

Postdoctoral Scholarships Regulations

January 2018

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 well-known academic institutes 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 Head of Postdoctoral Scholarships shall forward the post-doctoral student's file to the Post-Doctoral Scholarship Committee which shall

recommend whether to award the post-doctoral student a postdoctoral 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 which do not qualify under the conditions of the Call for Proposals or if all of applicant's required documents have not been submitted as part of his or her application.

1.7. The applicants shall receive an answer from the Head of Postdoctoral Scholarships in the University's 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 judgement and has enclosed to the application file a formal certificate of submission, but has not yet received a certificate of graduation to a doctorate degree, is entitled to submit his/her candidacy for 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.

3. Rights

3.1. A post-doctoral 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 (the cost of renting of the room shall on the expense of the post-doctoral student).

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 trainings 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. The post-doctoral scholarship shall be awarded by the Graduate Studies Authority for a period of 12 months, with a possibility of extension of one additional year only, subject to the approval of the Post-Doctoral Scholarship Committee. The above notwithstanding, a post-doctoral scholarship from external sources outside of the University can be awarded according to a academic advisor's recommendation by the Graduate Studies Committee for a period that must not exceed three consecutive years.

5.3. Post-doctoral scholarships awarded to post-doctoral students shall not exceed 15,000 N.I.S. per month ("**scholarship ceiling**").

5.4. 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.

5.5. 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.

5.6. 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, will dedicate most of his/her time and effort to research, and will not engage during this period in any additional job, paid or unpaid. In special cases, it is possible to authorize a teaching job at the university, to an extent of 2-8 weekly hours, provided that it does not significantly affect the post-doctoral training.

6.2. The above-mentioned employment shall be paid and taxable legally, whether by withholding tax or by other means.

6.3. The authorization for further employment will be granted by the Graduate Studies Authority, after consultation with the supervisor and the Faculty Dean.

6.4. Notwithstanding the above-mentioned, a post-doctoral scholarship recipient can submit to the Dean of Graduate Studies a request to allow additional employment for an institution other than the University of Haifa. Such a request requires a written and signed declaration of the post-doctoral student that he commits to reporting to the Tax Authority about such additional employment and to paying tax accordingly. Authorization of such a request is subject to the Rector's approval.

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 which comprises of: the CEO and President of the University, the University's 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 the number of hours stated above in section 6, or not within the framework of academic teaching;

7.2.2. Start or completion deadlines of the post-doctoral training;

- 7.2.3. Requests for exceptional payments above from the scholarship ceiling; or
7.2.4. Additional exceptional cases;

7.3. 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.