

Academic Regulations

*** The Handbook is updated from time to time on the Reichman University Website. It is the students' responsibility to track these updates.**

**** In accordance with the decisions of the Government and the Council for Higher Education, the Interdisciplinary Center Herzliya has been recognized as a university. As of October 31, 2021, the name "Interdisciplinary Center Herzliya" (CIC) has been changed to "Reichman University."**

TABLE OF CONTENTS

No.	Content	Page
1.	The Regulations	4
2.	Terminology & Definitions	4
3.	The Required Periods of Study	5
4.	Academic Tracks	5
5.	Fields of Study	5
6.	Laptop Requirement	6
7.	Online Lessons and Exams	7
8.	Copyrights and Fair Use of Electronic Resources	7
9.	Research and Activities with External Entities	8
10.	Instructions for Transferring Information from Reichman University	8
11.	Procedures for Providing Information to Students	9
12.	Student Attendance in Classes, Recitations and Seminars	9
13.	Assignments	9
14.	Conditions for Participation in a Course	12
15.	Fulfilling the Academic Requirements of a Course as a Prerequisite for Taking the Final Exam	13
16.	Procedures for Delegations on Behalf of Reichman University	15
	Quizzes and Final Exams	16
17.	General	17
18.	Exams Scheduled for the Same Date and Time	17
19.	Eligibility to Take an Exam	18
20.	Exam Procedures	18
21.	Conduct During Exams	18
22.	Writing Exams	21
23.	Grading of Exams	21
24.	Exam Results	22
25.	Appealing Final Exam Results	22
26.	Waiving a Passing Grade	23
27.	Special Exam Sessions	24
28.	Failing a Course	27
29.	Failing a Required Course	27
30.	Elective Courses	27
31.	Seminars	28
32.	Exemptions	29
33.	Accreditation of Courses taken at the IDF Flight Course and Naval Officer's Course, as Interdisciplinary Elective Courses	31
34.	English studies	31

35.	English as the Language of Instruction, Exams and Assignments at the Raphael Recanati International School	32
36.	Credits for Performing Community Service Recognized by Reichman University	32
37.	Dean's List of Outstanding Students	32
38.	Military Reserves Dean's List Certificate	34
39.	Requirements for Advancing to the Next Year	34
40.	Termination of Studies	34
41.	Continuity of Studies	34
42.	Cessation/Resumption of Studies	35
43.	Requirements to Receive Confirmation of Eligibility for Law Internship	35
44.	Grade Point Average (GPA)	35
45.	Eligibility for an Undergraduate Degree	36
46.	Conferral of Cum Laude, Magna Cum Laude and Summa Cum Laude Degrees for students who began their studies in the 2010/11 academic year and onwards:	36
47.	Conferral of Cum Laude, Magna Cum Laude and Summa Cum Laude Degrees for students of Accountancy who began their studies in the 2010/11 academic year and onwards:	37
48.	Definition of honors in the diplomas in English for honor students in accordance with the criteria defined in clauses 45 of the Academic Regulations:	37
49.	Definition of honors in the diplomas in English for honor students of Accountancy, in accordance with the criteria defined in clauses 46 of the Academic Regulations:	37
50.	Confirmation of Graduation	37
51.	Graduation Ceremony	37
<u>Assistance to students who serve in the Reserve Military Force, and students under the IDF Education Department, during the course of their studies.</u>		38
1.	General	38
2.	Course Academic requirements	40
3.	Recognition of Active Military Reserves Duty as a Social Activity Entitling Students to 2 Credits	42
4.	Assistance in the Completion of Studies and Registration for Courses	43
5.	Payments	44
6.	Other Provisions	45
7.	Handling the Requests of Students Serving in Active Military Reserves Duty	45
8.	Assistance and Scholarships	46
9.	An outstanding Dean's List student from the reserves duty system	46

No.	Content	Page
	<u>Rights of Pregnant Students, Female Students Undergoing Fertility Treatment, Female and Male Students in the Process of Adoption, Receiving a Child into Foster Care, Surrogacy and Students after Birth.</u>	47
1.	Maternity Leave	47
2.	Coordinator of Accommodation	48
3.	Course Assignments	48
4.	Examinations	48
5.	Tuition Fees	50
6.	Extending the Study Period	50
7.	Scholastic Merit Scholarship	50
8.	Socio-Economic Scholarship	50
	<u>Learning disabilities, statements of disability, students with disabilities and receiving accessibility accommodations</u>	51

1. The Regulations

- a. These regulations govern the academic framework at Reichman University and are intended to clarify students' rights and obligations 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.
- c. The Dean of Student Affairs is entitled to approve exceptions to these regulations and other Reichman University policies if a student's personal circumstances warrant it. The Dean of Student Affairs' decision is binding, unless the Dean of the student's school objects to it and the University's Provost does not overrule this objection.
- d. The Committee for Student Affairs has the authority in special cases, with the Dean's consent, to approve exceptions to these regulations in academic matters.
- e. All matters related to tuition fees are subject to the Tuition Regulations.

2. Terminology & Definitions

- a. "Concentrated course" – a course that spans less than one semester.
- b. "Beginning of a course" – the first class of the semester.
- c. "Course assignments" – papers, some of which are graded (final grade or bonus grade) and some of which are to check attendance, among them:
 - (1) "Weekly exercises" – submission of a weekly paper (electronically and/or hand-written);
 - (2) "Paper" – submission of a paper not on a weekly basis (electronically and/or hand-written);
 - (3) "Final Paper" – a summarizing paper at the end of the course, according to the requirements included in the syllabus.
- d. "Exams" –
 - (1) "Midterm / Quiz" – an exam that takes place during the semester;
 - (2) "Final Exam" – an exam that takes place at the end of the semester, including a take-home exam.
 - (3) "Online Exam" – An exam conducted online, wherever the student may be, using video-conferencing software.
 - (4) "Home Exam" – An exam students take independently, without supervision, with open books, during a short period of time as defined by the lecturer.
 - (5) "Computerized Exam / Quiz" – an exam or quiz conducted in a computerized format, in accordance with the university's guidelines.

- e. "Technical appeal" – an appeal regarding the totaling of the assignment / exam grade.
- f. "Substantive appeal" – an appeal regarding the substance of an answer and the standard by which the assignment / exam was reviewed.
- g. Online Lesson – A lesson that is conducted online via video-conferencing software (distance learning), with a lecturer or advisor or faculty member, students and/or other participants (as relevant).

3. The Required Periods of Study

- a. The required period of study for the LL.B. for Outstanding Graduates of Previous Degrees, at the Harry Radzyner Law School, is a minimum of three years.
- b. The required period of study for the Dual Degree programs is four years.
- c. The required period of study for the direct programs for graduate Law degrees is seven semesters (Law studies plus preparatory studies in the relevant fields towards the Graduate Program), followed by the number of semesters required for Graduate studies by the school, according to the curriculum.
- d. The required period of study in the single major or double major programs is three years.
- e. The required periods of study and curricula are subject to the approval of the official bodies that approve academic programs at Reichman University and may be changed at their discretion.

4. Academic Tracks

- a. Students will be placed in a study track. Placement is based on the specialization that each student selects. Reichman University permits students to switch to a different specialization as they learn more about various fields during their studies if they request to do so. Please note that placement procedures are subject to change. Students are eligible to take only the courses offered in their track.
- b. The programs of study at Reichman University are generally full-time academic programs. Part-time study will not be permitted, except under special circumstances and with prior approval of the Dean.

5. Fields of Study

- a. The curriculum consists of required courses, elective courses, recitations and seminars, as determined for each year of study. The students' course load also includes courses that the students had been required to take during previous years of study at Reichman University.

- b. Under no circumstances will a student be enrolled in two or more courses that are offered at partially or fully overlapping times. In planning a course schedule, the student should keep in mind that they must submit assignments and take exams as scheduled, even if these are in very close proximity to one another because the student is enrolled in a special program.
- c. Registration for a course is contingent both upon satisfactory completion of prerequisites as required by the curriculum and upon approval by the Student Administration. Students who have not registered for a course accordingly, will not be considered to have taken it and the grade earned will not be included in their grade point average (GPA), unless the student receives permission in advance from the Dean, via the Student Administration.
- d. Registration and cancellation of registration for a course will be done within the first two weeks of each semester, with the exception of concentrated courses, in which the registration will be done prior to the first lecture and cancellation of the registration will be done prior to and immediately after the first lesson. During the summer semester, registration and cancellation of registration will be done during the first week of the semester.

Students who miss a lesson during the registration period, regardless of whether or not they transferred between courses, this absence will be considered an unjustifiable absence.

- f. The University is entitled to cancel courses and/or seminars and/or other educational frameworks (workshops, practicum, etc.) with registration of less than the minimum number of students the University defined for each educational framework. Students who register for a course or seminar that was cancelled as stated, will be given the opportunity to choose a different course or another educational framework in the same semester.
- g. In general, a semester hour (SH) is equal to one credit, except in extraordinary cases in which the Dean shall decide otherwise.

6. Laptop Requirement

- a. A personal laptop computer (hereinafter: "laptop") is an essential tool for fulfilling academic activities, including participation in certain classes, completion of assignments, exercises and computerized exams, access to information databases, studies during emergency situations, etc.
- b. Students are expected to have a functioning laptop that meets the University's recommendations, as determined and published from time to time, and to act in accordance with the relevant guidelines.
- c. Students are expected to ensure in advance that their laptop is equipped with the required software, updates, and security measures installed, in accordance with the university's guidelines.

7. Online Lessons and Exams

- a. Distance learning via an online lesson and/or by watching an online lesson and/or doing online exams are subject to all the regulations in this handbook pertaining to how lessons and/or exams (accordingly) are conducted, with the requisite changes. Students are to adhere to the guidelines and/or instructions given in relation to the online lessons/exams and to behave appropriately throughout to allow them to be conducted properly.
- b. To participate in online exams students might be required to sign and/or validate an Exam Integrity Statement. Students must avoid disrupting the monitoring function of the video-conferencing software operated during the exam and they must activate their video and audio.
- c. Students are to avoid disrupting the proper operation of the video-conferencing software during the online lesson.
- d. Students are not allowed to record and/or copy and/or photograph all or part of the online lessons and/or online exams, or materials uploaded during them, including in-lesson chats, or pictures / videos / audio recording of a person or people participating or present in them. Without derogating from the generality of the above, it is severely prohibited to copy, transfer, or distribute in any manner a picture, recording or video from the online lesson and/or online exam as stated above. This includes the prohibition on copying, transferring or distributing any of these physically or electronically, including on the internet, social media, messaging software, emails, etc.
- e. Violation of item 6d. above in a manner that may cause any harm to the dignity, body or property of a student, teacher, faculty member or any other person, including (without derogating) publishing the recording of a person's words or photograph in public under circumstances that might humiliate or degrade them, is considered most serious behavior not befitting the dignity of Reichman University or the student status and constitutes a disciplinary discretion as detailed in the Disciplinary Regulations handbook and might accordingly lead to penalties.

8. Copyrights and Fair Use of Electronic Resources

- a. When using databases of the Reichman University and the Student Union, electronic press, print-outs, and e-books, users are obliged to respect copyrights and agreements between the library and publishers/vendors.
- b. Access and use of sources is permitted only for faculty and students of Reichman University for purposes of studies and research only, and not for commercial use.
- c. Any use of the Reichman University and the Student Union's databases for purposes other than those for which they were granted, and which violates agreements between Reichman University and the publishers and/or infringes upon other copyrights, will constitute cause for taking disciplinary measures

and/or other legal measures available to Reichman University authorities against the perpetrator.

- d. The lecturers and/or Reichman University own the full rights; they give the permissions in the framework of the Reichman University, including lecturers given to students that are delivered online and/or as a recording. The online and/or recorded lectures can be used only by Reichman University faculty members and students, only for purposes of study and research, and only in the framework of the course they originated in, and they may not be used for any other purpose. Any violation of this clause will constitute an infringement on copyrights and will constitute grounds for disciplinary prosecution and/or taking all the legal measures available to Reichman University.

9. Research and Activities with External Entities

In the framework of their studies and research at Reichman University, students might choose to engage in various activities such as research conducted by Reichman University faculty or activities conducted in collaboration with external entities, enabling students to enjoy these resources and gain professional experience. Sometimes these external entities specify various conditions for students' participation, or they are necessary for actually carrying out the activity. Accordingly, insofar as the they choose and are accepted to any such activity, students must commit to act without conflict of interest, fairly, upholding rights, including copyright and any other intellectual property. As a condition for participation students may be required to agree to terms (for example: decisions regarding ownership of intellectual property created in the activity, licensing of intellectual property or other rights) defined, or to be defined, by Reichman University itself or together with the external entities. Insofar as they are interested in doing so, students will be able to inquire about the conditions with the relevant Reichman University faculty members. Students will commit, if required, to confidentiality of information about third parties they are privy to in the framework of the activity. Students also agree that any of their products from the activity at Reichman University, insofar as it is their property, are their sole responsibility, that Reichman University and/or any party on its behalf will not in any way be responsible for the product, and commits to not make any claims towards Reichman University and/or any party on its behalf regarding the product or any use of said product by the student or any other entity.

10. Instructions for Transferring Information from Reichman University

Without derogating from the provisions of the law, it is understood and agreed that in order to comply with the requirements of the law and for the provision of its services, Reichman University authorities may transfer personal information that it has, to various parties inside and outside Reichman University, in Israel and outside the country, including public bodies that may require it by law. The transfer of information shall be possible when done within the powers or functions of Reichman

University and is required for the purpose of enactment, including by virtue of a court or police order, or for the purpose of the powers or functions of Reichman University or the recipient of information. In addition, Reichman University may use outsourcing services that involve the transfer of personal information to external parties for the necessary actions.

11. Procedures for Providing Information to Students

- a. Announcements will be sent to students regularly via email and via text messages sent to their cellular phones and on the virtual board of the program on the Reichman University website. It is the student's responsibility to check the email accounts that Reichman University provides to them regularly and to update the Student Administration if their cellular phone number changes. Reichman University considers all communications sent to students via email official and binding.
- b. The instructor shall update the syllabus on the course website, upon the commencement of the course, which will include the components of the grade and the material studied. Changes to the syllabus will be done only during the first two weeks of the semester in which the course is studied and will be published on the course website.

12. Student Attendance in Classes, Recitations and Seminars

- a. (1) Students must attend every session (of a class, recitation or seminar) as required by the course syllabus.
(2) In addition to their physical presence, students are required to read the bibliographic material in preparation for each class, and prepare the course assignments, as determined by the course instructor.
(3) Attendance in make-up lessons will not be mandatory. Moreover, quizzes and bonus quizzes will not be held and assignments will not be submitted in these lessons.
- b. (1) Instructors of classes may take attendance in whatever manner they see fit.
(2) Instructors of seminars are required to check the attendance of each student at every session.
- c. A student who, for justifiable reasons, cannot attend a session of a course in which individual attendance is taken, must inform the instructor of this in writing or verbally via the Student Administration, in advance, if possible (depending on the circumstances), and no later than a week after the absence, and submit the appropriate explanations and documentation. The submission will be reviewed according to subsection 15a.

13. Assignments

- a. An instructor may require submission of course assignments. At the beginning of the course the lead instructor will inform students about these assignments that will comprise the course grade, of their respective weight in the grade, and of the number of assignments required for submission.
- b. Assignment instructions will appear on the course syllabus or announced no later than two weeks prior to date of submission.
- c. Students must submit assignments on their due dates. Students must retain a copy of each assignment as submitted.
- d. Assignments will be submitted electronically only via the course website (Moodle) or by email. In exceptional circumstances an instructor can decide assignments will not be submitted electronically, with the approval of the school's Dean.
- e. Assignments will be submitted only with the student's I.D. number and with no mention of the student's name in the heading or the body of the assignment. The only exception permitted is as in subsection 12b(1).
- f. An assignment that was not submitted (except for justifiable reasons, as described below) will receive a grade of 0, and will be calculated as determined by the course instructor in the syllabus.
- g. Every assignment submitted by a student must be the result of their own efforts. Students may work in groups to prepare for writing an assignment, but students must write the actual assignment by themselves. Assignments with similar wording will be disqualified for plagiarism and the students will be considered to have violated the disciplinary regulations. Any material quoted or paraphrased from another source must be annotated as such and the original source must be cited. Please note that any assignment prepared will be disqualified if it is given to another student before it is submitted and is used to write another assignment or copied.
- h. An instructor may limit the length of an assignment to a certain number of pages. Should an assignment exceed the number of pages permitted, the instructor is entitled to grade the assignment based only on those pages that fall within the page limit.
- i. Students who, at the time an assignment is due, experience one of the following extenuating circumstances will not be required to submit the assignment on schedule and must follow the procedures enumerated in subsection 11j below:
 - (1) Active duty in the Reserve Military Force on the assignment's due date;
Active duty in the Reserve Military Force of at least four consecutive days, and the assignment's due date is less than four days after release from active duty;
 - (2) Birth, adoption or receiving a child into foster care – a female student who has given birth, adopted or received a child into foster care in the period of up to 21 days of the assignment's due date; a male student who had a

baby, adopted or received a child into foster care in the period of up to 14 days of the assignment's due date; and everything included in the relevant regulations below.

- (3) Hospitalization of more than one day in one of the wards at the time the assignment is due; or hospitalization in one of the wards for three consecutive days, and the assignment due date is less than four days after discharge from the hospital;
 - (4) The due date falls during one of the seven days of mourning (*shiva*) following the death of a first-degree relative.
 - (5) The due dates fall on the day of a grandparent's funeral.
 - (6) The assignment's due date falls five days before or after a student's wedding; and seven days before or after a student's wedding that takes place abroad.
 - (7) Official holidays observed by minority students, as published annually by the Religious Services Ministry
- j. In the cases enumerated in subsection 10.i. above, the student must present an explanation and relevant documentation to the Student Administration as soon as circumstances permit and no more than seven days after the circumstances preventing timely submission of an assignment have abated. The Student Administration will issue authorization and pass it on to the relevant instructors.

It will then be left to the discretion of the lead course instructor to decide whether: (1) to permit the student to submit the assignment at a date to be determined by the instructor, whereby the number of days added to the extension will be no less than the number of days the student was justifiably absent; (2) to permit the student to submit an alternative assignment at a date to be determined by the instructor; or (3) to exclude the assignment not submitted from the student's course grade and to calculate the grade for the course's assignments only on those that were submitted by the student. The instructor will inform the Student Administration of the decision in writing.

The exception to this rule is a student who served active reserve duty for a period of more than 14 days. In this case, the student will be exempt from submitting the assignment due in that time framework. (If the assignments are included in the course grade, their weighting in the grade will be transferred to the final exam).

- k. Weekly exercises will be returned to the student within 7 days of the date of submission, and papers will be returned within 14 days of the date of submission. A final paper will be returned within 21 days of the date of submission, and with the Dean's approval – within 30 days. The assignments will be returned electronically, with the exception of subsections 12.b.(1) and 13.d. Postponement of the due date by any of the course's staff cannot, sweepingly, enable delay in the return of the assignments, unless otherwise agreed with the track's representatives when postponing the due date.

- l. When assignments are returned their solutions will be made available.
- m. As a rule, students may appeal an assignment grade up to 5 days after it is returned or from the time the solution was made available, the later of the two. The appeal can be submitted via the appeal option on the course website. However, in the event that another regulation has been established, students' anonymity must be maintained. The response to the appeal will be given within 5 days from the final date for submitting appeals. Technical appeals will check only if there was a miscalculation of the grade; In the case of a substantive appeal, the examiner may review the entire assignment and even decide to lower the grade.
- n. Due dates for assignments will not apply after the end of the semester. Exceptions to this rule can be authorized by the school's Dean.

14. Conditions for Participation in a Course

a. Meeting Prerequisites

- (1) A student who has not met prerequisites for an advanced course before the course begins is not eligible to take the course. Nonetheless, if it is unclear during the registration period whether a student is eligible to take an advanced course, they can register for it and participate in it conditionally, until their eligibility is determined. When the eligibility of the student has been clarified, and it transpires that the student has not complied with the prerequisites, their participation in the advanced course will be erased, including assignments submitted during the course.
- (2) Should a student be eligible for a special exam date that will take place after the commencement of the following semester, the student can sit the exam in the advanced course, but the grade will not be published until the student has met the prerequisites of the course.
- (3) An "advanced course" is a course which students can only take if they have met the "prerequisites;"
A "prerequisite" is a course which students must complete successfully in order to register for an advanced course.

b. Requirements of "Corresponding Studies"

- (1) The meaning of the "corresponding studies" requirement as the condition for participation in a given course (hereinafter: "the contingent course") is that a student shall not be entitled to register for a contingent course unless they take the other course (hereinafter: "corresponding course") concurrently during the same semester.
- (2) A "contingent course" is a course where the requirement of concurrent study is a prerequisite for participating in the course; a "corresponding course" is the course that a student must take in order to take the "contingent course."

15. Fulfilling the Academic Requirements of a Course as a Prerequisite for Taking the Final Exam

- a. A student, who, for unjustified reasons, does not participate in a lesson or recitation, in the amount exceeding one absence from a 1-credit class (correspondingly exceeding two absences from a 2-credit class and so forth) of the total lectures held during the course throughout the semester – shall not be eligible to take the final exam in the course or to receive a grade in the course and the student will be required to retake the course and all it entails. Absence from a double class (4 hours in a row) will be considered as 2 absences. This excludes the summer semester, which features concentrated study programs - more than one unjustified absence in a 2-credit class, will render student's ineligible to take the exam. With respect to this clause, a justified reason for absence is:
- (1) Seven days of mourning over a first degree relative and grandparents, and on the day of a memorial service (*azkara*) for a first-degree relative and grandparent.
 - (2) A funeral of a second degree relative
 - (3) Active military reserve duty.
 - (4) A student who was in reserve service under emergency circumstances, in a special situation or at short notice, is entitled to be absent from one school day, immediately after the end of reserve service as stated in this subsection, and if the period of service exceeded 10 days, will be entitled to an additional day of absence for every 10 days of reserve service as stated; Each day of absence as mentioned will be close to the end of the reserve service. A student whose spouse has served in reserve service under emergency circumstances, in a special situation or at short notice, may be absent from one school day for every 10 days of such reserve service of his or her spouse, but will not be allowed to be absent for more than 5 school days.
 - (5) The hospitalization of a student for more than one day in one of the wards.
 - (6) The quota of justified absences will also include one absence due to a serious illness that does not require hospitalization, but for which there is letter from a specialist doctor, covering the day of absence and not provided retroactively, explaining the student's functional problems and stating clearly that the student is physically incapable to come to classes. This clause does not apply to concentrated courses, workshops and seminars.
 - (7) Birth, adoption or receiving a child into foster care – a 6-week vacation or 33% of all course lessons, according to the higher number of lessons. An exception to this rule is the special courses: labs, seminars, workshops, study tours and practicums, in which participation is essential. Absence from these courses requires the approval of the program head or of the lecturer, who is permitted to not approve course completion without full attendance, despite the extenuating circumstances.

- (8) The student's wedding day; three days before and three days after the wedding; and six days before and six days after a wedding that takes place abroad.
 - (9) On the day the student takes a mid-term exam, or 2nd session exam (*moed bet*), the day of a special exam session.
 - (10) A day before an exam, when the exam takes place during the semester
 - (11) Two days before an exam plus the exam day on a special exam session which was approved for the student due to a reserves service of 5 days and more. This excludes concentrated courses, practicum, workshops and seminars.
 - (12) Official holidays observed by minority students, as published annually by the Religious Services Ministry.
 - (13) Participation in an official delegation of Reichman University.
- b. Attendance in all sessions of a 1-credit concentrated course is mandatory. Students who are absent from a meeting will be ineligible to take the final exam or receive a final course grade. A student who is absent from a meeting for a justified reason, as stated above, will be ineligible to take the final exam or receive a final course grade, however, the course will be deleted from their grade transcript. In concentrated courses in the scope of 2-credits, absence from one session for a justified reason, as stated above, is allowed, and the other regulations relating to a concentrated course of 1 credit will apply. The regulations of this section will not apply to absences due to active reserve service (section 15.a.(3)).
 - c. Notwithstanding the provisions of section 15.a. above – an instructor may determine that students who miss a specified number of classes, which is lower than the number specified in section 15.a., for unjustified reasons will be considered as not having completed the academic requirements of the course, provided that the instructor announces this to the class in advance and the announcement is included on the syllabus.
 - d. A student who fails to submit an assignment, when the course syllabus states that a specified number of assignments are a prerequisite for taking the final exam, will not be eligible to take the final exam or to receive a grade in the course. The student will be required to retake the course and all it entails.
 - e. Students who are not eligible to submit a final assignment, will receive notification of this on the student information station. This notice will be published no later than six days before the exam, and in the case of a concentrated course – at the end of the course.
 - f. In any case in which an instructor decides to suspend a student from a seminar or not to give a student a grade in a seminar, the student will be notified of this in writing (by the Student Administration). Notification that a student does not meet the academic requirements of the seminar, which are a prerequisite for

submitting the seminar paper, will be sent by the end of the semester in which the seminar takes place.

- g. Any student who has received notification as described in subsections 10.**Error! Reference source not found.** and 10.f. above may appeal the decision in writing to the Dean within five days of receiving the notification. The Dean will request that the instructor provide a verbal or written response to the appeal. The Dean's decision will be final.
- h. Students who have filed an appeal as described above, and the Dean has not yet made a decision in the matter, will be permitted to take the exam on a conditional basis. If the student's appeal is accepted, the exam will be graded and they will receive a grade in the course. If the appeal is rejected, the exam will not be graded.
- i. Students suspended from a class or a seminar, will receive a **failing grade** for that course.
- j. Students who lose a parent during their studies or shortly before they begin will be entitled to accommodations in their studies during the first year of mourning. To receive these accommodations students must contact the coordinator of their track/program in the Student Administration.

16. Procedures for Delegations on Behalf of Reichman University

- a. A delegation will be recognized by the University's Provost or Deans as one which is sent on behalf of Reichman University.
- b. Students' absence due to participation in the delegation will be considered as justified.
- c. The delegation participants will be exempt from submitting weekly exercises during their stay in the delegation.
- d. The delegation participants will receive an extension for the submission of assignments other than the weekly exercises. The extension will take into consideration the date of their return, as acceptable for students who were serving active military reserve duty.
- e. If an exam date falls during the time a student was absent due to participation in a delegation, they must take the exam that takes place at a time they are not in the delegation. If the student fails this exam, a special exam date will be authorized. If the student passed this exam, they will be entitled to sit the exam again at the course's nearest already-scheduled exam date. If both exam dates fall on the delegation dates, a special exam date will be authorized,

- f. If midterms take place during the time of a delegation, the delegation participants will be considered absent for a justified reason and the weight of the midterm in the final grade will be transferred to the final exam.
- g. Bonus grades for in-class quizzes will not be given to students who participate in a delegation, only to students who serve in the Reserve Military Force.

Quizzes and Final Exams Procedures

17. General

- a. Each course will conclude with a final exam or a final paper. The lead instructor will announce the weighting of the final exam or final paper's grade in the syllabus.
- b. An instructor is entitled to give quizzes during the course in order to assess students' mastery of course material. Announcement of the quizzes and their weight in the course grade will be noted in the syllabus.
- c. The final course grade in semester-long mandatory courses will be made up of the various course assignments, including quizzes, exams and papers, weighted as defined in the syllabus.
- d. An instructor may decide not to include one of the above components or change their relative weight in the course grade only if they have announced so in the course syllabus.
- e. All final exams and quizzes at the Reichman University must be in writing or administered electronically. Final exams or quizzes will under no circumstances be conducted orally. Written quizzes will be returned graded throughout the semester.
- f. Students are required to prepare in accordance with Reichman University's guidelines for exams and quizzes, including computerized exams. Failure to comply with these guidelines may result in consequences determined at the University's discretion, including denial of permission to sit the exam. Responsibility for compliance rests solely with the student.
- g. All Final exams and quizzes will be only with students' I.D. numbers and with no mention of their name.
- h. The exam dates will be posted on the Reichman University website, after consultation with the Student Union.
- i. As a rule, all final exams at Reichman University will be conducted under supervision. An instructor may, with the Dean's approval, conduct an unsupervised exam or give a take-home exam.
- j. A lecturer is entitled to determine the scope of the material to be included in a final exam, in final papers or on quizzes, including independent study material

that was not covered in the classroom. By the last lesson of the semester, the instructor will inform the class on the scope of the material required for the exam, and post an example exam and its solution on the course website.

- k. Lecturers will note the weight of each section of the final exam on the exam form.
- l. If a student is absent from a quiz (that is part of the course grade, and not a bonus) due to the circumstances detailed in section 15.a. above – this quiz will not be included in the weighting of the quizzes in the course grade. ,
- m. The availability of bonus points will be announced at the beginning of a course, and detailed in the syllabus as part of the course's grade components. Bonus points cannot be added as grade components during the course, unless approved by the Dean. Courses whose grade components include bonus points will publish a list of students who qualified for them and the grade given to them, prior to the 1st session exam. Bonus points will not exceed 5% of the final course grade. The Deans may give special dispensation for a 10% bonus grade. Bonus points cannot, under any circumstances, be applied to the final course grade once the exam and final course grades have been published.
- n. As a rule, there are no second (make-up) exam sessions for quizzes.
- o. A 15%-time extension on final exams will be afforded Muslim students who are fasting during Ramadan, and to students who are fasting on days of fast, as published annually by the Religious Services Ministry and coordinated in advance with the Student Administration.

18. Exams Scheduled for the Same Date and Time

- a. Students that choose an elective course that has the same exam date as a mandatory course, will be alerted by the electronic registration system that they are aware that only one exam date will be available for the course and they will have to confirm this.
- b. Should this occur with two mandatory courses, and providing the student takes each of the exams on at least one of the available dates, and providing these are not carry-over courses or courses that were moved up, students will be eligible for a special exam session for each of the courses. (This does not apply to special programs, part-time programs, and the LL.B. for Outstanding Graduates of Previous Degrees, at the Radzyner Law School.
- c. Students who are not enrolled in a structured program shall contact the Student Administration and each case will be considered individually.

19. Eligibility to Take an Exam

- a. Only students who have satisfied all the academic requirements of the course may take the final exam.

- b. On final exams, students have the right to be tested on either the first or the second exam date during the exam periods that immediately follow the end of the course. Or, they can choose to take exams for some courses during the first exam period and exams for other courses during the second exam period. Failure to appear at both the first and second exam sessions will result in a failing grade.
- c. Should a student sit an exam on more than one of the exam dates – the grade of the later exam will replace the former grade, even if the score on the former is higher.
- d. Only students who have paid the full tuition required of them by the date of the exam will be permitted to take the exam. Students who have not paid the required tuition in full will not be permitted to take the exam and will be considered as not having shown up for the exam.
- e. A student whose name does not appear on the registration list for a class/seminar will not be eligible to take the exam or receive a grade, even if the student has completed the course requirements.

20. Exam Procedures

- a. During an exam, the instructor must remain on-campus. They may instruct the teaching assistants to be present as well. Under special circumstances, the Dean may authorize an instructor's absence during an exam, in which case the teaching assistants will be present. For special exam sessions and during the 2nd exam session of concentrated courses the instructor need only be reachable via phone.
- b. No extra time will be given on exams. Instructors must plan their exams so that students can complete them within the allotted time.
- c. The decision whether or not an exam will be "open book" is left to the instructor's discretion. The instructor will announce in the course syllabus how the exam will be conducted, and the instructor's announcement will be binding.

21. Conduct During Exams

- a. Integrity in testing is one of the cornerstones of education in general and of Reichman University in particular. Students who compromise the integrity of an exam damage not only the value of their own studies, but also the efforts of their fellow students, who conducted themselves honestly and earned the grades they deserved.
- b. Exams shall be anonymous. Students shall not write any identifying information (other than their identity number and exam booklet number) on their exam booklet or forms.

- c. Students may only take exams in the room to which they are assigned.
- d. **Students are not allowed into the exam room after the first 20 minutes of the exam under any circumstances.**
- e. Upon entering the exam room, the student must present the proctor with an identification card. Acceptable identification includes only: student card, official I.D. card, driving license, and passport.
- f. Students must enter the exam room 10 minutes before the exam begins and may not leave the room without receiving permission from the proctors beforehand. Students will not be permitted to leave the room during the first and last 30 minutes of the exam, with the exception of students who submitted medical authorizations documenting a condition that requires them to leave the exam room to the Dean of Student Affairs and received special permission, in advance. In the remaining time, students will be permitted to leave the classroom in order to go to the restrooms only once each hour. Therefore, in an exam that is two hours long, students will be permitted to leave the room once, in an exam that is three hours long, students will be permitted to leave the room twice, etc.

There must be at least an hour between the times that a student leaves the room in order to go to the restrooms. Also, students who are given extra time will only be permitted to leave once an hour. Students can leave the exam room for the first time 30 minutes after the exam has started and once each hour. Only one student will be permitted to leave the room at a time. A student who requests to leave in the middle of the exam (30 minutes after it began), must raise their hand. The proctor will approach the student and take the student's exam booklet. The student can then leave the exam room **and will not be permitted to reenter it**. In order to eliminate any doubt, according to Reichman University regulations, leaving the exam classroom during an exam is for the sole purpose of going to the restrooms.

- g. Proctors are authorized to use their judgment in directing students to specific bathrooms.
- h. Upon entering the exam room, students must place their belongings near the entrance and take only the material permitted for use during the exam to their seats. Students' bags will be placed in a section of the room, which students will not be permitted to approach during the exam. Students must sit in the seats assigned to them by the proctor and during the entire exam must refrain from talking with one another about any topic, including technical questions and subjects unrelated to the exam. Students may not bring into the exam room or the vicinity any material pertaining to the exam or the course in question, except material permitted by the instructor in writing. Students may not pass material of any kind, including writing utensils and similar items, between each other.
- i. It is absolutely forbidden for a student to have a cellular phone or any other electronic device (in operation or off) in the student's space during an exam.

This prohibition is broad and comprehensive and includes having a cellular phone/device, among other things, on the body of the examinee, on the table, or in the satchel/handbag placed next to the examinee. The exam of any student, who is caught during an exam with a cellular phone/device contrary to these instructions, even if the student did not use it, **will be disqualified on the spot**. The owner of a cellular phone/device is obligated to leave the phone/device off, in flight-mode, in the satchel/handbag which will be left at the entrance to the exam room together with the rest of the satchels and not in the possession of the examinee.

In any case, students will not be permitted to leave a phone or any valuable device with the proctors. Students who need to receive a phone call during the exam for emergency reasons will submit a request to the students' coordinator and receive authorization in advance .

- j. At the end of the time allotted for the exam, students must stop writing immediately and hand in their booklets to the proctor. Writing after the end of the exam period constitutes a disciplinary offense. The proctor will not accept any exam booklets that were not handed in on time.
- k. Every student is required to comply with instructions given to them by the proctor, including the instruction to identify oneself to the proctor. Refusal to identify oneself is liable to result in one's exam being disqualified. A student who speaks during an exam without receiving permission from the proctor, will be moved to a different place and will get a disciplinary complaint. A copy of the exam will be placed in the student's personal file and the student's name will be given to the complaints officer, who will consider holding a disciplinary hearing on the incident.
- l. All students should note that cheating on an exam, disobeying a proctor, trying to cheat on an exam or disobeying the regulations regarding exams are all severe disciplinary offenses. The Reichman University administration reserves the right to use other methods to monitor exams and discover cheating, in addition to those that are currently in use, in order to prevent the phenomena of copying and fraud in exams.
- m. Students who enter the room and receive the exam form are considered as having taken the exam on that date. Should they decide not to take the exam, their grade will be 0. Students will not be permitted to leave the room until half an hour has elapsed from the start of the exam and until they have returned the exam form and booklet to the proctor.
- n. In examinations conducted only in English, and in Hebrew language exams which include essays or questions in English, a dictionary can be brought into the exam classroom (English/Hebrew, Hebrew/English dictionaries). The dictionary must contain no written notes. Additionally, it is possible to bring in a standard electronic dictionary which can be run in silent mode (a device which includes only a dictionary, with no internet connection). No iPads are allowed. In the case of Hebrew language exams which include essays or questions in

English, the lead instructor must notify the students in advance that there will be sections in English and by the last lesson of the course.

- o. The use of computers during an exam is permitted only in accordance with Reichman University procedures on this subject, which are occasionally posted. Computers may not be used as sources of information on open-book exams in which the use of books and other material is permitted.
- p. A closed plastic beverage bottle and a small energy bar / chocolate bar / chewing gum / candy only may be brought into the examination room.

22. Writing Exams

- a. Answers should be written with a non-erasable blue or black pen and in legible handwriting.
- b. **Do not write answers in the draft booklets since they are shredded after the exam.** Do not tear pages out of the exam booklets.
- c. An instructor may refuse to check an exam booklet if the handwriting is illegible. When this occurs, the Student Administration will inform the relevant student as soon as possible. Should this occur, the student will receive a photocopy of the exam booklet, type up the answers exactly as they appear in the exam booklet, and return it to the Student Administration within 24 hours. If any difference is found between the original exam and the typed version, the exam will be disqualified and the student will be considered to have committed a disciplinary offense and treated accordingly.
- d. Students who are aware that they have illegible handwriting are requested to contact the Student Administration in advance. In such cases, the option of typing the exam on a computer will be considered, according to Reichman University regulations regarding computer use, during the time period set for the exam (without any time extension for printing or possible computer problems).

23. Grading of Exams

- a. Exams shall be graded by the instructor or by teaching assistants who have at least a graduate degree in the subject of the course. The Dean may authorize an exception to this rule pursuant to the instructor's request.
- b. Grading an exam requires writing comments in the body of the exam. In addition, the lecturer will publish the exam solution on the course website or append it to the scanned exam booklets, or conduct a lesson devoted to the solution of the exam, around the time the grades are published.
- c. If the exam reviewer's handwriting is illegible, students will submit a request to the Student Administration to receive all the comments on the exam booklet clearly and typed.

- d. All exams that received a failing grade will be given to the instructor to personally recheck the exam.
- e. Exam scores will be submitted to the Student Administration only after they have been approved by the instructor.
- f. Examinations will be returned according to the policy of Reichman University.

24. Exam Results

- a. Results of final exams will be sent to the Student Administration*:
 - (1) Within 10 calendar days for: multiple choice exams in all the schools, second semester exams in RRIS, and in general courses;
 - (2) Within 14 calendar days in the schools of**: Computer Science, Business, Entrepreneurship, Economics, Sustainability.
 - (3) Within 18 calendar days in the schools of: Law, Government, Communications, Psychology.

* Exceptions require the approval of the Reichman University Provost.

** In Statistics and Mathematics courses, the exam scores will be passed to the student administration within 21 calendar days.

*** With regard to Statistics and Mathematics courses, if authorized by the Dean and announced to the students in advance, an extension of up to 7 calendar days is permitted.

The number of days will be counted from the day the exams are ready for review, no later than one workday from when the exam was held.

The results will be received via text messages to students' cellular phones and posted on the online personal centers on the Reichman University website, up to two days after the results are sent to the Student Administration.

The Student Administration will notify students if announcement of exam results will be delayed, insofar as the Administration is alerted to the fact.

- b. Students must ascertain their grades on their own. The Student Administration cannot give out individual exam results.

25. Appealing Final Exam Results

- a. Students can examine their exam booklets on their online personal centers on the Reichman University website.
- b. A student appealing grades is obligated to maintain anonymity throughout the entire process. Appeals may only be submitted through the Reichman University website. Appeals may not be submitted directly to the instructor and may not be discussed personally with the instructor. Personal circumstances of the student are not to be detailed in the appeal, but rather only claims related to the exam itself and to the checking thereof. An appeal submitted directly to the instructor will not be considered.

- c. The number of words in the appeal will not exceed a total of 250. The exam may only be appealed once.
- d. An appeal of a grade, including a passing grade, received on a final exam, final paper, quiz or seminar paper must be based solely on what is written in the exam booklet, on the final paper, the quiz or the seminar paper and must be submitted via the student's online personal center. Appeals, whether on substantial or technical grounds, must be submitted within three calendar days of publication of the exam results or of the exam solution or of the lesson devoted to the solution – the later of the three; or from the return of the seminar paper. In special cases in which an extension is justified, the Dean of Student Affairs has the authority to extend the appeal period by an additional seven days.
- e. In an appeal the lead instructor of the course will check whether a mistake was made in reference to the grade given. In the case of a technical appeal, the lecturer will not review the entire exam booklet, but only check if there was a miscalculation of the grade; in the case of a substantive appeal the lecturer may review the entire exam booklet and is entitled to decide that the grade will be lowered. The decision of an appeal will be given within three calendar days from the final date of submitting appeals or up to three days before the date of the 2nd exam session – the earlier of the two.
- f. Should an instructor decide to accept or reject an appeal, their decision will be explained on the appeal form. The instructor's decision is final.
- g. In Computer Science courses the instructor will check the appeal and/or, with the Dean's authorization, it can be reviewed by a teaching assistant who did not check or grade the question that is being appealed.

26. Waiving a Passing Grade

- a. Students who receive passing grades on final exams held on the first exam date and who wish to improve their scores on the second exam date during the same semester, will be able to waive their grade via the student information station , no later than 72 hours prior to the second (make up) exam date. A student, who has not done so on time, may take the exam based solely on available space, through a special appeal to the Student Administration.
- b. Students who have notified their intention, as stated in clause 26a, and will enter the exam room on the second (make up) exam date, will be considered as having waived their first round passing grade, and may not retract this waiver. A student, as stated, may retract the waiver, should they not show up at all for the second (make up) exam.
- c. The later grade will replace the former grade, even if the later grade is a lower or failing grade.

- d. Students who wish to waive a mandatory course (only) and repeat the course or replace it with another course (with the Dean's approval), before the completion of their studies, will be entitled to improve their grade under the following conditions:
- (1) The student will reenroll in the course, will meet all of its requirements and will take its final exam, unless the lecturer has decided otherwise.
 - (2) Reenrollment in the course shall be done at any time before the completion of studies (during registration periods).
 - (3) A passing grade may be improved for no more than three courses throughout the degree. Students in Dual-Degree programs will be able to waive a passing grade in four mandatory courses, two from each major discipline.
 - (4) Until the end of the course and calculation of the new grade, the grade transcript will display the previous grade.
 - (5) The later course grade is the deciding grade, even if it is a lower grade. In addition, the new course's credit points and grade are those included in the grade transcript and counted towards the degree.
 - (6) The waiver will be subject to the approval of the School's Dean, and according to academic considerations (the student has already studied an advanced course) and /or administrative considerations (open spots in the course and priority of registration for other students).

27. Special Exam Sessions

- a. A special exam session will only be scheduled if a student was absent from one of the regular exam sessions, for one of the following reasons and failed the course at the other session, or was absent from each of the two exam sessions for one of the following reasons. In order to eliminate any doubt, a student who chooses not to attend one of the exam sessions (not for one of the following reasons) will not be entitled to a special exam session.
- b. The reasons that merit a special exam session (as described above) are:
- (1) Active reserve duty at the time of the exam: Only a student who submits an official reserve military duty call-up order and an original copy of the active reserve military duty authorization form (Form 3010) to the Student Administration will be considered eligible under this category. The request will be denied if official/original forms are not submitted.
 - (2) Active reserve military duty of at least four consecutive days, ending four days or less before the exam date. (See subsection 26b(1)).
 - (3) A student who was in reserve service for at least 10 days cumulatively during the exam period, or a student who during the semester next to the exam period was in reserve service for at least 10 consecutive days or 21 days cumulatively, or a student who was in reserve service under emergency circumstances, in a special situation or at a short notice of 5 days consecutive at least, during the exam period or in the semester next to it, or 21 days cumulatively during the semester next to the exam

period, is entitled to be given an additional exam session in any course that he/she were supposed to be tested in during the exam period. The aforementioned eligibility will also be given to a student whose spouse served in reserve service. The aforementioned eligibility will also be given to a student who is a parent to a child, whose spouse served in reserve service. Another exam session according to this section will be held within 45 days of the last exam date in the course, or during the semester following the exam date, or at another date proposed by the institution, with the student's consent, which will be held no later than the academic year following the date of the exam, according to the student's choice. Notwithstanding the above, eligibility for an additional exam session does not change the student's right to attend only two exam sessions in each course.

- (4) A student who has given birth, adopted or received a child into foster care / a male student who had a baby, adopted, or received a child into foster care - is entitled to be absent from exams that take place six weeks from the day of the event. Should students miss one or more exam dates during the six weeks period, they will be entitled to receive a special exam session, providing the student is on leave that is recognized by law at the time of the exam. Students who had a baby, adopted or received a child into foster care, and are not on leave recognized by law, are entitled to be absent from exams that take place in the 8 days following the day of the event.
- (5) A minority student that was absent from one exam date due to a holiday (as published each year by the Religious Services Ministry), and failed the second exam date, will be entitled to a special exam session.
- (6) Hospitalization of the student in one of the wards for more than one day at the time of the exam; Hospitalization of the student in one of the wards for three consecutive days, and the exam date is four days or less after discharge from the hospital.
- (7) Sudden hospitalization of a first-degree relative in one of the wards (not the emergency room) at the time of the exam.
- (8) The exam takes place during the 30 days after the death of a first-degree relative and/or three days thereafter. Or if the exam falls on the day of the funeral of a grandparent.
- (9) The exam takes place three days before or after the student's wedding or six days before or after a student's wedding which is taking place abroad.
- (10) The exam takes place while the student is representing Reichman University at a sports event, debate or other competition, as long as authorization has been given in advance by the Dean of Student Affairs.
- (11) Both exam sessions take place while the student is participating in an official delegation of Reichman University.
- (12) One exam date takes place while the student is participating in a Reichman University delegation and the student fails on the other exam date.

- (13) The exam date of a mandatory course is the same as an exam date of another mandatory course, in accordance with subsection 18.b.
 - (14) Both exam sessions take place while the student is participating in an official exchange program on behalf of Reichman University, and one exam date takes place while the student is participating in the exchange program and the student fails on the other exam date.
- c. In order to eliminate any doubt, under no circumstances will a special exam session be granted in order to improve a passing grade, unless a special exam session is scheduled for this specific course. Furthermore, under no circumstances will a special exam session be granted to a student who has taken the exam on the two previous sessions.
- An exception to the rule is a student, who could not take an exam because of active reserve military duty.
- d. In special cases – when a special exam session has already been scheduled, the Dean of Student Affairs may grant a student permission to take the special exam session.
 - e. Students who are absent due to a serious illness that does not require hospitalization in a hospital ward, may contact the student administration with a detailed request and attach medical certificates from the day of the exam or close to it that refer to the day of the exam (not retrospectively), which includes a detailed report from a doctor on their medical condition. The decision on these requests is subject to the sole consideration of the Dean of Students, who will determine if there is justification to deviate from the regulations in the case in question.
 - f. Students who are eligible for a special exam session must submit a request to the Student Administration as soon as possible and no later than two weeks after the reason for their eligibility has abated, along with the appropriate documents verifying their eligibility. Students who do not submit this request on time risk having the exam being given on the special session without their having registered for it. Requests for a special exam session must only be submitted to the Student Administration and not to the instructor.
 - g. Students who are eligible to take the exam on a special exam session, but would like to waive the privilege of doing so, must inform the Student Administration of this in writing at least five days before the exam date. This notification will be considered a waiver of the privilege of taking the exam on a special session.
 - h. Should the student who initiated the request for a special exam session ask to cancel this session, and all other students taking the exam at this session have been approved as eligible to take the exam at the upcoming session – the special session will be canceled and their eligibility transfers to the next already-scheduled exam session.

- i. Students who are eligible to take the exam on a special session, but do not show up for the exam or inform the Student Administration in writing that they are waiving their privilege to do so, as outlined above in clause 27.g., excluding cases of force majeure, will not be eligible to take an exam on a special session again during their studies at Reichman University.
- j. Students who have received scholastic merit scholarships based on their outstanding academic achievements will continue to receive the scholarship during their advanced years of studies if their average grades meet the criteria. A student receiving this type of scholarship who has taken an exam on one exam date and is absent from another exam date for a reason entitling the student to retake the exam on a special exam session had he failed the exam (subsection 27.b. above) is entitled to request to retake the exam once again at the upcoming exam session and the decision concerning the continuance of his scholarship will be postponed until receipt of the grade on that exam.
- k. An exception to this clause is courses given by Guest Instructors from abroad, whereby only two exam sessions will be offered (see special instructions regarding these courses in the Law School student handbook).
- l. The option of taking the exam on the closest scheduled date will be considered only if a student has taken the exam during at least one of the exam sessions.
- m. In exceptional cases, with the authorization of the University's Provost, it will be permitted to define a specific exam as confidential and determine the appropriate method for appealing the grade.

28. Failing a Course

A student who receives a final course grade of less than 60.00 and/or "incomplete" will be considered as having failed the course. A student who receives an incomplete will receive a grade of "0" for the course.

29. Failing a Required Course

A student who fails a mandatory course must take the course again the following academic year and fulfil all the course's academic requirements, including attendance. The student may ask the instructor for an exemption from attendance or submitting assignments. This request must be submitted prior to the start of the course. The student must attend classes until an exemption is approved. In cases in which exemptions are approved, the student will be responsible for learning the course material.

A student who is registered for a course and does not show up to take the exam will be considered to have failed the exam.

30. Elective Courses

- a. Students may take two elective courses more than the number of elective course credits their academic programs require each academic year (hereinafter: "extra elective courses"). The grades for extra elective courses will be included in the students' GPA for that year. Upon completion their studies (i.e. at the time of filling in the completion of requirements form), students have the right to waive their extra elective courses, whereby the grades of their extra elective courses will be omitted from their final GPA and the courses will simply be listed on their transcript as extra elective courses.
Enrollment in these courses is contingent on the advance authorization of Reichman University that can refuse enrollment on the grounds of – number of students in the course, prerequisites, type and characteristics of the program, and other considerations.
- b. Students who have failed an elective course may participate in other elective courses to complete the electives quota required in their program. Failing grades in electives will be included in students' annual grade-point average. These grades will be sidelined only when students complete the requirements of the specific category to which these courses are attributed.
- c. Students who fail elective courses or seminars will not be allowed to retake the course. Moreover, students may not waive their passing grade in elective courses or seminars and retake the same course/seminar. The lecturer of the course does not have the authority to approve otherwise.
- d. Students wishing to take elective courses at other schools should take heed to the fact that even if prerequisites are not formally required, the courses may be based on previous knowledge in the field of study.

31. Seminars

- a. Students will take as many seminars as required by their respective programs of study.
- b. A prerequisite for participation in a seminar is an Advanced English level 2 course.
- c. Instructors can decide that attendance is mandatory in seminars for all students except for students on active military reserve duty.
- d. Seminar grades will be determined according to seminar papers and, at the instructor's discretion, according to the student's oral presentation of the paper and general participation and contribution to the seminar discussions. The instructor will announce the relative weight of these components at the beginning of the seminar and in the syllabus.
- e. The instructor will determine the order of students' oral presentations.

- f. Seminar papers will be submitted only in electronic format. The scope of the assignment will be determined by the instructor and announced to the students at the beginning of the seminar and in the syllabus.

Students must retain a copy of the paper as it was submitted.

- g. Seminar papers for one-semester seminars held in the fall semester must be submitted no later than the first school day after the Passover break, unless the instructor decides otherwise and informs the class of such.
- h. Seminar papers for one-semester seminars held in the spring semester or year-long seminar courses must be submitted no later than September 1 of the same year, unless the lecturer decides otherwise and informs the class of such.
- i. Seminar papers for a one-semester seminar held in the summer semester must be submitted no later than January 1 of the following year, unless the lecturer decides otherwise and informs the class of such.
- j. Students must receive permission to submit papers late. Papers that are submitted late, with permission, will be returned to students as described below in clause 30.k. with the addition of the amount of time of the extension. The length of the extension should be noted on the back of the paper for the lecturer's convenience.
- k. Students who fail to submit a seminar paper on time without being granted an extension and/or fail to complete the requirements of a seminar will receive a failing grade in the seminar.
- l. Grades for seminar papers will be given no later than 45 days after the due date for papers in the seminar, as decided by the lecturer for the majority of the students.
- m. See clauses 19e and 30c.

32. Exemptions

- a. Students must take all the courses included in their curriculum and will not be given exemptions, except as stipulated in the Academic Regulations.
- b. Requests for exemptions will be considered only in special cases, based on previous studies at an accredited institution of higher education. The decision to give an exemption is left entirely to Reichman University's discretion. It may take the following factors into consideration, among others: the grade received in the course for which the exemption has been requested ("the previous course"); differences between the previous course and the equivalent course offered at Reichman University; the scope of the previous course; the material covered in it; the previous course's assignments or reading list; and the time elapsed since the previous course was taken. (As a rule, exemptions will not be given for courses taken five or more years before the time the course from which the student wishes to be exempted would be taken.)

- c. As a rule, law courses taken at a Faculty of Law / College of Law that is not accredited by the Israel Bar Association will not merit an exemption from law courses in the undergraduate law curriculum.
- d. Exemption requests can be submitted at any time prior to commencement of the course in question. Students may submit exemption requests for courses they are required to take in different years of the program together, even before commencing their studies at Reichman University. Exemption requests shall be submitted to the Student Administration up to two weeks after the beginning of the semester. Requests must be submitted on the appropriate form in writing together with the relevant documentation (certified copies of grade transcript and syllabus). Exemption requests shall not be submitted directly to course instructors.
- e. As long as an exemption request has not been approved in writing, the student must complete all the course requirements, including attendance and the submission of assignments.
- f. Students for whom an exemption has been approved will not receive a tuition discount because of the exemption.
- g. To eliminate any doubt, it is hereby clarified that a student who has requested and received an exemption from a particular course may not take the final exam for that course.
- h. A student cannot receive exemptions for more than 40% of the course hours required to earn their degree. In order to receive a degree from Reichman University, one must study at Reichman University in the scope of at least 60% of the course hours required for one's degree.
- i. The above rule in clause 32h also applies to applicants who wish to transfer to Reichman University for an advanced academic year, based on academic studies at another institution of higher education. Such applicants may ask for exemptions from certain course requirements upon application. Their acceptance letter will specify the courses for which exemptions have been approved.
In Dual-Degree and Double-Major programs students can receive exemptions of up to 40% from each school based on previous identical studies.
- j. Exemptions from seminars will not be given under any circumstances.
- k. Students already holding an accredited academic degree will not be permitted to take electives similar or identical to courses they took in their previous studies. The same applies to students who partially completed studies for an academic degree. Electives are defined as any courses that the student may choose without any constraints, beyond the requirement of accumulating a certain number of course hours.
- l. In any case an exemption from English studies will not be considered as part of the exemption quota.

- m. Students holding a full academic degree will be exempt from interdisciplinary elective courses as follows: undergraduate degree – 2 credits; master's degree – 4 credits; Ph.D. – 6 credits. Students enrolled in special programs for students holding academic degrees with distinction are entitled to request a special exemption of up to 19 credits. Requests shall be submitted at the end of the students' first year of studies and thereafter and approval will be subject to the students fulfilling all the first-year requirements with a GPA of at least 82. Approval of exemption shall take into consideration the student's achievements in studies towards the previous degree, the type of degree and the courses the student studied towards it. Students who do not meet these criteria will be entitled to exemption of only 10 credits.
- n. Exemptions from courses will be granted based solely on academic studies, prior to the requestor commencing studies at Reichman University. Exemptions will not be granted for courses taken at other academic institutions at the same time that the student was registered at Reichman University, and especially not for when similar courses are offered and taught at Reichman University. Exceptions to this will be granted in the case of official Reichman University student exchanges.
- o. Students with a partial academic education will be able to file a special request for exemptions from interdisciplinary elective courses, based on their previous studies. Approval for such will be granted by the School's Dean.
- p. Students who have been granted an exemption from more than one course in the scope of 4 credits, in the year of distinction, will not be entitled to make the Dean's list.

33. Accreditation of Courses taken at the IDF Flight Course and Naval Officer's Course, as Interdisciplinary Elective Courses

- a. Courses taken in an academic framework of the IDF's Flight Course or at the IDF's Naval Officers Course will be accredited as interdisciplinary elective courses or as general elective courses, for up to 4 credits.
- b. The student/pilot /naval officer will have to provide a formal document stating they have successfully passed at least two academic level courses, of at least 26 credits each (including providing the courses' syllabus and assignments list).
- c. The authorization will be given by the School's Dean or Advisor.

34. English studies

Obtaining a bachelor's degree from one of the institutions of higher education in Israel is contingent on proving Academic English language proficiency. In addition, meeting these requirements is a prerequisite for participating in advanced courses during the studies of the degree. A student must meet the Academic English proficiency requirements by the end of the second year of studies in a three-year program, or by the end of the third year of studies in a four-year degree program.

35. English as the Language of Instruction, Exams and Assignments at the Raphael Recanati International School

All exams and assignments in the international program will be in English. This applies to all RRIS students, including Israeli students.

36. Credits for Performing Community Service Recognized by Reichman University

Students who perform community service will receive two credits for doing so on condition that their activities are approved by Reichman University, are focused, are performed for a number of hours agreed upon in advance, have academic content and real value, and are part of a community service program at Reichman University that is performed by its students.

Students can receive credits for performing community service only once during their studies. Students cannot "accumulate" credits for different community service projects in which they participate in the framework of their studies.

37. Dean's List of Outstanding Students

- a. The Dean's List for any given academic year (hereinafter: the year of distinction) will not include more than 8% of the students in any study track / program and the students on the Dean's List will be the top students in each program that academic year. An exception to this rule: at the Radzyner School of Law, the list will not include more than 15% of the students in any study track / program.
- b. The Dean's List will **not** include:
 - (1) Students who took less than the number of semester hours set for their **general** academic program during the academic year under consideration. (For law students, this does not include the number of seminar credits, which are not counted in this context.)
A student who has received an exemption from one course of up to 4 credits in the academic year under consideration may be included in the list.
 - (2) Students in the LL.B. for Outstanding Graduates of Previous Degrees, at the Radzyner Law School who studied during the year of distinction: less than 36 credits per year during their first three years of study, and in their fourth year of studies – less than 26 credits during the first semester.
- c. Students must fulfill the following conditions to be included on the Dean's List:
 - (1) The Dean's List of Outstanding Students will only include students who have fulfilled all of their academic obligations for the year of distinction (**including summer semester**) by the **1st of February** closest to the end of that year of distinction. The students' GPA for that academic year must not be less than 85.00.

- (2) In this context, “fulfilling all of their academic obligations” means taking exams and receiving final grades for all courses, including seminars that are part of the required curriculum for the year of distinction. Students in the Dual-Major Double-Degree programs must have taken all of the mandatory courses for the year of distinction.
- d. (1) A student who transferred from one program of study to another during the year of distinction will be considered for the Dean's List as if they had been a student in the program to which they transferred for the entire year.
- (2) In this context:
- i. “Fulfilling all of their academic obligations” refers to the curriculum that would have been approved for the year of distinction in the track the student transferred to, if they had begun the said year in that program, (including the courses from which the student was exempted during the year of distinction due to courses studied in the former track during that year). This curriculum must include all of the mandatory courses required during the year of distinction.
 - ii. The “required number of semester hours” referred to in clause 37b above will include courses from which the student was exempt during the year of distinction due to studies in the former study track during that year. The grades the student received in courses from which they were exempt during the year of distinction will be the grades the student received in those courses when they took them in their previous study track.
 - iii. “Specialization track” – for law students this means the government or business administration or psychology specialization tracks, as relevant.
- e. The following applies to students who are taking courses that extend over more than one academic year:
- (1) In calculating the number of semester hours during the year of distinction, the actual amount of time the student spent in the course that year will be included in the calculation.
 - (2) In calculating the student's GPA for the year under consideration, the final grade for the course will be included in the GPA at its full weight during the year it is given; grades in the previous year(s) of the course, i.e. before the final grade is given will not be included in GPA calculations.
- f. (1) If a student is unable to submit a seminar paper by the required date (September 1) during the year under consideration because they were performing reserve military duty or hospitalized in one of the wards for more than one day, the due date will be extended by the number of days that

the reserve duty or hospitalization of more than one day interfered with the student's ability to complete the paper.

- (2) The School's Dean is authorized to determine whether reserve duty or hospitalization in one of the wards for more than one day prevented the student from submitting the paper on time and, if so, by how many days.
- g. A student who is found guilty of plagiarism or fraud, or another serious offense that the School's Dean considers relevant, will not be included on the Dean's List that year.

38. Military Reserves Dean's List Certificate

A Military Reserves Dean's List certificate will be granted annually to one student in each study track who did not make the Dean's List, but who actively served in the Military Reserves for 21 days or more during the academic year, and whose GPA for the said year was not lower than 85.

Only one outstanding student with the highest weighted GPA from among the eligible reserve duty soldiers.

39. Requirements for Advancing to the Next Year

- a. Students will not advance to the next year of their program if they have failed in three courses or 9 credits included in the curriculum of the academic year in which they sat those exams, or in previous academic years. Such students will spend the following academic year retaking the courses they have failed and will not be permitted to take more advanced courses, unless the Committee for Student Affairs decides otherwise.
- b. A student, who has accumulated failures in three courses or more (or 9 credits and more), and would like to apply to the Committee for Student Affairs to advance to the next year of his program, must do so immediately, no later than a week from receiving the last failing grade.
- c. Please note that students' files are brought before the committee automatically.

40. Termination of Studies

The Committee for Student Affairs is entitled to terminate the studies of a student who has accumulated 5 failures in courses (including in elective courses and 'incomplete' grades) or failures in 15 credits.

41. Continuity of Studies

- a. Students must complete their studies within an overall period of six years.
- b. Students may take time off from their studies only once for a period that does not exceed two academic years. Cessation of studies for more than two years will require the student to reapply to Reichman University, meet its current

admissions standards and begin their studies all over again. The right to take time off for a period of two years as described above is granted only to students who have completed at least one year of studies and who are eligible to advance to the next year of their program.

- c. Notwithstanding the aforesaid, the Committee for Student Affairs is authorized to approve, under special circumstances, time off for students who do not fulfill the above conditions and for a period exceeding that stipulated above.

42. Cessation/Resumption of Studies

a. Cessation of Studies

- (1) Students who decide to cease their studies must notify the Student Administration **in writing** of their decision immediately. Only written confirmation from the Student Administration of receipt of the notification of cessation of studies will be considered proof of notification that the student has decided to cease their studies. Notifications by telephone are not acceptable.
- (2) The relevant clauses in Reichman University's Tuition Regulations are applicable to students who cease their studies.

b. Resumption of Studies

Students, who have suspended their studies in accordance with Section 41.b and seek to renew their studies, will present the Student Administration with an application for the resumption of studies no later than one month prior to the beginning of the academic year they wish to join.

43. Requirements to Receive Confirmation of Eligibility for Law Internship

Authorization of eligibility to perform their law internship will be provided to students according to their specific program of study. For further information, contact the Student Administration.

44. Grade Point Average (GPA)

- a. A final grade point average (GPA), or final grade, is calculated for each student who has completed the requirements of their studies. The student's school or department will determine the components of the GPA and their relative weight. The method of weighting is the weighted average of the grades in accordance with the number of study hours.
- b. A Dual Major program will include a final grade for both major disciplines, as well as a final grade for each major discipline separately.
- c. Grades given for studies at another institution that served as a basis for exemptions from courses at Reichman University will not be included in the GPA calculation.

- d. A grade cannot be improved once the final GPA has been calculated and the student has received confirmation that they have completed their academic requirements.
- e. A student who completes the courses required to earn a degree cannot improve a passing grade.

45. Eligibility for an Undergraduate Degree

- a. A degree will be granted to students who have completed their studies, after receiving passing grades in their courses and seminars and fulfilled all their academic requirements and settled all financial obligations to Reichman University. To clarify, in this context "academic requirements" refer to the entirety of academic requirements for all academic degrees studied in the framework of one program of study.
- b. The degree eligibility date shall be calculated as of the date on which the final grade required for completion of all academic requirements is received.
- c. Students who fulfilled all their academic obligations to receive a degree must fill in a **Completion of Obligations Form** in which they will confirm the grade transcript for the degree. The form will be approved by the Tuition Department, the University's Library and the Student Administration, who will close the grade transcript.
- d. Notwithstanding the provisions of subsection 45a above, Reichman University reserves the right to withhold the degree until all financial obligations related to studies at Reichman University are fulfilled, including the return of library books and any other items the student borrowed from the University.

46. Conferral of Cum Laude, Magna Cum Laude and Summa Cum Laude Degrees for students who began their studies in the 2010/11 academic year and onwards:

- a. The list of outstanding graduates, which will be finalized every year by March 31st, will not include more than 20% of the students who completed their studies in each school/track with the highest achievements in their school/track of the graduating year.
- b. Completion of the degree with honors for Dual-Major students will be determined according to the overall GPA of the BA degree. Students in Dual-Degree programs, will be eligible for the honors list in each major discipline separately.
- c. The minimum final GPA for Cum Laude will be 88, for Magna Cum Laude, 93 and for Summa Cum Laude 95.
- d. Breaches of discipline involving cheating or suspension for a semester will disqualify the student from receiving a degree with distinction.

47. Conferral of Cum Laude, Magna Cum Laude and Summa Cum Laude Degrees for students of Accountancy who began their studies in the 2010/11 academic year and onwards:

- a. The list of outstanding graduates, which will be finalized every year by March 31st, will not include more than 20% of the students who completed their studies in each school/track with the highest achievements in their school/track of the graduating year.
- b. Students in Dual-Degree programs will be eligible for the honors list in each major discipline separately.
- c. In order to calculate degree awards of distinction, students of accounting programs will be considered as a separate track from the track to which they belong.
- d. The minimum average grade for Cum Laude will be 85, and for Magna Cum Laude 90.
- e. Breaches of discipline involving cheating or suspension for a semester will disqualify the student from receiving a degree with distinction.

48. Definition of honors in the diplomas in English for honor students in accordance with the criteria defined in clause 46 of the Academic Regulations:

Cum Laude : 88 – 92.99.

Magna Cum Laude : 93 – 94.99.

Summa Cum Laude : 95 and above.

49. Definition of honors in the diplomas in English for honor students of Accountancy, in accordance with the criteria defined in clause 47 of the Academic Regulations:

Cum Laude = 85 – 89.99

Magna Cum Laude = 90 – 91.99

Summa Cum Laude = 92 and above

50. Confirmation of Graduation

All confirmation of graduation requests will be issued up to 10 work days from receipt of the request.

51. Graduation Ceremony

Graduation ceremonies at Reichman University are generally held during the academic year after students complete their studies (usually in May).

Students, who have completed their degree requirements by March 31 of the following academic year and have submitted a Completion of Obligations Form to the Student Administration, as outlined above in clause 45.b., will be presented with diplomas at the graduation ceremony. **Extensions shall not be granted beyond this date.**

Assistance to students who serve in the Reserve Military Force, and students under the IDF Education Department, during the course of their studies at Reichman University.

The Reserve Military Force has, since the establishment of the State of Israel, constituted a major part of the robustness of the Israel Defense Force and the resilience of the State of Israel. The Reserve Military Force is a crucial component in combat and in ongoing security engagement. The Reserve Military Force has both a social and value importance, which contributes to a great extent to the military might of the IDF.

Many students, who fulfill indispensable positions at all levels of command and within various IDF frameworks, serve in the Reserve Military Force. A large part of the burden of Reserve Military Force Service is shouldered by students who serve at the forefront of the combat forces and provide combat support, on the field of battle and on the home front.

A student who serves in the Reserve Military Force shoulders a heavy and arduous burden. As is true for every citizen, the student is torn from his civilian world and routine of life and is exposed to physical danger and the difficulties of Military Reserves Duty. Over and above this, the student faces particular difficulties by being required to expend mental resources and time while being severed, sometime for weeks at a time, from the framework of his studies and his professional training, which puts his academic success and his very future in jeopardy.

In this proclamation, Reichman University expresses its gratitude, its esteem, its appreciation and its commitment to the many students who serve the security of the State and the defense of its citizens.

We, the Administration of Reichman University, the Academic and Administrative Staff, undertake, by means of this proclamation, to do everything possible to reduce, insofar as possible, the impairment caused to the student due to his active Military Reserves Duty. We undertake to ensure the improvement of the status and the welfare of the students serving in Military Reserves Duty.

Reichman University will act to facilitate the integration of the student back into the studies framework, and will act to assist the student to complete the academic and professional requirements, prior to the completion of his studies.

1. General

a. "Military Reserves Duty" – Definition

For the purpose of these regulations Military Reserves Duty will be considered with the submission of the 'active reserve military duty authorization form' (Form 3010), unless defined otherwise in a specific clause. The service of Police

Officers, Military Personnel, the Security Agency (Shin Bet) Personnel, and Secret Intelligence Personnel, who are employed by these organizations in regular jobs (not student jobs) and who have been summoned for active duty in emergency times or war, will also be considered as Military Reserves Duty; Reserve service in emergency circumstances, in a special situation or at short notice - reserve service upon call to service according to the provisions of Section 8 of the Reserve Service Law or upon call to service in a special situation as defined in Section 9a of the Reserve Service Law or reserve service upon call to service at short notice as determined by The Minister of Defense and the IDF as defined in the army orders.

b. Receipt of a Summons to Report for Active Military Reserves Duty

- (1) Students who receive a summons to report for active Military Reserves Duty, will inform the academic coordinator at the Student Administration regarding their leaving to serve active Military Reserves Duty, as soon as possible prior to the date of departure for duty. In the notification, students will stipulate special matters for which, in their opinion, they will require assistance.
- (2) This notification is required in order to be able to prepare, in time, for the provision of the services required upon the return of the student from active Military Reserves Duty.
- (3) The summons to report for active Military Reserves Duty will be attached to each notification submitted to the Student Administration, prior to the departure of the student for active Military Reserves Duty.

c. Request to Defer / Reduce Military Reserves Duty (Application to the Reserve Military Force Service Coordination Committee – RMFSCC (Valtam))

- (1) A student, who wishes to submit a request for the deferral of / reduction in Military Reserves Duty, will submit the request to the RMFSCC through the Dean of Student Affairs Office. The submission of the request and the forms required will be pursuant to the accepted procedures regarding the RMFSCC, including the time schedule (a request to the RMFSCC must be submitted at least 30 days before the date of the commencement of the Active Reserves Duty).
- (2) The Dean of Student Affairs Office will deal with the submission of the request to, and the receipt of a response from the RMFSCC.
- (3) An appeal of an RMFSCC decision will be submitted by the student through the Dean of Student Affairs Office.

d. Authorization Regarding Military Reserves Duty

Every request submitted to the Student Administration with respect to Military Reserves Duty will be accompanied by the original authorization of Active

Reserves Duty (Form 3010 or an authorization form issued by the City Officer confirming the Military Reserves Duty) document only.

2. Course Academic requirements

a. Attendance

A student has the right to be absent from classes during the reserve service period, without limitation, and his/her rights will not be affected because of this, including regarding the requirement of attendance in order to be eligible to take exams, submit papers or be given a bonus grade.

A student who was in reserve service under emergency circumstances, in a special situation or with short notice, is entitled to be absent from one school day, immediately after the end of reserve service as stated in this subsection, and if the period of service exceeded 10 days, is entitled to an additional day of absence due to every 10 days of reserve service; Each day of absence as mentioned will be close to the end of the reserve service.

A student who is a parent of a child under the age of 13, and whose spouse served in active Military Reserves Duty, is entitled to be absent from classes, every day during the period of the reserve service, for two hours of study until 10:30 and without limitation from 15:00, and his rights will not be affected due to this absence, including with reference to attendance requirements for eligibility to take exams, submit papers or receive a bonus grade.

A student who is a parent of a child under the age of 13, and whose spouse served in active Military Reserves Duty under emergency circumstances, in a special situation or upon short notice, may be absent from one school day for every 10 days of such reserve service of his or her spouse, but may not be absent for more than 5 school days.

b. Final Exam

(1) Students who were absent from the first exam date or from the second exam date due to Military Reserves Duty, as well as students who are parents to a child under the age of 13 who were absent from an exam due to active Military Reserves Duty of their spouses, are entitled to take the exam on another date for each exam date that was missed.

(2) A student who is absent from an exam due to active Military Reserves Duty of at least four consecutive reserve days when the exam date takes place less than four days after the date of release from active reserve service, is entitled to an additional exam date.

(3) A student who was in reserve service for at least 10 days cumulatively during the exam period, or a student who during the semester immediately before the exam period was in active Military Reserves Duty for at least 10 consecutive days or 21 days cumulatively, or a student who

was in active Military Reserves Duty under emergency circumstances, in a special situation or at a short notice for at least 5 consecutive days, during the exam period or in the semester immediately before it, or 21 days cumulatively during the semester immediately before the exam period, is entitled to an additional exam date in any course that he/she was supposed to take the exam during the exam period. This eligibility will also be given to a student who is a parent of a child under the age of 13 whose spouse served in active Military Reserves Duty.

Another exam date for those serving in active Military Reserves Duty under this section will be held within 45 days of the last exam date in the course, or during the semester subsequent to the date of the exam or on another date proposed by the institution, with the consent of the student, that will be held no later than the academic year subsequent to the date of the exam, according to the student's preference. Notwithstanding the aforementioned, the eligibility to an additional exam date will not have any effect on the student's right to take the exam in each course only on two exam dates.

'''

- (4) A student who misses tests and/or quizzes and/or midterm exams during the semester in a specific course, which are included in the determination of the final grade in the course, will be exempt from submission and the weight of the tests or quizzes will be transferred to the final exam or the student will be given an alternative date in accordance with the regulations that apply to the date of the additional exam in clauses 2 and 3. The student who is absent on the date of the quiz due to active Military Reserves Duty which entitles him/her to a bonus grade will be entitled to receive the bonus grade.
- (5) A student who has been approved a special exam date may be absent from studies two days before the exam as well as on the day of the exam. This absence will be considered justified, with the exception of concentrated courses, practicum, workshops and seminars.

c. Course Assignments

- (1) For the purposes of this section, "Course Assignments" – refer to a weekly exercise, papers or any other academic assignment students must submit, within the framework of their studies.

A student who is in active Military Reserves Duty at the time a paper must be submitted, or returns from active Military Reserves Duty and the date for the submission of the papers falls less than six days after the date of the student's release, may submit the paper at a later date, or obtain an exemption from submitting it, or submit an alternative paper, this in

coordination with the course lecturer and the Student Administration. In cases of postponement of submission, the number of days of postponement shall not be less than the days of the active Military Reserves Duty.

- (2) If the active Military Reserves service is under emergency circumstances, or with short notice, the date of submission will be postponed for at least 10 days or according to the number of days of reserve service, whichever is higher. This clause will apply also to a student who is the parent of a child under the age of 13 years and whose spouse served in the active Military Reserves Duty or in reserves service under emergency circumstances or with short notice, respectively.

A student who served for a period that exceeds 14 days will be entitled to receive exemption from submitting assignments during that same period (if the weight of the assignments is included in the final grade their weighting will be transferred to the final exam at the discretion of the lecturer).

- (3) A student who is the parent of a child under age of 13 whose spouse served in active Military Reserves Duty for more than 14 days and as a result missed the date of submission of more than 8 papers, will be entitled to receive exemption from submitting assignments during that same period (if the weight of the assignments are included in the final grade their weighting will be transferred to the final exam at the discretion of the lecturer).

d. Labs, Seminars, Workshops, Excursions and Practical Training Courses

A student who was absent from a laboratory course, seminar, workshop, tour or practical training course will contact the study track coordinator at the Student Administration. The study track coordinator will contact the course lecturer and/or the academic entity in charge of the course for the purpose of exhausting the student's rights.

The university will allow a student, who was absent from a laboratory course, a seminar, a study tour, a workshop or a practical training course due to reserve service, to make up the missing part or exempt him/her from participation during their service.

In exceptional cases, where the scope of the absence is full or very extensive, and considering the nature of the course, the lecturer of the course together with the Dean of Student Affairs Office, may determine that the student must repeat the course without extra cost.

3. Recognition of Active Military Reserves Duty as a Social Activity Entitling Students to 2 Credits

Students who serve in active Military Reserves Duty (excluding students studying through the IDF Education Department), who provide certification that they served

in active Military Reserves Duty for 10 or more days (not necessarily consecutive) in the time period of 12 consecutive months, will be eligible to receive recognition of their service as performing social activities which entitles them to 2 credits provided, they were students during the service. This is in addition to the credits awarded for community activity. Students eligible for credits for social activities, and who have served in active Military Reserves Duty as noted above, may use these extra credits to complete their general studies category, or other categories as determined by the School.

4. Assistance in the Completion of Studies and Registration for Courses

a. Assistance in Making Up the Study Material

After completing active Military Reserves Duty, students are entitled to contact the study track coordinator who in turn will contact the Course Lecturer with a request to receive assistance in making up study material that they missed during the period of active Military Reserves Duty.

After active Military Reserves Duty, the student is entitled to receive private assistance to make up the lessons missed from the course lecturer or someone on his behalf who is qualified and academically competent and provided that he/she is not a student from the same academic year. The lecturer will supervise the scope and level of the assistance.

b. Extra Lessons

- (1) After completing active Military Reserves Duty, students are entitled to receive guidance, mentoring or extra lessons or auxiliary material in order to complete the material missed.
- (2) Extra lessons and /or mentoring will be provided by the University either through the University or through the Student Union.
- (3) The number of hours of extra lessons or mentoring will be derived from the number of days of active duty, and the number of days of study the student missed.

c. Photocopy Vouchers

Students who served in active Military Reserves Duty are entitled to 50 photocopy vouchers or printing of the study material that was missed for each day the student was absent.

d. Photocopying of Study Material

A student who served in active Military Reserves Duty will be given, at no charge, any materials (abstracts, assignment forms, and other study materials) that were distributed to the students at the time of their active duty. The student will be given the material by whoever handed it out to the students.

e. Lecture Abstracts

- (1) Students who served in active Military Reserves Duty will be given, at no charge, abstracts of the lessons they were unable to attend due to active Duty, insofar as such exist at the Student Union. In many courses, the lecture abstracts and presentations can be found on the Course website, and all the students may make use of these at no charge.
- (2) A student who served in active Military Reserves Duty and missed lessons that were filmed or recorded is entitled to receive access to view or listen to the said lessons.
- (3) The University and/or the Student Union will work towards preparing a database of lecture abstracts/lesson synopses (of introductory courses and major courses), which will be drawn up by outstanding students.

f. Libraries – Borrowing books

Students who served in active Military Reserves Duty will be given priority in borrowing books from the library, during the period shortly after returning from active duty. In addition, they will be able to borrow library books beyond the regular quota of books that can be borrowed each time.

g. Registration for Courses

A student called up for active Military Reserves Duty who is expected to be absent during the period of registration for courses will be entitled to early registration.

- h. Entitlements provided under this section will also be granted to a student who is a parent of a child under the age of 13 who is absent due to the active Military Reserves Duty of his or her spouse.

5. Payments

a. Exemptions from Payments for Study Material, Extra Lessons, and Labs

Students who served in active Military Reserves Duty are exempt from payments for:

- (1) Any study material, including lecture abstracts and tapes provided to them
- (2) Extra lessons

b. Exemption from Additional Tuition

- (1) Students who served in active Military Reserves Duty at least 10 or more days cumulatively during the semester for the purpose of a semester course or at least 20 days cumulatively for the purpose of a year course, is entitled to postpone the course and repeat it at no additional fee provided that the student has not taken the exam. This entitlement will also be granted to a student who is a parent of a child under the age of 13

and whose spouse served in active Military Reserves Duty, due to absence, as stated in clause 2a, during the stated periods in this clause.

- (2) Students who served 150 days cumulatively in active Military Reserves Duty during their studies, will be entitled to extend their studies by 2 semesters, without being required to pay tuition or any other payment due to this extension.

A student who is a parent of a child under the age of 13 and whose spouse served in active Military Reserves Duty for 150 days cumulatively during his or her studies is entitled to extend his or her studies by one semester without being required to pay tuition or any other payment due to this extension.

6. Other Provisions

a. Absence from an Examination in a Course Constituting a "Prerequisite".

- (1) Students who are absent, due to active Military Reserves Duty, from an exam in a course that constitutes a "prerequisite" for an advanced academic year, for another course or for a graduate degree, or due to their absence did not submit an assignment in the course, are entitled to study "conditionally" in the advanced course, or in studies for an advanced degree. This clause will also apply to a student who is a parent of a child under the age of 13 and whose absence was due to active Military Reserves Duty of his or her spouse.
- (2) Students who, due to active Military Reserves Duty, have to suspend their studies in a course that constitutes a "prerequisite" for an advanced academic year or another course or a graduate degree, are entitled to study "conditionally" in the advanced course. This clause will also apply to a student who is a parent of a child under the age of 13 and whose absence was due to active Military Reserves Duty of his or her spouse.

b. Enrollment for Courses

- (1) Active Military Reserves Duty will not affect enrollment for courses.
- (2) Students will inform the Student Administration, prior to their departure for active Military Reserves Duty, of their requests for enrollment in various courses. The Student Administration will enroll the student who is in active Military Reserves Duty, during the enrollment period.
- (3) The Student Administration will prepare, insofar as this is required, to prevent a situation whereby active Military Reserves Duty affects the student's enrollment process for courses, or reduces the scope of their elective options relative to a student who did not serve in Military Reserves Duty at the time of the enrollment for courses. The Student Administration will reserve a number of available spots for students in active Military Reserves Duty.

7. Handling the Requests of Students Serving in Active Military Reserves Duty

- a. The Dean of Student Affairs Office serves as the IDF Reserves Coordinator. You may contact Ms. Shir Peer directly at speer@runi.ac.il or call +972-9527221.

The requests of the students serving in active Military Reserves Duty shall be addressed to the personal study track coordinator at the Student Administration, which will be handled by her.

- b. The decision to grant services or special conditions to students who served in active Military Reserves Duty, will be according to the Academic Regulations.
- c. The Dean of Student Affairs Office will serve as an Ombudsman for students serving in active Military Reserves Duty. Students who served in active Military Reserves Duty are entitled to contact the Dean of Student Affairs Office should their affairs not be dealt with properly in their opinion.

8. Assistance and Scholarships

When determining eligibility for socio-economic scholarships, the active Reserve Military Force Service will be taken into account.

Students eligible for a scholastic merit scholarship or a socio-economic scholarship, will be exempt from community service required by the scholarship upon submission of an active reserve military duty authorization form for at least 10 days of active duty in the year of eligibility. In a year a student has received 2 credit points for such active service – submission of authorization for active duty of at least 14 days will award them with both the credit points and with an exemption from volunteering for community service.

9. An outstanding Dean's List student from the reserves duty system

An outstanding dean's list certificate from the reserves duty system will be awarded every year in each study track to a student who is not included in the dean's list of outstanding students but has performed reserve service of 21 reserve days or more during the academic year and his weighted grade for the said year is not lower than 85. Only one standout with the highest GPA among the eligible reservists.

Rights of Pregnant Students, Female Students Undergoing Fertility Treatment, Female and Male Students in the Process of Adoption, Receiving a Child into Foster Care, Surrogacy and Students after Birth

**** The following relates to students who are on leave recognized by law at the time of their absence ****

1. Maternity Leave

- a. A student who gave birth / a male student who had a baby, or had a baby via surrogate, adopted or received a child into foster care is entitled to a vacation of six weeks or of 33% of the total amount of course sessions, according to the higher of the two (according to the regulations in paragraph 14.a.(6).
- b. A student who gave birth / a male student who had a baby, or had a baby via surrogate, adopted or received a child into foster care is entitled to an additional absence of 10% of all classes in any course in which attendance is required, for the infant's first year of life.
- c. It is the responsibility of the student to notify the Student Administration about the birth or adoption or fostering and absence from studies as soon as possible and no later than seven days after the entitling reason and to provide proper documentation. The Student Administration will transfer the documentation to the relevant authorities.
- d. Students, who, due to an entitling reason as detailed above, were absent from more than 30% of a course are entitled to cancel the course and retake it at no additional cost.
- e. The provisions of sections c. and d. above apply to pregnant students who have been placed on bed rest or a female student undergoing IVF for 21 days or more during the semester.
- f. From the seventh month of pregnancy until one month after giving birth, a pregnant student is entitled to park her car in the proximity of the campus.
- g. From the seventh month of pregnancy, a pregnant student is entitled to photocopying vouchers, provided by the Student Union, for each lecture she was absent from due to her pregnancy, provided that the lecture material is not posted to the course website.
- h. The student must provide documentation of the event to the Student Administration.
- i. A student who gave birth / a male student who had a baby, including via surrogate, adopted or received a child into foster care, and are not on leave recognized by law, are entitled to be absent from lessons that take place in the 8 days following the day of the event.

2. Coordinator of Accommodation

The Student Administration, under the supervision of the Dean of Students, will act as Coordinator of Accommodations and will keep all medical documents it receives confidential. The role of the Coordinator of Accommodations is:

- a. To follow up on implementation of the accommodations and coordinate them with the relevant entities at Reichman University.
- b. Handle the requests of students regarding implementation of the accommodations.

3. Course Assignments

- a. A student who gave birth or had a baby via surrogate, or adopted or received a child into foster care up to 21 days before the assignment due date is entitled not to submit the assignment on the date of submission.
- b. At their discretion, the lead instructors of the courses will decide whether to: (1) Permit the student to submit the assignment at a later date, set by the lecturer; or (2) Permit the student to complete an alternative assignment; or (3) not include the assignment in question in the calculation of the final grade and, in turn, calculate the grade for the course's assignments only on those that were submitted by the student. The lecturer will notify the Student Administration of their decision in writing.
- c. A student on maternity leave or after having a baby via surrogate, or after adoption or after receiving a child into foster care (as specified in 3.a above) will be exempt from submitting ongoing work which **does not** affect the final grade.
- d. These provisions will also apply to pregnant students who are on bed rest or undergoing IVF for 21 days or more during the semester.

4. Examinations

- a. A student who has given birth, or had a baby via surrogate, adopted or received a child into foster care, is entitled to be absent from exams that took place 6 weeks from the day of the event. If the student has missed one or more exam dates during the 6-week period, they will be entitled to a special exam session.
- b. Eligibility for a special exam session will be granted in the case of a failed grade on the second exam date, unless both exam sessions occurred during the student's absence.
- c. Pregnant students taking exams during pregnancy are entitled to a 25%-time extension and are entitled to go to the restroom as needed. To benefit from this eligibility, students are required to provide the Student Administration Office with medical confirmation of pregnancy by the last date for submitting requests for special terms in examinations that semester.

- d. The provisions of section 26 of the Academic Regulations apply to special exam sessions.
- e. A student who has given birth, or had a baby via surrogate, or adopted a child or received a child into foster care one month before an exam or 3 days after an exam will be entitled to retake it on the next exam date that takes place after the 2nd exam session. The entitlement to take the exam on the next date may be given in the subsequent semester, subsequent academic year and/or with a different group of students.
- f. A student who has given birth, or had a baby via surrogate, or adopted a child or received a child into foster care, who has missed a specific course's tests and/or quizzes and/or midterm exams during the semester which are included in their final grade – the lecturers will decide, at their discretion, whether to transfer their weight to the final exam or whether the student will be tested on the additional material on the final exam.
- g. Absence from an exam constituting a "prerequisite course":
 - (1) Students, who, due to birth, including via surrogacy, or adoption or receiving a child into foster care and/or maternity leave, missed an exam of a course which is a prerequisite for an advanced academic year, for another course, or for a graduate degree, are entitled to study "conditionally" in the advanced course, or in studies for an advanced degree.
 - (2) Students, who, due to birth, including via surrogacy, or adoption or receiving a child into foster care and/or maternity leave, have to suspend their studies in a course that is a prerequisite for an advanced academic year or another course, are entitled to study "conditionally" in the advanced course.
 - (3) Authorization to study "conditionally" is dependent on the academic requirements of the advanced course, and on the requirement that the prerequisite course be completed in the next possible semester.
- h. Pregnant students who have been put on bed rest or a female student undergoing IVF for 21 days or more during the semester and/or during exams and consequently will not be able to attend an exam, will be entitled to take the exam on a different date in the framework of the existing exam sessions at Reichman University.
- i. Students who have given birth, or had a baby via surrogate, adopted or received a child into foster care, and are not on leave recognized by law, are entitled to be absent from exams that take place in the 8 days following the day of the event.

5. Tuition Fees

- a. Students who gave birth, or had a baby via surrogate, and took maternity leave, or adopted a child or received a child into foster care and as a result suspended their studies in a course, and have to re-enroll for the same course, will not incur additional tuition fees. In this regard, students are entitled to notify the Student Administration of their decision to cease studies in the course up to a one week before the date of the exam.
- b. A student who gave birth or had a baby via surrogate, or adopted a child or received a child into foster care is entitled to cancel only one course in a semester.
- c. The tuition fees of students who gave birth or had a baby via surrogate, or adopted a child or received a child into foster care and decided to suspend her studies for a semester or a year, will be frozen. The tuition fees of students who choose to transfer to a part-time study schedule, authorized by the academic bodies, will be adjusted accordingly.

6. Extending the Study Period

Students who were absent for one of the qualifying reasons above for more than 30% of all the lessons are entitled to extend their studies for a maximum of two semesters without incurring additional tuition fees or any additional fees for the extension.

7. Scholastic Merit Scholarship

- a. The requirement for continued entitlement to a scholastic merit scholarship is satisfactory completion of all work assignments and studies for the year. A student who has given birth or adopted a child or received a child into foster care during the academic year and thereby postponed exams in some courses until after the semester exams, their eligibility to the scholarship will be frozen. If they successfully pass the exams in the course they missed, they will be entitled to the continuation of the scholarship.
- b. A student who receives a merit scholarship will be exempt from community service required by the scholarship, in the academic year in which they gave birth or adopted a child or received a child into foster care.

8. Socio-Economic Scholarship

A student who has given birth or had a baby via surrogate, or adopted a child or received a child into foster care who are found eligible at the beginning of the second semester to a Reichman University socio-economic scholarship, will be exempt from community service required by the scholarship in that same academic year.

Rights of Students with Learning Disabilities and of Students with Medical Disabilities

Reichman University believes that students with learning disabilities and/or medical disabilities are entitled to equal rights, and by virtue of this are eligible for a variety of accessibility accommodations during their studies, to achieve equality between the students. The accessibility accommodations are in compliance with all applicable laws, including the provisions and regulations of the Equal Rights for Persons with Disabilities Law, 5758-1998, and in compliance with the provisions of the Rights of Students with Learning Disabilities at Post-Secondary Institutions, 5768-2008. In addition, the University offers services to students with learning disabilities and/or other disabilities, such as help in acquiring learning skills.

The University's requirements and procedures are set out in the Academic Regulations and are updated from time to time on the website of the Dean of Student Affairs: <https://www.runi.ac.il/en/students/dean>. In the event of any discrepancy, the regulations as they appear on the Dean of Student Affairs website prevail. The online forms are revised on occasion and when submitting a request for accommodations the requirements are according to those that apply at the time.

a. Students with learning disabilities and/or other disabilities – Definitions

- (1) Students with learning disabilities are students with a disability that affects cognitive processes and manifests in significant difficulties not commensurate with the expected based on the student's chronological age in acquiring or using various skills: attention, language, reading, writing, conceptualization, executive functioning or computational, social or emotional abilities. This does not include learning difficulties caused by more one or more of the following: sensory impairment, motor disability, intellectual disability, mental disability, or external conditions such as environmental, cultural or social-economic deficit (Definition of "Learning Disability" in the Rights of Students with Learning Disabilities at Post-Secondary Institutions Law, 5768-2008).
- (2) Students with Disabilities – Students with a physical, mental or intellectual including cognitive, impairment, whether permanent or temporary, which substantially limits their functioning in one or more of the central spheres of life (compare to definition of "Person with Disabilities" in section 5 of the Equal Rights for Persons with Disabilities Law, 5758-1998).

b. Accessibility and accommodations

- Contact information for the Accessibility Coordinator appears on the website of the Lea and Naftali Ben-Yehuda Accessibility & Study Skill Center: <https://www.runi.ac.il/en/students/accessibility>
- You can contact the Accessibility Center by phone: 09-9602738 or by email: negishut@runi.ac.il
- For the academic regulations in an accessible format, contact the Accessibility Center by email: negishut@runi.ac.il
- For assistance with filling out forms, such as read aloud or enlarged text, contact negishut@runi.ac.il

Reichman University adheres to an organized and professional procedure for application and review of requests for learning and exam accommodations. Students with learning disabilities and/or other disabilities who wish to receive accommodations for learning and exams, including during study trips or disciplinary action, are required to provide a statement of disability (diagnosis) and/or relevant medical documentation to the Dean of Student Affairs.

(1) **Accommodations for exams and learning and other procedures** – Learning disabilities and attention deficit disorders

Detailed instructions on the procedure for submitting statement of disability, receiving accommodations and appealing the decision with regard to learning disabilities appear on the Reichman University website: on the Dean of Student Affairs page, in the "Students with Learning Disabilities" section. Click [here](#).

(2) **Accommodations for exams and learning and other procedures** – Medical disabilities

Detailed instructions on the procedure for submitting requests for accommodations and appealing the decision for students with disabilities, for which current and relevant medical documentation—only from specialists—is required, can be found in the relevant tab of the [Accessibility Center](#) page on the Reichman University website.

The accommodations are given at the professional discretion of those responsible for deciding on the accommodations.

- (3) Students with learning disabilities and/or other disabilities who are found eligible for a computer read aloud accommodation for exams in English/Hebrew are required to adapt the software in advance, using a tutorial (installed in all computer labs on campus). Help in operating the software will not be possible during the exam. Additionally, all students are required to act in accordance with the accommodations letter sent to them.
- (4) Special exam accommodations for students with learning disabilities and/or other disabilities are generally given only on final exams. For quizzes that count toward the overall course grade or that grant bonus points, lecturers must do their best to provide eligible students the appropriate examination conditions in the class. If it is not possible to provide appropriate examination conditions during the quiz, eligible students, who so choose, will not be required to answer the quiz. When the quiz counts toward the overall course grade, the weight of the quiz will be transferred to the weight of the final exam. When the quiz grants bonus points, the bonus points will be given automatically to the student.
- (5) Certain seats in the lecture halls will be allocated for people with disabilities who will take precedence in using this priority seating at the front of the lecture

hall. Students with disabilities who wish to exercise this right are requested to obtain an accessibility card from the Reichman University Accessibility Center.