within the direct track will be considered part of his studies for his Master’s degree.

49. Obligations of Stage I Student:

A Stage I Student will be obligated as follows:

- 49.1 To obtain the consent of a member of the academic staff, with authority to supervise research students, to serve as his advisor.
- 49.2 To submit, within 6 months of the date on which the “qualifying examination” took place, and with special approval of the Unit Committee within a year of this date, a research program signed by the designated advisor.

Chapter Four: Supervision Procedures

Article A – Approval and Replacement of Advisors

50. Number of Advisors:

A single advisor or several advisors may be approved for one student.

51. Eligibility:

(October 16, 2002)
(September 21, 2014)

Members of the academic staff at the level of senior lecturer and above are eligible to serve as advisors in the regular track.

In cases in which a member of the academic staff at the level of senior lecturer serving as an advisor did not obtain Tenure at the University, the Unit Committee will be required to find an alternative advisor for the student.

52. Exceptions:

(October 16, 2002)
(October 19, 2004)

In exceptional cases the Unit Committee may approve an advisor who has not satisfied the conditions set forth in section 51, including a member of the academic staff who is retired.

In such case the Unit Committee will also consider a request to take into account the limitations on resources required for the purpose of performing the research, including laboratory areas. If it deems fit, the Committee may transfer the decision to the University-Wide Committee.

53. Limitations:

53.1 A relative of a student will not be approved as an advisor.

53.2 (September 21, 2014)

A member of the academic staff from another institution of higher education will not be approved as a single advisor, however, the Unit Committee may, in special cases and with the consent of the advisor from the University, appoint a member of the academic staff from another research university or research institute, to serve as an additional advisor.

54. Continuation of Supervision:

A member of the academic staff who has retired will continue the supervision he started before his retirement.

55. Advisor to Several Students:

(January 4, 2006)

One advisor will not be permitted to supervise simultaneously more than 10 students for a doctoral and/or Master's degree, except in exceptional cases and with the approval of the University Committee concerned (the University Research Students Committee or the University Master's Degree Committee, or both committees jointly – all as the case may be).

56. Procedure on Appointment of Advisor:

56.1 A student will approach a member of the academic staff authorized to supervise research students and will ask him to serve as his advisor.

56.2 The signature of the member of the academic staff on the research program submitted for the approval of the Unit Committee will be deemed consent on his part to serve as advisor for the dissertation.

- 56.3 The member of the academic staff will be approved as advisor by the Unit Committee.
- 56.4 The approval of more than one advisor is contingent on the written consent of all the designated advisors for simultaneous supervision.

57. Appointment of Additional Advisor:

- 57.1 At each stage of performance of the research work it will be possible to add an additional advisor or advisors.
- 57.2 Subject to section 56.4, the Unit Committee may instruct the addition of a further advisor in the course of the research work.

58. Release of Advisor at his Request:

Where an advisor has reached the conclusion that for academic or personal reasons, he is unable to further supervise the student, he may submit a reasoned request to the Unit Committee for his release from further supervision.

A request submitted after two years have elapsed since the date of approval of the advisor will only be approved in exceptional cases.

59. Replacement of Advisor at Student's Request:

(October 16, 2002)

A student may approach the Unit Committee with a request for replacement of an advisor.

- 59.2 Before adoption of a decision in such request, the Unit Committee will obtain a reasoned response in writing from the present advisor and the designated advisor.
- 59.3 Where the Unit Committee has accepted the student's request to replace an advisor, the student will change the research topic, unless the outgoing advisor and the student agree that the student will continue with the same topic under the supervision of another advisor.

If the student wishes to continue on the same topic under the supervision of another advisor and the outgoing advisor opposes this, the reasoned requests will be brought for deliberation in the Unit Committee. The Committee's recommendation and grounds will be presented for the approval of the University Research Students Committee.

60. Temporary Substitute Position:

In the event of the absence of an advisor for a period of up to two semesters, the Unit Committee will consider the appointment of a substitute for the period of absence, whereas in the event of the absence of an advisor for a period exceeding two semesters, it will appoint the substitute for the period of absence.

61. Substitute Position that has Become Vacant:

Where an advisor has been released from his function or his place has become vacant due to death, resignation from the University or for any other reason, the Unit Committee will consider the supervision procedures and may appoint a new or an additional advisor for the student.

62. Cancellation of Registration:

Where the Unit Committee has been requested to release or replace an advisor for a third time, for academic or interpersonal reasons, it may decide on the cancellation of the student's registration.

Article B – Functions of Advisor

63. Definition of Functions:

The advisor will advise the student on the research planning and performance, will direct him to the advanced studies required for performance of his research, will continuously follow up on the student's progress, will instruct him, as necessary, in formulating and drafting the research results and will participate in the final evaluation of the work.

To carry out his functions, the advisor will act as follows:

- 63.1 Formulate the supervision procedures.
- 63.2 Meet with the student at least once every three months or maintain contact with him by correspondence, subject to section 60, if he or the student are not in Israel.
- 63.3 Notify the Unit Committee in the event the student fails to keep in contact with him for a period of six months or more; and he may notify the Unit Committee that the student violated the continuity of supervision, as determined by him.

- 63.4 Approve the student's annual progress reports and transfer them with his signature to the Unit Committee.
- 63.5 Notify the Unit Committee in writing that he approves the submission of the doctoral dissertation for assessment.
- 63.6 (September 13, 2016)
- Serve as one of the judges of the doctoral dissertation and submit to the Unit Committee his full and final opinion approving the dissertation, as a condition for commencement of the assessment process.

Chapter Five: Course of Studies and Research

64. Study Program:

The Unit Committee will determine the study program of each student, taking into account the advisor's recommendation.

65. Foreign Languages:

A research student must prove, in the time determined by the Unit Committee, knowledge of a language or languages at a level allowing him to properly understand the relevant scientific literature. The Unit Committee may impose on the student additional language studies within the scope and at a level of proficiency to be determined by it.

66. Supervision Procedures:

A student will be obligated to act according to the supervision procedures determined by the advisor.

67. Place of Conducting Research:

The student's research will be conducted at the University or at one of its affiliated research institutes.

In special cases, the Unit Committee may permit the research to be conducted at another academic institution or recognized research institute, provided however that the student stays at the University for at least one year.

68. Annual Progress Reports:

A student will furnish the advisor, once a year, with a progress report. The advisor will approve the report by his signature and transfer it to the Unit Committee.

69. Cancellation of Registration:

Where a student has not made any proper progress in his studies or research, the Unit Committee, in consultation with the advisor, may decide on the cancellation of his registration as a student.

70. Partial Publication:

A student may, with the written approval of the advisor, publish part of his research in the course of conducting the research work. The student will be obligated to mention that the publication is part of research work written at the University.

70A. Intellectual Property:

(December 10, 2008)

The **Regulations on Inventions, Patents and their Commercialization [Guideline 01-003 (a)]** apply to inventions and patents of research students.

71. Duration of Studies and Research:

A student is required to submit a doctoral dissertation within five years of the date on which he was admitted as a Stage I Student.

Any deviation from the period of time stipulated above requires the approval of the Unit Committee.

72. The minimum period of time for submission of a doctoral dissertation is one year after the approval of the research program, unless the Unit Committee recommended otherwise and the University-Wide Committee approved the recommendation.

73. Extension:

Where the research topic or the supervision composition has changed, the Unit Committee will extend the time for performance of the research work for an additional period of time, taking into consideration such change.

74. Interruption of Studies:

In special cases the Unit Committee may, at the reasoned request of a student and with the advisor's recommendation, permit a student an interruption from studies for a period of up to one year.

Chapter Six: Submission and Assessment Procedures

Article A – Submission of Doctoral Dissertation

75. Method of Submission:

Upon completion of the studies and the research, the student will submit to the Unit Committee, according to rules to be determined by it:

75.1 A doctoral dissertation.

75.2 (September 13, 2016)

Final approval of the advisor/advisors that the doctoral dissertation is complete and worthy of submission for assessment, together with a detailed and full opinion of the advisor/advisors.

75.3 (September 13, 2016)

An abstract of the doctoral dissertation, curriculum vitae and list of awards.

76. Language of Submission of Research Proposal and of Doctoral Dissertation:

(October 16, 2002)

(March 15, 2017)

76.1 The research proposal and doctoral dissertation will be submitted in Hebrew or English (the language will be determined upon consultation with the

advisor/advisors). The doctoral dissertation will include abstracts in Hebrew and in English of **up to** five percent of its word count in length.

76.2 In fields of research where the number of judges of the dissertation who read Hebrew is limited, the Unit Committee will demand that the research proposal and the doctoral dissertation are submitted in English.

76.3 A student wishing to write a research proposal and doctoral dissertation in another language (that is not Hebrew or English) because the dissertation involves the aforesaid language or literature or culture in connection with such language, he will approach the Unit Committee and it will decide on the matter, taking into account the number of possible judges for a research proposal and doctoral dissertation in the aforesaid language.

Article B – Assessment of Dissertation

77. Number of Judges:

(December 6, 2006)

Where a doctoral dissertation has been submitted to the Unit Committee in conformity with the rules determined on this matter, the Committee will appoint at least two experts in the field of research to serve, together with the advisor, as judges of the doctoral dissertation. At least one of the experts to be appointed by the Committee will be from another university in Israel, recognized as an institution of higher education under the Council for Higher Education Law, 5718-1958, or from another research university abroad.

78. Eligibility:

Those eligible to serve as judges are members of the academic staff at the level of Senior Lecturer and above in the regular track from the University or from another institution of higher education who expressed their consent to do so.

79. Exceptions:

In exceptional cases the Unit Committee may approve a judge who does not satisfy the conditions set forth in section 78.

80. Limitations:

(April 25, 2018)

(June 12, 2019)

- 80.1 A judge will not be appointed who is a relative of the student or the advisor.
- 80.2 A judge will not be appointed who was in a research collaboration with the advisor in the last five years, and with the student at any time.
- 80.3 A judge will not be appointed who supervised the advisor in doctoral degree studies or the student in Master's degree studies.
- 80.4 A judge will not be appointed who was a student of the advisor in doctoral degree studies.
- 80.5 In fields in which there is the practice of a supervisory-assessment committee, a judge will not be appointed who is in a research collaboration with the advisor and with the members of the supervisory committee in the last five years, and with the student at any time.

81. Change in Composition of Judges:

(September 13, 2016)

- 81.1 A Unit Committee may, if it becomes necessary, change or expand the composition of judges.
- 81.2 If it becomes necessary, the Unit Committee may recommend to the University Committee the appointment of an **additional-special judge** who will give his opinion after reviewing all the material relating to the assessment process: the doctoral dissertation, the opinions of the advisor and of the judges, student's and the advisor's letters of response and the recommendation of the Unit Committee.
- 81.3 The reasoned recommendation of the Unit Committee to appoint an additional-special judge as stated above, together with all the materials relating to the dissertation assessment process will be passed on for the approval of the University Research Students Committee.
- 81.4 The University Committee will decide whether the additional-special judge will be approached by such Committee or by means of the Unit Committee.

82. Duration of Assessment:

(September 13, 2016)

The Unit Committee will act to complete the assessment process within three months.

83. Letters of Appointment:

After the Unit Committee has verified that the designated judge is able to meet the time schedule stated in section 82 above, it will send him a letter of appointment.

84. Contact with Judges:

A student and advisor will not have any contact with judges except by means of the Unit Committee.

85. Opinion:

Each judge will submit to the Unit Committee a written opinion, drawn up according to its instructions, in which it will recommend before it:

85.1 to approve the dissertation; or

85.2 to approve the dissertation subject to amendments and changes; or

85.3 to demand that the student inserts amendments and changes and to return it to him for further inspection; or

85.4 to disqualify the dissertation.

86. Recommendation of Unit Committee:

The Unit Committee will consider the assessment reports and decide:

86.1 To recommend before the University-Wide Committee to approve or disqualify the dissertation.

86.2 To demand that the student inserts amendments and changes to the dissertation, as it deems fit.

87. Examination of Amendments and Changes:

Where the Unit Committee has demanded that a student insert amendments or changes into the doctoral dissertation, it will act with respect to the amended dissertation in one of the following ways:

- 87.1 Where amendments or changes were requested in light of an opinion as stated in section 85.2, or they were requested at the initiative of the Committee, the Committee their implementation itself.
- 87.2 Where the amendments or changes were requested in light of an opinion as stated in section 85.3, the Committee will return the dissertation for further review by the judge or judges.
- 87.3 After it has verified that the amendments and changes have been implemented or after it has obtained an opinion in consequence of any further review, the Unit Committee will formulate its final recommendation with respect to approval of the dissertation.

88. Grades:

(June 17, 2010)

- 88.1 **Awarding a Grade of “Excellent” for a Doctoral Dissertation Submitted for Assessment by February 1, 2010:**
(October 16, 2002)
(June 17, 2010)

Generally, a doctoral dissertation will not be awarded a grade; however, in cases of outstanding merit, and upon the unanimous recommendation of all the judges, the Unit Committee will be able to recommend the award of a grade of “Excellent” for a doctoral dissertation. Such recommendation requires the approval of the University-Wide Committee.

If an advisor (or advisors) awarded the dissertation a grade of “Excellent”, the Unit Committee will send the dissertation for the assessment of at least three additional judges (to an advisor or advisors) at least two of whom will be from other institutions of higher education.

If a judge did not recommend in his opinion the award of a grade of “Excellent” for the doctoral dissertation, the Unit Committee will not approach him on this matter, even if the remaining judges recommended to award the dissertation such a grade.

- 88.2 **Cancellation of the Award of a Grade of “Excellent” for a Doctoral Dissertation:**
(June 17, 2010)

Commencing on February 1, 2010, no “Excellent” grade will be awarded for a doctoral dissertation that has not yet been submitted for assessment by such date.

89. Decision of the University-Wide Committee:

After obtaining the recommendation of the Unit Committee, together with any assessment reports, the University-Wide Committee will decide:

- 89.1 To approve the recommendation of the Unit Committee to award or not award the degree.
- 89.2 To reject the recommendation of the Unit Committee to award or not award the degree.

Chapter C – Appeals

90. Appeal on Decision to Approve the Award of a Degree:
(June 17, 2010)

An appeal of a member of the Senate Plenum on the decision of the University-Wide Committee to approve the award of a Doctor of Philosophy degree will be made on the dates, in the form and in the manner stated in section 35 above.

91. Deliberation on Recommendation to Disqualify Doctoral Dissertation:

Where the Unit Committee has recommended to disqualify a doctoral dissertation, the University-Wide Committee will hear the student’s counter-arguments and will decide whether to adopt or reject the recommendation on disqualification and approve the doctoral dissertation.

The decision of the University-Wide Committee to approve the recommendation of the Unit Committee to disqualify the doctoral dissertation will be final.

92. Appeal on Rejection of Recommendation to Approve a Doctoral Dissertation:

Where the University-Wide Committee has decided to reject the recommendation of the Unit Committee on awarding or not awarding a degree:

- 92.1 The student, or the advisor, or the chairperson of the Unit Committee may appeal the decision.
- 92.2 (September 13, 2016)
The appeal will be heard before the University-Wide Committee.
- 92.3 The quorum required for hearing an appeal will be ten participants.
- 92.4 (September 13, 2016)
The decision of the Committee will be adopted by a majority of the persons present at the meeting.
- 92.5 (September 13, 2016)

The decision of the Committee to approve the decision on not awarding a Doctor of Philosophy degree will be final.

Chapter Seven: Confidentiality

93. Confidentiality of Committee Deliberations and Documents:

- 93.1 The deliberations of the Unit Committees and the University-Wide Committee and the documents specified below are confidential and no information should be given in their regard, and they should not be passed on to any entity not entitled to receive them under the provisions of this Chapter:
- 93.1.1 The minutes of the meetings.
- 93.1.2 Opinions and assessment reports, including progress reports.
- 93.1.3 Correspondence between the Committees.
- 93.2 The Academic Secretary, in coordination with the chairperson of the University-Wide Committee – will determine administrative arrangements to ensure the confidentiality of such material is maintained.

94. Limitations:

- 94.1 Such confidentiality will not apply to the recommendations and operative decisions of the various Committees.

94.2 Notwithstanding the provisions of section 93, the Unit Committee may transfer parts of the opinions of the judges to a student and advisor without mention of the judge's name.

95. Names of Judges

At the end of the assessment proceedings the names of the judges who agree to this will be published.

96. Transfer of Information:

The University-Wide Committee may request and receive any material that was before the Unit Committee.

97. Free Access to Rector and Anyone on his Behalf:

The Rector is entitled to review at any time any material in relation to proceedings that took place before a Committee and he may, in exceptional cases and upon consultation with the Chairperson of the University-Wide Committee, decide to transfer information or confidential documents to anyone that may so require, in his opinion, for the purpose of carrying out his functions.

Chapter Eight: Award of Degree

98. Deposit of Doctoral Dissertation and Notice on Award of Degree:

(October 16, 2002)

(March 2, 2011)

(September 21, 2014)

98.1 After completion of all the doctoral dissertation approval procedures, the student will deposit in the research students' department a hard copy and digital copy of his dissertation.

98.2 The hard copy and the digital copy of the dissertation will be transferred by the research students' department to the relevant library for the research dissertation. The hard copy will be cataloged in the library and the digital copy will be uploaded immediately to the digitalized database of theses and dissertations. A student/advisor wishing to delay the uploading of the dissertation to the digital database will complete and sign the "form to upload a doctoral dissertation to the digital database" attached herewith as Appendix B of the Regulations.

98.3 After the deposit of the dissertation as stated in section 98.1 above, the chairperson of the University-Wide Committee will notify the student in writing that the degree has been granted. Copies of this notice will be sent to the advisor, the chairperson of the Unit Committee, the Dean, the Unit Head and the Academic Secretary.

99. Validity of Notice:

A student will be entitled to hold a degree from the date of receipt of the notice stated in section 98, and the notice will serve as provisional approval of this right.

100. Declaration on Award of Degree:

After sending the notice stated in section 98, the chairperson of the Unit Committee or one of its members, within the framework of the faculty and wherever possible in a public ceremony, will declare the award of the degree. Where the declaration has been made at a public ceremony, the student will lecture on his dissertation.

101. Ceremony:

The “Doctor of Philosophy” degree will be awarded at a public, university-wide ceremony, on a date to be determined by the University authorities.

Guideline name: Research Students Regulations

Appendix A: Structure of Unit Committees

Name of Faculty / School	Number of Members of Committee	Structure of Unit Committees
1. Exact Sciences	5	1. School of Chemistry 2. School of Mathematical Sciences 3. School of Physics and Astronomy 4. School of Computer Science 5. Department of Geophysics and Planetary Sciences
2. Life Sciences	7	One Committee
3. Engineering	5	One Committee
4. Medicine	7	One Committee
5. Law	5	One Committee
*6. Social Sciences	5	One Committee
7. Administration	5	One Committee
8. Arts	5	One Committee
9. Humanities	7	1. School of Jewish Studies and Archaeology 2. School of History and Department of Geography 3. School of Education 4. School of Cultural Studies
10. School of Environmental Studies	7	One Committee

* For all the Faculty's departments and the School of Social Work.

Guideline name: Research Students Regulations

Appendix B: Form to Upload Doctoral Dissertation to Digital Database of Theses and Dissertations

Name of author: _____ identity card no.: _____

Name of advisor/s: _____

Name of dissertation: _____

The library for _____ of Tel Aviv University (hereinafter, the “**Library**”) serves as the Depository Library for doctoral dissertations made in the Faculty of _____.

The deposit of the doctoral dissertation (hereinafter, the “**Dissertation**”) is carried out under section 98 of the University Research Students Regulations.

Ordinarily the doctoral dissertation will be uploaded to the digital database immediately upon its approval by the University Senate.

Notwithstanding the foregoing, I would like to delay the uploading of my Dissertation to the digital database as marked on the following table:

Please mark X in the appropriate place*

	Persons Entitled to View
<input type="checkbox"/>	All users of libraries in Israel and abroad after one/two/three years
<input type="checkbox"/>	University users in Israel only after one/two/three years
<input type="checkbox"/>	Only Tel Aviv University users after one/two/three years
<input type="checkbox"/>	Only users present in the Library after one/two/three years

Comments:

In any event, the abstract and table of contents will be uploaded to the digital database immediately and will be open to all users.

*** Anyone not marking X in the appropriate place will be deemed to have approved viewing by all internet users.**

I am depositing a hard copy and a **full** copy in digital format of the dissertation in the Library for viewing in the University’s libraries and authorize the Library to make copies and use them for the purposes and under the conditions as set forth in this document.

Date: _____ Signature: _____

Approval of Advisor on Deposit of Dissertation in the Digital Database

Date: _____ Signature: _____