

The Graduate Studies Authority PhD REGULATIONS

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Table of Contents

1.	Definitions	3
2.	General	4
3.	The Graduate Studies Authority	4
4.	Departmental Doctoral Degree Committee	7
5.	The General University Committee for Research Students	9
6.	Supervisor; Co-Supervisor	10
7.	Supervisory Committee	13
8.	Replacing Supervisors or Members of the Supervisory Committee	14
9.	Doctoral Dissertation Referees	15
10.	Admission, Registration, and Advising Procedures	17
11.	Course of Studies and Research	21
12.	Submitting the Doctoral Dissertation and the Evaluation Process	27
13.	Miscellaneous	34

1. Definitions

- 1.1. 'Research Student' – A student at the University of Haifa registered for doctoral studies.
- 1.2. 'Council for Graduate Studies' – As defined in section 12 of the academic regulations of the University of Haifa.
- 1.3. 'Conflict of Interests' – A conflict of interests, as stated in section 5 of the University of Haifa Regulations for Preventing Conflict of Interests in Research.
- 1.4. 'Relative' – A spouse (current or past), parent, child, grandchild, sibling, in-law, aunt, uncle niece, nephew, cousin (in each case, including their spouse), and including step-relatives or relatives following adoption.
- 1.5. 'Supervisor' - A faculty member that guides and supports the research student during the course of studies.
- 1.6. 'Regular Academic Track – A faculty member that holds a "Doctor of Philosophy" in the research track.
- 1.7. 'Adjunct Track – As defined in section 3.1 of the University of Haifa's Appointments and Promotions Regulations.
- 1.8. 'Academic Track for Doctors of Medicine' – As defined in section 4.1 of the University of Haifa's Appointments and Promotions Regulations.
- 1.9. 'Direct Track Towards the PhD Degree – A track designated for outstanding students who wish to successively continue studies towards a doctorate, and who the department views as candidates for doctoral studies.
- 1.10. 'Absence Due to an Entitling Event' – As defined in the academic adjustments procedure, following fertility treatment, pregnancy, birth, adoption, or taking a child into custody or foster care.
- 1.11. 'Monograph' – An essay that summarizes the research paper written by the student with guidance from the supervisor.
- 1.12. 'Doctoral Dissertation by Publications – A doctoral dissertation that is comprised of at least three publications, which are written after the student has been accepted as a stage A research student, and provided that the publications are related to the subject approved in the research proposal. One of three such publications may be a chapter sent for publication or published in a scientific book approved by the departmental doctoral degree committee.

2. General

- 2.1. In order to receive a "Doctor of Philosophy" (PhD) degree, the research student must plan and execute original and independent research, which substantially innovates and contributes to the promotion of knowledge and understanding in the field of research, and write a scientific dissertation according to the customs and terminology acceptable in the literature of the subject. This dissertation shall hereby be referred to as – the doctoral dissertation. In addition, the research student must prove that he is proficient in the background material and professional literature in the field of specialization, and successfully pass the studies and comply with all other requirements applicable thereto subject to these regulations.
- 2.2. The doctoral 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 university's regulations. The Graduate Studies Authority is responsible for the academic level and appropriate administration of all matters pertaining to the doctoral studies in cooperation with the various faculties, schools and departments in the university.
- 2.3. The departments may establish requirements in addition to those stated in the regulations, provided such are not less stringent than the requirements of the regulations herein.
- 2.4. The University's Senate is authorized to amend these regulations from time to time.
- 2.5. The research student is subject to the provisions of the version of the regulations in effect on the date of being accepted for studies, provided that a less stringent revised edition shall apply to the student, even if he began his studies after the entry of the revised edition into force.
- 2.6. In these regulations, use of male form shall include female form and vice versa.

3. The Graduate Studies Authority

- 3.1. The Graduate Studies Authority is responsible before the Senate, the University, and the Rector for the administration of the doctoral studies.
- 3.2. The Graduate Studies Authority operates by determining regulations and procedures, and by overseeing the proper implementation thereof, and by delegating authorities to the departmental doctoral degree committees.
- 3.3. Heading the Graduate Studies Authority are the Dean of Graduate Studies, the Council for Graduate Studies and special committees. The council includes the Dean who

serves as 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 at least a year-long hiatus.

3.4. The main functions of the Graduate Studies Authority in the area of doctoral studies are:

- A) Assisting in developing new academic doctoral degree programs in cooperation with the faculties, schools, and departments.
- B) Supervising and overseeing the process of approving new doctoral programs.
- C) Drafting regulations and procedures for doctoral studies and overseeing the implementation thereof, as well as making amendments and supplements as needed.
- D) Recommendations to the Rector or the Senate, as the case may be, to open or close academic programs for doctoral studies.
- E) Maintaining relations with entities outside the university on issues relating to doctoral studies.
- F) Determining criteria for granting financial aid to doctoral degree students in the form of awards, scholarships, research grants, and other means of support, and granting them.
- G) Overseeing any publication and information relating to the doctoral studies within the university and elsewhere.
- H) Confirming the recommendation of the departmental doctoral degree committee and/or the general university committee to admit students to doctoral studies and the terms of their admission, or the termination of their studies.
- I) Overseeing the proper academic course of studies of doctoral degree students.
- J) Approval of study vacations for research students based on the recommendation of the supervisor and recommendation of the departmental

doctoral studies committee and/or the general university committee.

- K) Approval of study extensions for research students (Stage A and Stage B) based on the recommendation of the supervisor and the recommendation of the departmental doctoral studies committee and/or the general university committee.
- L) Final adjudication on student appeals against decisions made by departmental doctoral degree committees.
- M) Ensuring that the composition of the departmental doctoral degree committees is in accordance with the regulations.
- N) Appointing members of the general university committee for research students.
- O) Providing recommendations to the university's authorized entities for determining criteria of faculty members within and without the university who shall be authorized to supervise and to serve as referees for doctoral dissertations.
- P) Overseeing the appointment of supervisors for doctoral dissertations or the replacement thereof, and granting approval for exceptional cases, and overseeing the quota of students supervised by a single faculty member.
- Q) Overseeing the appointment of the supervisory committees to the doctoral dissertation or replacement thereof, and granting approval for exceptional cases.
- R) Approving research proposals for a doctoral degree based on the recommendations of the departmental doctoral degree committees and/or the general university committee for research students, as applicable.
- S) Appointing referees for the doctoral dissertation based on the recommendation of the departmental committee and/or the general university committee for research students.
- T) Ensuring the prevention of a conflict of interests between the student and supervisor and/or referee(s).
- U) Responsible for the evaluation process of the doctoral dissertation.
- V) Approving or rejecting a doctoral dissertation based on the evaluations of the referees and based on the recommendation of the departmental doctoral degree committee and/or the general university committee for research students.

- W) Approving the completion of doctoral studies and determining eligibility for the "Doctor of Philosophy" degree.
- X) Determining the procedures of the ceremony awarding the "Doctor of Philosophy" degree and other ceremonies in which the Graduate Studies Authority is involved.

4. The Doctoral Degree Departmental Committee

- 4.1. The council of every department authorized to conduct a doctoral degree program shall select a departmental committee, which shall be referred to as the 'departmental doctoral degree committee' (hereinafter: the "**Departmental Committee**"). The members of the committee shall be senior lecturers or of higher level of appointment in the regular academic track. At least half of the position of the committee members shall be at the relevant department. The appointment of a member who does not meet the abovementioned requirements must be approved by the Dean of Graduate Studies.
- 4.2. The departmental committee for doctoral studies shall consist of at least three members. The departmental committee shall select a chairperson from among its members.
- 4.3. The departmental committee's main functions are as follows:
 - A) Supervising the course of studies of the department's students and bringing special cases before the Dean of Graduate Studies for his discretion.
 - B) Determining departmental admission terms for doctoral degree candidates, subject to the university's general admission terms.
 - C) Determining and publishing departmental criteria and uniform guidelines for submitting doctoral studies admission applications, declaration of intentions for doctoral studies, supervisor selection, research proposals preparation and submission procedures.
 - D) Discussing doctoral studies admission applications and issuing an appropriate recommendation to the Graduate Studies Authority.
 - E) Reaching decisions with respect to rejecting doctoral degree candidates.
 - F) Ongoing supervision of the course of study of doctoral degree students.

- G) Providing recommendations to the Graduate Studies Authority with respect to leaves of absence and study extensions.
- H) Providing recommendations to the Graduate Studies Authority in the matter of terminating the studies of a student who failed to complete the requirements or have fallen out of good academic standing.
- D) Providing recommendations to the Graduate Studies Authority with respect to granting awards, scholarships, research grants and other means of support to doctoral degree students.
- J) Approving supervisors who meet the criteria for doctoral dissertation supervision, and the replacement thereof as necessary.
- K) Ensuring the prevention of conflict of interests between the supervisor (including members of the supervisory committee) and the student and/or between the student and the referee(s) and/or between the supervisor and the referee(s).
- L) Reaching decisions whether to establish a supervisory committee for students, in coordination with the doctoral dissertation Supervisor(s).
- M) Approving members of the supervisory committee who meet the criteria (if it was decided to establish such), or their replace as necessary.
- N) Determining and publishing threshold requirements for submitting a doctoral dissertation by publications, and bringing the requirements to the attention of the Graduate Studies Authority.
- O) Providing recommendations to the Graduate Studies Authority regarding the approval or rejection of research proposals providing a copy of the referee(s) reports on research proposals to the Graduate Studies Authority.
- P) Recommendations with respect to the appointment of referee(s) in accordance with the criteria for evaluation doctoral dissertations.
- Q) Overseeing the introduction of corrections, changes and supplements to the doctoral dissertations based on the referee(s)' evaluation(s).
- R) Providing approvals with respect to the completion of requirements towards a doctoral degree.
- S) Providing recommendations to the Dean of Graduate Studies for approval or rejection of doctoral dissertations upon conclusion of the evaluation process

and based on the referees' evaluation reports.

- T) Preparing minutes of meetings of the departmental committee and providing such to the Graduate Studies Authority. Minutes shall include the names of the participants and the operative decisions with respect to each student discussed at the committee. The Graduate Studies Authority shall not relate to any decisions regarding students not recorded in the minutes.

5. The General University Committee for Research Students

- 5.1. The general university committee for research students will review and decide matters relating to the admission of candidates to doctoral studies and the direct track towards the PhD degree in disciplines which have not yet been entrenched in one of the university's existing departmental doctoral programs. Additionally, the committee shall discuss matters relating to candidates who meet the terms of admission, but whose disciplinary background does not meet the admission requirements of one of the university's existing departmental doctoral programs, and in other extraordinary cases. The general university committee for research students shall have the same authority as the departmental committee in all matters relating to approval of the supervisor(s) of doctoral dissertations, identity of the supervisory committee members, the course of studies and research, the selection of doctoral dissertations referees, approving degree eligibility, and so forth.
- 5.2. The general university committee for research students shall act as a professional committee that is appointed by the Dean of Graduate Studies. The members of the committee shall be faculty members ranked senior lecturer or higher in the regular academic track, in the disciplinary fields related to the research topics of the candidates. Insofar as it deems appropriate, the professional committee may consult additional experts. The number of committee members shall be no less than three. The Dean of Graduate Studies shall serve as the chairperson of the committee ex officio.
- 5.3. The PhD studies coordinator at the Graduate Studies Authority shall coordinate the committee's work.

6. Supervisor; Co-Supervisor

Supervisor

- 6.1. Each doctoral studies candidate shall locate a supervisor, or a supervisor together with a co-supervisor for purpose of writing the doctoral dissertation. The student must receive the consent of the supervisor and/or co-supervisor (as applicable) for the supervision. The supervisors shall be subject to final approval from the departmental committee and/or the general university committee for research students and the Graduate Studies Authority.
- 6.2. A faculty member at the University of Haifa with the rank of senior lecturer and higher in the regular academic track, with an appointment of at least half a position in the department where the doctoral student is registered for doctoral studies, shall be authorized to supervise a doctoral dissertation.
- 6.3. If the student is a research student in the framework of the general university committee for research students, then the supervisor shall be a faculty member at the University of Haifa who is a senior lecturer or higher in the regular academic track with an appointment of at least half a position in the university.
- 6.4. A faculty member from among the faculty members of the University of Haifa with a rank of lecturer may be appointed as a single supervisor subject to the approval of the departmental committee and the Graduate Studies Authority, if the following cumulative conditions are met:
 - 6.4.1. A faculty member who has supervised, as a single supervisor, two master's degree students whose final research papers (theses) was approved;
 - 6.4.2. A faculty member who has jointly supervised at least two PhD Research Students whose doctoral dissertations were approved.
- 6.5. The departmental committee may, in exceptional cases and with the approval of the Dean of Graduate Studies, approve the appointment of a retired faculty member as a single supervisor.
- 6.6. The departmental committee may, for reasons that shall be recorded, approve the appointment of a faculty member ranked associate professor or higher in the adjunct track as a single supervisor, subject to approval by the Dean of Graduate Studies.

Co-supervisor

- 6.7. A doctoral dissertation co-supervisor shall meet one of the following criteria:

- 6.7.1. A supervisor who meets one of the aforementioned criteria specified in sections 6.2 to 6.6 above, provided that with respect to a co-supervisor with a rank of lecturer as set forth in section 6.4, the conditions stipulated in sections 6.4.1-6.4.2 shall not apply;
- 6.7.2. A faculty member at an accredited institution of higher education in Israel or abroad (including such faculty member who has retired), provided that the departmental committee and the Dean of Graduate Studies have approved such appointment;
- 6.7.3. A faculty member at an accredited institution of higher education in Israel in an academic track for Doctor of Medicine with the rank of associate professor or higher;
- 6.7.4. A person holding a doctorate who is an expert in the research topic, provided that the departmental committee and the Dean of Graduate Studies approved the appointment, as stated, for reasons that shall be recorded;

Conflict of Interests

- 6.8. The departmental committee shall verify the absence of a conflict of interests between the student and the supervisor / co-supervisor.
- 6.9. Without derogating from the generality of the above, a relative of the student shall not be appointed as supervisor, except with the approval of the Dean of Graduate Studies, in exceptional cases and for special reasons that shall be recorded in a decision provided by the Dean. Should the Dean provide such approval, the Dean shall set the terms for performing the supervision according to the nature of the given situation in order to neutralize the conflict of interests.

Duties of Supervisor

- 6.10. The supervisor's main responsibilities are:
 - A) Advising the student with respect to planning and carrying out research, including formulation of a written research proposal, processing research results and preparing the final draft of the research proposal.
 - B) Providing a recommendation to the departmental committee / the general university committee for research students with respect to approval of the research proposal and changing the status of the research student to the status of research student stage B.

- C) Maintaining regular contact with the research student during his doctoral studies.
- D) Coordinating between the members of the supervisory committee, if established, regarding the contribution of each of them to the progress of the research student.
- E) Convening the supervisory committee, if established, from time to time and as necessary.
- F) Notifying the departmental committee and/or the general university committee for research students in any event in which the research student has not been in touch therewith for a period of six months.
- G) Providing written confirmation to the departmental committee and/or the general university committee for research students with respect to approval of the final draft of the doctoral dissertation for final evaluation, after the research student completed writing the doctoral dissertation to the satisfaction of the supervisor(s), and has complied with all of other academic requirements.
- H) Providing recommendations to the departmental committee regarding the appointment of possible referees for evaluating the doctoral dissertation.
- I) Evaluation of the doctoral dissertations.
- J) Reviewing the referees' reports of doctoral dissertations and providing recommendations to the departmental committee and/or the general university committee for research students with respect to the dissertations, including doctoral dissertation approval, requiring corrections or rejecting the doctoral dissertation, taking the referees' reports into consideration.
- K) Assisting and overseeing the implementation of changes, corrections or supplements to doctoral dissertations in accordance with the referees' reports of and approving the implementation thereof.
- L) A sabbatical or extended leave of absence does not exempt the supervisor from his duties in connection with supervising doctoral dissertations. Prior to going on leave of absence and/or a sabbatical, the supervisor shall be required to undertake before the departmental committee to continue supervision even during his period of absence.

7. Supervisory Committee

- 7.1. The departmental committee and/or the general university committee for research students, in coordination with the supervisor(s) shall decide whether to establish an expanded supervisory committee for the student.
- 7.2. If it is decided to establish a supervisory committee, the committee shall be appointed upon the submission of the research proposal.
- 7.3. The supervisory committee shall be comprised of at least three members
- 7.4. The composition of the supervisory committee shall be as follows:
 - 7.4.1. Doctoral dissertation supervisor (s);
 - 7.4.2. A faculty member, ranked senior lecturer or higher in the regular academic track, from among the members of the faculty staff serving at the University of Haifa, who is considered an expert in the doctoral dissertation's field of research or related fields;
 - 7.4.3. A faculty member, ranked senior lecturer or higher in the regular academic track, who is not among the members of the faculty staff serving at the University of Haifa, who is considered an expert in the doctoral dissertation's field of research or related fields.
- 7.5. Upon recommendation of the departmental committee and with approval of the Dean of Graduate Studies, and for reasons that shall be recorded, it shall be possible to appoint member(s) to the supervisory committee who do not meet the conditions set forth in sections 7.4.2 and 7.4.3 above.
- 7.6. The supervisor shall serve as the chairperson of the supervisory committee. When a research student is supervised by more than one supervisor, the supervisors shall decide between them as to who will serve as the chairperson of the supervisory committee.
- 7.7. The members of the committee shall participate in its meetings from time to time, as needed, pursuant to coordination with the supervisor.
- 7.8. The main functions of the supervisory committee are:
 - A) Evaluating the research proposal.
 - B) Providing recommendations to the departmental committee or the general university committee for research students with respect to approval of the

research proposal and changing the research student's status to stage B.

- C) Supporting guidance of the student during the course of studies.
- D) Providing written confirmation to the departmental committee or the general university committee for research students with respect to approval of the final draft of the doctoral dissertation for final evaluation, after the research student completed writing the doctoral dissertation to the satisfaction of the supervisor(s), and has complied with all other academic requirements.
- E) A sabbatical or an extended leave of absence shall not release the members of the supervisory committee from their duties in connection with supervising the doctoral dissertation. Prior to one of them taking leave and/or a sabbatical, such member of the supervisory committee shall be required to undertake before the departmental committee that he shall continue his service in the supervisory committee even during his period of absence.

8. Replacing Supervisor(s) / Supervisory Committee Members

- 8.1. The departmental committee or the general university committee for research students (as applicable) shall discuss the replacement of supervisor(s) or supervisory committee members in one of the following cases:
 - 8.1.1. Leave of absence abroad does not allow continued proper supervision;
 - 8.1.2. A request to rescind his appointment as a supervisor/supervisory committee member.
 - 8.1.3. The student wishes to replace him.
- 8.2. A supervisor that for academic or personal reasons requests to resign from supervising a research student, may submit his reasoned application to the departmental committee no later than one year after approval of the research proposal. The Dean of Graduate Studies shall deliberate on the application based on the recommendation of the departmental committee, and his decision shall be binding upon all parties. An application that is submitted at a later stage shall be approved by the Dean of Graduate Studies based on the recommendation of the departmental committee only in exceptional circumstances, and shall be binding upon all parties.
- 8.3. The departmental committee or the general university committee for research students (as the case may be) shall discuss a student's request to replace the supervisor after

receiving a written statement from the current supervisor, from the intended supervisor and from the members of the supervisory committee (if appointed). Should the departmental committee or the general university committee for research students accept the student's request, the previous supervisor shall be entitled to request that the research subject be changed. The Dean of Graduate Studies shall decide the supervisor's request, and his decision shall be binding upon all parties.

- 8.4. The departmental committee or the general university committee for research students (as the case may be) shall review the request of a student to replace a member of the supervisory committee after receiving a written statement from the supervisor, from the committee member replacement of whom is being sought, from the intended committee member and from the rest of the members of the supervisory committee. The Dean of Graduate Studies shall decide the student's request, and his decision shall be binding upon all parties.

9. Doctoral Dissertation Referees

- 9.1. The Dean of Graduate Studies shall appoint doctoral dissertation referees while taking into consideration the recommendation of the departmental committee and question whether the doctoral dissertation is a Monograph or a doctoral dissertation by publications, as specified hereunder.
- 9.2. The names of the appointed referees shall remain confidential.
- 9.3. The referees shall have an academic appointment with an accredited institution of higher education in Israel or abroad with the rank of senior lecturer or higher. Upon receiving the recommendation of the departmental committee, and for reasons that shall be recorded, the Dean of Graduate Studies may approve appointment of referees who are not from an accredited institution in Israel or abroad.
- 9.4. The departmental committee may, for reasons that shall be recorded, recommend the appointment of a referee ranked associate professor or higher in the adjunct track.
- 9.5. The departmental committee may, for reasons that shall be recorded, recommend the appointment of a referee ranked associate professor or higher in the academic track for Doctor of Medicine.
- 9.6. No referee shall be appointed who has a conflict of interests between the capacity of referee and his relationship with the student and/or supervisor.
- 9.7. The number of referees for a doctoral dissertation shall be determined according to

the doctoral dissertation format and status of publications as follows:

- 9.7.1. Monograph – two referees who are not amongst the members of the academic faculty of the University of Haifa. For a doctoral dissertation that a committee as specified in section 12.9 has determined that it shall remain confidential, the number of referees shall be no less than three.
- 9.7.2. Doctoral Dissertation by Publication –
 - a. Three articles that were accepted for publication or published – one referee that can be among the members of the University of Haifa’s faculty.
 - b. Two articles that were accepted for publication or published and one article that was submitted for publication – one referee that can be among the members of the University of Haifa’s faculty.
 - c. One article that was accepted for publication or published and two articles that were submitted for publication – two referees. One of the referees can be among the members of the University of Haifa’s faculty.
 - d. Three articles that were submitted for publication – two referees that are not among the members of the University of Haifa’s faculty.
 - e. Two articles that were accepted for publication or published, as well as a chapter in a book that was accepted for publication or published – one referee that can be among the members of the University of Haifa’s faculty.
 - f. Two articles that were accepted for publication or published, as well as a chapter in a book that was submitted for publication – two referees. One of the referees can be among the members of the University of Haifa’s faculty.
 - g. Two articles that were submitted for publication, as well as a chapter of a book that was submitted for publication or published – two referees that are not among the members of the University of Haifa’s faculty.
 - h. One article that was accepted for publication or published and one article that was submitted for publication and one chapter of a book that was submitted for publication or published – two referees that are not among the members of the University of Haifa’s faculty.
- 9.8. In special instances, the Dean of Graduate Studies may appoint an additional referee at any stage of the evaluation process.

9.9. The functions of the referee are:

9.9.1. To evaluate the doctoral dissertation and accompany such evaluation with an explanation and demonstration if necessary, in accordance with the Graduate Studies Authority's guidelines for submitting referees' reports to a doctoral dissertation.

9.9.2. Re-evaluating (if noted explicitly) the revised doctoral dissertation, if the referee required implementing corrections as a condition for approving the doctoral dissertation.

9.10. The referee shall be instructed to deliver his report on the doctoral dissertation no later than 60 days from the date the doctoral dissertation was received. If this period coincides with summer vacation the referee shall receive an extension of an additional 30 days. Re-evaluating the revised doctoral dissertation shall not exceed 30 days from the date the doctoral dissertation was delivered to him.

10. Admissions, Acceptance Procedures and Registration

10.1. Registration for doctoral studies takes place on the dates made public in the media by the University.

10.2. Students may not be admitted to doctoral studies "on probation".

10.3. A candidate wishing to be registered as a doctoral student in the regular studies track must fulfill all of the following conditions:

10.3.1. The candidate has a bachelor's degree and a master's degree from an accredited institution of higher education in Israel or abroad, having received the master's degree with an average weighted grade of at least 80.

10.3.2. The candidate wrote a final research paper (thesis) which was awarded a grade of at least 86 ("very good").

10.3.3. In special cases the Dean of Graduate Studies may, subject to the recommendation of the departmental committee or the general university committee for research students, approve an exception from the minimal grades in light of the candidate's extraordinary academic and research achievements.

10.4. A candidate that did not write a final research paper (thesis) within the framework of master's degree studies, or whose grade in the final research paper (thesis) does not

- meet the required grade as set forth above, shall be able to submit candidacy for preliminary research studies, provided that the candidate meets the other conditions for acceptance as specified above.
- 10.5. The departmental committee shall discuss the matter of a candidate who wishes to apply for doctoral studies in a department that is different than the department from which he received his master's degree and wrote a final research paper (thesis), and shall decide whether to accept the candidate to doctoral studies or to preliminary research studies.
- 10.6. A candidate who wishes to be registered as a student in the direct track towards the PhD degree, whether in the framework of one of the departments in which he completed his bachelor's degree or in another department, must meet all of the following requirements:
- 10.6.1. The candidate has a bachelor's degree from an accredited institution of higher education in Israel or abroad, and achieved in his bachelor's degree studies a grade of at least 90 in each of his majors.
- 10.6.2. If the candidate is a master's degree student, the candidate has completed during the first year of studies courses with a numeric grade at a scope of half of the program of studies in the relevant department with an average grade of at least 90. One of the courses shall be a seminar (or an alternative approved by the department), which was awarded a grade of at least 90.
- 10.6.3. The candidate has fulfilled additional conditions determined by the department.
- 10.7. It is possible to be admitted to the direct track towards the PhD degree in the spring semester or in the winter semester.
- 10.8. A student may be admitted to the direct track towards the PhD degree no later than the end of the first academic year of the master's degree.
- 10.9. Departments which do not have master's degree programs cannot accept students for the direct track towards the PhD degree.
- 10.10. Discussions regarding acceptance of students shall be based on their previous academic achievements, relevant recommendations, and additional departmental requirements such as: entry exams, personal questionnaire, personal interview, or previous work experience. In these discussions, the documents specified below shall be examined and approved. In addition, the suitability of the research subject proposed by the student shall be examined vis-à-vis the research fields of the faculty member

designated as supervisor, the quota of students supervised by the faculty member designated as supervisor, and the technical and budgetary possibilities for implementing the doctoral dissertation within the framework of the department.

10.11. The registration procedure for all tracks shall be as follows:

10.11.1. A candidate for doctoral studies, the direct track towards the PhD degree, and preliminary research studies shall register through the online registration portal.

10.11.2. Following registration the application shall be transferred to the discretion of the departmental committee of the relevant department.

10.11.3. The departmental committee shall discuss admission of the candidate according to his documents.

10.11.4. The Departmental Committee shall transfer to the Dean of Graduate Studies its recommendation to accept the candidate.

10.12. The file of the doctoral studies candidate shall include:

10.12.1. Copies of the bachelor's degree and master's degree diplomas.

10.12.2. Certified transcripts of the bachelor's and master's degree.

10.12.3. If required, a copy of the final research paper (thesis) and articles that the candidate published in professional journals.

10.12.4. Written approval regarding the supervisor's consent for the doctoral dissertation.

10.12.5. At least two letters of recommendation from academic faculty members, sent directly by the references to the departmental committee. One of the letters of recommendation shall be on behalf of the final research paper (thesis) supervisor.

10.12.6. Candidate's statement of purposes regarding the proposed research subject, approved by the intended supervisor.

10.12.7. Candidate's CV in Hebrew and in English.

10.12.8. Summary of the research subject in English.

10.13. The file of the candidate for admission to the direct track towards the PhD degree shall include:

- 10.13.1. Copies of the bachelor's degree diploma.
- 10.13.2. Certified transcript of the bachelor's degree and an updated transcript towards the master's degree, if any.
- 10.13.3. Written approval regarding the supervisor's consent for the doctoral dissertation.
- 10.13.4. At least two letters of recommendation from academic faculty members, sent directly by the references to the departmental committee.
- 10.13.5. Candidate's statement of purposes regarding the proposed research subject, approved by the intended supervisor.
- 10.13.6. Candidate's CV in Hebrew and in English.
- 10.13.7. Summary of the research subject in English.
- 10.14. The file of the candidate for admission to preliminary research studies shall include:
 - 10.14.1. Copies of the bachelor's degree and master's degree diplomas.
 - 10.14.2. Certified transcripts of bachelor's and master's degree.
 - 10.14.3. Written approval regarding the supervisor(s) consent for the final research paper (thesis).
 - 10.14.4. The intended research subject.
- 10.15. The departmental committee is entitled to impose additional requirements on the candidate such as: entry exams, personal questionnaire, personal interview, previous work experience, additional letters of reference, and any other requirement which assists the department in the decision of admitting the candidate.
- 10.16. Applications for doctoral studies or the direct track towards the PhD degree in departments which do not have a doctorate program shall be submitted directly to the graduate studies authority and shall be discussed within the framework of the general university committee for research students.
- 10.17. If the candidate's file has been approved by the Graduate Studies Authority, the candidate's file shall be transferred to the registration department at the students administration division, which shall send the candidate confirmation of receipt.
- 10.18. If the candidate's file has been rejected by the departmental committee, the decision shall be directly transferred to the registration department at the students

administration division, which shall send a rejection notice to the candidate.

- 10.19. Candidates admitted to doctoral studies may begin their studies at the beginning of the winter or spring semester.
- 10.20. Students in all tracks are obligated to consultation and registration for each year during the course of studies. Notice regarding the dates of consultation and registration shall be sent to all students during summer vacation by the students administration division.
- 10.21. Documents (transcripts and diplomas of bachelor's and master's degrees) of candidates who have graduated from accredited universities abroad, including graduates from universities with branches in Israel operating with the approval of the Council of Higher Education, shall be submitted to the Graduate Studies Authority for examining compliance thereof with the terms for admission. Such candidates shall be required to pass the general GRE test and be in the 70% percentile of each of the test's three units. Passing this test constitutes a registration condition and one of the terms of admission.
- 10.22. Should the Dean of Graduate Studies determine that the documents comply with the terms of admission according to these regulations, the candidate's file shall be transferred for deliberation by the departmental committee.
- 10.23. Notwithstanding the aforesaid, the Dean of Graduate Studies, with the recommendation of the departmental committee, may determine that instead of passing the GRE test, the candidate shall be required to complete at least four courses determined by the departmental committee with an overall scope of 16 credits with an average grade of at least 80, provided that one of the said courses shall be level 3 and require writing a seminar paper.
- 10.24. The departments may add to the terms of admission, however may not lessen them, provided that the additional terms of admission were specified in the registration kit and were approved by the Graduate Studies Authority.

11. Course of Studies and Research

Doctoral Studies – Period of Studies

- 11.1. The duration of the studies towards a doctorate is four years, and it is divided into two stages: Research stage A and research stage B.

- 11.2. Research Stage A: the duration of studies in research stage A shall not exceed two years from the academic semester in which the student was admitted (including semester/summer vacation). During this study period, and no later than the end of the first academic year, the student shall be required to prepare the research proposal, receive the supervisor's consent for the proposal, and submit it for review of the departmental committee, and fulfill other requirements imposed on him by the departmental committee.
- 11.3. Research stage B: the duration of studies in the research stage B shall be the period of time between the conclusion of research stage A and up to four years from the commencement of the semester in which the student was admitted for doctoral studies. During this study period, the student shall be required to complete writing the doctoral dissertation, receive the supervisor's consent (and the supervisory committee, if appointed), consent of the departmental committee, and submit it to the Graduate Studies Authority for the purpose of final evaluation.

Doctoral Studies – Study Quota

- 11.4. The departmental committee, in consultation with the doctoral dissertation supervisor, shall determine the academic schedule and scope thereof for research student. The scope of the schedule shall not exceed 16 credit and no more than four courses. The committee can demand that the student take an exam (whether written or oral) in the classes which he is required to attend. In the seminars there is only a requirement of active participation.
- 11.5. The departmental committees may require proficiency in foreign languages in accordance with the field of expertise and research.

Doctoral Studies – Submission and Approval of the Research Proposal

- 11.6. The doctorate research proposal, including the subject of the doctoral dissertation, a detailed research plan and relevant bibliography, shall be submitted in writing or in electronic form to the departmental committee or to the general university committee for research students (as applicable) along with the approval of the supervisor. Such approval shall refer to the student's research proposal and his ability to perform the proposed research.
- 11.7. A student wishing to submit his doctoral dissertation in the format of a dissertation by publications may present his application to the departmental committee or to the general university committee (as applicable) upon approval of the research proposal, provided that he has obtained the supervisor's approval.

- 11.8. Examining the proposal is the responsibility of the departmental committee or the general university committee for research students (as applicable), which may approve the proposal, reject it, or require corrections and changes, while taking into account the evaluation of the supervisor or additional researchers at the University of Haifa and outside the University. The decision of the departmental committee shall be transferred to the Graduate Studies Authority.
- 11.9. A student may change his research subject, reduce or expand it with the consent of the supervisor and with the approval of the departmental committee or the general university committee for research students (as applicable).
- 11.10. Doctoral research proposals, reader comments and reference of the author and/or supervisor to said comments shall be kept at the secretariat of the department where the student is studying for a period of five years at least and shall be available for review in accordance with the decision of the head of the department.
- 11.11. If requested, the doctoral student shall be required to provide the doctoral dissertation supervisor the raw research material, whether during the course of writing the doctoral dissertation or whether after its submission. After approval of the doctoral dissertation, the student must leave the raw research material available to the supervisor for a period of no less than three years from the submission date.

Doctoral Studies – Progress Report

- 11.12. Every doctoral student must submit to the departmental committee or the general university committee for research students (as applicable) an annual progress report approved by the supervisor at the beginning of each academic year. A copy of the report shall be sent by the department to the Graduate Studies Authority.

Doctoral Studies – Academic Probation

- 11.13. Upon the recommendation of the departmental committee or the general university committee for research students (as applicable), the Dean of Graduate Studies may terminate the studies of a student on academic probation.
- 11.14. A student shall be defined as on academic probation in one of the following cases:
- 11.14.1. A student who failed to submit his research proposal until the end of the first year of studies (including semester/summer vacation) and who was not granted an academic extension.
- 11.14.2. A student who was granted an academic extension and his research proposal was not approved by the end of the second year of studies (including

the semester/summer vacation).

- 11.14.3. A stage B research student who failed to submit an annual progress report at the beginning of each academic year.
- 11.14.4. A student who failed to submit his doctoral dissertation for final evaluation within four years from the beginning of the semester in which he was admitted, and who was not granted an academic extension.
- 11.14.5. A student who failed to return to his studies at the end of an approved leave of absence and for whom an extension of leave was not approved by the Graduate Studies Authority.
- 11.14.6. A student who failed to duly participate in consultation and registration in each of the academic years of his degree.
- 11.14.7. A student who failed to maintain contact with the supervisor for a period of six months or more.

Direct Track towards the PhD Degree

- 11.15. The duration of studies in the direct track towards the PhD degree is five years, and it is divided into two stages: the graduate studies stage and the doctoral studies stage.
- 11.16. The graduate studies stage of the direct track towards the PhD degree shall not exceed two years for a student that was accepted to the track immediately upon conclusion of bachelor's degree studies, and shall not exceed one year for a student accepted to the track after completion of one academic year towards a master's degree. During the graduate studies stage in the direct track towards the PhD degree, the student must meet the following requirements:
 - 11.16.1. Completing courses with a numeric grade at a scope of at least 26 credits at a master's degree level, and completing them with a weighted average grade of at least 90.
 - 11.16.2. Submitting two seminar papers or an equivalent alternative determined by the department. The student must achieve a grade of at least 90 in each of the seminar papers or the determined alternative.
 - 11.16.3. Submitting a research proposal for a doctorate no later than the beginning of the fourth semester of studies for a student accepted to the track directly after completing bachelor's degree studies, and no later than the beginning of

the second semester for a student accepted to the track after completion one year of master's degree studies.

- 11.17. The conditions for advancing from first year of the graduate studies stage to the second year are the completion of courses with a numerical grade in a scope of half of the study program in the relevant department with a weighted grade of at least 90, and submission of a seminar paper that has received a grade of at least 90.
- 11.18. Upon receiving approval for the doctorate research proposal, and meeting the abovementioned academic requirements of the graduate studies stage, the student shall receive a university graduate degree in the direct track towards the PhD degree.
- 11.19. Upon receiving approval for the doctorate research proposal, and meeting all of the abovementioned academic duties of the graduate studies stage, the student shall transfer to the doctoral studies stage of the direct track towards the PhD degree. The duration of studies in this stage shall not exceed three years. During this stage, the student shall be required to complete the doctoral studies program according to the department's determination, complete writing the doctoral dissertation, obtain approval of the supervisor (and the supervisory committee, if appointed), obtain approval of the departmental committee, and submit it to the Graduate Studies Authority for final evaluation.
- 11.20. A student wishing to terminate studies in the direct track towards the PhD degree and complete graduate studies, shall be entitled to do so provided that his entitlement to a master's degree in the direct track has not yet been approved. In this case, the student must complete the study quota and other obligations required for receiving a master's degree in track A (with a research paper (thesis) or track B, as applicable.

Direct Track towards the PhD Degree– Academic Probation

- 11.21. Upon the recommendation of the departmental committee or the general university committee for research students (as applicable), the Dean of Graduate Studies may terminate the studies of a student in the direct track towards the PhD degree if found to be on academic probation.
- 11.22. A student in the direct track towards the PhD degree shall be defined as a student on academic probation in one of the following cases:
- 11.22.1. A student who failed to submit his research proposal until the beginning of the fourth semester of studies for a student accepted to the direct track after completing a bachelor's degree, and no later than the beginning of the second

- semester for a student accepted to the track upon completing one academic year towards a master's degree;
- 11.22.2. A student who failed to meet the requirements for advancing from the first year to the second year in the graduate studies stage of the direct track towards the PhD degree;
- 11.22.3. A student who failed to complete within two years the requirements of the graduate studies stage of the direct track towards the PhD degree;
- 11.22.4. A student who failed to submit his doctoral dissertation for final evaluation within three years from advancing to the doctorate studies stage without being granted an academic extension of studies.
- 11.23. A student who failed to complete within two years the requirements of the graduate studies stage for the direct track towards the PhD degree, shall be transferred to the regular studies track for a master's degree.
- 11.24. An academic extension of studies shall not be approved for students in the direct track towards the PhD degree in the graduate studies stage, except for a student who is absent due to an entitling event.

Preliminary Research Studies

- 11.25. The duration of studies in the preliminary research studies track is one year only. At the recommendation of the supervisor and the departmental committee, and for special reasons that shall be recorded, the Dean of Graduate Studies may extend the period of studies by one additional year only.
- 11.26. During the course of studies in this track, the student shall be required to complete writing a final research paper (thesis) and, if required, meet the course of studies prescribed by the departmental committee.
- 11.27. Completion of studies in the preliminary research track does not constitute automatic admission to doctoral studies. Upon completion of studies in the track, the candidate may submit his candidacy for doctoral studies.

12. Submitting the Doctoral Dissertation and the Evaluation Process

General

- 12.1. The doctoral dissertation shall be performed at the University of Haifa. Permission to perform the doctoral dissertation at another scientific institute in Israel or abroad requires approval of the supervisor, the departmental committee, and the Dean of Graduate Studies.
- 12.2. The student shall prepare the doctoral dissertation in accordance with the *instructions for writing the final research paper (thesis) and doctorate*, as may be amended from time to time (**Annex A** to these regulations).
- 12.3. Upon completion of the studies and the research, the doctoral dissertation shall be submitted to the departmental committee or to the general university committee for research students (as applicable), together with a declaration of the student and the supervisor regarding the format of the doctoral dissertation and the components of its chapters, for final approval of the departmental committee and/or the general university committee for research students.
- 12.4. The doctoral dissertation shall be submitted in one of the following two formats:
 - 12.4.1. Monograph, as defined in Section 1 above.
 - 12.4.2. A Dissertation by publications, as defined in Section 1 above.
- 12.5. The choice of the format for submitting the doctoral dissertation (Monograph or Dissertation by publications) is conferred to the student and the supervisor and is subject to approval of the departmental committee or the general university committee for research students. The student shall submit his request regarding the format of the doctoral dissertation upon approval of the research proposal.
- 12.6. The scope of the doctoral dissertation shall not exceed 350 pages, not including bibliography and annexes.
- 12.7. Should the departmental committee or the general university committee for research students find that all of the conditions for submitting the doctoral dissertation have been fulfilled, the doctoral dissertation shall be transferred to the Graduate Studies Authority prior to the evaluation process, along with a list of the referees approved by it.
- 12.8. The Graduate Studies Authority shall send the doctoral dissertation to final evaluation

according to the doctoral dissertation format (Monograph or Dissertation by Publications) as specified in Section 9.7 above.

- 12.9. If the student requested to submit a confidential doctoral dissertation, his request shall be discussed by a committee comprised as follows: the Rector or a representative on its behalf, the Dean of Graduate Studies, and the Dean of the relevant faculty. The Rector shall report to the Senate regarding the number of confidential doctoral dissertations that were approved during each academic year.

Language of the Essay (Monograph and Dissertation by Publications)

- 12.10. The research proposal and the doctoral dissertation shall be submitted in the Hebrew language.
- 12.11. In view of the status of the English language in academia, the student may, after having received approval of the supervisor, submit the research proposal and the doctoral dissertation in English.
- 12.12. In fields of research in which the availability of referees with proficiency in Hebrew is limited, the departmental committee or the general university committee for research students may (as applicable), with consultation with and consent of the supervisor, may require the statement of purposes, the research proposal, and the doctoral dissertation be submitted in English.
- 12.13. If the doctoral dissertation is submitted to a department in which the language of instruction is not Hebrew, the student may, with the supervisor's consent, submit the doctoral dissertation in the department's language of instruction without being required to request prior approval for doing so.
- 12.14. A student requesting to write the research proposal and the doctoral dissertation in another language, due to the doctoral dissertation dealing with said language or with literature/culture related to such language, shall submit his request after having received the supervisor's consent to the departmental committee or the general university committee for research students, which shall provide its recommend to the Dean of Graduate Studies, while considering the availability of referees in the field.
- 12.15. The doctoral dissertation shall be written in one language only.
- 12.16. All doctoral dissertations shall include cover pages and abstracts in both Hebrew and English.

Doctoral Dissertation by Publication – Structure

- 12.17. For the purpose of a doctoral dissertation by publication, only periodicals accepted as ranked professional journals shall be recognized, or appearing in the list of journals recognized by the department and/or the relevant school and as accepted worldwide in the relevant discipline for the doctoral dissertation. In situations in which there is no such ranking or list of professional journals, the journal shall be recognized for the purpose of a doctoral dissertation by publication only after consultation of the supervisor with the head of the departmental committee and approval by the Dean of Graduate Studies.
- 12.18. The departmental committee may increase the aforementioned requirements, provided that the minimum number of publications shall not exceed three.
- 12.19. In addition to the series of publications constituting the dissertation by publications, the doctoral dissertation shall include the following additional parts:
- 12.19.1. An abstract that shall include a short description of the problem being researched, a summary of the scientific and rationale background, research questions/hypotheses, subjects/participants, methodology, outcomes, and main conclusions.
- 12.19.2. A chapter describing the organizational structure of the doctoral dissertation and including a rationale for the inclusion of each of the publications, the conceptual and methodological context between the publications, and additional information for leading the reader to a holistic evaluation of the entire body of research.
- 12.19.3. An integrative introductory chapter (theoretical framework of the research, objectives of the research, type/methodology of research, theories, primary findings, theoretical and practical contributions of the research).
- 12.19.4. The series of publications, including a list of authors, information relating to the journal's rating, documented proof regarding the status of the publication, a statement of joint writers (statement of authorship), and an official approval from the journal/scientific book regarding the status of the publication.
- 12.19.5. Interweaving text (in needed), to the extent required, for the purpose of creating integration between the sections of the doctoral dissertation.
- 12.19.6. An integrative summary covering all findings of the research, addressing its significance and contribution and discussing its limitations.

- 12.19.7. If needed, additional information that reinforces the research but has not been published shall be attached as an annex to the doctoral dissertation.
- 12.19.8. An additional bibliography that does not belong to the publications and is quoted in other parts of the doctoral dissertation.
- 12.19.9. Related material, annexes originally constituting part of the publications, material that was collected during the period that has lapsed from the time of publication and until submission of the doctoral dissertation, and material that had to be deleted from publication due to the requirements of the scientific journal/ book – shall appear at the end of the relevant chapter of the doctoral dissertation.

Dissertation by Publications – Partnering with Additional Authors

- 12.20. The doctoral dissertation is an expression of the student's planning and performance of original and independent research. Therefore, the student is the first author of each of the articles. In relevant fields of research, the order of authors shall be as customary in the field, and the inclusion of the article in the research student's doctoral dissertation shall require approval of the departmental committee.
- 12.21. It is possible to include in the doctoral dissertation a publication(s) with an author who is not the supervisor of the doctoral dissertation, subject to the supervisor's written approval.
- 12.22. A dissertation by publication may include only one publication in which the student is an equal contributor.
- 12.23. An article authored by equal contribution with another research student may be included in the doctoral dissertation of both students only provided that the article has been accepted for publication in a journal that is approved in advance by the departmental committee.

Dissertation by Publications – Change of Status of Publications after Submission of the Dissertation for Final Evaluation

- 12.24. The student and the supervisor are responsible for informing the Graduate Studies Authority as to whether an article (one or more) submitted for publication or a chapter of a book, were accepted for publication while the doctoral dissertation is in the evaluation process. The Graduate Studies Authority shall inform the referees of the aforementioned.

Dissertation by Publications – Amendments

- 12.25. Reference made by a student to the comments of the referee(s) regarding parts of the doctoral dissertation that were accepted for publication or were published, shall be submitted to the departmental committee and to the Dean of Graduate Studies, and shall be attached as an annex to the doctoral dissertation.
- 12.26. Amendments made by the student in accordance with the referees' comments regarding parts of the doctoral dissertation that were sent for publication shall be integrated in the amended doctoral dissertation at the end of the relevant chapter under an 'Amendments' section.

The Referees Report (Monograph and Dissertation by Publications)

- 12.27. Each of the referees shall provide his evaluation on the doctoral dissertation. The evaluation shall be delivered directly to the Graduate Studies Authority. Report received from a referee shall not be provided for review of another referee of the doctoral dissertation.
- 12.28. The evaluation report shall address the following aspects:
- 12.28.1. Content and importance;
 - Scientific relevance and importance
 - Theoretical framework
 - Analytical framework and research tools
 - Quality and scope of the findings
 - Quality of the discussion and contribution to the research field
 - Innovation and quality of ideas
 - 12.28.2. Coherence, language, and structure:
 - Clarity of presenting the findings
 - Quality of the scientific language
 - 12.28.3. Final recommendation regarding approval of the doctoral dissertation

Deliberation of the Referees' Reports (Monography and Dissertation by Publications)

- 12.29. The referees' reports shall be transferred by the Dean of Graduate Studies to the departmental committee. Research student conducting research within the framework of the general university committee for research students shall receive the referees' reports directly from the Graduate Studies Authority. A copy of the reports shall be

- provided to the supervisor. The evaluation reports shall be sent anonymously unless any of the referees allowed his name to be disclosed.
- 12.30. Once the departmental committee's reference is provided with respect to the evaluation reports, they shall be transferred to the research student via the Graduate Studies Authority.
- 12.31. In coordination with the supervisor, the research student shall be requested to address the comments of the referees and/or amend the doctoral dissertation (as applicable), and submit to the departmental committee a document detailing which amendments were made in the doctoral dissertation and where they were made. If there are comments with respect to which the supervisor and the student decided not to make changes, the student must explain the reasons for such.
- 12.32. As necessary and in accordance with the evaluation reports, the corrected doctoral dissertation shall be sent for re-evaluation. The referee shall determine whether the doctoral dissertation, in its new form, is fit of being accepted as a doctoral dissertation.
- 12.33. The maximum period of time for performing amendments requested by the referees is one year only from the date the evaluation reports were provided for the student's review. Deviation from such period requires the approval of the Dean of Graduate Studies.
- 12.34. Upon the completion of the evaluation process, the departmental committee or the general university committee for research students shall recommend to the Dean of Graduate Studies whether the research student should be awarded the degree.
- 12.35. The Dean of Graduate Studies shall approve the award of "Doctor of Philosophy" degree on behalf of the University of Haifa.
- 12.36. Numeric grades shall not be given to the doctoral dissertation.
- 12.37. Upon the completion of the evaluation process, the student shall transfer to the secretariat of the department or to the head of the doctoral studies department in the Graduate Studies Authority, three printed and bound copies of the doctoral dissertation, approved and signed by the supervisor and the chairman of the departmental committee. Additionally, a digital copy of the doctoral dissertation shall be transferred. All copies shall be transferred by the Graduate Studies Authority to the university library upon the conclusion of process of approving the degree. Provision of hard copies and a digital copy of the doctoral dissertation constitute a condition for granting the doctoral degree.

- 12.38. The graduation batch of those receiving the “Doctor of Philosophy” degree in an academic year shall close two months prior to the date of the graduation ceremony, as shall be published by the Graduate Studies Authority.

Declining Approval of a Doctoral Dissertation

- 12.39. If one of the referees determines that the doctoral dissertation should not be accepted as a doctoral dissertation, the research student shall be required by the Dean of Graduate Studies to amend the doctoral dissertation in accordance with the evaluation report. The amended doctoral dissertation shall be submitted for additional review in accordance with the decision of the Dean of Graduate Studies. If it is determined in the additional review that substantial revisions in the doctoral dissertation are required, the departmental committee may choose not to allow an additional round of amendments.
- 12.40. If it is found in the additional review process that the dissertation that was submitted for evaluation is fit for being accepted as a doctoral dissertation, whether in its current form or subject to implementing minor amendments, the evaluation process shall continue as specified above.
- 12.41. If it is found in the additional review process that the amended doctoral dissertation requires substantial revisions prior to approval, the Dean of Graduate Studies shall determine, after receiving the recommendation of the departmental committee or the general university committee for research students, whether to allow an additional round of revisions. Should an additional round of revisions not be approved, then the doctoral dissertation shall not be approved. The Dean of Graduate Studies shall provide written notice to such effect to the student.
- 12.42. If the Dean of Graduate Studies decided not to approve the doctoral dissertation, the research student shall be entitled to appeal the decision in writing within three months of being informed that the doctoral dissertation is not approved. Hearing the appeal shall be before the Rector or by an ad hoc committee appointed for such purpose which does not include the Dean of Graduate Studies. The decision of the Rector or the committee (as applicable) on the matter of the appeal shall be final.

Duration of the Evaluation Process

- 12.43. The referee report shall be delivered by the referee no later than two months from the date on which he was presented the doctoral dissertation. If this period coincides with the summer vacation, the referee shall receive an extension of one additional month.

- 12.44. If after the aforementioned period the referee's report is not received, the matter shall be handled by the Dean of Graduate Studies.

13. Miscellaneous

Suspension and Renewal of Studies

- 13.1. A student who wishes to suspend studies shall inform the Graduate Studies Authority and the relevant department of such in writing.
- 13.2. The departmental committee may recommend to the Dean of Graduate Studies suspension of studies of a student on academic probation. A decision regarding suspension of studies due to academic probation shall be made by the Dean of Graduate Studies, whether or not the recommendation of the departmental committee was received in this respect.
- 13.3. Stage A research students and students in their preliminary research studies whose studies were suspended (per their request, per the department's decision or the decision of the Dean of Graduate Studies), may apply to the doctoral degree departmental committee with a request to be reinstated and a decision on such a request shall be made by the Dean of Graduate Studies after having received the recommendation of the departmental committee. The Dean of Graduate Studies may stipulate reinstatement upon conditions.
- 13.4. Stage B research students whose studies were suspended per their request, per the department's decision or the decision of the Dean of Graduate Studies, may apply to the departmental committee with a request to be reinstated. A decision on such a request shall be made by the Dean of Graduate Studies after having received the recommendation of the departmental committee. The Dean of Graduate Studies may stipulate reinstatement upon conditions.

Extending the Study Period

- 13.5. A student who failed to submit a research proposal or a doctoral dissertation within the period of time for doing so set forth in these regulations, may apply to the Dean of Graduate Studies with a request to extend studies for a period of one semester or a full academic year. The request shall be accompanied by the opinion of the supervisor and the departmental committee.
- 13.6. The Dean of Graduate Studies shall review every request and decide whether to approve it, and for what period of time.

- 13.7. A student who did not receive approval to extend his studies shall have his studies suspended by the Dean of Graduate Studies.
- 13.8. A student who was absent due to an entitling event shall be eligible to extend his studies for two semesters at most.
- 13.9. A student who was absent due to an entitling event on the date determined for submitting the research proposals shall be permitted to submit the research proposal subject to the supervisor(s) decision up to seven weeks after the end of the period of absence. The date of completing the degree (submitting the doctoral dissertation) shall be extended in accordance with the permitted leave of absence, without paying overhead, until a year from the customary date for completing the degree.

Study Vacation

- 13.10. A student may apply to the Dean of Graduate Studies during the course of the period of studies set forth in Section 11.1 with a request for a study vacation for a period of up to one full academic year. The request shall be accompanied by the recommendation of the supervisor and the departmental committee. The Dean of Graduate Studies may, for reasons that shall be recorded, approve the study vacation for students that have exceeded from the framework of four years of studying towards the degree.
- 13.11. Should the study vacation be approved, the dates set forth in these regulations shall be postponed according to the period of the vacation.
- 13.12. A study vacation shall be granted only to students in good standing.
- 13.13. Students who do not return to their studies upon conclusion of the approved vacation shall have their studies suspended.

Intellectual Property, Patents, Inventions and Copyrights

- 13.14. The provisions of the University of Haifa's intellectual property protocol/regulations, as in effect from time to time, shall apply to all doctoral students, constitute an integral part of these regulations, and in the event of discrepancy shall take precedent over these provisions. Without derogating from the generality of this rule, the following provisions set forth hereunder shall also apply:
 - 13.14.1. A doctoral graduate of the University of Haifa, whose doctoral dissertation was approved by the University's authorized academic institutes, may publish

the results of his research, all or part, subject to the approval of the supervisor, and while noting that the doctoral dissertation was written at the University of Haifa as part of the fulfillment of his duties towards the degree. The name and title of the supervisor shall be noted on each publication of the doctoral dissertation or research findings, unless the supervisor has waived this right or if the inclusion of his name is not acceptable practice in the relevant discipline. Depositing the doctoral dissertation at the University library ensures the publicity of the research findings and is intended to guarantee the free dissemination of knowledge.

- 13.14.2. A graduate whose doctoral dissertation was approved as aforementioned may request that his doctoral dissertation not be provided to the library and not quoted, if it is confidential or if it is the subject of a patent registration, as stated in Section B hereunder. In this case the author shall draft a letter in which he explains his request and notes the time period which he is requesting to delay publication of his doctoral dissertation. The Dean of Graduate Studies is authorized to decide the aforementioned, after considering the reasons of the request. In any event, the Dean of Graduate Studies must limit his decision to a defined period, while ensuring compliance with privilege laws wherever necessary. The University reserves its right to publish summaries of doctoral dissertations wherever it deems fit.
- 13.14.3. Papers and/or research which serve as a subject for patents, inventions or for deriving 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.
- 13.14.4. Partial or full publication of doctoral dissertations before they are submitted to final evaluation shall be done with the approval of the supervisor(s). The supervisor and the student shall determine together whether the publication shall be mutual to all or any of them.
- 13.14.5. The student must receive prior approval from the supervisor(s) for the partial publication of the research findings before submitting the doctoral dissertation to final evaluation. Such approval requirement also applies after submitting the doctoral dissertation to final evaluation.
- 13.14.6. If the supervisor made data, findings, information, or other materials related to the doctoral dissertation available to the student – the ownership thereof shall remain in the hands of the supervisor or the university, and they shall be returned upon first request by the supervisor or the university. Any

publication of the doctoral dissertation 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 “Doctor of Philosophy” degree. If no restriction was imposed on the publication of the research findings at the aforementioned stage, the graduate shall be entitled to publish the findings of his research (as stated above) while noting that the research was performed at the University of Haifa as part of the requirements towards receiving a “Doctor of Philosophy” degree. A student authoring a doctoral dissertation is exclusively responsible for the data on which his doctoral dissertation is based, the collection thereof and the integrity of their presentation, with all that is entailed.

- 13.14.7. In the event of a dispute regarding the subject matter of the above sections, the appellant shall contact the Dean of Graduate Studies who shall appoint an ad hoc arbitration committee in accordance with his discretion provided the University of Haifa’s intellectual property protocol/regulations do not instruct otherwise. The decision of the arbitration committee is final.