

The Regulations are updated from time to time on the Reichman University Website. It is the students' responsibility to keep track of these updates.

For topics that are not covered here – the extended Academic Regulations for Undergraduate Studies will apply, with the necessary adjustments, to Graduate students. All matters related to tuition fees are subject to the Tuition Regulations.

## **1. The Regulations**

- a. These regulations govern the academic framework at Reichman University (RU) and are intended to clarify the rights and obligations of Graduate students that are unique to the program and differ from the academic regulations for Undergraduate students, in all matters pertaining to their studies at Reichman University .
- b. These regulations were approved by Reichman University's decision-making bodies and may be changed occasionally at their discretion. Announcements detailing such changes will be publicized and brought to the students' attention. Under special circumstances, the Head of the Program may approve exceptions to the regulations.

## **2. The Required Periods of Study**

- a. The required periods of study and curricula are defined by the academic programs and may be changed at the discretion of Reichman University.
- b. The period of study for graduate degrees will not exceed 5 years. Included in this are periods of suspension and cessation of studies. Additional extensions of above periods are possible only with authorization of the Dean of Student Affairs and the Provost. Payment for these extensions will be as defined in the Tuition Regulations.

### **3. Fields of Study**

- a. The curriculum consists of required courses, elective courses, seminars / final paper / thesis, workshops and a practicum, as determined for each semester.
- b. The course schedule of each program will be advertised towards the beginning of the academic year.
- c. Students are required to participate only in their assigned groups.
- d. Under no circumstances will a student be enrolled in two or more courses that are offered at partially or fully overlapping times. Students should keep in mind that they must submit assignments and take exams as scheduled, even if they are in very close proximity to one another or overlap.
- e. Registration for a course is contingent upon satisfactory completion of prerequisites. Students who sign up for a course contrary to this instruction will not be considered to have taken it and the grade earned will not be included in their grade point average (GPA), unless they have received approval in advance from the Head of the Program.
- f. Registration for a course can be cancelled only during each semester's registration period.
- g. Reichman University is entitled to cancel elective courses and seminars for reasons of insufficient registration, as occasionally defined in Reichman University decisions. Students who registered for a course or seminar that is cancelled will be permitted to select an alternative course or seminar in the same semester.
- h. Students are not permitted to take courses similar or identical to courses they studied previously.
- i. Reichman University may, if needed, hold make up classes at times different to the course's scheduled times.

### **4. Attendance**

- a. A student who, for unjustified reasons, does not participate in a lesson or recitation, in an amount exceeding one absence from a 1-credit course (correspondingly, exceeding two

absences from a 2-credit course and so forth) of the total lectures held during the course throughout the semester, will not be eligible to take the final exam in the course or to receive a grade in the course.

- b. This excludes classes defined as workshops, seminars and practicums. Due to the nature of these courses, any absence from a lesson may result in students' illegibility to complete the course. Students should inform the Student Administration of absence from classes in advance, insofar as possible, and receive approval. Students should consult the syllabi of these courses for their attendance policy.

## **5. Thesis Track**

- a. Students are requested to notify the Student Administration regarding their intention to study in the thesis track by no later than the beginning of the second year of their Graduate studies. Students in the direct track will notify the Student Administration by the beginning of the first year of their Graduate program.
- b. The M.A. Committee is responsible for approving candidates for the thesis track.
- c. The thesis must be submitted by no later than three years from the beginning of the student's Graduate studies.
- d. The studies of students who do not meet the schedule requirements (included approved extensions) will be terminated. Students on full scholarship will be required to return it in full.
- e. [The thesis will be submitted to the Graduate degree coordinator, as well as to the thesis advisor via email. In addition, a digital copy will be transferred to the university's Library. Students will fill out a research paper submission form \(thesis, Ph.D. dissertation and other research papers\) and agree to allow access to the paper.](#)
- f. **Students must keep a copy of the submitted thesis.**
- g. After evaluation, the paper will be returned to the student with comments and graded.
- h. The thesis grade cannot be appealed.

- i. Students who wish to withdraw from the thesis track, as well as students who do not meet the schedule set out in item c. above and were not granted an extension, will be eligible for a non-thesis Graduate degree providing they meet all the requirements of that degree.
- j. Students who wish to join the thesis track after completing their Graduate degree and receiving their diploma can submit a request that requires the approval of the Reichman University, up to one year from the date of the graduation ceremony when their degree was conferred.

### **Procedures for Providing Information to Students**

Announcements will be sent to students via email, via text messages to their cellular phones and will be published on the program's virtual notice board on the university's website.

It is the students' responsibility to routinely check the email accounts that the university provides them with and to update the Student Administration of their telephone number. **All communications sent to students via one or more of the abovementioned channels are binding.**

### **6. Exemptions**

Exemptions from courses will be approved only on the basis of a similar course taken as part of a graduate program, and providing that the majority of the curriculum is studied at Reichman University. Students can receive exemptions from courses of up to 25% of the curriculum. Exemption of up to a third of the curriculum is subject to approval of the Dean.

### **7. Termination of Studies**

Repeated 'fail' grades in two courses will lead to the termination of a student's studies.

### **8. Continuity of Studies**

- a. Students may take time off from their studies only once for a period that does not exceed one academic year. Cessation of studies for more than one year will require the student to reapply, to meet the current admissions standards of Reichman University and to begin their studies over again. The right to take time off for a period of one year as described above is granted only to students who have completed at least one year of studies.

- b. Students who wish to cease their studies must notify the Student Administration in writing of their decision immediately. Notification by other means, among them by telephone, is not acceptable.

The relevant clauses of Reichman University's Tuition Regulations apply to students who cease their studies.

## **9. Resumption of Studies**

Students who have suspended their studies and wish to resume their studies will submit a written application for the resumption of studies to the Student Administration, no later than one month prior to the beginning of the academic year or semester they wish to join.

In addition, these students must pay a fee for resumption of studies equal to the registration fee at the time.

## **10. Final Grade Point Average (GPA)**

A final grade point average (GPA), or final grade, is calculated for each student who has completed the requirements of their studies. The School will determine the components of the GPA and their relative weight. Students are notified of the method of weighting in advance.

The final grade in the thesis track will be made up of the research paper and the weighted GPA of the courses and seminars.

Students who have completed their academic requirements and taken more courses than required may ask to remove the extra courses from their grade transcript and simply list them as extra elective courses.

Extra courses students registered for but did not complete, and for which they do not have a grade, will be transferred automatically at the end of their studies to the list of extra elective courses.

The final GPA will not be rounded up.

Grades cannot be improved once the final GPA has been calculated and students have received confirmation that they have completed their academic requirements.

## **11. Eligibility for a Graduate Degree**

- a. Students who have successfully fulfilled the academic requirements in all fields of study and **have a GPA of at least 75** are eligible for an MA diploma.
- b. Notwithstanding item 12a above, Reichman University reserves the right to withhold the degree until all financial obligations related to studies are fulfilled, including returning library books and any other items the student loaned from the university.

## **12. Conferral of *Cum Laude*, *Magna Cum Laude* and *Summa Cum Laude* Degrees**

Graduate degrees with honors will be conferred according to the following grade averages and providing that students are eligible for a Graduate Diploma as in item 12 above:

Cum Laude = 90–92.99

Magna Cum Laude = 93–94.99

Summa Cum Laude = 95 and above

Subject to the student's eligibility for a Graduate Degree, as in item 12 above.

Disciplinary transgressions related to fraud or suspension from studies for one semester will disqualify the student from eligibility to a Cum Laude, Magna Cum Laude or Summa Cum Laude Degree.

## **13. Graduation Ceremony**

Graduation ceremonies at Reichman University are generally held during the following academic year, after students complete their studies (usually, though not necessarily, around the month of June).

Students who have completed their degree requirements by March 31<sup>st</sup> of the following academic year will be presented with diplomas at the graduation ceremony.

\*\*\* In addition to these regulations you are required to read the specific regulations of each program of studies, as those appear in the program's handbook.

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