

Rules and Requirements of the Ph.D. Program in Psychology

1) General

- a) The Ph.D. Program in Psychology will enable holders of appropriate academic degrees to develop independent research and scientific writing capabilities at a high academic level.
- b) Studies for a Doctor of Philosophy (Ph.D.) in Psychology degree constitute the highest stage in the curriculum for a degree at the IDC Herzliya.
- c) A student enrolled for Ph.D. studies will be known as a “Ph.D. student” or a “Research Student.”
- d) The curriculum includes:
 - i) Coursework.
 - ii) Writing a scientific dissertation – a research paper which contributes, in an innovative and unique way, to the promotion of science and which is formulated according to conventional structural, terminological and stylistic standards in the professional literature.

2) Overseeing Bodies in the PhD Program

- a) The Higher Committee for Ph.D. Students (hereinafter: “The Higher Committee”)
 - i) The Higher Committee will be appointed by the Higher Academic Committee of the IDC Herzliya and is authorized to conduct overall academic oversight with respect to the Ph.D. Program and Research Students at the IDC Herzliya. The Higher Committee will consist of five to seven members ranked as Full Professors. At least half of the members of the Higher Committee will have experience in supervising Ph.D. students to completion of their theses.
 - ii) The Higher Committee for Ph.D. Students answers to the Higher Academic Committee in all matters related to the Ph.D. Students and the quality of their research, including the control of the level of academic instruction for Ph.D. students and the promotion of excellence in the Ph.D. degree studies.
 - iii) The main roles of the Higher Committee are:
 - (1) Approval of the research proposals and approval of the candidate as a Ph.D. student, including his or her course of studies and supervisors, as will be recommended by the School Committee.
 - (2) Periodic follow up of progress made by Ph.D. students.

- (3) Termination of the studies of a Ph.D. student.
 - (4) Appointment of reviewers for Ph.D. dissertations.
 - (5) Approval of a Ph.D. dissertation, following external review and a positive recommendation from the School Committee.
 - (6) Recommendations for changes in the Rules and Requirements for Ph.D. Students and determining ongoing work procedures.
- b) Baruch Ivcher School of Psychology Committee for Ph.D. Students (hereinafter: “The School Committee”)
- i) The School Committee is responsible for advanced studies at the Baruch Ivcher School of Psychology at IDC Herzliya.
 - ii) The main roles of the School Committee are:
 - (1) Making recommendations to the Higher Committee in the matter of the enrollment of students for Ph.D. degree studies at the Baruch Ivcher School of Psychology.\
 - (2) Making recommendations to the Higher Committee with respect to the subjects of dissertation proposals, research programs, or, as the case may be, supervisors and reviewers.
 - (3) Ongoing monitoring of the course of studies of the Ph.D. students at the Baruch Ivcher School of Psychology, through receiving ongoing reports from the supervisor/s.
 - (4) Designing the course studies curriculum in coordination with the supervisors.
 - (5) Approving financial support to Ph.D. Students.
 - iii) Five faculty members of the Baruch Ivcher School of Psychology will serve on the Committee, chaired by a faculty member at the rank of Full Professor. At least half of the members of the School Committee will have expertise in supervising theses to completion. In discussions regarding Ph.D. students whose paper is interdisciplinary, a faculty member from the relevant discipline, who ranks, at minimum, as an Associate Professor, will join the committee, ad hoc.
 - iv) The tenure of a member of the Higher Committee and/or the School Committee will be for a term of five years, for up to two successive terms. Should a member be unable to serve or retire from the Committee, another member will be appointed in his stead.
- c) Supervisors

- i) Supervisors will be drawn from the faculty of the Baruch Ivcher School of Psychology, being of a ranking of at least Senior Lecturer. Under exceptional circumstances, the School Committee can, with the approval of the Higher Committee, recommend a retired faculty member as a sole supervisor.
- ii) Joint Supervisor: Insofar as circumstances dictate, an additional supervisor will be appointed. Any faculty member of the school who qualifies to serve as a sole supervisor, can be appointed as a joint supervisor. Likewise, any faculty member of any other school at the IDC Herzliya, or any faculty member from a recognized academic institution in Israel or abroad, of a ranking of at least Senior Lecturer, can serve as a joint supervisor, as well as a retired faculty member whose field of expertise is relevant to the Ph.D. dissertation.
- iii) Main Roles of a Supervisor:
 - (1) Providing advice at the planning and execution stages of the study.
 - (2) Approving the research proposal prior to submitting it to the School Committee.
 - (3) Ongoing communications with the Ph.D. student during the course of the Ph.D. studies, and meeting regularly with the student during preparation of the proposal, collection of data, analysis, and writing of the dissertation.
 - (4) Authorization and tracking of the Ph.D. student's progress reports and the submission thereof to the School Committee and the Higher Committee.
 - (5) Authorization for the submission of a final version of the Ph.D. dissertation for review.
 - (6) Submitting a recommendation to the School Committee regarding the appointment of reviewers to assess the Ph.D. Dissertation.
 - (7) Reviewing of the Ph.D. dissertation.
 - (8) Providing a recommendation to the School Committee, pursuant to the considered opinion of the dissertation reviewers, with respect to the approval of the dissertation or regarding revisions.
 - (9) Assistance in and overseeing revisions, amendments or supplements to the Ph.D. dissertation, pursuant to the opinion of the dissertation reviewers, and authorization of the execution thereof.
- iv) Replacement of a Supervisor

(1) The School Committee will consider the replacement of a supervisor in the following cases:

- (a) Preclusion, demise of the supervisor or the absence of one of the supervisors from Israel in a manner which does not facilitate proper ongoing advising.
- (b) One of the supervisors requests that his or her appointment as a supervisor be withdrawn.
- (c) A student requests that the supervisor be replaced.
- (d) Insofar as practically feasible, the School Committee will request written input from the current supervisor and from the intended supervisor.
- (e) The School Committee will submit recommendations regarding this matter to the Higher Committee.

v) Advisory Committee

- (1) The student's supervisor will propose, and the School Ph.D. Committee will appoint, an Advisory Committee, consisting of the supervisor, one additional IDC faculty member, and one external adviser from another academic institution of a ranking of at least Senior Lecturer.
- (2) The initial role of the Advisory Committee will be provide guidance in the student's preparation of the dissertation proposal. The student will submit the proposal draft to the Advisory Committee, receive their input, and revise the proposal to the satisfaction of the Advisory Committee before its submission to the School Committee.
- (3) Following approval of the dissertation proposal, the student will provide annual updates (in writing and orally in a yearly meeting) to the Advisory Committee until the completion of the dissertation.
- (4) The Advisory Committee will provide the student and the School Committee with an annual written progress evaluation until the completion of the dissertation.

vi) Reviewers of the Ph.D. Dissertation

- (1) The Ph.D. dissertation will be reviewed by at least four reviewers:
 - (a) The dissertation supervisor.
 - (b) Two members of the Advisory Committee (one internal and one external).

- (c) One additional external reviewer in the field of the study from other academic institutions, of a ranking of at least Senior Lecturer.
 - (i) The appointment of the second external reviewer will be made by the Higher Committee, through consultation with the School Committee and with the dissertation supervisor.
 - (ii) A person whose relationship with the student poses a possibility of a conflict of interests, including due to family or business relations, cannot be appointed as a reviewer.
- (2) The duties of the reviewers are:
 - (a) To assess the dissertation, including, in the case of unique distinction, determining that the grade of the dissertation will be “Excellent.”
 - (b) The reviewer can approve the dissertation as complying with the requirements of awarding a Ph.D. degree, or to require changes be made to it, or to determine that the dissertation does not comply with the requirements of a dissertation.
 - (c) To submit their considered opinion to the School Committee no later than three months after receiving the dissertation. Should this three month period overlap with the summer recess, the reviewer will be granted a one month extension.
 - (d) When a revised dissertation has been submitted following the reviews, the reviewers will assess the revised dissertation within two months.
 - (e) Should the reviewer not meet the deadlines laid down for reviewing, the Higher Committee may replace him/her.

3) Registration and Admission

a) Registration

- i) Those wishing to register for Ph.D. degree studies, will submit, together with an application form, original copies of their academic diplomas as well as an original document indicating the final weighted grade for the stated degrees, a preliminary research goal statement, preliminary agreement by a member of the faculty to supervise the candidate, and two letters of recommendation. Candidates applying to the Regular Track who have written a Master’s thesis will submit it and will produce an original confirmation with respect to the grade awarded to the thesis.

ii) The general rules of registration will be as detailed in the Registration and Admission brochure.

b) Terms and Conditions for Admission

i) Candidates who will comply with the terms and conditions of one of the admissions tracks detailed below and will satisfy the School Committee that they have research capability at the level required of IDC Herzliya Ph.D. Students, will be recommended by the School Committee to be admitted as “Research Students”.

ii) *The Regular Track* - Candidates holding a Master’s Degree (M.A.) in psychology with a thesis, with a grade of at least 88 and a thesis grade of at least 90, are eligible to apply to the Regular Track.

iii) *M.A. Graduates Without a Thesis* - Applicants who completed M.A. studies in psychology without a thesis with an average grade of at least 88 will be eligible to register for complementary studies towards the Ph.D. in Psychology. These studies will include:

(1) Complementary studies of 12 credits comprising courses from Stage 1 of the Ph.D. program (as described in Sections 9(b)-(c) below). To be considered further for Ph.D. studies the student must achieve an average grade of at least 88 in these courses.

(2) Writing a paper equivalent in quality and scope to a thesis with a grade of at least 90, as evaluated by an external reader. This paper may later be integrated into the student’s dissertation.

(3) A student who meets these requirements will be eligible to continue in the Ph.D. Program in Psychology in the Regular Track.

iv) *Students Holding a Graduate Degree in a Another Field Relevant to the Planned Research* - In special cases, the School Committee may consider the candidacy of students holding a graduate degree in a field related to psychology (e.g., biology, social work, criminology) relevant to the proposed topic of research of the candidate. These students will be admitted if their average grade in graduate studies is at least 88 and their thesis grade is at least 90. These students will be considered as being enrolled in the Regular Track. An individual program of supplementary studies in psychology will be proposed by the candidate’s supervisor subject to approval by the Ph.D. Committee,

to be completed with a minimum grade of 88, before the commencement of Ph.D. courses of the Regular Track.

v) *Direct Track* - At this stage of the program, a direct track for the Ph.D. will not be offered. In the future if this track will be offered, regulations regarding admission will be appended to these regulations.

c) Enrollment

i) The School Committee will consider and recommend enrolling a Ph.D. student in light of the information and recommendations submitted to it.

ii) The School Committee will consider all the candidate's record and achievements, including the quality of the M.A. thesis and articles and papers of academic value written by the candidate (if applicable). The School Committee may call the candidate for a personal interview before the School Committee or before any of its members.

iii) In exceptional cases, the School Committee may approve a deviation from the minimum grade of an undergraduate degree or of a graduate degree by no more than 3 points, if the candidate has published scientific publications of high quality.

iv) A student whose enrollment is recommended by the School Committee and approved by the Higher Committee will become a Stage 1 Ph.D. student.

4) **Program of Studies**

a) Coursework

i) The overall scope of required coursework will amount to 12 credits in the Regular Track, with additional coursework required for the other admissions tracks described in Section 3(b)iii.

ii) Course studies will consist of:

(1) *Advanced research and statistical methods workshop for Ph.D. students* (2 credits).

(2) *Doctoral research seminar* (0 credits).

(3) *Psychology in the 21st Century* (2 credits)

(4) *Research publication and meta-analytics workshop* (2 credits).

(5) *Neuroscience methods in psychological research* (2 credits)

- (6) Graduate-level electives offered at the Baruch Ivcher School of Psychology, at departments of psychology at other universities, or in other IDC Herzliya schools (4 credits).
- b) Submitting a Dissertation Proposal and Enrollment as a Stage 2 Research Student
- i) During Stage 1 of the program, students will prepare a thesis proposal. The proposal will include the subject of the dissertation, a review of existing literature on the research question, a detailed research plan, the research methodology, details of the expected research contribution of the study, and a preliminary bibliography. Attached to the proposal should be a consent letter by a designated supervisor from among the Baruch Ivcher School of Psychology faculty.
 - ii) During Stage 1, research will begin to be conducted under the guidance of the supervisor to collect preliminary data to ensure that the studies in the proposal are viable and can lead to a series of studies that will form the dissertation.
 - iii) The student's supervisor will propose, and the School Ph.D. Committee will appoint, an Advisory Committee, consisting of the supervisor, one additional IDC faculty member, and one external adviser from another academic institution. The Advisory Committee will review the proposal and conduct a consultation with the student, who will be required to revise the proposal to the satisfaction of the Advisory Committee.
 - iv) After the approval of the proposal by the Advisory Committee, the Ph.D. student will submit the dissertation proposal to the School Ph.D. Committee for additional review and final approval. With that approval and completion of all required courses, the student will be considered to be in Stage 2 of the program.
 - v) The Report by the School Committee
 - (1) The School Committee will provide regular reports of its discussions to the Higher Committee.
 - (2) The Higher Committee will be authorized to approve the decisions of the School Committee, to reject them, or to request of the School Committee to go back and discuss the matter pursuant to the guidelines put out by the Higher Committee. In the case of a negative decision, the Higher Committee will detail its reasons to the student and his supervisor. Insofar as it deems fitting, the Higher Committee may consult with experts in the field.

(3) Appeal - The Research Student and/or the supervisor will be permitted to appeal, before the Higher Committee, a decision taken by the School Committee. To this end, they can receive the main point of the reasons of the School Committee and the main points of the considered opinions submitted to it, but with no information regarding the identification of those expressing a position or providing considered opinions.

vi) Partial Publication: A student may publish part of his or her study during the course of writing the dissertation, provided that he or she have obtained authorization from his or her supervisor. The supervisor will report of the approval as stated, to the School Committee. The student, in such a case, must stipulate that the publication is part of a dissertation that is being written at IDC Herzliya and will indicate the name of the supervisor.

5) The Obligations of the Student

- a) To act in accordance with the advice and guidance of the supervisor.
- b) To meet the supervisor in a regular manner and not less than once every three months. A supervisor who lives abroad may maintain contact via correspondence. The student is to inform the supervisor and the School Committee of any absence from Israel, during the course of the academic year, for periods of time exceeding two months.
- c) To submit to the School Committee, once a year, with the approval of the supervisor, a progress report, that will include: details of the courses taken by the student, details of the research that was carried out and a report of the chapters and articles written during the course of the year and the estimate of the date of completion of the Ph.D. dissertation.
- d) To submit the Ph.D. dissertation within five years from the date of enrollment as a Stage 1 Research Student. In special cases, if the School Committee is convinced that the student is close to completing his/her Ph.D. dissertation and with the recommendation of the supervisor, then the School Committee may approve an additional one-year extension.

6) Requirements of the Ph.D. Dissertation

- a) The dissertation may be submitted in one of two formats, subject to the approval of the Advisory Committee:
 - i) Standard dissertation format.

- ii) Three articles in peer-reviewed publications for which the student was the lead or co-lead author. In this case, the student should be lead author in at least two of the papers, and co-lead in the remaining one. It is sufficient for the articles to be accepted for publication.
- b) The Dissertation Format
- i) The dissertation will comply with accepted uniform citation rules.
 - ii) The dissertation will contain a full and accurate description of the sources of information, will stipulate the reliance upon preceding studies and what lead the student to reach conclusions.
 - iii) The dissertation will be based upon independent and original research carried out by the student, which constitutes an original contribution to promoting the knowledge and the understanding of the research subject.
 - iv) The supervisor's authorization regarding the completion of the dissertation, it being qualified for submission for review and the considered opinion of the supervisor, will be attached to the paper.
 - v) An abstract in the Hebrew language, of a length of approximately 5% of the length of the dissertation, will be attached to the paper, in addition to the abstract in the English language.
 - vi) The Ph.D. dissertation will be submitted to the School Committee in 6 copies and in a digital format.
 - vii) A bound copy of the dissertation will be submitted to the library, together with a digital file. The Baruch Ivcher School of Psychology may make the dissertation public online and in other formats.
- c) Changes to the subject of the dissertation
- i) The Research Student will be entitled to change the subject of the research, to narrow it or expand it, with the consent of the supervisor, with the consent of the School Committee, and with the approval of the Higher Committee.
 - ii) In the case of a change of the subject of the study, the School Committee will decide with respect to the student's period of studying prior to the change in the subject of the study, whether to take this period of time into account and to what extent.
- d) Submission of the Ph.D. Dissertation

- i) A Ph.D. student who has been enrolled for at least two years and who has fulfilled all the requirements that he is obligated to fulfill, will be entitled to submit his/her Ph.D. dissertation for review. In the case of extraordinary excellence, the School Committee will be able to approve a shorter period than that.
 - ii) The dissertation will be submitted to the Higher Committee together with the authorization of the supervisor and the recommendations of the School Committee.
- e) Review of the Dissertation
- i) The Higher Committee will appoint one expert in the field of study from another academic institution who will serve, together with the Advisory Committee, as reviewers of the dissertation.
 - ii) The dissertation will be reviewed and approved in accordance with the Rules and Requirements of the Ph.D. Program in Psychology. Among other things, each reviewer will submit a detailed opinion, in writing, in which he or she will recommend one of the following: (1) approval of the dissertation and the awarding of a degree of Doctor of Philosophy (Ph.D.); (2) approval of the dissertation subject to revisions and changes; (3) rejection of the dissertation.
 - iii) The School Committee will consider the recommendations of the advisory committee as well as that of the external reviewer, and will reach a final decision regarding whether the dissertation meets the academic standards required for a Ph.D. degree. The School Committee may require the candidate to execute a revision of the dissertation. The revision will be subject to the same procedure as described above. A candidate will be given only one opportunity for a revision.
 - iv) The dissertation will not be given a grade. In cases of extraordinary excellence, provided that all the reviewers so recommend, the School Committee may recommend granting a grade of "Excellent," which will be subject to approval of the Higher Committee.
 - v) A dissertation that was rejected will be returned to the student. The student will be permitted to publish the paper under his or her personal responsibility and may not mention, in the publication, that the paper was written as a Ph.D. dissertation at the IDC Herzliya.

7) **Miscellaneous**

- a) Termination and/or Suspension of the Studies
 - i) A student who decided to terminate his or her studies will be obligated to inform the School Committee to this effect, in writing.
 - ii) Should it transpire that a student has not complied with one of the stated rules of the Rules and Regulations of the Ph.D. Program in Psychology, the School Committee will be entitled to recommend to the Higher Committee to terminate the student's studies.
 - iii) With respect to a student whose studies were suspended, whether at the student's initiative or at the initiative of the IDC Herzliya, the student can approach the School Committee with a request to renew his or her studies. The Committee will consider whether to recommend to the Higher Committee to accept the student's request. Such a request can be submitted no later than one year after the suspension of studies. This rule does not apply to a student whose studies were terminated due to his or her not complying with the academic requirements.
 - iv) In special cases, the student can, upon the recommendation of the supervisor and with the approval of the School Committee, submit a request for the suspension of his studies for a period of up to one year. Should such a suspension have been approved, the suspension period will not be included in the maximum time period for the Research Student to complete his or her obligations.
 - v) With respect to a student who does not make proper progress in his or her studies or in his or her research, the School Committee will be entitled to recommend, upon consultation with the supervisor, the termination of the student's enrollment. Special weight will be given to cases in which a research proposal, that has been submitted more than once, has not been approved.
 - vi) Prior to the student's enrollment being terminated, he will be given the chance to make his or her claims before the School Committee.
- b) Copyright
 - i) A student who writes a Ph.D. Dissertation is solely responsible for all content therein and including the data upon which his Ph.D. dissertation was based, the gathering thereof and the reliability of the presentation thereof, and all that this entails.
 - ii) A Ph.D. holder, whose degree was conferred by IDC Herzliya, whose dissertation has been approved by the qualified academic institutions and who publishes all or part of

the results of his research, will stipulate that the dissertation was written at IDC Herzliya as part of fulfilling his obligations for obtaining the degree.

- iii) Copies of a paper that has been approved as a Ph.D. dissertation by the Higher Committee for Ph.D. Students will be deposited with the library at IDC Herzliya. A student whose dissertation has been approved, will provide copies of his dissertation to any organization eligible by Israeli law to receive it.

8) **Awarding the Degree**

- a) After all procedures of approval been completed as stipulated in these Rules, and the Higher Committee has announced the awarding of the degree, a ceremony will be held at which the President of IDC Herzliya or the Provost (Vice President for Academic Affairs) will declare the awarding of a degree of Doctor of Philosophy.

9) **The Ph.D. Diploma**

The student will receive the Ph.D. Diploma at the annual Ceremony for Awarding Degrees.

The wording of the diploma will be:

The IDC Herzliya

The President of IDC Herzliya, the Provost, and the Higher Academic Committee confer upon Mr. / Ms.

the Degree of Doctor of Philosophy (Ph.D.)

following the approval of her dissertation

(title of the dissertation)

by the Baruch Ivcher School of Psychology and the Higher Academic Committee

and received a grade of “Excellent” (a line that will be added with respect to dissertations that received a grade as stated)

Herzliya (date)

Signed by

The President / The Provost / The Chair of the Higher Academic Committee

Comment

Anywhere in the Rules and Requirements of the Ph.D. Program in Psychology where “Supervisor” appears, the intention is also “Supervisors” in the case of multiple supervisors.

