

# THE REGULATIONS FOR RESEARCH STUDENTS

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The Regulations for Research Students present specific issues related to Ph.D. students, however other Regulations concerning students of the Hebrew University, such as NAHAL (regulations related to studies), tuition regulations, Students' conduct etc. apply to Ph.D. students as well.

## 1. Nature of the Studies and their Purpose

1.1 The studies towards the degree "Doctor of Philosophy" (Ph.D.) constitute the highest stage in studies towards a degree at the Hebrew University.

A student who is admitted to studies towards a doctoral degree as above, shall be called a "research student".

1.2 The program of studies includes:

- [a] Supplementary studies (including study of languages);
- [b] Writing of a scholarly composition (hereinafter: "doctoral dissertation").

1.3 The doctoral dissertation is a research work which makes an original and significant contribution to the advancement of science, and which is written in accordance with the rules of structure, terminology and style customary in the literature of a given academic field.

## 2. The Authority for Research Students

2.1 The Authority for Research Students, which is appointed by the Standing Committee of the Senate, is the highest academic body dealing with research students at the Hebrew University.

The Authority is responsible to the Senate and the Rector for the standard of doctoral dissertations, and it is responsible for monitoring the level of instruction required for the research students.

The Authority shall strive for the nurturing of excellence in doctoral studies, and it shall initiate steps to attract excellent students from among the students of the Hebrew University and other universities in Israel and abroad. The Authority shall assist in the process of allocating scholarships and awards to research students.

- 2.2 The Authority for Research Students is divided into two Committees and each one has its own Chairperson.

The Committee for Non-Experimental Sciences deals with topics in the fields of Humanities, Social Sciences, Law, Education, Social Work and Business Administration.

The Committee for Experimental Sciences deals with topics in the fields of Natural Sciences (including Mathematics and Computer Sciences), Brain Sciences, Agriculture and the Medical Sciences.

The number of the Authority Committees' members and their terms of office shall be determined by the Standing Committee of the Senate, which shall appoint the Chairpersons for both Committees and their members. The Chairpersons of the two Committees shall serve alternately in the position of Chairperson of the Authority.

The two Chairpersons of the Committees shall be ex-officio members of the Senate.

- 2.3 If a topic for a doctoral dissertation is proposed that relates to two fields, each field belonging to a different Committee, the Chairpersons shall determine together which of the Committees will deal with the research student.
- 2.4 The two Committees shall hold joint meetings when necessary, mainly for the purpose of discussing matters of principle that relate to both of them.
- 2.5 The main functions of the Authority for Research Students are:
- [a] To approve proposals of research topics, research programs, supplementary studies and supervisors;
  - [b] To appoint Advisory Committees (see below also article 2.7);
  - [c] To approve decisions of the Advisory Committees, and to discuss appeals on these decisions;
  - [d] To follow up on the progress of the research;
  - [e] To terminate the studies of a research student;
  - [f] To appoint referees for doctoral dissertations;
  - [g] To approve doctoral dissertations, after discussion of the referees' opinions;
  - [h] To propose amendments to the Regulations for Research Students and to determine ongoing work procedures.
- 2.6 The decisions of the Committees shall be made with a regular majority of votes of those present. The quorum shall be 2/3 of the number of members of the Committee.

## 2.7 Doctoral Field Committees

2.7.1 The Doctoral Field Committees are designed to strengthen the ties between the research student and the discipline in which he operates. The Committee will belong to the disciplinary field and the Faculty and will be subject to the regulations of the Authority for Research Students and its supervision.

### 2.7.2 The Functions of the Doctoral Field Committees

The Doctoral Field Committees will be responsible for:

- a) Accepting students for research studies in the field;
- b) Examining the connection of the student with his supervisor and approving it;
- c) In the non-experimental sciences the Field Committee will approve the composition of the Advisory Committee of each student.

### 2.7.3 The Structure of the Doctoral Field Committee

- a) The composition of the Doctoral Field Committee shall be determined anew each year by the relevant academic unit and shall be approved by the Dean of the Faculty.
- b) There will be at least three members with tenure in the University in each Committee.
- c) In each field a staff member will be appointed to be responsible for the research teaching in the field. This staff member shall be the Chairman of the Committee.

It is recommended that an additional member shall be responsible for the master's degree studies in the field (due to his acquaintance with the candidates for doctoral studies from the Hebrew University). It is recommended that the member of the Authority's Committee in the field, if there is such, shall be a member, or shall participate in the discussions of the Doctoral Field Committee.

## 3 **The Admission Requirements for Research Students**

3.1 Each Faculty is authorized to decide on the admission requirements and the process for determining the suitability of a candidate to commence studies for a doctoral degree. The Authority for Research Students shall approve this process. However, a candidate shall not be admitted as a research student if he does not meet at least one of the following conditions:

### Candidates from the Hebrew University

- [a] He studied at the Hebrew University and holds a Master's Degree with a thesis, with the following grades:  
Master's Degree - minimum grade 85;

Thesis - minimum grade 85.

Master's exam - (where applicable) minimum grade 85.

- [b] He holds the degree of "Doctor of Philosophy" or "Doctor of Laws" from the Hebrew University.
- [c] He holds the degree of "Doctor of Medicine", "Doctor of Dental Medicine" or "Doctor of Veterinary Medicine" from the Hebrew University, with a thesis grade of at least 85.
- [d] He completed his bachelor's degree at the Hebrew University with high grades and was permitted to continue directly to studies for a doctoral degree in the same field, without first being required to complete Master's degree studies. The level of achievement which will entitle a student to continue in this track shall be determined by each Faculty.
- [e] He proves in another manner that he has sufficient qualifications for research in the chosen field.

### 3.2 Candidates from other institutions

A candidate who completed his required studies in another institution may be admitted as a research student if he holds a diploma or academic degree and the level of his achievements is equal to that of a candidate who studied at the Hebrew University, as specified in section 3.1 (a). Sections 3.1 (b)-(e) will apply to graduates of other universities as well.

### 3.3 Preliminary research student (Mitmaheh)

A candidate whose qualifications fall only slightly below the requirements specified in sec. 3.1(a), but who is deemed capable of reaching the required level by means of studies at the Hebrew University over a period not exceeding two years, may register as a "preliminary" research student (mitmaheh); a mitmaheh will follow a special program of studies to be determined in consultation with his supervisor.

The program shall include preliminary supplementary studies which the mitmaheh must complete with a minimum grade of 85 (and not less than 80 in each course), and/or with a written paper equivalent to a master's thesis at the Hebrew University with the grade of 85. If he is accepted at a later date as a research student, this paper may be included as a chapter of his doctoral dissertation, as long as the student completed a Master's Degree with a thesis.

At the end of the period, the Authority for Research Students shall consider his admission as a research student based on the results of his studies.

## 4 The Course of Studies

The studies of a research student shall be comprised of two stages: Stage A and Stage B. Admission from Stage A to Stage B shall be at the earliest possible time, when it becomes clear that the topic and the research questions have been composed, that there is a preliminary conviction of preparedness for the thesis and that it is possible to estimate that there is a reasonable possibility for a worthwhile doctorate upon completion.

### 4.1 Stage A

- 4.1.1 A research student who is admitted for Stage A shall begin the preparation of a proposal for a research program that shall be submitted for the purpose of deliberation regarding the student's admission to Stage B. The student may submit the proposal for a research program within a few months from the date of his admission to Stage A, and not later than 18 months from this date.
- 4.1.2 The Authority for Research Students shall approve a Faculty member in the field of the doctoral dissertation, as a supervisor for the student in his doctoral dissertation (see section 5 for matters relating to the authorization of supervisors).
- 4.1.3 An Advisory Committee shall be set up for each research student during the course of Stage A of the studies at the time that the student and supervisor feel it necessary for progress in the research and not later than the start of the transition process to Stage B (about Advisory Committees and the process of appointment, see section 6 below).
- 4.1.4 A Stage A research student who completed preparation of his research proposal and received the approval of the supervisor, shall present it for approval by the Advisory Committee.

The Advisory Committee shall meet with the student to discuss the research program and the student's capability to carry out independent research, and it shall decide whether to approve the proposal as a program for a doctoral dissertation. The Advisory Committee shall also examine the student's knowledge of the field.

The examination of the knowledge of students with Master's degrees will cover the subjects related to the proposed research program, in order to evaluate the student's preparedness to embark on independent research.

The examination of the knowledge of students in the Direct Track who have not been tested in a comprehensive examination, and who

were admitted under sec. 3.1(d), or of students who change fields, will cover subjects not only related to the proposed research program but also more extensive material in the field.

4.1.5 In general, one may not include a Master's thesis as is as a chapter in the doctoral dissertation. However, a student may request to expand and rework a Master's thesis within the framework of a doctoral dissertation. The student must note clearly the intention to expand and elaborate in the proposal of the program for the doctoral dissertation and submit the Master's thesis to the Advisory Committee in addition to the research proposal. The Advisory Committee shall consider the student's request in its deliberation regarding approval of the research program and shall recommend how to handle this matter in its report to the Chairperson of the Committee of the Authority for Research Students. The Advisory Committee must ensure that the expansion is significant and that the doctoral dissertation makes a great contribution beyond the Master's thesis.

4.1.6 Confidential material

A research program relating to classified subjects or a program based on confidential sources will not be approved.

4.1.7 Supplementary studies

4.1.7.1

- a) A doctoral student, in addition to writing a dissertation, must participate in study activity of a scope of at least 12 credit points, hereinafter "supplementary studies".
- b) The supplementary study program shall be approved by the Advisory Committee when approving the research proposal and shall be sent to the Authority for Research Students.
- c) A student may begin to participate in courses with the approval of the supervisor, even before the Advisory Committee approves, however the student must take into account that the Committee may not necessarily approve every course that is studied in the course of Stage A.
- d) A research student studying in a course shall be required to meet all of the requirements of that course.
- e) A research student may take course/s in another academic institution in a scope that does not exceed 4 credit points.
- f) The research student must complete the supplementary studies not later than two years after approval of his

research program and admission to Stage B.

4.1.7.2 Supplementary studies shall include courses related to the unique subject of the student's research and that are needed for his research.

4.1.7.3 In addition to the above courses, the supplementary courses may also include:

- a) Participation in "expertise" courses designed to improve the quality of the research. These, for example, are courses of scientific writing, research proposal presentation, etc. The student may accumulate not more than two credit points in expertise courses, even if he took more.
- b) General university courses, for the purpose of broadening horizons. A student may accumulate not more than two credit points in such courses even if he took more.
- c) Participation in doctoral seminars. Every year of active participation shall entitle the student to two credit points. A student may accumulate not more than 4 credit points for participation in doctoral seminars even if he participated in them for more than two years.
- d) Participation in a Departmental seminar. The student may accumulate two credit points for participation in such a seminar even if he participated at a greater scope. One may not accumulate credits points for both articles (c) and (d).

4.1.7.4 The supervisor and the Advisory Committee may recommend a waiver of some of the supplementary courses. Their detailed recommendation shall be reviewed by the Authority for Research Students.

#### 4.1.8 Languages

4.1.8.1 Every research student shall be required to be sufficiently fluent for the purpose of scientific work in English.

4.1.8.2 . The Advisory Committee may, upon the recommendation of the supervisor, require the student to study any additional language necessary for his research. The student shall be required to pass a test in this additional language within two years of admission to Stage B.

4.1.8.3 A research student who did not receive his high school or academic education in an institution in which the language

of instruction is Hebrew, is required to pass a test to prove that he is sufficiently fluent in the Hebrew language. If his knowledge is deficient, he must take supplementary Hebrew language studies and pass an exemption test in Hebrew within two years of his admission to Stage A. The Authority for Research Students, upon the recommendation of the Advisory Committee, may exempt a student from the tests in Hebrew.

#### 4.1.9 The Report of the Advisory Committee

The Advisory Committee shall submit to the Authority for Research Students a Report on its deliberations not later than two months from the date of its appointment. The Report shall include details of:

- topics that were raised for discussion;
- evaluation of the student's preparedness;
- a proposal for the supplementary studies program, including languages;
- the decision regarding the topic of the dissertation and the research program (and in the event of disagreement, the different opinions expressed should be specified);
- signature of all members of the Advisory Committee. A member of the Advisory Committee may choose not to sign the Report, and attach a separate opinion for the Authority for Research Students.

4.1.10 The decisions of the Advisory Committee require the approval of the Authority for Research Students. The Authority shall notify the student and his supervisor of its decision. In the event of a negative decision, the Authority shall provide the student and his supervisor the reasons for this decision.

#### 4.1.11 The Right to Appeal

A research student and his supervisor may appeal the decision of the Advisory Committee before the Authority for Research Students. For the purpose of submitting the appeal, they may receive a document that will include the essence of the opinion of the Advisory Committee, and any other material that was submitted to the Authority and that is related to its decision.



## 4.2 Stage B

- 4.2.1 After approval of the research program and the supplementary studies program, the student shall be admitted to Stage B.
- 4.2.2 The supervisor shall advise the student about planning the research and carrying it out, shall monitor his progress and guide the student, as may be required, in composing the results and their presentation.
- 4.2.3 The Advisory Committee shall monitor the progress of the research. The frequency of the follow-up meetings and manner of reporting on them shall be determined by each of the Committees of the Authority for Research Students, after consultation with the relevant Faculty. The Advisory Committee shall meet with the student at least once more in the course of his doctoral dissertation work, after being admitted to Stage B.

In the follow-up meeting the student shall present in writing and/or orally the main points of his findings and his conclusions, and shall discuss them with the Advisory Committee.

The Advisory Committee shall present a Report to the Authority for Research Students on the follow-up meetings with the student. A member of the Advisory Committee may submit a separate report.

- 4.2.4 Each of the Committees of the Authority for Research Students, after consulting with the Faculty involved, and with its approval, is entitled to require that all research students from the Faculty who are in the final stages of their dissertations must make an oral presentation at their department on the progress of their research. An evaluation of the presentation shall be submitted to the Authority for Research Students. The procedures for submitting the evaluation shall be determined separately by each Committee of the Authority for Research Students.
- 4.2.5 A research student is entitled to change the topic of his research, as well as to narrow or expand its scope with the approval of the supervisor and the Advisory Committee. In the event of a change in the topic, the Advisory Committee shall decide whether and to what extent the period that preceded this change of the topic shall be counted towards the student's total period of study. This decision will require the approval of the Authority for Research Students.
- 4.2.6 The supervisor and/or the majority of the Advisory Committee that is not pleased with the student's progress may suggest to the Authority for Research Students that the student's research be terminated. The

Authority shall decide whether to accept the suggestion, or to assign the student to another supervisor.

A research student may ask the Authority for Research Students to change his supervisor. In exceptional cases, the Authority for Research Students may terminate the studies of a student or may initiate a change of a supervisor.

4.3 All research material relevant to the student's research within the framework of his doctorate will be available to his supervisor, such as collections of data, various types of research listings, laboratory notebooks. A research student will place the research material in the hands of the supervisor upon completion of the doctorate or its termination.

## **5 The Supervisors**

- 5.1 Faculty members at the rank of Lecturer and above, in the regular academic track, including those who have retired, are eligible to supervise for doctoral dissertations. Faculty members from other recognized universities in Israel and abroad who are eligible to supervise doctoral students in their institutions may participate in supervision, together with faculty members from the Hebrew University who are entitled to supervise. Upon recommendation of the Dean, also members of the staff in other tracks, who have the appropriate qualifications, may participate in supervising together with faculty members who are entitled to supervise. In exceptional cases and upon recommendation of the Dean, the Authority for Research Students may also grant eligibility for independent supervision to teachers in other tracks.
- 5.2 In order to ensure consecutive supervision for the research student, the Faculty is entitled to determine general or specific arrangements in cases such as: the proposed supervisor is a member of the regular staff in a trial period, the proposed supervisor retired, there is a possibility that the supervisor may leave from the University not for retirement. Arrangements for such cases may be appointment of an additional supervisor, a faculty member in the regular track who is entitled to supervise or arranging in advance with such a faculty member that he would take the place of the supervisor in case of need; appointment of an Advisory Committee from the start, etc.
- 5.3 A Faculty member may not supervise his family members, nor people who serve as the faculty member's employer outside the University, or others with whom the faculty member's relationship creates a possibility of conflict of interest. For the purposes of these Regulations, the definition of "family members" includes: parents and children, spouse, including common law spouse, brother, sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, nephew, niece, uncle, aunt, first cousin,

grandfather, grandmother, grandson, granddaughter and their spouses of each of these as well as “step” relatives with the same familial relation), In the event of a possible conflict of interest, the Chairperson of the Authority for Research Students is authorized to make the decision.

- 5.4 As a rule, a faculty member will not supervise more than five research students. In exceptional cases, the Chairperson of the Authority’s relevant Committee may allow for supervision of a larger number of students.
- 5.5 Sabbatical or extended vacation do not release the supervisor or Advisory Committee from their obligations. Before leaving for vacation or sabbatical, they must undertake to continue the supervision and follow-up, or find an appropriate replacement.

## **6 The Advisory Committees**

- 6.1 The Advisory Committee shall be composed of the student’s supervisor/s and two additional experts, at least one of them not from that unit, other than in exceptional cases. Experts who are not University staff may also be appointed as members of the Advisory Committee.
- 6.2 The supervisor shall suggest the composition of the Advisory Committee.

In the experimental sciences – the Authority for Research students shall determine the composition of the Advisory Committee and shall give its decision to the supervisor within two weeks. If necessary, the Dean will be consulted.

In the non-experimental sciences – the Doctoral Field committee shall approve the composition of the Advisory Committee and send its decision to the Authority for Research Students within two weeks. The Authority shall appoint the Advisory Committee and supervise decisions of the Doctoral Field Committees.

- 6.3 The supervisor or the relevant Dean is entitled to appeal regarding the composition of the Advisory Committee. The appeals shall be considered by the relevant Committee of the Authority for Research Students. Any change in the composition of the Advisory Committee shall be determined in an identical manner to that stated above.
- 6.4 The supervisor will be the chairperson of the Advisory Committee and will report to the Authority for Research Students. Supervisors will decide among themselves who will be the chairperson in case of more than one supervisor.
- 6.5 In special instances in which there is difficulty in composing the Advisory Committee according to these Regulations, the Authority for Research

Students is entitled to approve deviation from the rules, as long as it is convinced that the scientific level of the work will not be harmed as a result.

## **7 Carrying out of doctoral research work outside the University**

- 7.1 The doctoral research must be carried out at the Hebrew University.
- 7.2 The Authority for Research Students may permit the research student to carry out his research or part of it in a recognized university in Israel or abroad or in another scientific institution or other entity that is not necessarily an institution of higher education or a scientific institution. A reasoned request to carry out the research or part of it outside of the Hebrew University shall be submitted to the Authority for Research Students by the candidate for research studies and his intended supervisor at the time he is submitting his candidacy. Furthermore, one must receive the approval of the relevant Dean in cases in which the research or the main part of it will be carried out in an institution that is not an institution of higher education or a scientific institution.
- 7.3 When needed, an ad-hoc adviser will be appointed together with the supervisor from the Hebrew University, a researcher or expert with appropriate skills from the other institution. A request for such an appointment shall also be submitted at the time of submitting candidacy.
- 7.4 The ownership of the data banks and their sources and the ownership of intellectual property created shall be arranged in advance and also the understanding that all publication stemming from this research shall bear the name of the Hebrew University (in addition to the name of the other entity).

## **8 The Period of Study**

- 8.1 A research student must be registered and pay tuition during a minimum period of two consecutive years. The official date of the beginning of the period of studies of a research student is the date of registration closest to the date of admission as a research student.
- 8.2 The Authority for Research Students may consider the time devoted to preparation of the research, while in contact with a faculty member who is eligible to supervise, as part of the required period of studies.
- 8.3 A research student shall submit a study form and pay the tuition annually until such time as he submits his doctoral dissertation for evaluation.

- 8.4
- 8.4.1 A research student who wishes to stop his studies for a specific period, must notify the Authority for Research Students of this.
  - 8.4.2 A research student who wishes to stop his studies in the course of the school year, must notify also the Student Accounts Section as detailed in the pamphlet "Guide to the Student at the University".
  - 8.4.3 The request of a research student to renew his studies after a period of leave shall be considered by the Authority for Research Students. The decision of the Authority regarding renewal of the student's studies shall be based on the possibilities of renewing the research and supervision depending on the period of leave, the progress in the field of science during this period and the situation of the student's research in light of these changes.
- 8.5 The period of studies of a research student (from the date of admission to Stage A until presentation of his doctoral dissertation for evaluation) shall not exceed five years. The Authority for Research Students shall consider requests for an extension which stem from personal problems or professional difficulties as noted in the guidelines. When meeting such request, the Authority shall determine the length of the extension.

Note

The rule in article 8.5 above shall apply to research students who have been admitted to stage A from the year 2013/2014 and on. Research students who have been admitted to Stage A until and including 2012/2013, the period of studies for the degree is six years, and that is until the end of 2017/2018.

## **9 The Doctoral Dissertation**

### **9.1 Scope of the Dissertation**

- 9.1.1 The scope of the doctoral dissertation in the experimental sciences shall not exceed 40,000 words in Hebrew (about 180,000 printed signs; about 100 pages).  
In the non-experimental sciences the recommended scope of a doctoral dissertation shall not exceed 100,000 words in Hebrew (about 450,000 printed signs, about 250 pages).  
The scope of a dissertation written in English may be larger by up to 30% than the scope of the work in Hebrew.
- 9.1.2 Graphs, tables, appendices, bibliography, and index are not included in the above scope.

9.1.3 The supervisor and the Advisory Committee may recommend the expansion of the scope if the field or research or the subject of the research require this.

In the non-experimental sciences a deviation to more than 350 pages (140,000 words, 630,000 printed signs) shall not be approved other than in exceptional cases and for special reasons.

Note

The change in the scope applies only to research students in the non-experimental sciences and shall apply to students admitted to stage A from the academic year 2013/2014 and on. Research students in the non-experimental sciences that were admitted to Stage A until and including 2012/2013 may submit a doctoral dissertation in a scope of up to 350 pages. That is until and including the year 2017/2018.

## 9.2 Language of the Doctoral Dissertation

9.2.1 The doctoral dissertation shall be written in Hebrew or in English.

9.2.2 The doctoral dissertation may be written in another language following approval of the Authority in the following cases:

- The Advisory Committee determined that in view of the research material and its subject, it is preferable to write it in the language required.
- It is not possible to compose a panel of referees who are experts in this subject, all of whom read Hebrew or English.

9.2.3 A field or Department may determine that the doctoral dissertations within its framework shall be submitted in Hebrew.

9.2.4 For a doctoral dissertation written in Hebrew, an abstract, title page and index shall be added in English. For a doctoral dissertation written in English, an abstract and title page shall be added in Hebrew. For a doctoral dissertation written in another language, an abstract and title page shall be added in Hebrew and also an abstract, title page and index in English.

## 9.3 The Structure of the Doctoral Dissertation

9.3.1 A doctoral dissertation can be written in one of the two following structures:

- a. A monographic dissertation which is a continuous coherent composition, written by the student with the guidance of the supervisor/s, which presents the research in its entirety
- b. A chapters dissertation, hence ASSUPA (set or collection of chapters), which is composed of independent chapters that are the results of the same research project and that evidence a clear

connection among them. The ASSUPA must indicate that the student is the primary or major researcher and writer of the work, under the guidance of the supervisor/s (also in cases involving more than one researcher).

### 9.3.2

9.3.2.1 A chapter in an ASSUPA is defined as a scientific or scholarly composition that stands alone and is of the scope and quality of an article in a peer-reviewed scientific or scholarly journal. Such a chapter will include a list of authors of the chapter, an introduction, the body of the work, a conclusion and a self-standing bibliography, plus any other elements as are customary in the field in which the doctoral research was conducted

9.3.2.2 In general, an ASSUPA will consist of at least three chapters – the allowances and limitations with regard to their character are detailed in 9.3.4. In addition to these chapters such a dissertation must include also a general introduction and a conclusion that pertain to the doctoral dissertation as a whole.

9.3.2.3 The ASSUPA shall be submitted for evaluation accompanied by explanations by the student and his supervisor with regard to its components and to the contribution of the student and his partners, if there are such. Such explanations are required with regard to all its chapters, whether published or not, partially or in full.

9.3.2.4 Each one of the chapters of the ASSUPA shall be accompanied by a note concerning its publication status:

- a. An article that was published or accepted for publication in a publishing forum with peer-review and which indicates the student's affiliation to the Hebrew University, including full bibliographical information.
- b. A chapter submitted for publication, but not yet accepted (without mention of the forum).
- c. A chapter that may or may not be sent for publication.
- d. A chapter of category a or b that has been expanded (for example, includes additional results or additional discussions), whether in an appendix of that chapter or in the body of the text.

9.3.2.5 An academic unit (Faculty, School, Department, or Institute) is entitled to determine that an ASSUPA shall contain a minimum number of chapters that were already

published or accepted for publication.

9.3.3 The student and the supervisor/s may choose the structure of the doctoral dissertation which then requires the approval of the Advisory Committee. However, an academic unit (Faculty, School, Department or Institute) is entitled to determine that only one structure of doctoral dissertation may be permitted.

9.3.4

9.3.4.1 In an ASSUPA it is possible that there will be chapters that have been written jointly with other researchers. In that case the student must have been the main researcher and author or, at least, one of the two main researchers and authors, each having contributed equally to the chapter, with the following restrictions:

9.3.4.2 If two main partners for a chapter are doctoral students, then the chapter may be included in the doctoral dissertation of only one of them, unless their contributions are clearly distinct from each other. Only one chapter of this kind might be included each dissertation.

9.3.4.3 In the non-experimental sciences an ASSUPA shall include at least one chapter that is the result of the student's research and writing as the sole primary researcher and author or with his supervisor being a sole co-researcher and co-author. The Authority for Research Students will consider a deviation from this rule in case the type of research done by a student makes this rule inapplicable.

9.3.5 The language of the dissertation: in general a doctoral dissertation in any form shall be submitted in one language. The Authority for Research Students is entitled to allow for deviation from this rule, if the multiplicity of languages is necessary for proper presentation of the doctoral dissertation.

9.3.6 Exceptional requests shall be considered by the Authority for Research Students.

## **10 Presentation of Doctoral Dissertation**

10.1 A research student who has been registered as a research student in the Hebrew University in each of his years of study for the degree of Doctor of Philosophy and for at least two years and has fulfilled all of the requirements set by the Authority for Research Students, may submit his doctoral



dissertation for evaluation.

10.2 a. The dissertation shall be submitted to the Authority for Research Students with the approval of the supervisor and after the report about the student's seminary lecture was approved (in the experimental sciences) or the approval of the report of the Advisory Committee on the progress of the research (in the non-experimental sciences).

b. In the event that the approval of the supervisor has not been submitted, the dissertation may be submitted only with the recommendation of the majority of the Advisory Committee members.

10.3 The student shall submit to the Authority for Research Students four copies of the dissertation, printed on both sides, font 12, one and a half line spacing and wide margins.

10.4 Copies submitted for evaluation shall bear the name of the student only. The names of the supervisors shall be noted in an appropriate manner in the body of the dissertation. In these copies words of appreciation and dedication shall not be included.

10.5 The wording of the cover page in the copies submitted for evaluation shall be as follows:

“.....” (title of the dissertation)

Dissertation for receiving a Doctor of Philosophy degree

by ..... (name of student)

Submitted to the Senate of the Hebrew University in the year .....

The page to follow the cover will be identical to the cover.

On the page after the inside cover page the name of the supervisor/s will be mentioned in the following manner:

“This doctoral dissertation was carried out under the supervisor of .....”

This page should not include additional text (not even the name of the printing company). The paragraph that mentions the name/s of the supervisor/s should also be printed in a foreign language, in addition to the inside cover page of the dissertation in a foreign language.

## **11 The Appointment of Referees**

- 11.1 Upon submission of the dissertation for evaluation the Authority for Research Students will ask the supervisor to submit a list of possible referees and when necessary will also approach the members of the Advisory Committee. The supervisor is entitled to state name/s of faculty member/s who should not serve as referees. The opinion of the supervisor about the dissertation will be presented together with the dissertation itself.
- 11.2 The Authority for Research Students shall appoint two referees in addition to the supervisor/s. All the referees will be of equal standing. In special instances the Authority for Research Students is entitled to propose the appointment of three referees in addition to the supervisor/s.
- 11.3 In the instances where the Authority for Research Students is unable to find referees (as required in section 11.2) who could give an authoritative opinion on the doctoral dissertation from all aspects, the Authority for Research Students is allowed to appoint two referees only, or appoint one referee who will examine the dissertation in all aspects and two other referees who will give their opinion only on certain aspects of the doctoral dissertation.
- 11.4 In the event of a doctoral dissertation, where all of its chapters have been published or have been finally accepted for publication, the Head of the Authority, upon the recommendation of a member of the Authority's Committee, may consider evaluation by a single referee who is not a member of the Advisory Committee.
- 11.5 The members of the Advisory Committee may be appointed as referees. Among the referees there must be at least one referee who was not a member of the Advisory Committee. Whenever possible, referees shall be appointed from outside the department and even from outside the University.
- 11.6 A person with family ties to the student cannot be appointed as a referee (son/daughter, parent, spouse, including common law spouse) and relatives to the third degree (such as: uncle, nephew). A person cannot be appointed as a referee if his relations with the student create a suspicion of conflict of interest. In the case of a doubt regarding conflict of interest, the Chairperson of the Authority for Research Students is authorized to make the decision.
- 11.7 In special cases where there are difficulties in appointing the referees in accordance with the rules set in these Regulations, the Authority may allow for deviation from these rules, as long as it is convinced that the level of evaluation of the dissertation will not be harmed by this.

11.8 The names of the referees appointed shall be confidential until the completion of the refereeing procedures.

## **12 Refereeing a Doctoral Dissertation**

12.1 In the course of the evaluation no contact shall be made with the referees regarding the doctoral dissertation other than through the Authority for Research Students.

### **12.2 The Referee's Report**

Each one of the referees shall give his opinion on the dissertation and submit the report to the Authority for Research Students without first reading the reports of the other referees.

The opinion of the referee shall include:

- a. A summary of the results of the research, with the emphasis on innovations in the work.
- b. An evaluation of the dissertation, from the aspect of content, method and form.
- c. A clear statement regarding the conclusions of the evaluation: is the work worthy of approval as a doctoral dissertation, are corrections needed as a condition for approval, or perhaps the work is not worthy of approval.

### **12.3 The length of the period of evaluation**

12.3.1 A referee shall submit his report no later than two months from the day that the dissertation was given to him. A month before this period expires, the Authority for Research Students will send the referee a reminder. If the period overlaps partly with the summer vacation, the referee will be given an extension of an additional month.

12.3.2 If after the above period of evaluation an opinion has not been received, the Authority for Research Students shall transfer the issue to be handled by the Dean, and if necessary, also the Rector.

### **12.4 The procedures for handling of the referees' reports.**

12.4.1 The Authority for Research Students shall consider the quality of the dissertation and its level on the basis of the referees' reports.

12.4.2 According to the opinions of the referees or its own judgment, the Authority for Research Students may require that corrections be made in the doctoral dissertation before it is approved. In this case the Authority for Research Students shall give the student and his

supervisor detailed instructions, based on the opinion of the referees.

- 12.4.3 a. In special cases and for reasons that will be put in writing, the Authority for Research Students, after reading the opinions of the referees, is allowed to appoint an additional referee.
- b. In the event of difference of opinion between the referees, the Authority is entitled to appoint an additional referee. This referee will be provided with all of the opinions of the previous referees.
- 12.4.4 a. In order to enable the student to fully benefit scientifically from the evaluations of the referees, the Authority, after approval of the doctoral dissertation, shall send the research student and his supervisor the decision with the attached opinions of the referees, unless a referee has requested otherwise.
- b. After the approval of the dissertation, the names of the referees will be disclosed, unless a referee requested that his identity remain confidential.

#### 12.5 Doctoral Dissertation Grade

Grades will not be given for doctoral dissertations.

#### 12.6 The disqualification of a Dissertation

- 12.6.1 If the Authority for Research Students decides that, based on the opinions of the referees, the doctoral degree should not be granted, the Authority will submit in writing the reasons for that decision to the research student and his supervisor.
- 12.6.2 A research student or his supervisor may appeal to the Rector about the disqualification of a dissertation within six months from the time of disqualification. The Rector may reject the appeal or may appoint a referee-arbitrator in consultation with the Chairperson of the Committee of the Authority for Research Students (in the Non-Experimental Sciences or the Experimental Sciences) and with the Dean of the Faculty involved. All of the material involved in the work of the student, including the opinion of the referees, shall be made available to the referee-arbitrator.

The name of the referee-arbitrator and his opinion will remain confidential. The opinion of the referee-arbitrator shall be brought for the final decision by the Rector, the Chairperson of the relevant Committee of the Authority for Research Students and the Dean of the Faculty involved.

12.6.3 A dissertation that is disqualified by the Authority for Research Students shall be returned to the student. The student may publish it at his own responsibility, but he may not mention in the publication that this research was prepared as a doctoral dissertation.

13 **The Title**

The title "Doctor of Philosophy" shall be awarded in all fields. The title "Doctor of Laws" was awarded in the field of law until 2015.

14 **The Doctoral Certificate**

14.1 After the approval of the dissertation the student may receive from the Authority a temporary confirmation of granting the title. The date of receipt of the degree shall be the day that the dissertation is approved, or another date determined by the Authority for Research Students.

14.2 The student shall receive the doctoral certificate in the annual ceremony for awarding the certificates.

14.3 A condition for receiving approval of entitlement for the degree / the doctoral certificate: The student's meeting the customary academic and administrative conditions, including completion of payment of tuition, return of material borrowed from the University's libraries, and depositing in the hands of the supervisor all research material related to the student's research for the doctorate, that the student has for this research.

14.4 The wording of the certificate shall be as follows:

The Hebrew University of Jerusalem  
President of the University, the Rector and the Senate hereby grant  
Ms./Mr. ....  
the title Doctor of Philosophy (Ph.D.)  
following approval of his dissertation ..... (title of  
the dissertation  
by the Faculty of ..... and the Senate  
Jerusalem ..... (date)  
signed  
The President..... The Rector..... The Dean.....

15 **Deposit in the Libraries**

Copies of the dissertation approved as a doctoral dissertation by the Authority for Research Students shall be deposited in the Libraries of the University.

## 16 **Scientific Publications**

A research student is entitled at any stage to publish the entire work, a summary or part of it, as long as if he publishes part of it where there are several partners, he acknowledges them according to the matter and as customary in the field of research, and with the permission of the supervisor.

Any dispute regarding the above shall be decided by an expert who shall be appointed by the Chairman of the Authority for Research Students, and his decision is final.

### **General Comments**

All references in these Regulations in the masculine gender are to be read as referring equally to the feminine gender.

Throughout these Regulations where it says “supervisor”, it refers also to “supervisors”.

The powers of the Authority for Research Students according to these Regulations are given to each of the Experimental Sciences Committee and the Non-Experimental Sciences Committee unless stated otherwise.

This document is a translation of the Hebrew text and in instances of discrepancy between the Hebrew text and this document, the Hebrew text is binding.