

Haifa University The Graduate Studies Authority

MASTER'S DEGREE REGULATIONS

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CHAPTER A – INTRODUCTION

- 1.1 The graduate studies follow the completion of undergraduate studies (bachelor's), and contain two stages: master's degree and doctoral degree.
- 1.2 The studies towards a master's degree are intended to expand and deepen the student's knowledge and understanding in the field of studies which he had completed in his bachelor's degree, and qualify him towards specialization and research.
- 1.3 The master's degree is awarded by the University of Haifa (and not on behalf of any academic unit).
- 1.4 The master's degree studies are subject to the responsibility of the Graduate Studies Authority, which operates in accordance with the resolutions of the Senate and the Council for Graduate Studies, and subject to the Regulations approved by the authorized entities at the University of Haifa. The Graduate Studies Authority is responsible for the academic level and appropriate administration of all matters pertaining to the master's degree studies in cooperation with the various faculties, schools and departments.
- 1.5 The departments may establish requirements in addition to those stated in the Regulations, provided they do not mitigate the requirements of the Regulations herein.
- 1.6 The Regulations herein supersede all regulations previously published.
 - **General note:** any referral to the male gender shall constitute a referral to the female and vice versa.

CHAPTER B – ORGANIZATION AND DISTRIBUTION OF RESPONSIBILITIES

THE GRADUATE STUDIES AUTHORITY

- 2.1 Responsible before the Senate, the University and the Rector for the administration of the master's degree studies at the University of Haifa. Operates by determining regulations and procedures, and by overseeing the proper implementation thereof, and by delegating authorities to the master's degree departmental committees.
- 2.2 Acts through the Dean of Graduate Studies, the Council for Graduate Studies and special committees. The Dean is elected by the Senate upon the recommendation of the Rector for a period of four years with a two year extension option. The Council includes the Dean (the Chairperson as a result of his position) and staff members who are at least senior lecturers. The composition of the Council is determined in the Academic Regulations. The members of the Council are appointed by the Rector upon the recommendation of the Dean of Graduate Studies who had previously consulted with the relevant faculty deans. A Council member is appointed for a period of three years with a maximum extension option of two years. A member who has served on the Council for five consecutive years shall not be a candidate for an additional term before having a year-long hiatus.
- 2.3 The main functions of the Graduate Studies Authority in the area of master's degree studies, while being guided by the Senate and the resolutions of the Graduate Studies Council are:
 - a. Assisting in developing new academic master's degree programs in cooperation with the faculties, schools and departments.
 - b. Drafting regulations and procedures for master's degree studies and overseeing the implementation thereof, as well as making amendments and supplements as needed.
 - c. Recommendations to the Rector or the Senate, as the case may be, to open or close academic faculties, academic programs, and academic courses of study in master's degree studies.

- d. Maintaining relations with extra-university entities in connection with subjects relating to master's degree studies.
- e. Determining criteria for granting financial aid to master's degree students by granting awards, scholarships, research grants, and other means of support.
- f. Overseeing any publication and information relating to the master's degree studies within the university and elsewhere.
- g. Confirming the admission of students to master's degree studies in all study programs, while determining the conditions, and when necessary terminating their studies.
- h. Granting exemptions from required and elective courses based on previous studies with a recognized institute for higher education and/or a unit for continuing education at a recognized institute for higher education, and based on the recommendation of the departmental committee for master's degree studies.
- i. Overseeing the proper academic course of studies of master's degree students.
- j. Approval of study vacations based on the recommendation of the departmental committee for master's degree studies and the recommendation of the supervisor, if the student is writing a research thesis.
- k. Approval of study extensions beyond the normative study period, based on the recommendation of the departmental committee for master's degree studies (and the recommendation of the supervisor provided the student is writing a research thesis).
- l. Termination of a student's studies (see section 17.1).
- m. Final determination in students' appeals against decisions made by the master's degree departmental committees.
- n. Ensuring that the composition of the master's degree departmental committees are in accordance with the Regulations (see section 3.1).

- o. Determining criteria with regard to faculty members within and outside the university authorized to teach as part of the master's degree programs and authorized to supervise and judge research theses.
- p. Supervising the appointment of supervisors for theses, and faculty members authorized to teach as part of the master's degree programs, and granting approval for exceptional cases.
- q. Approving the completion of master's degree studies in all study programs and determining the eligibility of those receiving a Master's degree at various levels of excellence.
- r. Determining the procedures of the ceremony awarding the Master's degree and other ceremonies in which the Graduate Studies Authority is involved.

MASTER'S DEGREE DEPARTMENTAL COMMITTEE

- 3.1 Every department authorized to conduct a master's degree program shall be selected by the Department Council's Departmental Committee hereinafter referred to as the: Master's Degree Departmental Committee. The members of the committee shall have an appointment of senior lecturer or higher at an A program with the university. At least half of the committee member's job shall be with the department. The committee shall select a chairperson from among its members. The appointment of a member who does not meet the abovementioned requirements must be approved by the Dean of Graduate Studies. The Master's Degree Departmental Committee shall consist of at least three members.
- 3.2 The Master's Degree Departmental Committee shall discuss and supervise the course of studies of master's degree students in all programs.
- 3.3 **The main functions of the committee are:**
 - a. Preparing master's degree academic programs and supervising the implementation thereof, overseeing the academic programs of the students of the department and bringing special cases before the Dean of Graduate Studies for his discretion.

- b. Determining departmental admission terms for master's degree candidates, subject to the university's general admission terms (see the admission, registration and consulting procedures chapter).
- c. Discussing the applications of candidates for the master's degree studies in each of the department's existing programs, and delivering an appropriate recommendation to the Graduate Studies Authority. The discussions in the matter of accepting the student shall be based on his previous academic achievements, appropriate recommendations, and additional departmental requirements such as: entry exams, personal interview, or previous experience. In these discussions the number of places in the department and technical and budgetary possibilities for implementing the thesis within the framework of the department shall be taken into account.
- d. Approaching the Dean of Graduate Studies with an exceptional student application for a master's degree, who does not comply with the departmental / university admission terms.
- e. Reaching the decision to reject a master's degree candidate.
- f. Discussing the application of a student to receive an exemption from a required or elective course, based on previous studies with a recognized institute of higher education and/or unit for continued studies at a recognized institute of higher education, and transferring the recommendation to the Graduate Studies Authority.
- g. Assigning an academic advisor for each student to guide him in assembling his academic schedule, approve it and follow the student's progress in his studies.
- h. Regular supervision of the course of study of master's degree students.
- i. Recommendation to the Graduate Studies Authority in the matter of vacations and study extensions.
- j. Recommendation to the Graduate Studies Authority in the matter of terminating the studies of a student who did not complete his requirements.
- k. Recommendation to the Graduate Studies Authority in the matter of granting awards, scholarships, research grants and other means of support.

- l. Approving supervisors who meet the criteria for supervising theses (see section 4.1 – 4.5).
- m. Granting a detailed recommendation to the Dean of Graduate Studies in the question of the approval of supervisors or judges for a thesis who do not meet the criteria.
- n. Determining the quota for the number of students to be supervised by a single faculty member.
- o. Approving research proposals for theses.
- p. Determining additional judges who meet the judging criteria, in addition to the supervisors, for the theses.
- q. Granting approval for the completion of requirements towards a master's degree and summarizing the student's weighted final grade.
- r. Taking the minutes of the Master's Degree Departmental Committee meetings and delivering them to the secretariat of the Graduate Studies Authority. The minutes shall include the names of the participants and the operative decisions regarding each student discussed at the committee, even in the decision was reached during a telephone conference call. Any operative decision regarding a student not recorded in the minutes shall not be dealt with by the Graduate Studies Authority.

SUPERVISOR / CO-SUPERVISORS

- 4.1 Each program A, personal program and accelerated program master's degree student required to write a thesis, who had reached the thesis planning stage, is required to locate a supervisor, or a supervisor together with a co-supervisor. In any event, the supervision of the thesis shall be performed by two supervisors at most. The student must receive the consent of the supervisor and/or co-supervisors for the supervision. The supervisors shall receive final approval by the Master's Degree Departmental Committee and the Graduate Studies Authority. Any exception shall be brought before the Dean of Graduate Studies for his approval.
- 4.2 **The authority to supervise a thesis is as follows:**

Supervisor: any faculty member at the University of Haifa with the rank of lecturer and higher in the A program.

Co-supervisor: Any faculty member authorized to serve as a supervisor, any faculty member from another recognized academic institute in Israel or abroad with the rank of senior lecturer or higher in the C program at the University of Haifa or other recognized academic institute.

Approval of a supervisor, co-supervisor or other member of the supervising committee, who does not meet the requirements, requires a detailed recommendation from the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies. In exceptional cases explained by the Master's Degree Departmental Committee, the Dean of Graduate Studies may grant permanent supervising permission to a faculty member who is a senior lecturer or higher from the University of Haifa's C program, to serve as a single supervisor for a thesis.

- 4.3 The supervisor shall have an appointment of at least half a position at the department in which the student is registered for his master's degree studies. This requirement does not apply to the co-supervisors. The appointment of a supervisor who does not meet this requirement requires the approval of the Graduate Studies Authority.
- 4.4 The Master's Degree Departmental Committee shall ensure the prevention of dependency relations between the student and the supervisor in the event of a conflict of interests.
- 4.5 The supervisors shall be approved by the Master's Degree Departmental Committee after the student requiring supervision receives their consent to supervise him in writing.
- 4.6 **The supervisor / supervisors' main duties are as follows:**
- Advise the student in the various stages of planning and implementing the research, including establishing a written research proposal, processing the findings of the research and preparing the final draft of the thesis.
 - Maintaining regular contact with the student during the research.
 - Approving the final draft of the thesis submitted for judging.
 - Judging the thesis in addition to an additional judge or judges.

- 4.7 The Master's Degree Departmental Committee shall discuss the replacement of a supervisor / supervisors in any of the following cases:
- The absence of any of them from the country does not allow proper continuation of the supervision.
 - If any of them request to be removed as a supervisor.
 - If the student requests the replacement of the supervisor or any of the co-supervisors.

THESIS JUDGES

5.1 **The authority to judge a thesis is as follows:**

Any faculty member of the University of Haifa with the rank of lecturer and up in the A program, any faculty member from another recognized academic institute in Israel or abroad with the rank of lecturer and up in the A program.

The appointment of a judge who does not meet the requirements required a detailed recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies.

A faculty member who does not meet the supervision criteria (see section 4.2) and who has received permanent supervision permission, is also authorized to regularly judge theses.

- 5.2 The Master's Degree Departmental Committee shall ensure the prevention of dependency relations between the student and the judge in the event of conflict of interests.

- 5.3 Each person to read the thesis shall offer their opinion regarding the paper and deliver the judging report directly to the chairperson of the Master's Degree Departmental Committee. The format of the judging report shall be determined by the Master's Degree Departmental Committee and shall include:

- Summary of the findings of the research.
- Evaluation of the dissertation with regard to its content, methodology and structure.
- Suggestions for changes, corrections, or supplementations if necessary.
- Numerical grade (100 point grading scale).

- e. The supervisor shall add an estimate regarding the student's ability and his suitability for continued studies towards a PhD.

TEACHING COURSES IN MASTER'S DEGREE STUDIES

6.1 The authority to instruct courses at a master's degree level is as follows:

1. Any faculty member at the University of Haifa with the rank of lecturer and up in the A program.
2. Any faculty member with the rank of lecturer and up from the University of Haifa's C program.
3. Any faculty member of the University of Haifa with the rank of teaching fellow A and up, who has as well an appointment at another university with the rank of senior lecturer and up for the A program.
4. Any University of Haifa faculty member with the rank of senior teacher.

The appointment of a faculty member who does not meet these requirements requires the approval of the faculty dean and the Dean of Graduate Studies.

CHAPTER C – ADMISSION, REGISTRATION AND ADVISING PROCEDURES

ADMISSION PROCEDURES

7.1 Registration for master's degree studies takes place on the dates made public in the media by the University.

7.2 **Terms of admission**

For registration purposes, there is a distinction between:

- Admission as a “fully registered” student
- Admission as a “probationary” student

The Master's Degree Departmental Committee shall discuss the admission status of the student.

7.3 **“Fully registered” student**

a. A candidate who wishes to registered for master's degree studies as a fully registered student must meet the following requirements:

- (1) Has a bachelor's degree from a recognized institute for higher education in Israel or abroad with the final grade of at least 76 in each of the bachelor's degree departments of study.
- (2) Has a bachelor's degree from a recognized institute for higher education in Israel or abroad, and studied in a double major program and in one of the majors he received a final grade lower than 76 however no lower than 70, he can be admitted as a fully registered student only if he has received a final grade of at least 80 in the major in which he wishes to continue his master's degree studies.
- (3) Application form and all necessary documents.
- (4) Fulfillment of additional requirements determined by the department.

b. A candidate who has an eligibility confirmation towards a bachelor's degree with a final grade that complies with the terms of admissions, who however requires supplementary courses at the department of up to two courses at most (and no more than 8 credits), may, with the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies, be admitted as a fully registered

student. The eligibility confirmation towards a master's degree for this student is conditioned upon the completion of the supplementary courses.

7.4 “Probationary” student

a. A student who studied in a double major or single major program and did not complete his duties, may register for a master's degree as a probationary student according to the following terms:

(1) Completed all his academic requirements towards a bachelor's degree.

(2) The amount of courses in which there is no final grade yet can be, according to the recommendation of the Master's Degree Departmental Committee and the discretion of the Dean of Graduate Studies, completed until the end of the first semester of the master's degree studies.

(3) No more than one seminar paper is due in the department in which he continues his master's degree.

(4) Provided an updated and detailed transcript.

(5) Submitted an application and provided on time all necessary documentation.

(6) After completing all his requirements towards a bachelor's degree, the grades average must comply with the university and/or departmental admission requirements for a master's degree.

(7) A probationary student will transfer to the status of fully registered once he has completed his duties towards a bachelor's degree by the end of the first semester of his first academic year as a master's degree student. A student who does not meet this requirement shall terminate his studies.

b. A candidate who has an eligibility confirmation towards a bachelor's degree with a final degree complying with the terms of admission, however requires supplementary courses in the department of four courses at most (and no more than 16 semester

credit hours) may, with the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies, be accepted as a "probationary" student. This student will be required to complete the supplementary courses by the end of the first academic years towards a master's degree in order to transfer to the status of fully registered student. The supplementary courses will not be included as part of the study hours towards a master's degree.

Any deviation from these conditions, which contradicts the requirements, must be accompanied by the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies.

7.5 Terms of admission to the personal program

- a. A personal study program exists in some of the programs that have a learning program with a thesis. The candidate must inquire with the Master's Degree Departmental Committee regarding the existence of the program in the department where he wishes to attend.
- b. The candidate shall communicate with the department that has master's degree studies that are closest to the field in which he wishes to specialize and write his thesis in, and receive its consent to study in this program within the framework of the department.
- c. A student shall be admitted who has a bachelor's degree from a recognized institute for higher education in Israel or abroad and who has achieved in his bachelor's degree studies a weighted grade of **at least 80** in each of the study majors.
- d. Every student admitted to this program shall be appointed an academic advisor on behalf of the department, to instruct him and guide him in planning his academic schedule, comprised of courses studied in various departments and related to the main subject in which the student wishes to specialize.

- e. The department shall transfer to the Graduate Studies Authority the personal academic schedule, the field of specialization and names of the supervisor / supervisors.
- f. The admittance of a candidate to studies in this program requires the approval of the Dean of Graduate Studies.

7.6 **Terms of admission to the master's degree accelerated program**

See section 9.3

Registration and advising for all study programs

- 8.1 Every department holding studies towards a master's degree shall provide to the registration department at the students administration division on the appropriate date (according to the publication of the registrations dates) registration kits with a sufficient number of copies. The registration pack shall include detailed and updated information pages about the department (including information about the department, its faculty staff, majors, study programs, final exams, etc.) and questionnaires regarding additional information which the department requires.
- 8.2 A master's degree candidate shall fill out the registration form and note the department in which he wishes to continue his studies. The students administration division will transfer the registration form with the candidate's file to the secretariat of the department in order to review the candidate. For this review the administrative assistant to the head of the department shall collect all of the information relevant to the candidate from both bachelor's degree major departments. After the review is complete, the department secretariat shall transfer the candidate's file with the department's recommendation to the Graduate Studies Authority.
- 8.3 The file of the candidate for all study programs shall include:
 - Registration form.
 - Final bachelor's degree grades in the various study majors and departments.
 - Approved transcript towards a bachelor's degree.
 - Transcript from other academic studies.

- Admission recommendation of the Master's Degree Departmental Committee and the signature of the head of the department and the chairperson of the Master's Degree Departmental Committee regarding the terms of admission (decision form).
- 8.4 The department is entitled to impose additional demands on the candidate such as: entry exams, questionnaire, personal interview, previous experience, letters of reference, and any other demand which assists the department in the decision to admit the candidate.
- 8.5 The department's recommendation whether to admit the candidate will be transferred to the Graduate Studies Authority. After examining the material and approving it, the candidate's file will be transferred by the Authority to the students administration division which will send to the candidates admission notifications according to the decision of the Dean of Graduate Studies.
- 8.6 The power to reject candidates is in the hands of the department. In the event of a rejection, the decision will be delivered directly to the students administration division which will send out the rejection notice.
- 8.7 The decision to admit a student to supplementary studies prior to applying for a master's degree shall be delivered to the students administration division, after the approval of the Dean of Graduate Studies (see section 8.12 a) who will send the admittance notice, while noting the required academic duties.
- 8.8 The Master's Degree Departmental Committee shall appoint an academic advisor for each student admitted to master's degree studies. The role of the academic advisor is to assist the student in creating his academic schedule, approving the academic schedule and following the student's progress during the course of his studies.
- 8.9 Each master's degree student requires advising and registration for each year during the course of his studies. Notifications regarding the dates of advising and registration shall be sent to each student during summer vacation by the students administration division.
- 8.10 **Hebrew exam**
- Candidates with a bachelor's degree from a recognized institute for higher education where the teaching language is not Hebrew must pass a Hebrew

proficiency exam at the level required by the university. Each department shall determine whether the students shall pass this exam as a condition for their admission, or determine the date of its implementation during their studies as a condition for their eligibility to the degree, and thus with the permission of the Dean of Graduate Studies.

This section does not apply to programs in which the teaching language is not Hebrew.

8.11 **Graduates of foreign universities**

a. Master's degree candidates who have graduated from recognized universities abroad as well as universities with branches in Israel, which operate subject to the permission of the Council for Higher Education, shall choose one of the final options as one of the terms of admission:

1. Passing the general GRE test and being in the 70% percentile in each of the three components of the test. The candidate will attach the results of the GRE test to the registration kit as well as the approval of the Council for Higher Education for the activity of the foreign university's branch in Israel (if he is a graduate of a branch). After receiving all of the abovementioned documents, the candidate's file will be transferred to the Dean of Graduate Studies. Upon receiving the Dean's approval for the continued admission process the file will be transferred for the review of the departmental committees.

2. Apply for a supplementary studies program towards a master's degree (as part of the bachelor's degree) and complete at least four courses with a total of 16 semester credit hours with a minimum average grade of 80. One of the courses will be rank 3 and require a seminar paper.

If the departmental committee should recommend to admit the candidate to this program, his file, together with the confirmation of the Council for Higher Education for the operations of the foreign university branch in Israel, shall be transferred to the Dean of Graduate Studies for his approval. In addition, an annex to the admittance notice will be added to the file specifying the required scope of courses, the names of the courses and the grade which must be achieved therein.

Upon completing the necessary supplements, the students will reapply and present their candidacy for master's degree studies in the B program.

Candidates for a master's degree in the A program (with a thesis) are required to take the GRE exam. Any deviation from these rules requires the approval of the Dean of Graduate Studies.

- b. Candidates with a degree from one of the Commonwealth of Independent States, their documents shall be brought before an academic committee operating on behalf of the Dean of Graduate Studies, which will decide on the continued admittance process to the university.

8.12 **Students of supplementary courses intending to apply for a master's degree**

- a. Candidates who comply with the university criteria for a master's degree (as specified in section 7.3), however the Master's Degree Departmental Committee requires that they take supplementary courses at a scope which exceeds 16 semester credit hours may, with the permission of the head of the department and the Master's Degree Departmental Committee, be accepted to supplementary studies towards an application for master's degree studies. Upon completing the supplementary courses with the grade required by the department, they will reapply and present their candidacy for master's degree studies. (Note: these students are not handled by the Graduate Studies Authority).
- b. Candidates who do not comply with the university criteria for admittance to a master's degree (as specified in section 7.3), but who have achieved in their bachelor's degree studies a final grade between 70 and 75 in both majors, can apply to supplementary studies towards a master's degree (as part of the bachelor's degree).

If the Master's Degree Departmental Committee recommends their admittance, the candidacy file will be transferred to the approval of the Dean of Graduate Studies together with the scope of courses required and the grade which must be achieved therein. **The minimum requirements for supplementary courses within this framework are three courses**

with a total of 12 semester credit hours, which must be completed with an average of at least 80. After the dean's approval it will be possible to perform the admission. Upon completing the supplementary courses as necessary, the students will reapply and present their candidacy for master's degree studies. If the Master's Degree Departmental Committee should decide to reject the application, the file will be transferred directly to the students administration division.

Candidates who have achieved in their bachelor's degree studies a grade lower than 70 will not be able to attend the supplementary program towards a master's degree. Any deviation from this rule requires the approval of the Dean of Graduate Studies.

Note: the departments may add to the terms of admission however they may not lessen therefrom, and thus provided that the additional terms of admission were specified in the registration kit and were approved by the Graduate Studies Authority.

CHAPTER D – MASTER'S DEGREE ACADEMIC REQUIREMENTS

MASTER'S DEGREE ACADEMIC PROGRAMS

Note: each department may decide which master's degree academic program, properly approved by the university institutes, shall open each academic year. Students who have begun their studies in a certain program for a master's degree shall finish their studies in this program even if the program is not reopened in following years.

9.1 Program A

This program is comprised of mandatory courses and elective courses at a scope of no less than 28 semester credit hours, not including assistance courses and supplementary courses. In this program the student is required to write a thesis. The department shall determine the scope of the maximum elective courses which the student is entitled to study outside of the department. These courses must be of a rank 3 at least.

9.2 Personal program

The purpose of this program is to allow the student to study an interdisciplinary field, which he is interested in researching and writing his thesis about, and therefore requires taking courses in different departments. The academic schedule will be constructed in accordance with the field of research and will include at least four courses from the student's specific field of specialization. The schedule will be constructed by the student and the thesis supervisor and will be approved by the Master's Degree Departmental Committee and the Dean of Graduate Studies.

In this program the student has the similar quota of course hours like in program A.

ACADEMIC REQUIREMENTS

- a. The student has the same quota of course hours like in program A plus assistance and supplementary courses as needed.
- b. At least 70% of the mandatory and elective courses will be rank 4 and up. The remaining courses can be rank 3 however not lower.

- c. The student must study at least four courses, 4 semester credit hours each, in the field of specialization.
- d. The student must write a thesis.

MASTER'S DEGREE DIPLOMA

The master's degree diploma shall state the name of the department in which the student completed his studies in the personal program as well as the field of specialization.

9.3 Accelerated master's degree program

a. Academic requirements

1. The accelerated program is intended for candidates interested in writing a thesis and candidates interested in a program without a thesis (program B).
2. The program is intended for bachelor's degree students who have obtained during their first and second years of studies an average of at least 90.
3. A student identified as an excellent student can study in his third year to his studies three courses from the master's degree studies (and no more than 12 semester credit hours). If the student is admitted to master's degree studies the following year these courses shall be recognized as part of the master's degree academic schedule.
4. During the third year of the bachelor's degree studies the student must complete his academic requirements towards the bachelor's degree.
5. The student has written at least one seminar paper and achieved a grade of at least 90.
6. The student will be admitted to master's degree studies during the fourth year of his studies as a "probationary" student, if he still has papers to submit for his bachelor's degree.
7. The student must present the approval for his eligibility to a bachelor's degree until the end of the first semester of the master's degree studies as a condition for his continued studies towards a master's degree in the second semester.

8. During the fourth year to his studies the student will complete the quota of courses required by the department.

Program with a thesis

1. The student must submit a thesis proposal and receive the approval of the Master's Degree Departmental Committee for the proposal until the end of his fourth year, and no later than the beginning of the following academic year.
2. The fifth year will be devoted to writing the thesis.
3. The thesis will be submitted to judging at the end of the fifth year, including summer vacation.
4. The total course of studies for a bachelor's degree and master's degree in the accelerated program with a thesis shall be five years.

Program with a final exam

1. The student will submit until the end of his fourth studies year all of his papers.
2. The student will take the final exam at the end of the fourth year, including the summer vacation.
3. The total course of studies for a bachelor's degree and master's degree in the accelerated program with a final exam shall be four years.

9.4 Program B

This program is comprised of mandatory and elective courses of no less than 36 semester credit hours, or 25% more than the quote of academic hours of Program A (thesis) in the same field. The learning quota does not include assistance or supplementary studies. This program includes passing a final exam. The format of the exam shall be determined by the department. The department may determine a requirement to write a project which will be in addition or in lieu of the final exam. The department will determine the scope of maximum elective courses which a student is entitled to study outside of the department. These courses must be at least at rank 3. Eligibility to a master's degree in Program B does not allow direct continued studies towards a PhD.

9.5 Studying a foreign language

If the academic program of a department includes studying a foreign language, the Master's Degree Departmental Committee may recognize half of the foreign language studies as electives in the student's academic schedule, and no more than 8 semester credit hours, according to the following specification:

- a. Departments in which the academic schedule includes 16 semester credit hours of foreign language (beginners and advanced) may recognize no more than 8 semester credit hours for foreign languages as electives.
- b. Departments in which the academic schedule includes 8 semester credit hours of foreign language (beginners and advanced) may recognize no more than 4 semester credit hours for foreign languages as electives.

Additional academic requirements in the academic programs

- 10.1 In Program A, the personal program and the accelerated program only two seminar papers are required, or comparable, equal tasks.
- 10.2 In Program B only three seminar papers are required, or comparable, equal tasks.
- 10.3 The assistance courses demanded by the department are not counted among the hours towards the degree and are not included in the final grade.
- 10.4 The academic schedule in each of the master's degree academic programs must include at least one research seminar or statistical seminar, or methodological one, which grants research skills and provides 4 semester credit hours. The content and tasks thereof shall be determined by the department.
- 10.5 Transferring from one academic program to another is possible with the permission of the Master's Degree Departmental Committee. In the event of transferring from one program to another the student shall be required to fulfill all of the demands of the new program, however he will be able to receive an exemption for his studies in the previous program as partial fulfillment of the demands of the new program with the permission of the Master's Degree Departmental Committee.

The Master's Degree Departmental Committee will notify the Graduate Studies Authority regarding the transfer of a student from one program to another.

Changing the academic program is possible no later than the end of the first semester of the second year of studies.

10.6

- a. In the academic program with a thesis the student will be allowed to submit the thesis for judging only after he had finished all of his academic requirements and submitted all of his papers for the degree.
- b. In the academic programs with a final exam / final paper / final project, the student will be allowed to take the exam only after he had finished all of his academic requirements and submitted all of his papers for the degree.

10.7 In addition to the assistance courses, the department may demand that the master's degree students in all academic programs participate in a practicum as a condition for receiving the degree. The scope of the internship as part of the practicum requires the approval of the Dean for Graduate Studies.

10.8 A department may approve for a master's degree student up to 2 semester credit hours during the period of his studies for participating throughout two years for five accumulative days of science conferences / conventions. Each department and school will decide whether to adopt this arrangement and the manner of application.

Note: students in the direct program towards a PhD are not entitled to this arrangement.

10.9

- a. The Master's Degree Departmental Committee may recommend that the Dean of Graduate Studies recognize for a student academic courses (mandatory, elective, foreign language) learned at another higher education institute for which he was not awarded a degree (no double credit).

Courses from another institute recognized by the Dean of Graduate Studies for the purpose of continued studies at the University of Haifa, the grades thereof shall be included in the final grade average.

- b. The Master's Degree Departmental Committee may recommend that the Dean of Graduate Studies recognize for a student in courses studied as part of the continued education unit at a recognized institute for higher education at a total scope of up to 8 semester credit hours. Thus provided that the following criteria are fulfilled:
1. The scope of the course was at least 28 academic hours.
 2. There is a written academic plan describing the content of the course, its structure and academic requirements.
 3. At the end of the course the student completed the tasks such as: exam, concluding project or paper. The student must receive a grade for these tasks.
 4. The course lecturer has a PhD from a recognized university, and his main occupation is working at a recognized university, or alternatively he is a professional with at least a master's degree from a recognized institute for higher education (e.g.: jurist, accountant, journalist, physician, or any other expert).
 5. The hours for the courses taken at the continued education unit may be used within four years only.
- c. A student shall receive a master's degree from the University of Haifa only if he studied at the University of Haifa at least the second year (or advanced studies of the master's degree program) and no less than half of the study quota for a master's degree (according to the programs offered at the University of Haifa), including writing at least two seminar papers, thesis / final exam. Any deviation from this subsection requires the approval of the Dean of Graduate Studies.
- 10.10 The Master's Degree Departmental Committee may recommend that the Dean of Graduate Studies recognize a thesis proposal or proposal for the purpose of transferring to Program B as elective courses. The recognition and its scope require the approval of the Dean of Graduate Studies.

Departmental procedures, adding to the general university regulations, however not derogating therefrom, shall be published separately by the departments.

Duration of normative studies

- 11.1 The duration of studies towards a master's degree in programs requiring a thesis is three years.
- 11.2 The duration of studies towards a master's degree in Program B (without writing a thesis) is two years.
- 11.3 The duration of studies in the accelerated program towards a master's degree including a thesis is five years (bachelor's degree and master's degree).
- 11.4 The duration of studies in the accelerated program towards a master's degree without a thesis is four years (bachelor's degree and master's degree).
- 11.5 The duration of studies in the direct program towards a PhD is four years.

Any deviation from the duration of studies in each of the study programs requires the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies.

CHAPTER E – EXAMS, GRADES AND PAPERS

12.1

- a. In each course (mandatory, elective, supplementary or assistance course) the teacher shall give at the end of the course a grade for each participating student. The grades shall be given in numbers according to the 100 point grading scale (1 – 100). This rule relates to the following types of courses: lesson, tutorial, proseminar, seminar, final exam, thesis, and final project.
- b. The teacher may give at the end of the course his assessment of the student with “passed / completed” or “did not pass / did not complete” grades only in the following study frameworks: field studies, practicum, field trips, field work, laboratories, workshops, and practical experience. On the same basis it is possible to recognize “passing” grades of courses from similar study frameworks from other universities if the Master’s Degree Departmental Committee recommends to grant semester credit hours on their behalf.
- c. For an entitled* student – field studies, practicum, field trips, field work, laboratories, workshops, and practical experience held during the eligibility period – will be completed in coordination with the lecturer during a time period determined thereby, in accordance with the nature of the demands in each of the abovementioned tasks.
- d. If the lecturer believes that the demands in these activities cannot be completed without attendance, then the student must attend them against in the next semester in which they are offered.

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

12.2 **Grades**

- a. The minimal grade for passing a course studied as part of a master's degree program is 60.
- b. The minimal average grade for passing from year A to year B is 65.

- c. The minimal grade for passing a thesis is 76 (average of the judges' grades).
- d. The minimal grade for passing the thesis defense exam in Program A is 76.
- e. The minimal passing grade for the final exam is 76.
- f. The minimal passing grade for each of the final exam's components is 70.
- g. A student who had failed the final exam and received a grade lower than 76 as a weighted grade of all the exam's components will be entitled to retake the test. The repeat exam will include all of the components of the first exam.
- h. The student will be required to retake one or more of the components of the final exam for which he received a grade lower than 70.
- i. The repeat exam must take place within twelve months after the final exam which the student took. The date of the repeat exam will be determined by the chairperson of the Master's Degree Departmental Committee. The studies of a student who failed the final exam twice will be terminated.

Each department is entitled to demand a passing grade higher than that stated above.

12.3 The final grade in a course will be determined as follows:

- a. The teacher may determine the final grade based on the following components or part thereof: exercises, papers, projects, tests, class participation, passing exam.
- b. The teacher will notify his students in the first two weeks of teaching the course regarding the components of the course's final grade.
- c. The teacher may prevent a student from taking an exam or submitting a seminar paper if the student does not attend class, does not submit exercises and papers, and does not process a project or seminar as required in the course, provided that the teacher notified his students of this within the first two weeks of teaching the course. A student who does not take the test will receive a "failed" grade.
- d. An "entitled student"* may be absent from 30% of all classes in each course that has an attendance requirement. If the absence exceeded 30%

the student will be given the option of cancelling the course and repeating it.

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

12.4 Courses passing requirements

- a. In master's degree studies there will be only one date for intermediate examinations.
- b. A student who does not take the exam on the regular date for a reason recognized by the Master's Degree Departmental Committee (reserve military duty, hospitalization, illness continuing for more than five days, mourning, etc.) will be entitled to submit a request to retake the exam at a special date to the Master's Degree Departmental Committee.
- c. The winter semester exams will take place during the period following the first semester.
- d. A special date of winter semester exams will take place during the second semester or coordinated with the teacher.
- e. Spring semester exams will take place during the period following the second semester.
- f. A special date of spring semester exams will take place during the summer vacation or coordinated with the teacher.
- g. A grade in a course can be improved by reapplying to the subject in the following year. In this case the effective grade is the last one.
- h. A student who failed a course may choose whether to retake the same course or take another course. If he chooses to take another course instead of the course which he had failed, he must receive the approval of the chairperson of the Master's Degree Departmental Committee. In this case the grade "failed" will be stated in the transcript, however will be not calculated in the general average.
- i. A student may retake a course which he had failed only once. A second failure in the same course requires termination of his studies.

- j. The teacher responsible for the course must deliver the grades of the intermediate exam within ten days from the date of the exam. An extension beyond this period may be granted by the head of the department.
- k. A student who is pregnant, on pregnancy bed rest and fertility treatments
1. A pregnant student whose condition does not allow her to attend an exam will take the exam on another date as part of the acceptable dates (the student is required to provide a doctor's note).
 2. An entitled student* (in pregnancy bed rest or fertility treatments) will be entitled to take an exam in subjects in which she did not take an exam due to her condition, on the acceptable exam dates of the institute (second, third exam dates, etc.).
 3. An entitled student* (in pregnancy bed rest or fertility treatment) who was absent from an exam of a course which constitutes a "prerequisite" for another course, or an advanced year of studies, may take the advanced course or advanced year "on probation".
 4. Pregnant students have exceptional permission to use the restrooms during an exam.
 5. A pregnant student will receive additional 30 minutes during an exam.
- l. Students on maternity leave and on leave due to adoption.
1. An entitled student* may be absent from exams for a period of up to 14 weeks from the date of delivery, and will be entitled to take the exams in subjects in which she did not take exams during the aforementioned period, on the acceptable exam dates.
 2. An entitled student* who is on maternity leave and was absent from an exam of a course which constitutes a "prerequisite" for another course, or an advanced year of studies, may take the advanced course or advanced year "on probation".
- * Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

12.5 Submitting seminar papers and course completion tasks

- a. The final date for submitting a seminar paper as part of the course taken in the first semester is the end of the second semester. In special cases the Master's Degree Departmental Committee may extend the date for submitting the paper until the end of the second semester's vacation.
- b. The final date for submitting a seminar paper as part of a course taken in the second semester is the end of the summer vacation (beginning of the following academic years). In special cases the Master's Degree Departmental Committee may extend the date of submitting the paper until the end of the first semester's vacation.
- c. Except for seminar papers, all of the course completion tasks must be finished by the end of the semesters' first and second exam dates.
- d. The teacher of the course must deliver the grade of the paper within four weeks from the date it was received or another date to be determined.
- e. The weight of each course in the calculation of the final grade average towards the degree shall be determined by the Master's Degree Departmental Committee.
- f. A pregnant student, student on pregnancy bed rest, and fertility treatments: "entitled student"* who did not submit the tasks on the determined dates because the latter applied during the period that she was according to the doctor's note on bed rest or undergoing fertility tests may submit the tasks or alternative tasks subject to the lecturer's decision, and in coordination therewith, on a later date up to 7 weeks from the end of the period in which she was an "entitled student".
- g. A student on maternity leave and adoption leave: an "entitled student"* may submit tasks given during the semester in which she gave birth (and which their date of submission was after delivery), or alternative tasks according to the lecturer's decision, on a later date up to 7 weeks from the last date on which the tasks could be submitted or from the end of the period in which she was an "entitled student"* (according to the later of the two).

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

12.6 Final grade of the degree

The calculation of the final grade of the degree shall be done separately by each department. Weight must be assigned for mandatory courses, elective courses, seminars, workshops, and practical experience. Assistance studies and supplementary studies will not be included in the number of hours taken into account towards the degree and shall not be included in the grades average.

- a. The grade of the thesis (in Program A, the accelerated program and personal program) shall be no less than 35% of the grades calculation.
- b. The grade of the final exam / summary paper / final project (in Program B) shall be between 20% - 30% of the grades calculation.

The manner of calculating the grades in each department shall be published in the University's annual newsletter.

12.7 Degree eligibility

- a. A student who has completed all of his duties towards a master's degree as specified in these regulations, the departmental instructions and the protocols of the students administration division, is entitled to receive confirmation of degree eligibility:
 1. For Program A, personal program and accelerated program towards a master's degree with a thesis students, the date of degree eligibility shall be identical to the date of submitting the thesis for judging, and provided that the final grade of the thesis (whether requiring corrections or not) is a passing grade, and provided that until then all of the students' other duties are fulfilled.
 2. For Program B students (final exam / final paper / project) the degree eligibility date will be identical to the date of the exam / submitting the final paper, provided that he receives a passing grade and all of the students' other duties are fulfilled.
 3. In exceptional cases only, when the chairperson of the Master's Degree Departmental Committee approves the submission of a seminar paper

or an exam in a certain course after the submission of a thesis for judging / final exam for Program B, the eligibility date will be determined according to the grading of the paper or exam.

4. The date of submitting a thesis for judging which was returned to the student for corrections will be considered the date of submitting a last paper only if the corrected paper is submitted and approved within 60 calendar days from the date it was returned to the student for corrections.
5. For an entitled student* - the end date of duties towards the degree will be extended in accordance with the duration of the permitted absence periods, until one year from the acceptable date for finishing the degree.

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

- b. The department secretariat must transfer the grades calculations and specialization forms (if any) to the Graduate Studies Authority for its approval no later than the date determined by the university authorities.
- c. A student whose grade calculations are not transferred by the department secretariat to the Graduate Studies Authority until this date shall not be included in the list of graduates and cannot participate in the graduation ceremony taking place that year.
- d. Upon finishing his studies, the student must submit a request to the department secretariat for a degree eligibility confirmation and to receive his grades for all his academic tasks, including the grade for his thesis or final exam. The student will check and confirm with the department secretariat his personal information, final grades, his finishing grade, and the date of degree eligibility. The university will initiate closing a degree for a student who did not contact the department secretariat in order to organize his eligibility confirmation. This student has the opportunity to appeal the details of the eligibility confirmation sent thereto up to 30 days

from the date of receiving the confirmation in the mail. Lack of response will be deemed as confirmation and consent.

- e. Degree eligibility with one of the honors rankings will be determined according to that which is specified in section 12.8.

12.8 Awarding master's degree diplomas at various honors rankings

Hereunder are the honors rankings according to descending order:

1. **Summa cum laude** – awarded to graduates who have finished their studies in a program which includes writing a thesis (Program A, personal program and accelerated program towards a master's degree with a thesis) whose final grades average is **96 and up**.
2. **Dean's honor student for advanced studies** – awarded to graduates who have finished their studies in a program which includes writing a thesis (Program A, personal program and accelerated program towards a master's degree with a thesis) whose final grades average is **93-95**.
3. **Cum laude** – awarded to graduates from all study programs as follows:
 - a. To graduates who have finished their studies in a program which includes writing a thesis (Program A, personal program and accelerated program towards a master's degree with a thesis) whose final grades average is **90 – 92**.
 - b. To graduates who have finished their studies in a program with a final exam / project (Program B) and whose final grade average is **90 – 100**.

12.9 Receiving a degree with any honors ranking will be suited to the duration of the study period (see section 11) according to the following specification:

- a. Students in programs with a thesis whose duration of studies **did not exceed 3 years**.
- b. Students in Program B (final exam / summary paper / finishing project) whose study duration **did not exceed two years**.
- c. Awarding honors from the institute based on grades and the duration of the study period shall be calculated for a student who has had a baby by subtracting the period of maternity leave which she had taken advantage of *de facto*.

12.10 Awarding the degree with the two highest levels of honors (summa cum laude and dean's honor student for advanced studies) shall be performed comprehensively for all graduates who meet the academic requirements (specified in section 12.8). The third level of honors (cum laude) will be awarded to a quota of 10% of all department graduates, out of a list of graduates who meet the academic requirements, issued by the Graduate Studies Authority. The decision to award a degree with honors will be approved by the chairperson of the Master's Degree Departmental Committee and the Dean of Graduate Studies.

12.11 **A student shall be defined as a student with an unsatisfactory academic status in one of the following cases**

- a. Failed two courses out of the entire courses quota which he is required to take, of which one, at most, is part of the department's mandatory studies (see section 12.4).
- b. Failed twice a master's degree course (see section 12.4).
- c. Did not finish his academic duties within two years from the date he began his studies.
- d. A Program A or personal program student whose thesis proposal was not approved by the Master's Degree Departmental Committee until the end of the second year to his studies, including the summer vacation.
- e. A Program B student who did not finish all of his academic duties, except passing the final exam / submitting the summary paper / submitting the finishing project, within two years from the date he began his studies.
- f. Program A or personal program student who did not finish all of his duties including submitting a thesis for judging within three years from the date he began his studies.
- g. Did not reach the required grades in each course and the passing grade determined as a condition for passing from the first year to the second.
- h. Did not achieve the minimal grade of 76 in his thesis / final exam.
- i. Did not return to his studies at the end of an approved vacation (see section 17.4) and did not provide notification of this on the date determined for that purpose to the Graduate Studies Authority.

- j. Failed the final exam twice.
- k. A student who did not present his eligibility confirmation for a bachelor's degree on the date determined for that purpose upon being admitted to master's degree studies.
- l. A student who did not finish the completion duties imposed thereon upon being admitted to the master's degree studies at the end of his first year of studies.
- m. A student who did not properly register for the academic year.

The studies of a student whose academic status is deemed unsatisfactory shall be terminated.

12.12 **Appealing course, final exams and theses grades**

- a. Appealing a master's degree course grade shall be done as follows:
A student may appeal the final grade in a master's degree course within ten days upon its publication. The appeal will be referred in writing to the chairperson of the Master's Degree Departmental Committee, and the latter shall transfer the referral to the teacher of the course. A copy of the appeal will be delivered as well to the Graduate Studies Authority. The chairperson of the Master's Degree Departmental Committee shall report the results of the appeal to the appellant and to the Graduate Studies Authority no later than two weeks after the appeal was submitted. The appealing student will be aware that the entire exam or paper will be reexamined, and the final grade may be lower than the original one. The results of the appeal are final and binding.
- b. It is possible to appeal a thesis grade only in the case of failure (when the average of all of the judges' grades is less than 76). In the case of an appeal an additional judge will be appointed and the final grade of the thesis will be the average of all of the judges' grades. No additional appeal will be possible.
- c. The grade of a thesis which is a passing grade (76 and up) cannot be appealed.
- d. The grade of a thesis defense exam in Program A cannot be appealed.

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- e. The grade of a thesis defense exam in Program B may be appealed. Each department will determine its appeal proceedings and publish them in the annual academic newsletter.

CHAPTER F – THESIS

13.1 **Thesis supervisor**

Every student studying in a program which requires writing a thesis (Program A, accelerated program and personal program), who has reached the stage of planning his thesis, will choose at least one supervisor among the academic faculty staff of the University of Haifa (see section 4.1 – 4.7 to these regulations).

Preparing the thesis

14.1 The purpose of the thesis is to allow the student in-depth familiarity with a certain field of knowledge, to use research methods customary in the field, as well as to examine his ability to research a problem, analyze the research findings independently, reach conclusions, and write a thesis in proper form and style.

14.2 **Thesis proposal**: the thesis proposal will include the research topic, research purpose, description of the research methods, and bibliography list. The thesis proposal will be submitted with the approval of the supervisor/s to the Master's Degree Departmental Committee. The committee may approve the proposal, refer the proposal to an external reader, demand corrections or reject it, after consulting with the supervisor. If the proposal is approved, the decision to approve it is transferred to the Graduate Studies Authority. Additional information regarding the structure of the program, its sections, scope, and the department's process of approving it shall be determined by the Master's Degree Departmental Committee and distributed among the department's students.

14.3 The thesis proposal, readers' notes and the response of the writer and/or supervisor/s to these notes shall be kept by the secretariat of the department where the student studies for a period of five years, and will be accessible for review subject to the decision of the head of the department.

14.4 A student may change his research and research plan with the consent of the Master's Degree Departmental Committee and the supervisor/s, or request the replacement of the supervisor/s.

14.5 A student in the Program A or personal program, whose thesis proposal was not approved by the Master's Degree Departmental Committee until the end of his second academic year, including the summer vacation, will be considered to have an unsatisfactory academic status.

a. An entitled student* who did not submit tasks on the scheduled dates because the latter occurred during the period in which she was, subject to a doctor's note, in bed rest or undergoing fertility treatments, may submit the tasks or alternative tasks subject to the decision of the lecturer, and in coordination therewith, up to seven weeks after the end of the period in which she was an "entitled student".

b. An entitled student* may submit the tasks given in the semester in which she gave birth (and the date of submission thereof was after childbirth), or alternative tasks subject to the decision of the lecturer up to seven weeks after the last date on which the tasks could have been submitted or the end of the period in which she was an "entitled student" (according to the latest).

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

14.6 A student who does not submit his thesis for judging within three years from the date he started his studies will be considered to have an unsatisfactory academic status.

The date of completing the degree (submitting the thesis) shall be extended in accordance with the duration of the permitted absences, without payment of overhead, until a year from the acceptable date for completing the degree.

14.7 The student must keep the data and sources on which his thesis is based for a period of at least three years so that the public can review them upon demand.

Judging the thesis

15.1 Upon completing his studies towards the master's degree, a student studying in a program which requires writing a thesis will submit his paper to the Master's

Degree Departmental Committee, printed according to the preparation and submission format of a thesis, determined by the Graduate Studies Authority.

- 15.2 The thesis will be evaluated and judged by:
- The thesis supervisor/s.
 - At least one additional judge from the department or from outside the department, according to the decision of the Master's Degree Departmental Committee.
 - The appointment of a judge who is not a faculty member at the University of Haifa and/or who does not meet the thesis judging criteria requires the permission of the Dean of Graduate Studies.
- 15.3 The thesis judging proceedings shall be confidential.
- 15.4 Delivery of a judge's opinion, in full or partially, to the student shall be done anonymously or not, according to the decision of the judge. In any event in which there is concern that one of the judges will be identified against his wishes, the judging will be confidential.

Thesis grade

- 16.1 The final grade of the thesis will be calculated as the average of the judges' grades: the grade given by the supervisor or the summary grade of the main supervisor and the co-supervisor and the grade of the additional judge.
- 16.2 In cases in which the difference between the grade given by the supervisor to the thesis (or the summary grade of the main supervisor and the co-supervisor) and the grade given by the judge to the thesis exceeds 15 points, the chairperson of the Master's Degree Departmental Committee will appoint an additional judge after having consulted with the supervisors. The grade if the thesis will be calculated as the average of all of the judges' grades.
- 16.3 The judging report will be delivered by the judge no later than one month after he had received the thesis. If the judging period occurs during the summer vacation, the judge will receive an extension of one additional month.
- 16.4 If at the end of the judging period a judging report is not yet received, the Master's Degree Departmental Committee will transfer the matter to the Dean of Graduate Studies.

- 16.5 Partial or full publication of a thesis before it is submitted for judging shall be done with the permission of the supervisors. The supervisor and the student will determine together whether the publication will be shared by them or by some of them. After the thesis is judged its writer may publish it, unless any restrictions apply as specified in the copyright protocols.
- 16.6 A student publishing his thesis or part thereof will note that the research took place at the University of Haifa as part of the requirements to receive a master's degree from the university.
- 16.7 If the thesis was delivered for judging and a final grade was given, the student will not receive the option to correct his work.
- 16.8 With regard to the subject of appealing the grade of a thesis see section 12.12.
- 16.9 In exceptional cases, and after consulting with the supervisor/s, the Master's Degree Departmental Committee may recommend to the Dean of Graduate Studies not to transfer the thesis to the library for publication. The Dean of Graduate Studies will decide whether to approve this recommendation.
- 16.10 Upon completion of the judging process of the thesis, the student will deliver to his department's secretariat three printed and bound copies of the thesis, approved and signed by the thesis supervisor/s and the chairperson of the Master's Degree Departmental Committee. All of the copies will be delivered by the Graduate Studies Authority to the library once the degree approval processes are complete.

CHAPTER G – MISCELLANEOUS

17.1 Termination of studies

- a. A student who wishes to terminate his studies will notify the Graduate Studies Authority of this and copy the department as well. An entitled student* may freeze his/her studies (take a leave of absence) before the exams period retroactively for the semester in which she gave birth, and reserve his/her right to registered again free of charge provided that the studies are not deferred for more than two years.
- b. A student found to have an unsatisfactory academic status after examining his academic status by the Master's Degree Departmental Committee and/or the Dean of Graduate Studies (see section 12.10), will have his studies terminated. Any termination of studies will be approved and performed by the Dean of Graduate Studies.

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

17.2 Renewal of studies

- a. A student who underwent a termination in his studies (whether due to his own initiative, or upon the initiative of the department of the Dean of Graduate Studies), may approach the Master's Degree Departmental Committee with a request to renew his studies, the earliest date being the end of one year after the termination of his studies. The committee will consider whether to recommend to the Dean of Graduate Studies that the student be reinstated and the terms for approving his request.
- b. The Dean of Graduate Studies will review the request and decide whether to approve it.
- c. A student who has not completed his duties towards a master's degree, after having received an extension for his studies (subject to section 17.3 a) and whose studies were terminated for this reason, may petition the Master's Degree Departmental Committee with a request to renew his

studies after one year from the termination of his studies. This student will be permitted to finish he studies according to the following terms:

1. A student in a program requiring a thesis must submit the thesis for judging during the renewal of his studies.
 2. A student in program B (final exam / summary paper / finishing project) must submit all papers for courses he had attended in the past as part of his academic schedule during the renewal of his studies, so that he is not required to attend the courses again.
- d. A master's degree student who had terminated his studies for a period that does not exceed two years may renew his studies based on terms of admission of the university and department where he had previously studied. He shall receive credit for all of the courses taken in the past for which he had received a grade. This student must receive the approval of the Master's Degree Departmental Committee.
- e. A student who has terminated his studies for a period that exceeds two years (however no more than five years) will be entitled to renew his studies with the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies. The renewal of his studies will be according to the University's and department's customary procedures on the date of renewing the studies. It is recommended that in such a case the Master's Degree Departmental Committee will require that the student take refresh courses.
- f. A student who had terminated his studies for a period that exceeds five years (however no more than eight) will be entitled to renew his studies with the recommendation of the Master's Degree Departmental Committee and the approval of the Dean of Graduate Studies. The renewal of his studies will be according to the University's and department's customary procedures on the date of renewing the studies. It is recommended that in such a case the Master's Degree Departmental Committee will require that the student take refresh courses. A student who has terminated his studies for a period that exceeds nine years and who wishes to renew them will be

considered a new student for all intents and purposes, and will require a full academic schedule valid at the time of renewing his studies.

Any deviation from these rules requires the approval of the Dean of Graduate Studies.

17.3 **Extending the study period**

- a. A master's degree student who has not finished his studies during the normative study period for the degree (see section 11.1 - 11.4) and who requests an extension for one semester or one full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the chairperson of the Master's Degree Departmental Committee. Students writing a thesis will also attach a recommendation from their supervisor/s:
 1. A student in a program that includes writing a thesis may receive an extension for a fourth year in order to finish writing his thesis only if he had finish all of his attendance duties, submitted all of his papers, and received the approval of the Master's Degree Departmental Committee for the thesis proposal.
 2. A Program B student (final exam/ summary paper / finishing project) may receive an extension for a third year of studies only if he had finished all of his attendance duties.
- b. The Dean of Graduate Studies will review all of the petitions and decide whether to approve them and for what period.
- c. A student who did not receive approval to extend his studies cannot continue his studies.
- d. No extension of studies will be approved for students in the direct program towards a PhD at the master's degree stage, except for an entitled student.
- e. An "entitled student"* will be entitled to extend her studies for one year.

* Entitled student – a student requiring pregnancy bed rest or fertility treatments 21 days or more during a semester. A student on maternity leave or adoption / custody leave 21 days or more during a semester.

17.4 **Study vacation**

- a. A master's degree student who wants a study vacation for one semester or a full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the chairperson of the Master's Degree Departmental Committee. Students writing a thesis will also attach a recommendation from their supervisor/s. A study vacation will be granted only to fully registered students during the normative study period for a master's degree.
- b. The Dean of Graduate Studies will review its request and decide whether to approve or reject it.
- c. An approved study vacation is not considered a study period for the purpose of calculating the normative duration of master's degree studies (subject to section 11).
- d. During the study vacation papers cannot be submitted for courses studied during the previous semester.
- e. A student who will not be returning to his studies at the end of the approved vacation and does not notify the Graduate Studies Authority of this, will be deemed as having an unsatisfactory academic status (see section 12.11 i).

17.5 **Intellectual property, patents, inventions and copyrights**

The provisions of the University of Haifa's intellectual property protocols / regulations, as are in effect from time to time, shall apply notwithstanding its provisions to any master's degree student, they constitute an integral part of these regulations hereof, and in the event of a contradiction they supersede their provisions. Without derogating from the generality of this rule, the following provisions specified hereunder shall apply as well:

A graduate of the University of Haifa, whose thesis was approved by the university's authorized academic institutes, may publish the results of his research, all or some, subject to the approval of the supervisor, and while noting that the thesis was written at the University of Haifa as part of the fulfillment of his duties towards a degree. The name and title of the supervisor will be noted on each publication of the thesis or research findings, unless the

supervisor waived this right or if the inclusion of his name is not acceptable in the relevant discipline. Depositing the thesis at the university library ensures the publicity of the research findings and is intended to guarantee the free dissemination of knowledge.

- a. A graduate whose thesis was approved as abovementioned may request that his thesis not be delivered to the library and not be quoted, if it is privileged or if it is the subject of a patent registration, as stated in section B below. In this case the writer will draft a letter in which he explains his request and notes the time period which he is requesting to delay the publication of his thesis. The Dean of Graduate Studies is authorized to decide the aforementioned, after he takes into consideration the reasons of the requesting student; in any event, he must restrict his decision to a defined period while ensuring compliance with confidentiality laws wherever necessary.

The university reserves its right to publish summaries of theses wherever it deems fit.

- b. Papers and/or researches which may be used as a patent subject, invention or for creating profit, shall be subject to the provisions of the University of Haifa's intellectual property protocols / regulations as are in effect from time to time.
- c. Partial or full publication of theses before they are submitted to judging shall be done with the approval of the supervisor/s. The supervisor and the student will determine together whether the publication will be shared by all or some of them.
- d. The student must receive prior approval from the supervisor/s for the partial publication of the research findings before submitting the thesis to judging.
- e. If the supervisor gave the student data, findings, information, or other materials related to the thesis – the ownership thereof shall remain in the hands of the supervisor or the university, and they shall be returned upon first demand on behalf of the supervisor or the university. Any publication of the thesis or part thereof, in any form or by use of any media

whatsoever, shall be done jointly with the supervisor, and subject to his consent. In such publication as aforementioned there is a duty to note that the research was performed at the University of Haifa as part of the requirements towards receiving a master's degree. If no restriction was imposed on the publication of the research findings at the abovementioned stage, the graduate will be entitled to publish the findings of his research (as stated in section C) while noting that the research was performed at the University of Haifa as part of the requirements towards receiving a master's degree.

- f. A student writing a thesis has the exclusive liability for the facts and data on which his thesis is based, the collection thereof and the validity of their presentation, including all relevant implications.
- g. In the event of a dispute regarding the subject matter of sections C and D the appellant will contact the Dean of Graduate Studies who will appoint an arbitration committee for this purpose subject to his discretion, provided that the University of Haifa's intellectual property protocols / regulations do not contain other provisions. The decision of the arbitration committee is final.

