

## Dean of Students

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The Dean of Student Affairs handles a wide spectrum of economic and personal problems students may encounter and does all in its power to solve them. The Dean of Student Affairs is responsible for the following:

1. Serves as the Commissioner of Student Complaints in accordance with the Students' Rights Act, 5767 – 2007.
2. Bestows economic aid and socio-economic scholarships.
3. Assists students with learning disabilities and students with special needs.
4. Handles non-academic matters with the Student Union in cooperation with the Vice President of Student Affairs.
5. Assists students with personal problems (excluding academic problems which are handled by the deans of the relevant schools)
6. Approve special dates of exams and of papers due to personal reasons.
7. Bestows academic recognition for students' participation in community activities (in cooperation with the Deans' Forum).
8. Psychological Counseling Services, and the Study Skills Center.
9. Handling all matters concerning students serving in reserves duty or serving in the army (Reserve Service Coordinating Committee, etc.).

The Dean of Student Affairs also serves as the "Complaints Commissioner" for students who would like to file any complaint concerning the Interdisciplinary Center.

Dean of Students Telephone Numbers: 09-9527221, 09-9527257

## **Commissioner of Student Complaints**

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The aim of this procedure is to ensure that students have the opportunity to file a complaint in cases they believe are in contradiction of the Academic Regulations, have harmed them and violated their rights or concerning matters that did not receive proper attention from the administrative or the academic staff at the Interdisciplinary Center.

The Dean of Student Affairs is the Commissioner of Student Complaints at the Interdisciplinary Center.

1. Every student at the Institute is entitled to file a complaint with the Commissioner of Student Complaints and the Commissioner is authorized to investigate these complaints.
2. The Commissioner of Student Complaints shall investigate and clarify any complaint he has received and will respond to the student who filed the complaint.
3. The Commissioner of Student Complaints is entitled to convey his recommendations to any authorized entity at the Interdisciplinary Center.
4. The Commissioner of Student Complaints shall submit to the President of the Interdisciplinary Center an annual report on his activities concerning complaints filed that year.

## Scholarships

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1. The Interdisciplinary Center provides scholarships to those students in need.
2. Students encountering difficulty in covering their tuition should contact the Scholarships Committee of the Interdisciplinary Center to apply for a scholarship.
3. A student is entitled to receive a scholarship from the Interdisciplinary Center if he is paying full tuition.
4. Scholarship applications will be available on the Center's site under the scholarships category and a link will be sent by email to the students through their Interdisciplinary Center email only beginning the first day of the academic year. The application with all appendices must be submitted by 12:30 **pm** November 17, 2011.
5. The application shall only be submitted to the Dean of Student Affairs. Applications submitted through the Student Secretariat shall not be accepted. Applications submitted late, or lacking any of the required documents shall not be considered and shall be disqualified.
6. All details must be meticulously filled in and all details documented as required.
7. Any student having 3 failing grades on their grade sheet shall not be entitled to apply for a scholarship.
8. The decision concerning the scholarship shall be given to the Student at the beginning of the second semester.
9. The scholarship can be up to 25% of the tuition (not including accompanying payments).
10. The total amount of scholarships a student is entitled to receive from the Interdisciplinary Center shall not exceed 50% of the tuition of that year (socio-economic, scholastic merit, information technology, etc.).
11. A student who receives any type of scholarship (socio-economic, scholastic merit, information technology and so forth) and terminates his studies or his studies are terminated for any reason whatsoever will be obliged to return the sum of the scholarship provided. For this matter, freezing academic studies is considered termination of studies by the Student.
12. Any student who shall be entitled to a scholarship of any type whatsoever from the Interdisciplinary Center shall be obliged to participate in the community services program in the scope and manner determined by the Scholarship Committee. Fulfillment of this stipulation is a threshold requirement. The Scholarship Committee shall be authorized to demand that the student return the scholarship he was granted should he not partake in the community service program.
13. The Scholarship Regulations appear on the Interdisciplinary Center's site. Complete information concerning threshold requirements appear on the back of the application.

**Detailed explanations are included in the Tuition Regulations.**