

Postdoctoral Scholarships Regulations¹

1. Definitions

- 1.1. The "Post-Doctoral Scholarship Committee", in regard to these regulations, is dedicated to examining requests for post-doctoral scholarships; it is a sub-committee of the Graduate Studies Committee, composed of representatives of various faculties and operates according to the University's Academic Regulations (section 14.4).
- 1.2. The Committee shall determine according to the academic criteria defined in the annually published "Call for Proposals" and the documents brought before it if an applicant post-doctoral student is qualified to receive a Postdoctoral Scholarship under the University's budget.
- 1.3. The Process for Applying to the Committee:
 - 1.3.1. The post-doctoral student shall submit an application for a scholarship which includes his/her CV, a list of publications and a summary of the training courses agreed upon between the post-doctoral student and his/her academic advisor;
 - 1.3.2. The academic advisor's recommendation which includes his or her undertaking to provide a matching grant at a sum equal to half of the scholarship from his or her research budget;
 - 1.3.3. Recommendations from two senior academic staff members from recognized higher education institutions in Israel or abroad;
 - 1.3.4. A document evidencing a department head has agreed to accept the post-doctoral student and provide him/her with a postdoctoral fellowship;
 - 1.3.5. A doctoral degree and/or a certification that the doctorate has been submitted for evaluation;
- 1.4. The Coordinator of Postdoctoral Scholarships is in charge of submitting all relevant documents to the Post-Doctoral Scholarship Committee, which shall recommend whether to award a Post-Doctoral scholarship;
- 1.5. The Committee shall condition the receipt of the institutional scholarships with a budgetary approved matching grant.
- 1.6. The Committee will be entitled to reject applications that do not meet the requirements of the Call for Applications, or in case some of the required documents have not been submitted as part of the application.

¹ Text approved by the Council for Advanced Studies on 21.12.20

- 1.7. The applicants shall receive an answer from the Coordinator of Postdoctoral Scholarships, Graduate Studies Authority.

2. General

- 2.1. A post-doctoral student is defined as a student training at the University of Haifa following PhD graduation. It is hereby clarified that a post-doctoral student who has submitted his/her doctoral dissertation to final evaluation and has enclosed to the application file a formal certificate of submission, but has not yet received a certificate of graduation to a doctoral degree, is entitled to submit his/her candidacy to a post-doctoral scholarship, provided that the scholarship, if granted, shall be used only after submitting a certificate of graduation.
- 2.2. The scholarship is designed to enable a post-doctoral student to dedicate his/her time to training in the field of his/her research interests.
- 2.3. A post-doctoral scholarship is a living stipend during the training period. The training will be conducted under the supervision of an academic staff member of the institution.
- 2.4. Each candidate to a postdoctoral scholarship is required to find a supervisor, or a supervisor and a co-supervisor. The postdoctoral student shall receive a written approval of planned supervisor/s.
- 2.5. Academic Faculty staff members of the University of Haifa from the rank of Senior Lecturer and higher, are entitled to supervise postdoctoral students. Upon special requests and pending on the Dean of Graduate Studies' approval, Retired Academic Faculty members shall be authorized to supervise postdoctoral students.

3. Rights

- 3.1. The student shall be enrolled in the department to which the researcher is assigned as a post-doctoral student without additional payment.
- 3.2. The scholarship recipient shall receive from the University library services, computer services, an on-campus parking permit and a right of priority for dormitories (payment is required).
- 3.3. The scholarship recipient shall be able to register to two university courses each semester as a "free listener" (upon approval of the course lecturer).

4. Duties

- 4.1. During the training period, the scholarship recipient must submit to the Graduate Studies Authority scientific reports approved by the supervisor, as a condition for the continuation of the scholarship. A scientific progress report shall be submitted at the end of the training period, together with the supervisor's review.
- 4.2. The scholarship recipient must report to the supervisor and to the Graduate Studies Authority all additional sources of funding at his/her disposal during the training period.
- 4.3. The scholarship recipient must report to the supervisor and to the Graduate Studies Authority any absence (over one month) during the training period.

5. General Conditions

- 5.1. Post-doctoral studies shall start no later than five years after PhD graduation. The post-doctoral training period shall not exceed five years from its beginning.
- 5.2. Upon the Dean of Graduate's studies approval, a post-doctoral student might complete post-doctoral studies under the supervision of more than one researcher, even if this implies a transition from one department to another. A student wishing to continue postdoctoral studies under another supervisor shall submit a request to the Graduate Studies Authority. The Dean of Graduate Studies will take the decision, after having received the recommendation of the Faculty Dean.
- 5.3. The post-doctoral scholarship shall be awarded by the Graduate Studies Authority for a period of one year, with a possibility of extension that must not exceed three years, subject to the approval of the Post-Doctoral Scholarship Committee. The above notwithstanding, the Graduate Studies Authority has the authority to approve a post-doctoral scholarship from external sources outside of the University, according to the supervisor's recommendation for a period that must not exceed five consecutive years.
- 5.4. Post-doctoral scholarships awarded to post-doctoral students shall not exceed 180,000 ₪ (New Israeli Shekels) per year ("**scholarship ceiling**").
- 5.5. The awarding of a scholarship must not be conditioned on the performance of any kind of job, such as: conferences organization, services of any kind, checking works, etc., for the unit in which he/she is undergoing post-doctoral training.
- 5.6. Per regulation, the university will not terminate the post-doctoral training before the end of the prescribed period. Such a measure can be taken only in exceptional cases, with

the authorization of the Dean of Graduate Studies after receiving the review of the Faculty Dean (upon documented reasons), subject to giving notice at least 60 days in advance to the scholarship recipient. Notwithstanding the aforesaid, in the event of a disciplinary offense, the academic staff discipline regulations shall apply to the post-doctoral student.

- 5.7. A post-doctoral student who wishes to stop the training must reimburse the relative portion of the latest scholarship installment, and has to give up on further payments. In all cases, the supervisor must inform in writing the Graduate Studies Authority of the post-doctoral student's reasons for leaving, one month prior the departure.

6. Additional employment

- 6.1. A postdoctoral student receiving a full scholarship must dedicate most of his/her time and effort to research. In general, the postdoctoral scholarship recipient will not engage during this period in any additional job outside the institution.
- 6.2. Notwithstanding the aforesaid, the postdoctoral student is allowed to be employed by the University, for teaching positions that shall not exceed 10 weekly teaching hours, provided that it does not significantly affect the post-doctoral training. Authorization for further employment shall be granted by the Graduate Studies Authority, after consultation with the supervisor and the Faculty Dean.
As well, the postdoctoral student could be employed by an institution other than the University of Haifa, or by the University of Haifa in a non-teaching position, upon approval of the Rector, after consultation with the Dean of Graduate Studies, provided that the extent of the position does not exceed 15 weekly hours, and that it does not significantly affect the post-doctoral training.
- 6.3. Additional employment shall be paid and taxable legally, whether by withholding tax or by other means. If the Exceptions Committee approves the request for additional employment, the postdoctoral student shall sign a declaration of commitment to report to the Tax Authority about such additional employment and to pay tax accordingly.
- 6.4. The authorization for further employment will be granted by the Graduate Studies Authority, after consultation with the supervisor and the Faculty Dean.
- 6.5. In any scientific publication carried out in during the post-doctoral training, it should be mentioned that the work was written in the framework of a post- doctoral scholarship at the University of Haifa. As well the name of the unit in which the student was staying during the training period should be mentioned.

7. Exceptions Committee

- 7.1 The Exceptions Committee is a committee comprised of the Vice President and Director General, the Chief Financial Officer (CFO) and Business Development / or the University Accountant, and the University's Legal Counsel.
- 7.2. Requests for approval of cases that do not meet the general requirements detailed here-above, such as:
- 7.2.1. Additional employment beyond 15 hours
 - 7.2.2. Start or completion deadlines of the post-doctoral training;
 - 7.2.3. Requests for exceptional payments above from the scholarship ceiling;
 - 7.2.4. Additional exceptional cases.
- 7.2. The Exceptions Committee may not convene, and is entitled to choose to deliberate through electronic means as it sees fit, at the condition that all members, get all the relevant correspondence and express their review on the case.