



ACADEMIC HANDBOOK

TEL AVIV UNIVERSITY INTERNATIONAL STUDY ABROAD SUMMER PROGRAMS 2019

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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 summer, both academically and personally. We can be reached for any academic questions throughout your time with us at tauiacademic@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 summer 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 SUMMER 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 tauiacademic@tauex.tau.ac.il.

Important Academic Dates

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

Early Departures and Exam Dates

Early departures prior to the last class day are not 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/Summer 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 summer 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 given by the course professors is not valid.

Academic Requirements

Attendance is mandatory in all of the summer courses including Hebrew Ulpan. 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 two 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 summer is disagreeable his/her course participation may be cancelled at the discretion of TAU.

Summer Course Syllabi

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. PLEASE NOTE: DELIVERING COURSE DESCRIPTIONS/SYLLABI AS REQUESTED TO YOUR HOME UNIVERSITY IS THE STUDENT RESPONSIBILITY.

Course Registration Procedure

All students are automatically registered for their summer courses. Close to arrival and 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, 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 three business day add/drop period during the first week of summer 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 changes to their schedules and any drops after this date will have a W recorded on the TAU transcript.

Note: students with any prior outstanding balance on their TAU Student Financial Account will not be allowed to register for or attend courses. In addition, students with outstanding balances at the end of the program will not be issued a final transcript from TAU unless/until an outstanding balance is cleared.

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 which for summer courses is three business days after courses begin. The email address where this declaration can be sent is tauiacademic@tauex.tau.ac.il. For students who drop a course **after** the drop deadline a (W) Withdrawal will be recorded on the final transcript. All withdrawals from courses and/or programs are subject to the official [TAU International Refund Policy](#).

Auditing Courses

TAU International does not allow the auditing of any TAU International courses.

Pass / Fail Grading Option

Students may take their summer course(s) on a Pass/Fail basis providing their home school approves of this. At TAU, above a 60% is considered a PASS and a 59% and below is considered a FAIL. It will be important for students to mention this to their home schools when checking on approval. Students are required to report this Pass/Fail decision in writing (email) to the TAU Academics Team at tauiacademic@tauex.tau.ac.il.

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 summer 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 Summer 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

With the exception of Hebrew Ulpans (which do not use 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 tauiacademic@tauex.tau.ac.il.

Course Evaluations

At the end of the summer program, 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 prior to the end of the program. Again, you will need to complete one Course Evaluation for each course that you took. These evaluations are anonymous and are critical for us as we decide how to shape our future programming and curriculum for the next group of students; to that end, we thank students in advance for completing these evaluations carefully and thoughtfully.

If, at any time, students have feedback regarding a course they are encouraged to speak directly with the faculty member. Should a satisfactory outcome not be obtained, students can email the TAU Academic Team at tauiacademic@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 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 is 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. Students enrolled in summer programs at TAU may use the libraries on campus, but may not check out books due to the short term duration of the summer courses. 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.