

Rules and Requirements of the PhD Program in Government

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1) General

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

2) Overseeing Bodies in the PhD Program

- a) The Higher Committee for PhD Students (hereinafter: “The Higher Committee”)
 - i) The Higher Committee is appointed by the Higher Academic Committee of Reichman University and is authorized to conduct overall academic oversight with respect to the PhD programs and research students at Reichman University. The Higher Committee consists of five to seven members ranked as Full Professors. At least half of the members of the Higher Committee must have experience in supervising PhD students to completion of their theses.
 - ii) The Higher Committee for PhD Students answers to the Higher Academic Committee in all matters related to the PhD Students and their research, including the quality of academic instruction for PhD students and the promotion of excellence in the PhD degree studies.
 - iii) The main roles of the Higher Committee are:
 - (1) Approval of the candidate as a PhD student, including their course of studies and advisors, as will be recommended by the School Committee.
 - (2) Periodic follow-up of progress made by PhD students.
 - (3) Termination of the studies of a PhD student.
 - (4) Appointment of reviewers for PhD dissertations.
 - (5) Approval of a PhD dissertation, following external review and a positive recommendation from the School Committee.
 - (6) Recommendations for changes in the Rules and Requirements of PhD Programs and determining ongoing work procedures.

- b) Lauder School of Government Committee for PhD Students (hereinafter: “The School Committee”)
 - i) The School Committee is responsible for advanced studies at the Lauder School of Government at Reichman University.
 - ii) The main roles of the School Committee are:
 - (1) Making recommendations to the Higher Committee in the matter of the enrollment of students for PhD studies at the Lauder School of Government.
 - (2) Making recommendations to the Higher Committee with respect to research programs, advisors, and reviewers.
 - (3) Approval of dissertation proposals.
 - (4) Ongoing monitoring of the course of studies of PhD students at the Lauder School of Government, through reports from the advisor/s.
 - (5) Designing the complementary studies curriculum in coordination with the advisors.
 - (6) Approving financial support to PhD Students.
 - iii) Five faculty members of the Lauder School of Government will serve on the School Committee, chaired by a faculty member at the rank of Full Professor. At least half of the members of the School Committee will have expertise in supervising theses to completion. In discussions regarding PhD students whose paper is interdisciplinary, a faculty member from the relevant discipline, who ranks, at minimum, as an Associate Professor, will join the committee, ad hoc.
 - iv) The tenure of a member of the Higher Committee and/or the School Committee will be for a term of five years, for up to two successive terms. Should a member be unable to serve or retire from the Committee, another member will be appointed in his stead.
- c) Advisors
 - i) Advisors will be drawn from the faculty of the Lauder School of Government, being of a ranking of at least Senior Lecturer. Under exceptional circumstances, the School Committee can, with the approval of the Higher Committee, recommend a retired faculty member as a sole advisor.
 - ii) Joint Advisor: Insofar as circumstances dictate, an additional advisor may be appointed. Any faculty member of the school who qualifies to serve as a sole advisor, can be appointed as a joint advisor. Likewise, any faculty member of any other school at Reichman University, or any faculty member from a recognized academic institution in Israel or abroad, of a ranking of at least Senior Lecturer, can serve as a joint advisor, as well as a retired faculty member whose field of expertise is relevant to the PhD dissertation.

iii) Main Roles of an Advisor:

- (1) Providing advice at the planning and execution stages of the study.
- (2) Approving the research proposal prior to submitting it to the School Committee.
- (3) Ongoing communications with the PhD student during the course of the PhD studies.
- (4) Approval and tracking of the PhD student's progress reports and the submission thereof to the School Committee and the Higher Committee.
- (5) Authorization for the submission of a final version of the PhD dissertation for review.
- (6) Submitting a recommendation to the School Committee regarding the appointment of reviewers to assess the PhD Dissertation.
- (7) Reviewing of the PhD dissertation.
- (8) Providing a recommendation to the School Committee, pursuant to the opinion of the external dissertation reviewers, with respect to the approval of the dissertation or regarding revisions.
- (9) Assistance in and overseeing revisions, amendments or supplements to the PhD dissertation, pursuant to the opinion of the dissertation reviewers, and authorization of the execution thereof.

iv) Replacement of a Advisor

- (1) The School Committee may consider the replacement of a advisor in the following cases:
 - (a) Preclusion, demise of the advisor, or the absence of one of the advisors from Israel in a manner which does not allow proper ongoing advising.
 - (b) One of the advisors requests that their appointment as an advisor be withdrawn.
 - (c) A student requests that the advisor be replaced.
 - (d) Insofar as practically feasible, the School Committee will request written input from the current advisor and from the intended advisor.

v) Review and Approval of the PhD Dissertation

- (1) The PhD dissertation will be reviewed by at least three reviewers:
 - (a) The dissertation advisor.
 - (b) Two additional external reviewers in the field of the study from other academic institutions in Israel or abroad, of a ranking of at least Senior Lecturer.
 - (i) The appointment of the external reviewers will be made by the Higher Committee, through consultation with the School Committee and with the dissertation advisor.

- (ii) A person whose relationship with the student poses a possibility of a conflict of interests, including due to family or business relations, cannot be appointed as a reviewer.
- (2) The duties of the reviewers are:
 - (a) To evaluate the dissertation, including, in the case of unique distinction, determining that the grade of the dissertation will be “Excellent.”
 - (b) The reviewer can approve the dissertation as complying with the requirements for awarding a PhD degree, or to require that changes be made to it, or to determine that the dissertation does not comply with the requirements of a dissertation.
 - (c) To submit their opinion to the School Committee no later than three months after receiving the dissertation. Should this three-month period overlap with the summer recess, the reviewer will be granted a one-month extension.
 - (d) When a revised dissertation has been submitted following the reviews, the reviewers will evaluate the revised dissertation within two months.
 - (e) Should the reviewer not meet the deadlines laid down for reviewing, the Higher Committee may replace him/her.
- (3) Following the approval of the dissertation by the reviewers, the student will defend the dissertation orally before the advisor and two additional Lauder School faculty members. The dissertation will then come before the Higher Committee for final approval.

3) **Admission**

a) Registration

- i) Candidates wishing to register for PhD degree studies, will submit, together with an application form, copies of their academic diplomas, complete transcripts of their previous studies, a personal bio, and three names of recommenders/letters of recommendation. Candidates applying to the Regular Track who have written a master's thesis will include a copy of the thesis with the application. All applicants will also submit a statement of purpose indicating their research interests and possible topics for their dissertation.
- ii) The general rules of registration will be as detailed in the Registration and Admission brochure.

b) Terms and Conditions for Admission

- i) Candidates who will comply with the terms and conditions of one of the admissions tracks detailed below and will satisfy the School Committee that they have research capability at

the level required of PhD Students, will be recommended by the School Committee to be admitted as “Research Students”.

- ii) *The Regular Track* - Candidates holding a master’s degree (M.A.) in political science with a thesis, with an overall grade of at least 85 and a thesis grade of at least 88, are eligible to apply to the Regular Track.
- iii) *M.A. Graduates Without a Thesis* - Applicants who completed M.A. studies in political science without a thesis with an average grade of at least 88 will be eligible to register for complementary studies towards the PhD in government. These studies will include:
 - (1) Complementary studies comprising the courses from Stage 1 of the PhD program (12 credits, as described below). To be considered further for PhD studies the student must achieve an average grade of at least 88 in these courses.
 - (2) Writing a paper equivalent in quality and scope to a thesis with a grade of at least 88. This paper may later be integrated into the student’s dissertation.
 - (3) A student who meets these requirements will be eligible to continue in the PhD Program in Government in the Regular Track.
- iv) *Direct Track* – Holders of an undergraduate degree (BA) in political science who have completed their studies *cum laude* are eligible to apply, provided that the weighted grade of their undergraduate studies is at least 90.

Students in the Direct Track will be required to register for complementary studies toward the PhD in government. These studies will include 32 credits comprising courses from Stage 1 of the PhD program (12 credits, as described below) and 20 credits in courses from the MA program in government. To be considered further for PhD studies, the student must achieve an average grade of at least 88 in these courses. A student who meets these requirements will be eligible to enroll in the PhD program in government in the Regular Track.
- v) *Students Holding a Master’s Degree in Another Discipline* - In special cases, the School Committee may consider the candidacy of students holding a graduate degree in a field related to political science (e.g., economics, psychology, or law). These students will be admitted if their overall grade in their MA studies is at least 85 and their thesis grade is at least 88. An individual program of supplementary studies in political science will be assigned by the School Committee, to be completed with a minimum grade of 88, before the commencement of PhD studies in the Regular Track.

c) Enrollment

- i) The School Committee will consider and recommend enrolling a PhD student in light of the information and recommendations submitted to it.
- ii) The School Committee will consider all the candidate's record and achievements, including the quality of the M.A. thesis and articles and papers of academic value written by the candidate (if applicable). The School Committee may also request that the candidate appear for a personal interview before the School Committee or before any of its members.
- iii) In exceptional cases, the School Committee may approve a deviation from the minimum grade of an undergraduate degree or of a graduate degree by no more than 3 points, if the candidate has published scientific publications of high quality.
- iv) A student whose enrollment is recommended by the School Committee and approved by the Higher Committee will become a Stage 1 PhD student.

4) **Program of Studies**

a) Coursework

- i) The overall scope of required coursework will amount to 12 credits in the Regular Track, with additional coursework required for the other admissions tracks described in Section 3(b).
- ii) Coursework will consist of:
 - (1) *Research Workshop for PhD Students* (4 credits)
 - (2) *Guided reading* (no credits)
 - (3) *Research Methods* (4 credits)
 - (4) *Data Science* (2 credits).
 - (5) *Scientific writing and Professional Development* (2 credits)
 - (6) *Faculty Seminar* (no credits)

b) Submitting a Dissertation Proposal and Enrollment as a Stage 2 Research Student

- i) During Stage 1 of the program, students will prepare a dissertation proposal. The proposal will include the subject of the dissertation, a review of existing literature on the research question, a detailed research plan, the research methodology, details of the expected research contribution of the study, and a preliminary bibliography. Attached to the proposal should be a letter from a member of the Lauder School faculty, confirming that they will advise the dissertation. The proposal should be submitted within 18 months from the enrollment in the program.
- ii) The student's advisor will propose, and the School Committee will appoint, two experts in the field of study from other academic institutions to review the proposal. Each reviewer

will submit a detailed opinion, in writing, in which they will recommend one of the following: (1) approval of the proposal; (2) approval of the proposal subject to revisions; or (3) rejection of the proposal. Following the approval of the proposal by the reviewers, the student will defend the proposal orally before the dissertation advisor and two additional Lauder School faculty members. The proposal will then come before the School Committee for final approval.

iii) With the final approval of the dissertation proposal and the completion of all required courses, the student will be considered to be in Stage 2 of the program.

iv) School Committee Decisions

(1) The School Committee will provide regular reports of its discussions to the Higher Committee.

(2) The Higher Committee will be authorized to approve the decisions of the School Committee, to reject them, or to request of the School Committee to go back and discuss the matter pursuant to the guidelines established by the Higher Committee. In the case of a negative decision, the Higher Committee will detail its reasons to the student and the advisor. Insofar as it deems fitting, the Higher Committee may consult with experts in the field.

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

v) Partial Publication: A student may publish part of their study during the course of writing the dissertation, provided that they have obtained authorization from their advisor. The advisor will report of the approval to the School Committee. The student, in such a case, must stipulate that the publication is part of a dissertation that is being written at Reichman University and will indicate the name of the advisor.

5) The Obligations of the Student

a) To act in accordance with the advice and guidance of the advisor.

b) To meet the advisor in a regular manner and no less than once every three months. An advisor who lives abroad may maintain contact through email correspondence or virtual meetings (e.g., via Zoom). The student is to inform the advisor and the School Committee of any absence from Israel, during the course of the academic year, for periods of time exceeding two months.

- c) To submit to the School Committee, once a year, with the approval of the advisor, a progress report, that will include details of the courses taken by the student, details of the research that was carried out and a report of the chapters and articles written during the course of the year, and an estimated date of completion of the PhD dissertation.
- d) To submit the PhD dissertation within five years from the date of enrollment as a Stage 1 Research Student. In special cases, if the School Committee is convinced that the student is close to completing their PhD dissertation and with the recommendation of the advisor, then the School Committee may approve a one-year extension.

6) Requirements of the PhD Dissertation

- a) The dissertation may be submitted in one of two formats, subject to the approval of the advisor:
 - i) Standard, book-length format.
 - ii) Three papers, each of them of a quality sufficient for publication in a peer-reviewed journal.
- b) The Dissertation Format
 - i) The dissertation will comply with accepted uniform citation rules.
 - ii) The dissertation will contain a full and accurate description of the sources of information. It will stipulate the reliance upon preceding studies and what led the student to reach the findings and conclusions.
 - iii) The dissertation will be based upon independent and original research carried out by the student, which constitutes an original contribution to knowledge in the relevant field of research.
 - iv) The advisor's authorization regarding the completion of the dissertation and its readiness for review will be attached to the dissertation.
 - v) An abstract in the Hebrew language will be attached to the paper, in addition to the abstract in the English language.
 - vi) The PhD dissertation will be submitted to the School Committee in 6 hard copies and in a digital format.
 - vii) A bound copy of the dissertation will be submitted to the library, together with a digital file. The Lauder School of Government may make the dissertation public online and in other formats.
- c) Changes to the subject of the dissertation
 - i) A PhD Student will be entitled to change the subject of their research, to narrow it or expand it, with the consent of the advisor, and with the approval of the School Committee.

- ii) In the case of a change of the subject of the study, the School Committee will decide, with respect to the student's period of studies prior to the change, whether to take this period of time into account in calculating the duration of the student's studies.
- d) Submission of the PhD Dissertation
 - i) A PhD student who has been enrolled for at least two years and who has fulfilled all the requirements that they are obligated to fulfill, will be entitled to submit their PhD dissertation for review. In the case of extraordinary excellence, the School Committee will be able to approve a shorter period than that.
 - ii) The dissertation will be submitted to the Higher Committee together with the authorization of the advisor and the recommendations of the School Committee.
- e) Review of the Dissertation
 - i) The Higher Committee will appoint two experts in the field of study from other academic institutions who will serve, together with the dissertation advisor, as reviewers of the dissertation.
 - ii) The dissertation will be reviewed and approved in accordance with the Rules and Requirements of the PhD Program in Government. Each reviewer will submit a detailed opinion, in writing, in which they will recommend one of the following: (1) approval of the dissertation and the awarding of a degree of Doctor of Philosophy (PhD); (2) approval of the dissertation subject to revisions; (3) rejection of the dissertation.
 - iii) If a revision of the dissertation is requested, it will be subject to the same review procedure as described above. A candidate will be given only one opportunity for a revision.
 - iv) Following the approval of the dissertation by the reviewers, the student will defend the dissertation orally before the advisor and two additional Lauder School faculty members. The dissertation will then come before the Higher Committee for final approval.
 - v) The dissertation will not be given a grade. In cases of extraordinary excellence, provided that all the reviewers so recommend, the School Committee may recommend granting a grade of "Excellent," which will be subject to approval of the Higher Committee.
 - vi) A dissertation that was rejected will be returned to the student. The student will be permitted to publish the paper under their personal responsibility and may not mention, in the publication, that the paper was written as a PhD dissertation at Reichman University.

7) **Miscellaneous**

- a) Termination and/or Suspension of the Studies
 - i) A student who decided to terminate their studies will be obligated to inform the School Committee to this effect, in writing.

- ii) Should it transpire that a student has not complied with one of the stated rules of the Rules and Requirements of the PhD Program in Government, the School Committee will be entitled to recommend to the Higher Committee to terminate the student's studies.
 - iii) With respect to a student whose studies were terminated, whether at the student's initiative or at the initiative of Reichman University, the student can approach the School Committee with a request to renew their studies. The School Committee will consider whether to recommend to the Higher Committee to accept the student's request. Such a request can be submitted no later than one year after the termination of studies. This rule does not apply to a student whose studies were terminated due to non-compliance with the academic requirements.
 - iv) In special cases, the student can, upon the recommendation of the advisor and with the approval of the School Committee, submit a request for the suspension of their studies for a period of up to one year. If such a suspension is approved, the suspension period will not be included in the maximum time period for the Research Student to complete their obligations.
 - v) With respect to a student who does not make proper progress in their studies or in their research, the School Committee will be entitled to recommend, upon consultation with the advisor, the termination of the student's enrollment. Special weight will be given to cases in which a research proposal, that has been submitted more than once, has not been approved.
 - vi) Prior to the student's enrollment being terminated, they will be given the chance to make their claims before the School Committee.
- b) Copyright
- i) A student who writes a PhD dissertation is solely responsible for all content therein, including the data upon which their PhD dissertation was based, the gathering thereof and the reliability of the presentation thereof, and all that this entails.
 - ii) A PhD holder, whose degree was conferred by Reichman University, whose dissertation was approved by the qualified academic institutions and who publishes all or part of the results of their research, will stipulate that the dissertation was written at Reichman University as part of fulfilling the obligations for obtaining the PhD degree.
 - iii) A student whose dissertation was approved will provide copies of the dissertation to any organization eligible by Israeli law to receive it.

8) Awarding the Degree

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

9) The PhD Diploma

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

The wording of the diploma will be:

Reichman University

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

the Degree of Doctor of Philosophy (PhD)

following the approval of her dissertation

(title of the dissertation)

by the Lauder School of Government, Diplomacy and Strategy and the Higher Academic Committee and received a grade of “Excellent” (a line that will be added with respect to dissertations that received a grade as stated)

Herzliya (date)

Signed by

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

Comment

Anywhere in the Rules and Requirements of the PhD Program in Government where “Advisor” appears, the intention is also “Advisors” in the case of multiple advisors.