



TEL AVIV UNIVERSITY LOWY INTERNATIONAL SCHOOL

Summer 2024 Study Abroad Programs Academic Handbook





Welcome to Lowy International School from the Academic Team!

Welcome to the Lowy International School! In this handbook you will find academic information regarding Lowy study abroad courses, study abroad academic policies, course registration and more. We at Lowy International wish you a wonderful and enriching semester or year, both academically and personally. We can be reached for any academic questions at 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 Israel. 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, the Lowy 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.

The Lowy International academics for our study abroad programs are overseen by an Academic Committee led by the Vice President of Tel Aviv University. The Academic Committee consists of an additional three TAU full professors from various faculties. Each course offered by the Lowy International School must first be evaluated and approved by the committee and Vice President. All courses and faculty of the Lowy International school are fully evaluated each semester to ensure top quality and rigorous academic experiences for students.

The Lowy International School Faculty

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

Important Academic Dates

A complete [program calendar](#) and a [courses timetable](#) for your Summer Study Abroad Semester can be found on the TAU International web site.

Early Departures and Exam Dates

Early departures prior to the last day of class WILL NOT BE APPROVED. In addition, IN ORDER TO MAINTAIN OUR ACADEMIC ACCREDITATION, WE CANNOT APPROVE IN-CLASS OR ONLINE EXAMS TO BE TAKEN ON ALTERNATE DATES/TIMES THAN SCHEDULED. THIS INCLUDES MID- TERMS, FINALS, AND ANY OTHER





SCHEDULED IN-CLASS OR ONLINE EXAM. CHECK THE SYLLABI AND/OR SPEAK TO YOUR PROFESSORS EARLY IN THE SEMESTER IF YOU AREN'T CLEAR ON THE DATES OF YOUR EXAMS. YOU ARE RESPONSIBLE FOR KNOWING THESE DATES AND PLANNING TO BE IN CLASS ON THESE DAYS BECAUSE AGAIN, THE EXAM DATES CANNOT BE CHANGED AND NO MAKE-UP EXAMS ARE GIVEN.

This is the case for all summer study abroad courses and in-class/online exams.

In cases where an in-class or online exam is NOT a factor, it may be possible to approve an early departure in some rare cases for students whose home university's next semester overlaps with the Tel Aviv University semester and the student is officially enrolled in courses at the home university for this following semester (but again, this is not possible in the case of granting an early or late in-class or online exam – these can never be changed and are excluded from this exception). In these cases, written proof of the overlap, written approval from the home school, and proof of enrollment in the overlapping home school course is required. An explanatory formal letter from the student is required as well. All documents will be examined by the Academic Committee to be formally approved. In case of approved early departure, the student's formal letter will be forwarded to his school with the transcript. If a student departs early without receiving an official approval from the Academic Committee, his/her absence will be reflected in his/her final grade.

Please note that such approval can only be given by the Lowy International Academic Committee (request must be submitted through the TAU Academic Team at tauiacademic@taux.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.

Remote Learning at the Lowy International School:

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

Attendance Requirements (Online or In-Person)

Attendance is mandatory in all of the summer courses including Hebrew Ulpan. Faculty can and will take attendance regularly. Due to the short duration of summer courses, material is taught intensively and even missing one class can cause a student to fall significantly behind in course material. Thus, it is not recommended to miss classes during the summer and please note that 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 Find Them

Students can view all available Fall 2024 Study Abroad classes on the [TAU Study Abroad courses web site](#), including the course schedules. Current and past syllabi can be downloaded from this web site. All courses and course times listed there are subject to change and courses are subject to cancellation without prior notice.

Current syllabi can be downloaded from each summer program's web site under the "curriculum" tab. Please note that all course materials, dates and course times are subject to change and courses are subject to cancellation without prior notice. DELIVERING COURSE DESCRIPTIONS/SYLLABI AS REQUESTED TO YOUR HOME UNIVERSITY IS THE STUDENT'S RESPONSIBILITY.

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

Course Registration Procedure

All students are automatically registered for their summer courses. During orientation, 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, it's possible summer students will be asked to take a mandatory online TAU Sexual Harassment Training which the main institution requires. If required, the academic team will explain instructions for completing this online training at the orientation. Students who do not attend the mandatory academic orientation will not be registered in classes.

There is a three-business day add/drop period beginning on the first day of each summer course 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 Lowy 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 SAteam@tauex.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 is in Hebrew; wait for the message to finish and you will be put through to a representative. They can also be reached via WhatsApp - +972 50 2928888.

The Lowy International School is unable to assist; you must contact the Helpdesk directly.

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

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

Forwarding your TAU Email





All students have a TAU email account that gets created when you open your TAU Student Account. Once you arrive on campus, we will email you instructions for how to forward your TAU email account to whatever email you check most often; these instructions are also posted at the very end of this Handbook. It is essential that you complete this step so you can receive important emails and alerts from your faculty and Moodle throughout the semester. If you have any trouble with the email forwarding, or your password with your TAU Student Account, please contact the Help Desk of TAU-IT once you arrive in Tel Aviv at 03-6408888 between the hours of 9-4, Sun-Thurs.

Taking Regular TAU Courses Taught in Hebrew

Students whose Hebrew is good enough (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 the Lowy International School.

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 3 of this handbook (one week after courses begin). The email address is tauacademic@tauex.tau.ac.il. For students who drop a course after the drop deadline (see Important Dates, Page 3 of this handbook) a (W) Withdrawal will be recorded on the final transcript.

Students cannot withdraw after the add/drop deadline, if they will find themselves with less than 4 courses.

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.

Auditing Courses

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

Pass / Fail Grading Option





At TAU Lowy International School, students on study abroad programs 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 is important for students to mention this scale to their home schools. Students are required to report their decision of which class to take Pass/Fail in writing (email) to the TAU Academics Team at tauacademic@tauex.tau.ac.il. Final Date for informing the team of the P/F choice can be found Important Dates, Page 3 of this handbook.

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

Home universities have varying 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 also have different deadlines for reporting Pass/Fail grades and it can affect the ability to transfer these back to the home school. It is the student responsibility to discuss this matter, and all credit transfer matters, directly with their home universities.

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

Exam Policies

Extension for Final Exam or Final paper:

There are 3 reasons an extension can be provided:

1. Miluim (army drafting)-Please send an email to tauacademic@tauex.tau.ac.il with your full name/ID, as well as the name of the course you wish to receive the extension in, and an attached documentation proof of the draft paperwork from the army
2. Death in the family-This option is only available for immediate family (Mother, Father, Brother or Sister). Please send an email to tauacademic@tauex.tau.ac.il with your full name/ID, as well as the name of the course you wish to receive the extension in, and an attached documentation proof of obituary and/or death certificate
3. Sickness-This option is only available for students who have a doctor's note for 3 or more days (including date of the exam). The doctor's note must be submitted on the day of the exam. Please send an email to tauacademic@tauex.tau.ac.il with your full name/ID, as well as the name of the course you wish to receive the extension in, and an attached documentation as previously listed.

***The above will not be granted unless adequate documentation is sent to TAU Academic along with the request on the day of the exam.**

Incomplete Courses

Incompletes are not allowed in the Study Abroad program for any courses unless a student has a medical





emergency that requires them to be absent for more than 2 weeks and up to 3 months. In such cases, they will be determined case by case based on proper documentation to the Academic Team. If granted, incomplete work must be completed in 6 months or it will turn to a failure (F).

TAU Grading Scale

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

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

Code of Honor and Academic Integrity

Students are expected to abide strictly by the Tel Aviv University and The Lowy 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. Students are required to sign the Code of Honor before they begin their courses at the Lowy International School.

Plagiarism: Plagiarism can come in many forms, including but not withstanding the submission of material that in part or whole is not entirely your work without attributing those same portions to their correct source. Some common types of plagiarism are listed below (Sourced from the [Katie Murrell Library](#))

- Complete plagiarism: Submit another author's work in your name
- Source-based plagiarism: Reference an incorrect or non-existent source
- Direct plagiarism: Copy text from another document word-to-word
- Self or auto plagiarism: Reuse a major part of your own work without attribution
- Paraphrasing plagiarism: Make minor changes and use others' writing
- Mosaic plagiarism: Interlay someone else's phrases or text within your work
- Accidental plagiarism: Unintentional paraphrasing or copying due to neglect
- Inaccurate authorship: Authorship instead of acknowledgement to contributors and vice versa

These are the most common forms of plagiarism though any type of plagiarism is considered cheating and will be penalized with a "o" (Fail) in the assignment at hand. Please see "cheating" for how this will be handled.

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 or computers) 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. Plagiarism is also considered a form of cheating and will be treated in the same manner.

Any students who are found to have cheated on an assignment, will have their file sent to the TAU Academic office for review by the Academic Committee. If the student is found to have cheated, the professor will meet with the student and provide a "0" (Fail) for the assignment. Home universities will be advised of this cheating incident, as well as a note will be made of this incident.

Further cheating can result in bringing this to the University's Disciplinary committee with potentially dire consequences for the student.

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 in study abroad courses have the right to appeal the results of a Lowy International written examination, paper or final grade within two weeks (10 business days) from the day the papers or exams are returned or within two weeks (10 business days) of when a final grade is posted. **If there has been no appeal during the two-week period, the grade is final and there is no opportunity for any future appeal or changes.** The appeals process consists of the following and must be followed exactly:

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 (including any supporting documentation) to 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 that the instructor and/or any





relevant TAU parties also submit documentation from their perspective to tauacademic@tauex.tau.ac.il.

4. Once both sides have presented information, the case will be brought to the Lowy International Academic Committee which is an objective committee consisting of faculty from various department across the university and chaired by the Vice President of TAU. 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 the email address tauacademic@tauex.tau.ac.il and the decision made is final (there is no opportunity for a re-appeal).

Please note this same appeal process also applies to ANY student taking a Lowy 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 with University guidelines, the Lowy International School may be able to accommodate students with learning disabilities or accommodation requests provided 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 the Lowy International school **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 any accommodation support.

With supporting documentation and by following the correct procedure as outlined above, the Lowy International school 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, advanced viewing of classroom presentations, exams, or assignments.

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

TAU Writing Center Assistance

TAU's Writing Center in the Division of Foreign Languages gives students the opportunity to improve their academic





writing skills in English at any stage of their studies and writing. The division offers individualized sessions with professional, experienced tutors in a supportive peer-based environment. During these sessions, tutors will address personal and academic writing strengths and challenges, empowering students to improve academic performance at all levels.

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

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

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 or online 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:

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 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 tauacademic@tauex.tau.ac.il.

Email Policy

The Lowy International School 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 Moodle 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 is obligated to transcript all courses in which a student officially enrolled at TAU; all courses taken appear on one transcript (separating courses on multiple transcripts is never possible). At the end of the program, students will be emailed a Transcript Request Form where they can enter the details of where they want official transcripts sent. One official transcript can be sent to both the home university and the student's home free of charge. In general, provided there are no grade appeals or other pending issues such as outstanding fees owed, these transcripts 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 a student needs an unofficial transcript emailed as well, this must be requested to tauacademic@tauex.tau.ac.il.

If additional transcripts are needed beyond the two received at the end of the program, there is a charge of \$25 each. Please order 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.

The Lowy International School reserves the right to update information and policies as determined by the Lowy 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.





אוניברסיטת תל-אביב Tel Aviv University	מרכז תמיכה HelpDesk	אגף מחשוב וטכנולוגיות מידע Information Technology and Computing Division
My Tau שינוי (Remoteapp) Proxy שרת (moodle) moodle סיסמה האזור האיש האישי	תוכנות ציבוריות	מודל הוידאו הגדרות דף ראשי

העברת mail לכתובת פרטית דוא"ל משרת

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

קליק על גלגל השניים

קליק על: הגדרות

קליק על: הגדרות

קליק על: העברתו - POP/IMAP

STEP 1

STEP 2

STEP 3

STEP 4

CLICK
HERE

GO TO
SETTINGS

CHOOSE
THIS FROM
THE
DROP DOWN
MENU

CLICK
THIS
TAB

https://www.tau.ac.il/vc/helpdesk/e-mail/mail/forward_mail/forward_mail.html

10





STEP 5

הגדרות

כללי חתימת משכונות מסננים העברה POP/IMAP צ'אט תבוקי אינטרנט

העברה לנמענים:

הוסף כתובת להעברה

קליק על: הוסף כתובת להעברה

CLICK THIS

STEP 6

הוסף כתובת להעברה

חן כתובת דוא"ל חדשה להעברה:

xxxx@yyyyy.zzzz.com

רשום את כתובת היעד 1

הבא

קליק על: הבא 2

1 WRITE YOUR PREFERRED EMAIL ADDRESS

2 CLICK "NEXT"

STEP 7

הוסף כתובת להעברה

נשלח קוד אישור כדי לאמת את ההרשאה.

קליק על: אישור

אישור

CLICK THIS ("OK")

היכנס לכתובת היעד ופתח את המכתב שהגיע בעקבות הפעולה שבוצעה

STEP 8
COPY THIS CODE

ביקש להעביר דואר באופן אוטומטי לכתובת הדוא"ל rami@mail.tau.ac.il

rami@post.tau.ac.il

קוד אישור: 85133223

העתק את קוד האישור

להעביר דואר לכתובת סלד באופן mail.tau.ac.il

אוטומטי, לשם על הקישור סלד

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

https://www.tau.ac.il/co/helpdesk/e-mail/mail/forward_mail/forward_mail.html

2/





STEP 10-11

1 PASTE THE CODE
2 CLICK THE BUTTON

STEP 12-13

1 SELECT THIS
2 CLICK THIS BUTTON TO SAVE CHANGES

הגדרות
כללי תוויות חשבונות מסננים העברה ו-POP/IMAP צ'אט מבזקי אינטרנט

העברה לנמענים: הוסף כתובת להעברה

1 הקלד את קוד האישור 2 קליק על: אמת

העברה לנמענים: בטל העברה לנמענים

1 סמן נקודה 2 קליק על: שמור שינויים

מתאמי מחשב בפקולטות רישום בשיטת הבידינג	מידע אישי לסטודנטים	מפקד
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ידיעונים אגף רישום ומונהל הסטודנטים הקמפוס אקדמיות תלמידים

ANY TROUBLE? CALL

03-640-8888

BETWEEN 9-4 SUN-THURS

ENGLISH OK!

