



ACADEMIC HANDBOOK

TEL AVIV UNIVERSITY INTERNATIONAL STUDY ABROAD SPRING SEMESTER 2020

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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.

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.

Important Academic Dates

- Following mandatory Hebrew Ulpan **which runs from January 19-February 13, 2020** the study abroad Spring 2020 semester courses start on **Monday, February 24, 2020 and end on Thursday,**

May 14, 2020. 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. These courses begin on **different dates than our study abroad courses and have varying end dates**. Please consult this [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.
- Mandatory Academic Orientation for all study abroad students will take place on **Monday, January 27, 2020 at 2:30 p.m. at TBD (location will be emailed to students prior to orientation)**.
- Final deadline for making class changes (add/drop) and finalizing schedule: **Monday, March 2, 2020, at 5:00pm Tel Aviv time**.
- Last day to declare **one class** Pass/Fail: **Thursday, April 2, 2020 at 5:00pm Tel Aviv time**.
- Last class date: **Thursday, May 14, 2020**.
- Last day in the dorms: **Friday, May 15, 2020**.

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 **MAY 14, 2020** 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). An early departure approval or an alternate exam time/date approval cannot be given by the course professors.

Academic 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 5th course this is allowed at no extra cost.

Attendance is mandatory in all of the courses including Hebrew Ulpan. Faculty can and will take attendance regularly. Missing classes will be reflected in the final grade of the course. Up to three justified 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 absence without documentation as unexcused.

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

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

Types of Courses Offered and Where to View Them

Students can view all available Spring 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 (**May 14, 2020**) 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, this is into mid to late January and for spring this can mean well into late June). 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. If interested in exploring the option to take a STEM course, please [contact us](#).

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 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 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 which takes place on **Monday, January 27, 2020 at 2:30 p.m.** 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.

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 courses.

Taking Hebrew Language Courses After Ulpan (During the Semester)

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.

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 tauacademic@tauex.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.

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 tauacademic@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.

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:

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

Code of Honor and Academic Integrity

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

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

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

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

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

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

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

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

Right to Grade Appeal

Students have the right to appeal the results of a written examination or paper within two weeks from the day the papers or exams are returned. If there has been no appeal during that period, the grade is final. In addition, students have the right to appeal a final course grade within two weeks from the day the final grade is given. If there has been no appeal during that period, the grade is final. To understand more about the appeals process, please contact the TAU Academics Team at tauiacademic@tauex.tau.ac.il. Please note this same appeals process also applies to Hebrew Ulpan and all semester Hebrew courses.

Learning Accommodations

In accordance to University guidelines, students with learning disabilities or accommodation requests must submit official documentation from their home country / university (translated into English by notary) to TAU International in advance of arrival describing in detail any specific needs they have. 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 they may have. TAU International and its faculty cannot guarantee that all accommodations received at the home school can be similarly met at TAU but certainly does the best it can to make any suitable accommodations possible that are needed.

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

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

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"> · Up to three days of justified absence from classes will be accepted (e.g.: emergency matter, doctor's note). Past the approved absence, 2 points per missed class will be deducted from the final grade. · Arrival on time- students will not be permitted to enter class late. Entering the class will only be permitted during breaks and an absence will be written up to the student.
10%	Participation and teacher's evaluation	<ul style="list-style-type: none"> · Including: active participation in class and handing in homework assignments · The use of cell phones during class is strictly prohibited
45%	Written assignments and/or Exams (Exams are in-class, always)	<ul style="list-style-type: none"> · Short Ulpan- 3-4 in-class exams and/or writing assignments · Long Ulpan- 5-6 in-class exams and/or writing assignments · Semester course-5-6 in-class exams and/or writing assignments
35%	Final Exam (in class)	In 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
ron@tauex.tau.ac.il

Moodle

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.

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

You can view a tutorial here: <http://moodle.tau.ac.il/?lang=en>

For more information or questions on Moodle, please contact tauacademic@tauex.tau.ac.il.

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

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 Transcripts

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. The first official transcript can be sent to both your university and your home free of charge. In general, these are sent approximately 4 weeks after the completion of the program and can take an addition 4-6 weeks to arrive to their abroad destination.

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

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

TAU Libraries

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

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

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

Friday - 8:30am - 12:30pm

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

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

Friday - 9:00am - 12:45pm

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

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

Friday - CLOSED

TIMES FOR THESE LIBRARIES ARE SUBJECT TO CHANGE

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