

Haifa University The Graduate Studies Authority

PhD REGULATIONS

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CHAPTER A – INTRODUCTION

- 1.1 The graduate studies follow the completion of undergraduate studies (bachelor's), and contain two stages: doctoral degree and doctoral degree.
- 1.2 In order to receive a Doctor of Philosophy (PhD), the research student must plan and execute original and independent research, which substantially innovates and contributes to the promotion of knowledge and understanding in his field of research, and write a scientific dissertation according to the customs and terminology acceptable in the literature of his subject. This dissertation shall hereby be referred to as – the doctoral thesis.
In addition, the research student must prove that he is proficient in the background material and professional literature in his field of specialization, and successfully pass his studies (including supplementary studies and language studies) and all other duties applicable thereto subject to these regulations.
- 1.3 The Doctor of Philosophy degree (PhD) is awarded by the University of Haifa.
- 1.4 The doctoral studies are subject to the responsibility of the Graduate Studies Authority, which operates in accordance with the resolutions of the Senate and the Council for Graduate Studies, and subject to the Regulations approved by the authorized entities at the University of Haifa. The Graduate Studies Authority is responsible for the academic level and appropriate administration of all matters pertaining to the doctoral degree studies in cooperation with the various faculties, schools and departments.
- 1.5 The departments may establish requirements in addition to those stated in the Regulations, provided they do not mitigate the requirements of the Regulations herein.
- 1.6 The Regulations herein supersede all regulations previously published.
 - **General note:** any referral to the male gender shall constitute a referral to the female and vice versa.

CHAPTER B – ORGANIZATION AND DISTRIBUTION OF RESPONSIBILITIES

With reference to the doctoral degree studies and direct program towards a doctorate.

THE GRADUATE STUDIES AUTHORITY

- 2.1 Responsible before the Senate, the University and the Rector for the administration of the doctoral degree studies at the University of Haifa. Operates by determining regulations and procedures, and by overseeing the proper implementation thereof, and by delegating authorities to the doctoral degree departmental committees.
- 2.2 Acts through the Dean of Graduate Studies, the Council for Graduate Studies and special committees. The Dean is elected by the Senate upon the recommendation of the Rector for a period of four years with a two year extension option. The Council includes the Dean who serves as the Chairperson as a result of his position, and staff members who are at least senior lecturers. The composition of the Council is determined in the Academic Regulations. The members of the Council are appointed by the Rector upon the recommendation of the Dean of Graduate Studies who had previously consulted with the relevant faculty deans. A Council member is appointed for a period of three years with a maximum extension option of two years. A member who has served on the Council for five consecutive years shall not be a candidate for an additional term before having a year-long hiatus.
- 2.3 The main functions of the Graduate Studies Authority in the area of doctoral degree studies, while being guided by the Senate and the resolutions of the Graduate Studies Council are:
 - a. Assisting in developing new academic doctoral degree programs in cooperation with the faculties, schools and departments.
 - b. Supervising and overseeing the process of approving new doctoral programs.
 - c. Drafting regulations and procedures for doctoral degree studies and overseeing the implementation thereof, as well as making amendments and supplements as needed.

- d. Recommendations to the Rector or the Senate, as the case may be, to open or close academic departments for doctoral degree studies.
- e. Maintaining relations with extra-university entities in connection with subjects relating to doctoral degree studies.
- f. Determining criteria for granting financial aid to doctoral degree students by granting awards, scholarships, research grants, and other means of support, and granting them.
- g. Overseeing any publication and information relating to the doctoral degree studies within the university and elsewhere.
- h. Confirming the recommendation of the Doctoral Degree Departmental Committee and/or the General University Committee to admit students to doctoral degree studies and the terms of their admission, or the termination of their studies.
- i. Overseeing the proper academic course of studies of doctoral degree students.
- j. Approval of study vacations for research students based on the recommendation of the departmental committee for doctoral degree studies and/or the General University Committee and the recommendation of the supervisor/s.
- k. Approval of study extensions for research students (stage A and stage B) based on the recommendation of the departmental committee for doctoral degree studies and/or the General University Committee and the recommendation of the supervisor/s.
- l. Final determination in students' appeals against decisions made by the doctoral degree departmental committees.
- m. Ensuring that the composition of the doctoral degree departmental committees are in accordance with the Regulations (see section 3.1).
- n. Appointing members of the General University Committee to the research students.
- o. Providing recommendations to the university's authorized entities in the subject of determining criteria with regard to faculty members within and outside the university authorized to supervise and judge doctoral theses.

- p. Supervising the appointment of supervisors for theses or the replacement thereof, and granting approval for exceptional cases. Also, overseeing the quota of students supervised by a single faculty member.
- q. Overseeing the appointment of adjunct committees to the doctoral thesis or replacement thereof, and granting approval for exceptional cases.
- r. Approving research proposals for a doctoral degree based on the recommendations of the doctoral degree departmental committees and/or the General University Committee for research students.
- s. Appointing judges for the doctoral thesis based on the recommendation of the doctoral degree departmental committees and/or the General University Committee for research students.
- t. Ensuring the prevention of dependency relations between the student and the judge in the event of conflict of interests (see section 8.3).
- u. Responsible for the judging process of the doctoral thesis.
- v. Approving or rejecting a doctoral thesis based on the opinions of the judges and based on the recommendation of the of the doctoral degree departmental committees and/or the General University Committee for research students.
- w. Approving the completion of doctoral degree studies and determining the eligibility towards a PhD.
- x. Determining the procedures of the ceremony awarding the PhD and other ceremonies in which the Graduate Studies Authority is involved.
 - **Note:** In cases of deviation from the Registration the approval of the Dean of Graduate Studies is required.

DOCTORAL DEGREE DEPARTMENTAL COMMITTEE

Note: any reference to doctoral degree studies refers as well to the direct program towards a doctorate.

- 3.1 Every department authorized to conduct a doctoral degree program shall be selected by the Department Council's Departmental Committee hereinafter referred to as the: Doctoral Degree Departmental Committee. The members of the committee shall have an appointment of senior lecturer or higher at an A program with the university. At least half of the committee member's job shall

be with the appropriate department. The committee shall select a chairperson from among its members. The Doctoral Degree Departmental Committee shall consist of at least three members. The appointment of a member who does not meet the abovementioned requirements must be approved by the Dean of Graduate Studies.

3.2 The Committee's main functions are as follows:

- a. Supervising the course of studies of the department's students and bringing special cases before the Dean of Graduate Studies for his discretion.
- b. Determining departmental admission terms for doctoral degree candidates, subject to the university's general admission terms (see Chapter C: admission, registration and advising procedures).
- c. Discussing the applications of candidates for the doctoral degree studies, and delivering an appropriate recommendation to the Graduate Studies Authority. The discussions in the matter of accepting the student shall be based on his previous academic achievements, appropriate recommendations, and additional departmental requirements such as: entry exams, personal questionnaire, personal interview, or previous work experience. In these discussions the documents specified in section 10.3 below shall be examined and approved. In addition, they will examine the suitability of the research subject proposed by the student to the fields of research of the faculty member designated as the supervisor, the quota of students supervised by the faculty member designated as the supervisor, and the technical and budgetary possibilities for implementing the doctoral thesis within the framework of the department.
- d. Reaching the decision to reject a doctoral degree candidate.
- e. Regular supervision of the course of study of doctoral degree students.
- f. Recommendation to the Graduate Studies Authority in the matter of vacations and study extensions (stage A and stage B).
- g. Recommendation to the Graduate Studies Authority in the matter of terminating the studies of a student who did not complete his requirements and who has an unsatisfactory academic status (see section 15.1).

- h. Recommendation to the Graduate Studies Authority in the matter of granting awards, scholarships, research grants and other means of support to doctoral degree students.
- i. Approving supervisors who meet the criteria for supervising theses (see sections 5.2 – 5.3) or the replacement thereof (see section 7.1).
- j. Ensuring the prevention of dependency relations between the supervisor and the supervised student in the event of a conflict of interests (see section 5.3).
- k. Reaching a decision whether to establish an expanded adjunct committee for the student, in coordination with the thesis supervisor/s.
- l. Approving the members of the adjunct committee who meet the criteria, if it was decided to establish an adjunct committee (see section 6.4), or to replace them (see section 7.1).
- m. Determining and publishing the departmental criteria and other cohesive guidelines for submitting admission applications for a doctoral degree, statements of purpose for a doctoral degree, for choosing supervisor/s, and for preparing and submitting the research proposal.
- n. Providing a recommendation to the Graduate Studies Authority regarding the approval or rejection of a research proposal and delivering a copy of the judging reports for the research proposal to the Graduate Studies Authority.
- o. Recommending the appointment of external judges who meet the criteria to judge the doctoral thesis, in addition to the doctoral thesis supervisor/s and the members of the adjunct committee (as specified in sections 8.2 – 8.3).
- p. Overseeing the completion of corrections, changes and supplements to the doctoral thesis based on the judges' opinions.
- q. Approving the completion of duties towards a doctoral degree.
- r. Providing a recommendation to the Dean of Graduate Studies to approve or reject the doctoral thesis at the end of the judging process and based on the judges' opinions.

- s. Taking the minutes of the Doctoral Degree Departmental Committee meetings and delivering them to the secretariat of the Graduate Studies Authority. The minutes shall include the names of the participants and the operative decisions regarding each student discussed at the committee, even if the decision was reached during a telephone conference call. Any operative decision regarding a student not recorded in the minutes shall not be dealt with by the Graduate Studies Authority.

The General University Committee for Research Students

- 4.1 The General University Committee for Research Students will review and decide matters relating to the admission of candidates to doctoral studies as part of interdisciplinary research or alternatively in a specific discipline which is not yet settled in one of the university's existing departmental doctoral programs. All of the abovementioned pertains as well to the approval of the doctoral thesis's supervisor/s, members of the adjunct committee, course of studies and research, judges of the doctoral thesis, and approval of eligibility for a degree.
- 4.2 The General University Committee for Research Students shall review and decide matters related to the admission of candidates to the direct program towards a doctorate in all departments in which there are no doctoral studies, and will handle all things pertaining to their studies, supervision and oversight, approval of the doctoral thesis for judging, reviewing the judging opinions, and approving the degree of Doctor of Philosophy.
- 4.3 The General University Committee for Research Students is divided into two sub-committees: one – for the field of social sciences and humanities, and the other – the field of exact sciences. Each of the sub-committees will be comprised of at least three faculty members with the rank of full professor, appointed by the Dean of Graduate Studies. The Dean of Graduate Studies shall serve on both committees as the chairperson due to his position.
- 4.4 The legal quorum required for the committee meetings will be at least three present members.

- 4.5 The coordinator of doctoral studies at the Graduate Studies Authority shall coordinate the operations of the General University Committees for Research Students. He shall be responsible for delivering the minutes of the committee deliberations, judging reports and any necessary relevant material.

SUPERVISOR / CO-SUPERVISORS

- 5.1 Each program candidate for doctoral studies shall choose a supervisor, or a supervisor together with a co-supervisor. The student must receive the consent of the supervisor and/or co-supervisors for the supervision. The supervisors shall receive final approval from the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students and the Graduate Studies Authority.

- 5.2 The authority to supervise a doctoral thesis is as follows:

Supervisor: any faculty member at the University of Haifa with the rank of lecturer and higher in the A program, with a regular appointment of at least half a position in the department where the doctoral student is registered (or at the university, for a faculty member supervising a research student as part of the General University Committee for Research Students). The Doctoral Degree Departmental Committee may, in exceptional cases and with the approval of the Dean of Graduate Studies, approve the appointment of a retired faculty member as a single supervisor.

Co-supervisor: Any faculty member authorized to serve as a supervisor, and any faculty member from another recognized academic institute in Israel or abroad with the rank of senior lecturer or higher in the A program, including a retired faculty member.

- 5.3 The Doctoral Degree Departmental Committee shall ensure the prevention of dependency relations between the student and the supervisor in the event of a conflict of interests.

- 5.4 **The supervisor / supervisors' main duties are as follows:**

- a. Advise the student at the stages of planning and implementing the research, including establishing a written research proposal, processing the findings of the research and preparing the final draft of the thesis.

- b. Providing a recommendation to the Doctoral Degree Departmental Committee / the General University Committee for Research Students regarding the approval of the research proposal and changing the status of the research student to the status of research student stage B.
- c. Maintaining regular contact with the research student during his doctoral studies.
- d. Coordinating between the members of the adjunct committee, if established, regarding the contribution of each of them to the progress of the research student.
- e. Convening the adjunct committee, if established, from time to time and as necessary.
- f. Notifying the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students in any event in which the research student has not been in touch therewith for a period of six months.
- g. Delivering confirmation in writing to the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students regarding the approval of the final draft of the doctoral thesis for judging, after the research student finished writing the doctoral thesis to the satisfaction of the supervisor/s, and fulfilled all of his other duties.
- h. Delivering a recommendation to the Doctoral Degree Departmental Committee regarding the appointment of possible judges for judging the doctoral thesis.
- i. Judging the doctoral thesis.
- j. Reviewing the judging reports of the doctoral thesis and providing recommendation to the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students in the question of approving the thesis, demands for corrections or rejecting the doctoral thesis, in accordance with the judges' opinions.
- k. Assisting and overseeing the implementation of changes, corrections or supplements to the doctoral thesis in accordance with the opinions of the judges, and approving the implementation thereof.

Adjunct Committee

- 6.1 The Doctoral Degree Departmental Committee and/or the General University Committee for Research Students, in coordination with the supervisor/s will decide whether to establish an expanded adjunct committee for the student.
- 6.2 If it is decided to establish an adjunct committee, the committee will be appointed upon the submission of the research proposal.
- 6.3 **The composition of the adjunct committee will be as follows:**

The adjunct committee will be comprised of at least three members:

 - a. Supervisor/s who have granted their consent to supervise the student. The supervisor will be a faculty member at the University of Haifa with a regular appointment at program A from the rank of senior lecturer and higher, at a minimum scope of half a position at the department where the student is registered for his doctoral studies. The Doctoral Degree Departmental Committee may, in exception cases and with the approval of the Dean of Graduate Studies approve the appointment of a retired faculty member as a single supervisor.
 - b. An academic faculty member permitted to supervise research students, from among the faculty members of the University of Haifa, considered an expert in the field of research of the doctoral thesis or similar fields, and who is not a faculty member at the department where the student is registered or the department where the supervisor is employed.
 - c. A faculty member entitled to supervise research student, who is not a member of the University of Haifa, who is considered an expert in the field of research of the doctoral thesis or similar fields.
- 6.4 The supervisor will serve as the chairperson of the adjunct committee. He will be appointed by the Doctoral Degree Departmental Committee. When the research student is supervised by more than one supervisor, the supervisors shall decide who among them shall serve as the chairperson of the adjunct committee.
- 6.5 The main functions of the adjunct committee are:

- a. Judging the research proposal.
- b. Providing a recommendation to the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students regarding the approval of the research proposal and changing the research student's status to research student stage B.
- c. The members of the adjunct committee will contribute to the supervision of the student in accordance with their ability, their subject and the work relations determined between them and the student.
- d. Participation in the meetings of the adjunct committee from time to time as necessary, upon coordination with the supervisor.
- e. Delivering confirmation in writing to the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students regarding the approval of the final draft of the doctoral thesis for judging, after the research student finished writing the doctoral thesis to the satisfaction of the supervisor/s, and fulfilled all of his other duties.
- f. Judging the doctoral thesis in addition to an additional judge appointed by the Dean of Graduate Studies.
- g. Reviewing the judging reports of the doctoral thesis and providing a recommendation to the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students regarding the approval of the thesis, demand for correction or rejection of the doctoral thesis in accordance with the judges' opinions.
- h. Assisting and overseeing the implementation of corrections, changes and supplements in the doctoral thesis in accordance with the opinions and confirming the implementation thereof.

REPLACING SUPERVISOR/S / MEMBERS OF THE ADJUNCT COMMITTEE

7.1 The Doctoral Degree Departmental Committee and/or the General University Committee for Research Students will discuss the replacement of supervisor/s / members of the adjunct committee in one of the following cases:

- a. If any of them are abroad to an extent that does not allow proper supervision.

- b. If any of them requests to cancel his appointment as a supervisor / member of the adjunct committee.
 - c. If the student wishes to replace the supervisor and/or any of the co-supervisors and/or members of the adjunct committee.
- 7.2 The Doctoral Degree Departmental Committee and/or the General University Committee for Research Students will discuss a student's request to replace the supervisor after receiving a written opinion from the current supervisor, from the intended supervisor and the members of the adjunct committee. If the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students accept the student's request, the previous supervisor will be entitled to demand that the research subject be changed, and the Dean of Graduate Studies will decide whether to accept his demand.
- 7.3 The Doctoral Degree Departmental Committee and/or the General University Committee for Research Students will review the request of a student to replace a member of the adjunct committee after receiving a written opinion from the current committee member, the intended committee member and the rest of the members of the adjunct committee.

THESIS JUDGES

- 8.1 The Dean of Graduate Studies will appoint the judges of the doctoral thesis while considering the recommendation of the Doctoral Degree Departmental Committee.
- 8.2 The names of the appointed judges will remain confidential.
- 8.3 All of the judges will have a regular appointment with another recognized academic institute for higher education in Israel or abroad, from the rank of senior lecturer and higher in program A.
- 8.4 No judge will be appointed who has dependency relations with the student whose thesis was submitted for judging.
- 8.5 In any event in which an adjunct committee was not appointed for the research student, the doctoral thesis will be delivered for judging to:
 - a. The thesis supervisor/s.

- b. Two judges outside the University of Haifa.
- 8.6 In the event that an adjunct committee was appointed for the research student, the doctoral thesis will be delivered for judging to:
- a. The thesis supervisor/s.
 - b. Members of the adjunct committee.
 - c. And additional judge, who does not serve as a member of the adjunct committee, and is not a faculty member at the University of Haifa.
- 8.7 Upon the development of extraneous circumstances, the Dean of Graduate Studies may appoint an additional judge at any stage of the judging process.
- 8.8 The functions of the judges are as follows: (see all sections 20.1 – 22.4)
- a. To evaluate the thesis and accompany its evaluation with an explanation and demonstration if necessary, in accordance with the instructions for submitting a judging opinion for a doctoral thesis delivered thereto by the Graduate Studies Authority.
 - b. To deliver his opinion no later than two months from the date he had received the thesis. If this period coincides with the summer vacation the judge will receive an extension of an additional month.
 - c. Repeat judging of a corrected doctoral thesis, if the judge demanded the corrections as a condition for approving the thesis, and if the judge requested to receive the corrected thesis before approving it.

CHAPTER C – ADMISSION, REGISTRATION AND ADVISING

PROCEDURES

ADMISSION PROCEDURES

9.1 Registration for doctoral degree studies takes place on the dates made public in the media by the University.

9.2 Doctoral degree terms of admission

a. A candidate wishing to be registered as a doctoral student must fulfill the following conditions:

1. Has a master's degree from a recognized institute for higher education in Israel or abroad and had received for his master's degree a total grade of at least 80.
2. Wrote a thesis and received a grade of at least 86 (“very good”) on his thesis.

b. In special cases the Dean of Graduate Studies may, subject to the recommendation of the Doctoral Degree Departmental Committee and/or the General University Committee for Research Students, approve an exception from the minimal grades in light of the candidate’s extraordinary academic and research achievements.

c. Students may not be admitted to doctoral studies “on probation”.

9.3 **Direct program towards a doctorate terms of admission**

This program is intended for outstanding students who wish to successively continue their studies towards a doctorate and which the department views as candidates for graduate studies.

A candidate who wishes to be registered as a fully registered student of the direct program towards a doctorate must meet the following requirements:

1. Has a bachelor's degree from a recognized institute for higher education in Israel or abroad, and achieved in his bachelor's degree studies a grade of at least 90 in each of his majors.
2. Fulfilled additional conditions determined by the department.
3. Provided in a timely manner the following documents:

- a. Admission form
- b. Approved transcript for his bachelor's degree, included the final weighted grade for each of his majors.
- c. Statement of purpose regarding the proposed research subject, approved by the intended supervisor.
- d. Approval in writing of the consent of a supervisor who meets the criteria for supervising.
- e. CV in Hebrew and English.
- f. Two recommendations from academics.
- g. Summary of the research subject in English.

An application to register to the direct program towards a doctorate may be received as well from a candidate who wishes to study in a master's degree department **that is different** from the department or departments where he completed his bachelor's degree. The candidate must fulfill the following conditions:

1. Has a bachelor's degree from a recognized institute for higher education in Israel or abroad, and received in his bachelor's degree a total grade of at least 90 in each of his majors.
2. Fulfilled additional requirements determined by the department.
3. Submitted an application and provided in a timely manner all necessary documents specified above.

Notes:

- a. There is no probationary admission to the direct program towards a doctorate.
- b. The admission to this program is possible in the first or second semester
- c. Students can be admitted to the direct program towards a doctorate no later than the end of the first academic year of the master's degree, if they meet the criteria stated above and based on their achievements during the first year of their master's degree studies.
- d. Departments which do not have master's degree programs cannot accept students for the direct program towards a doctorate.

9.4 Preliminary research studies:

A candidate who wishes to apply for the preliminary research studies and has a master's degree without a thesis must fulfill the following requirements:

- a. Completes his thesis.
- b. Provides written consent from a supervisor who agrees to supervise his thesis.
- c. Where applicable, completes the academic study program required by the Doctoral Degree Departmental Committee.

9.5 A candidate who wishes to apply to doctorate studies in a department that is different from his department where he received his master's degree and wrote his thesis, will be required to complete any supplementary program and the academic requirements demanded thereof by the Doctoral Degree Departmental Committee.

9.6 Completion of studies in the preliminary research program as specified in sections 9.4 – 9.5 does not constitute automatic admission to doctorate studies. The candidate will submit his application and the Doctoral Degree Departmental Committee will recommend to the Dean of Graduate Studies whether to admit the candidate to doctorate studies.

9.7 The normative duration of studies in the preliminary research studies program is one year only. Any deviation from this rule requires the recommendation of the supervisor, chairperson of the Doctoral Degree Departmental Committee and the approval of the Dean of Graduate Studies.

Registration and advising for doctorate degree studies and the direct program towards a doctorate

10.1 Every department holding studies towards a doctoral degree or a direct program towards a doctorate shall provide to the registration department at the students administration division on the appropriate date (according to the publication of the registrations dates) registration kits with a sufficient number of copies. The registration kit shall include detailed and updated information pages about the department (including information about the department, its

faculty staff and their fields of expertise, study programs, etc.) and questionnaires regarding additional information which the department requires.

10.2 A doctoral degree or direct program towards a doctorate candidate shall fill out the registration form and note the department in which he wishes to continue his studies. The students administration division will transfer the registration form with the candidate's file to the secretariat of the department in order to review the candidate at the Doctoral Degree Departmental Committee. For this review the department coordinator shall collect all of the relevant information about the candidate. After the review is complete, the department secretariat shall transfer the candidate's file with the department's recommendation to the Graduate Studies Authority.

10.3 The file of the candidate shall include:

- Registration form.
- Copies of the bachelor's degree and master's degree diplomas.
- Approved transcript towards a bachelor's degree.
- A copy of the thesis and essays which the candidate had published in professional literature.
- Approval in writing of the supervisor/s' consent to supervise the doctoral thesis.
- At least two letters of recommendation from academies sent directly by the references to the Doctoral Degree Departmental Committee. One of the letters of recommendation will be on behalf of the thesis supervisor.
- Candidate's statement of purposes regarding the proposed research subject, approved by the intended supervisor.
- Candidate's CV in Hebrew and in English.
- Summary of the research subject in English.

Note: applications for doctorate studies or the direct program towards a doctorate in departments which do not have a doctorate program within the framework of the General University Committee for Research Students shall

be submitted directly to the Graduate Studies Authority, according to the specification in section 10.3 above.

- 10.4 The department is entitled to impose additional demands on the candidate such as: entry exams, personal questionnaire, personal interview, previous work experience, additional letters of reference, and any other demand which assists the department in the decision to admit the candidate.
- 10.5 The department's recommendation whether to admit the candidate will be transferred to the Graduate Studies Authority. After examining the material and approving it, the candidate's file will be transferred by the Authority to the students administration division which will send to the candidates admission notifications according to the decision of the Dean of Graduate Studies.
- 10.6 The power to reject candidates is in the hands of the department. In the event of a rejection, the decision will be delivered directly to the students administration division which will send out the rejection notice.
- 10.7 Candidates admitted to doctoral studies may begin their studies at the beginning of the winter or spring semester.
- 10.8 Each doctoral degree student requires advising and registration for each year during the course of his studies. Notifications regarding the dates of advising and registration shall be sent to each student during summer vacation by the students administration division.
- 10.9 In departments which are not authorized to grant a doctorate, the admission file will be transferred to the direct program towards a doctorate to be handled by the General University Committee.
- 10.10 **University graduates from abroad**
Candidates for a doctorate who have graduated from recognized universities abroad and from universities with branches in Israel, operating with the approval of the Council of Higher Education, will be required to pass the general GRS test (General Test) and be in the 70% percentile of each of the test's three units.
Passing this test constitutes a registration condition and one of the terms of admission.

The candidate will attach the results of the GRE test to the registration kit as well as the approval of the Council for Higher Education for the activity of the foreign university's branch in Israel (if he is a graduate of a branch). After receiving all of the abovementioned documents, the candidate's file will be transferred to the Dean of Graduate Studies. Upon receiving the Dean's approval for the continued admission process the file will be transferred for the review of the Doctoral Degree Departmental Committee / the General University Committee for Research Students.

Candidates with a degree from one of the Commonwealth of Independent States, their documents shall be brought before an academic committee operating on behalf of the Dean of Graduate Studies, which will decide on the continued admittance process to the university.

The departments may add to the terms of admission, however they may not lessen therefrom, and thus provided that the additional terms of admission were specified in the registration kit and were approved by the Graduate Studies Authority.

CHAPTER D – COURSE OF STUDIES AND RESEARCH

Note: anything stated below in chapters D and E to these regulations referring to the supervisor/s of the doctoral thesis refers as well to the members of the adjunct committee, if established, subject to its duties as specified in section 6.6

11.1 Direct program towards a doctorate

This program is intended for outstanding students who wish to successively continue their studies towards a doctorate and which the department views as candidates for graduate studies.

Academic structure:

- a. Completing courses with a numeric grade at a scope of at least 26 semester credit hours at a master's degree level, and completing them with a weighted grade of at least 90 (see chapter E to the master's degree regulations).
- b. Submitting two seminar papers or an equal alternative, determined by the department. The student must achieve a grade of at least 90 in each of the seminar papers (see chapter E to the master's degree regulations).
- c. A condition for passing from the first year to the second is completing courses with a numeric grade at a scope of at least 16 semester credit hours, completing them with a total grade of at least 90, and submitting a seminar paper which had received a grade of at least 90.
- d. Submitting a research proposal for a doctorate no later than the beginning of the fourth semester of studies.

The duration of studies for these tasks is two years

Upon receiving approval for the doctorate research proposal, and meeting all of the abovementioned academic duties, the student will transfer to the status of stage B doctorate student, in which he will perform the research and write his doctoral thesis.

The duration of studies for writing the doctoral thesis is three years.

A student in the direct program towards a doctorate will receive his master's degree diploma in the direct program immediately upon the approval of his doctoral research

proposal, and upon meeting the academic requirements of the direct program towards a doctorate, as specified above.

11.2 A student can at any stage leave the direct program towards a doctorate if he no longer wishes to continue, and he will be required to complete the academic hours and other requirements towards a master's degree, whether in the A or B program.

In the event of failure to complete the requirements of the direct program towards a doctorate within two years (completing at least 26 semester credit hours, including two seminar papers) and denied approval for the doctoral research proposal, the student will be transferred to the regular master's degree academic program. No extension will be approved for students of the direct program towards a doctorate at the stage of master's degree studies, except for a student who was absent due to an entitling event*.

* Absence due to an entitling event – absence due to fertility treatments, pregnancy, childbirth, adoption, or receiving a child in custody or foster care – for a period of at least 21 days during the semester.

11.3 **Doctoral studies**

The duration of the studies towards a doctorate is four years, and it is divided into two stages:

Research stage A and research stage B.

11.4 **Research stage A:** the duration of studies in research stage A shall not exceed a year from the academic semester in which the student was admitted (including semester / summer vacation). During the research stage A studies period the student will be required to prepare the research proposal, receive the supervisor/s consent for the proposal, and submit it for review of the Doctoral Degree Departmental Committee and fulfill other requires demanded therefrom.

A student who was absent due to an entitling event on the date determined for submitting the research proposals will be permitted to submit the research proposal subject to the supervisor/s decision up to seven weeks after the end of the absence period.

- 11.5 **Research stage B:** the duration of studies in the research stage B shall not exceed three years. During the study period in research stage B, the student will be required to complete the writing of the doctoral thesis.
The date of completing the degree (submitting the doctoral thesis) will be extended in accordance with the permitted absence periods, without payment of overheat, until a year from the acceptable date for completing the degree.
- 11.6 If asked, the doctoral student will be required to deliver to the thesis supervisor the research materials, whether while writing the thesis or upon submission. After approving the doctoral thesis, the student must make the research material available to the supervisor for a period of no less than three years.
- 11.7 The duration of studies in the direct program towards a doctorate is five years (see section 11.1).

Study quota

- 12.1 The Doctoral Degree Departmental Committee, in consultation with the thesis supervisor, will determine the research student's academic schedule and the scope thereof. The scope of the schedule will not exceed 16 semester credit hours and no more than four courses. The committee demand that the student take an exam (whether written or oral) in the classes which he is required to attend. In the seminars there is only a requirement of active participation.
- 12.2 The Doctoral Degree Departmental Committees may demand proficiency in foreign languages in accordance with the research student's field of expertise and research.

Submitting the research proposal and approval thereof

- 13.1 The doctorate research proposal, including the subject of the thesis, a specified research plan and relevant bibliography will be submitted in writing to the Doctoral Degree Departmental Committee / the General University Committee for Research Students with the opinion/s of the supervisor/s. This opinion will refer to the student's research proposal and his ability to perform the proposed research.

- 13.2 Examination of the proposal is the responsibility of the Doctoral Degree Departmental Committee / the General University Committee for Research Students, which may approve the proposal, reject it, or demand corrections and changes, while taking into account the opinion of the supervisor or additional researchers at the University of Haifa and outside the university.
- 13.3 A student may change his research subject, reduce or expand it with the consent of the supervisor and the approval of the Doctoral Degree Departmental Committee / the General University Committee for Research Students.
- 13.4 Doctoral research proposals, notes of the readers and the writer's and/or supervisor's response to these notes will be kept by the secretariat of the department where the student studies for a period of five years, after which they will be available for review subject to the decision of the head of the department.

Progress report

- 14.1 Every doctoral student must submit to the Doctoral Degree Departmental Committee / the General University Committee for Research Students an annual progress report approved by the supervisor/s at the beginning of each academic year. A copy of the report will be sent to the Graduate Studies Authority.
- 14.2 Research students entitled to an excellence scholarship (stage A and stage B) are required to submit in addition a progress report subject to the terms of the scholarship.
- 15.1 **A student shall be defined as a student with an unsatisfactory academic status in one of the following cases:**
- A student who did not submit his research proposal until the end of the first year of his studies (including the summer vacation) and who was not given an extension.
 - A student who was given an extension and his research proposal was not approved until the end of the second year to his studies (including the summer vacation).

- c. A student in the direct program towards a doctorate who did not submit his research proposal until the beginning of the fourth semester of his studies.
- d. A student in the direct program towards a doctorate who did not complete within two years the requirements of the program as specified in section 11.1
- e. A student in the direct program towards a doctorate who did not meet the requirements for passing from the first to the second year as specified in section 11.1 (C).
- f. A stage B research student who did not submit his annual progress report at the beginning of each academic year.
- g. A student who did not submit his doctoral thesis for judging within three years from the beginning of his studies (including summer vacation) and who was not given an extension.
- h. A student who did not return to his studies at the end of an approved vacation (see section 24.5) and who did not notify the Graduate Studies Authority of this on the assigned date.
- i. A student who did not perform advising and registration procedures on time in each of the academic years of his degree.
- j. Upon the recommendation of the Doctoral Degree Departmental Committee / the General University Committee for Research Students, the Dean of Graduate Studies may terminate the studies of a student found to be in an unsatisfactory academic status.
- k. The studies of a student whose academic status is deemed unsatisfactory shall be terminated.

CHAPTER E – SUBMITTING THE DOCTORAL THESIS AND THE JUDGING PROCESS

Publishing the research findings

- 16.1 A research student must receive the prior consent of the supervisor to partially publish the research findings before submitting the doctoral thesis for judging. This consent requirement is no longer applicable once the thesis was submitted for judging.

Preparing the doctoral thesis

- 17.1 The doctoral thesis will be executed at the University of Haifa. In special cases the Dean of Graduate Studies may, following the recommendation of the Doctoral Degree Departmental Committee / the General University Committee for Research Students, permit the execution of the doctoral thesis or part thereof at another scientific institute in Israel or abroad, provided that the supervisor/s trust the performance of the research and ensure adequate supervision. The period of studies at the other institute will be credited to the total period required in order to complete the doctoral degree.
- 17.2 A research student permitted to perform his doctoral thesis at another scientific institute in Israel or abroad, must stay at the University of Haifa for at least one year.

Submitting the doctoral thesis

- 18.1 Upon completing the studies and research towards the degree of “Doctor of Philosophy”, the research student will submit to the Doctoral Degree Departmental Committee / the General University Committee for Research Students the doctoral thesis, prepared according to the format determined by the Graduate Studies Authority together with the supervisor’s approval that this is the submission of the final draft of the doctoral thesis for judging.
- 18.2 The scope of the doctoral thesis will not exceed 350 pages, not including bibliography and annexes.

- 18.3 The doctoral thesis will be transferred to the Graduate Studies Authority together with confirmation in writing from the Doctoral Degree Departmental Committee that the thesis is ready to be judged together with the names of four – five academic faculty members authorized to judge a doctoral thesis (see sections 8.2 – 8.3), who are not members of the University of Haifa's faculty staff.
- 18.4 The Graduate Studies Authority will send the doctoral thesis to a number of judges (see above sections 8.4 – 8.5), recommended by the Doctoral Degree Departmental Committee.

Submitting a doctoral thesis based on articles

- 19.1 A student who wishes to submit a doctoral thesis based on articles can submit a request in this matter at any stage of his studies.
- 19.2 The request of a student to submit a doctoral thesis based on articles will be submitted to the Doctoral Degree Departmental Committee / the General University Committee for Research Students.
- 19.3 The student's request will include the following details:
- Explanations of the request (what are the reasons justifying the submission of the doctoral thesis based on articles).
 - A copy of each of the articles published or received for publication, as well as the place of publication, and specification regarding additional chapters of findings expected to be included in the thesis.
 - Explanation by the student regarding his unique contribution to each of the attached articles.
 - Approval of the supervisor in the matter of the student's unique contribution to each of the attached articles.
 - Approval of the other writers of the articles (if any) regarding the student's unique contribution to the articles and their consent to the inclusion of the articles in the doctoral thesis.
 - Summary of the thesis.
 - Statement made by the student undertaking that the publication of the doctoral thesis will be done while maintaining the copyrights of the

additional writers of the articles as well as the platforms where the publication will appear.

19.4 The Doctoral Degree Departmental Committee / the General University Committee for Research Students will review the student's request and decide whether to recommend to the Dean of Graduate Studies to approve it, in light of the following criteria:

- The subject of the thesis are related to one central coherent subject.
- The student included in his request at least three articles that were all accepted for publication or published in high level professional journals (**conference reports** will not be included).
- The student included in his request articles that were published / accepted for publication after the student was admitted as a stage A research student.
- In the case of articles with a number of writers – the student's part is clearly discernable and it is a central part, and the student is the first writer in the articles (except cases in which the order or appearance of the writers is alphabetical).

19.5 The Doctoral Degree Departmental Committee / the General University Committee for Research Students will deliver its recommendation for the review and approval of the Dean of Graduate Studies. If the Dean of Graduate Studies should approve the student's request to submit a doctoral thesis based on articles, the articles will be integrated into the thesis as follows:

- The student will be required to write an introduction chapter which provides the scientific foundation for the articles. The introduction will include scientific background and a description of the research methods.
- The findings chapter will be comprised of the articles, the order thereof shall be determined according to the sequence of presenting the research or in accordance with the structure of the research. The articles will be copied in a cohesive size, identical to that of the integrative introduction and summary.

- The student will be required to write an integrative summary for the articles which includes an extensive review of the findings and their significance, emphasizing the innovations and their contribution to research.

The judging report

- 20.1 Each of the judges will offer his opinion on the doctoral thesis and deliver the judging report directly to the Graduate Studies Authority, without having read first the delivery of the reports of the other judges, in accordance with the instructions for submitting judging opinions for doctoral theses sent thereto by the Graduate Studies Authority. The judging report shall include:
- a. Summary of the research findings, while emphasizing the thesis' innovations.
 - b. Estimation of the paper in terms of its content, method and structure.
 - c. Suggestions for corrections, changes or supplements.
 - d. If the judge believes that the thesis meets the requirements, he will explicitly note that the paper should be approved as a doctoral thesis.
 - e. If the judge believes that the paper does not meet the requirements towards receiving a "doctor of philosophy" degree, he must state this explicitly.

Review of the judging report

- 21.1 The opinions regarding the doctoral thesis will be delivered by the Dean of Graduate Studies to the chairperson of the Doctoral Degree Departmental Committee / the General University Committee for Research Students for their review of the judging reports. The opinions will be delivered without the judges' names, unless any of the judges asked that their name be revealed.
- 21.2 If any of the judges' opinions included a demand for corrections, changes or supplements to the doctoral thesis which are not considered a requirement for approving the paper, the Doctoral Degree Departmental Committee / the General University Committee for Research Students will recommend to the Dean of Graduate Studies whether to ask the research student to perform the

aforementioned requirements, all or some, after having consulted with the supervisor/s.

- 21.3 If the student is required to add make corrections, changes or supplements which are a condition for approving the thesis, he must submit a corrected thesis in accordance with the requirements. If so required, and in accordance with the judges' opinion, the corrected doctoral thesis will be sent to the original judge or judges for repeated judging, so they can offer their opinion whether the paper, in its new format, should be accepted as a doctoral thesis. The maximum time for performing these corrections is one year only. Any deviation from this rule requires the approval of the Dean of Graduate Studies.
- 21.4 Upon the completion of the judging process and the review of the opinions, the Doctoral Degree Departmental Committee / the General University Committee for Research Students will recommend to the Dean of Graduate Studies whether the research student should be awarded the degree.
- 21.5 The Dean of Graduate Studies will approve the awarding of the “doctor of philosophy” agree on behalf of the University of Haifa.
- 21.6 Numeric grades will not be given to the doctoral thesis.

Declining approval for a doctoral thesis

- 22.1 If one of the judges determines that the thesis submitted to him for judging should not be accepted as a doctoral thesis, the research student will be required by the Dean of Graduate Studies to correct the thesis in accordance with the opinion. The corrected doctoral thesis will be sent for additional judging in accordance with the decision of the Dean of Graduate Studies.
- 22.2 If the additional judge approved in his opinion that the thesis submitted to him for judging should be accepted as a doctoral thesis, the judging process shall continue as specified in section 21.2 – 21.5.
- 22.3 If it is determined as well in the additional judging that the thesis should not be accepted as a doctoral thesis, the thesis will not be approved by the Dean of Graduate Studies, and the latter will send a notice in writing to the student.
- 22.4 If it was decided by the Dean of Graduate Studies and with the recommendation of the Doctoral Degree Departmental Committee / the

General University Committee for Research Students, based on the opinion of the judges, not to approve the doctoral thesis, the research student will be entitled to appeal the decision in writing before the Dean of Graduate Studies within six months as of the date of notice regarding declining approval of the thesis. The review of the appeal shall be performed by an ad hoc committee established by the Dean of Graduate Studies from among the members of the Graduate Studies Council. The decision of this committee in the matter of the appeal is final.

Duration of judging

- 23.1 The judging report will be delivered by the judge no later than two months from the date on which he was given the thesis. If this period coincides with the summer vacation, the judge will receive an extension of one additional month.
- 23.2 If after the abovementioned judging period the judging report is not received, the matter will be handled by the Dean of Graduate Studies.

CHAPTER F – MISCELLANEOUS

24.1 Termination of studies

- a. A student who wishes to terminate his studies will notify the Graduate Studies Authority of this and copy the department as well.
- b. A student found to have an unsatisfactory academic status after his academic status was examined by the Doctoral Degree Departmental Committee (see section 15.1), the committee will recommend the termination of his studies. The termination of studies will be approved and performed by the Dean of Graduate Studies.
- c. Stage A research students and students in their preliminary research studies whose studies were terminated (whether as per their request, the department's decision or the decision of the Dean of Graduate Studies), may petition the Doctoral Degree Departmental Committee with a request to renew his studies, at the earliest at the end of one year from the date of terminating his studies. The committee will consider whether to recommend to the Dean of Graduate Studies the terms of confirming the request.
A stage B research student whose studies were terminated (whether as per their request, the department's decision or the decision of the Dean of Graduate Studies), may petition the Doctoral Degree Departmental Committee with a request to renew his studies. The committee will consider whether to recommend to the Dean of Graduate Studies the terms of confirming the request.
- d. The Dean of Graduate Studies will review the request and decide whether to approve it.
- e. The Dean of Graduate Studies may terminate the studies of a student who has an unsatisfactory academic status (see section 15.1) even if an explicit recommendation for this was not given by the Doctoral Degree Departmental Committee.

24.2 Renewal of studies

- a. A stage A research student and student in preliminary research studies who wishes to renew his studies towards a doctorate, may file such a request at the earliest at the end of one year after the termination of his studies. The Doctoral Degree Departmental Committee will consider whether to recommend to the Dean of Graduate Studies that the student be reinstated and the terms for approving his request.

Stage B research students wishing to renew their studies will file a request with the Doctoral Degree Departmental Committee which will consider whether to recommend to the Dean of Graduate Studies the terms for approving his request.

24.3 Extending the study period (research stage A)

- a. A doctoral degree student who has not submitted his research proposal to the review of the Doctoral Degree Departmental Committee during the normative study period for research stage A (see section 11.2) and who requests an extension for one semester or one full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the thesis supervisor/s and the chairperson of the Doctoral Degree Departmental Committee.
- b. The Dean of Graduate Studies will review each petition and decide whether to approve it and for what period.
- c. A student who did not receive approval to extend his studies as a research stage A student cannot continue his studies.
- d. A student who was absent due to an entitling event will be eligible to extend his/her studies for two semesters at most.

24.4 Extending the study period (research stage B)

- a. A doctoral degree student who has not submitted his doctoral thesis for judging during the normative study period for research stage B (see section 11.3) and who requests an extension for one semester or one full academic year, will petition the Graduate Studies Authority with a detailed

application together with the recommendation of the thesis supervisor/s and the chairperson of the Doctoral Degree Departmental Committee.

- b. The Dean of Graduate Studies will review each petition and decide whether to approve it and for what period.
- c. A student who did not receive approval to extend his studies as a research stage B student cannot continue his studies.
- d. A student who was absent due to an entitling event will be eligible to extend his/her studies for two semesters at most.

24.5 **Study vacation**

- a. A doctoral degree student who wants a study vacation for one semester or a full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the thesis supervisor/s and the chairperson of the Doctoral Degree Departmental Committee. A study vacation will be granted only to students who have a satisfactory academic status during the normative study period for a doctoral degree.
- b. The Dean of Graduate Studies will review each request and decide whether to approve or reject it.
- c. An approved study vacation is not considered a study period.
- d. A student who will not be returning to his studies at the end of the approved vacation and does not notify the Graduate Studies Authority of this, will be deemed as having an unsatisfactory academic status (see section 15.1 e).

25.1 **Intellectual property, patents, inventions and copyrights**

The provisions of the University of Haifa's intellectual property protocols / regulations, as are in effect from time to time, shall apply notwithstanding its provisions to any doctoral degree student, they constitute an integral part of these regulations hereof, and in the event of a contradiction they supersede their provisions. Without derogating from the generality of this rule, the following provisions specified hereunder shall apply as well:

A graduate of the University of Haifa, whose thesis was approved by the university's authorized academic institutes, may publish the results of his

research, all or some, subject to the approval of the supervisor, and while noting that the thesis was written at the University of Haifa as part of the fulfillment of his duties towards a degree. The name and title of the supervisor will be noted on each publication of the thesis or research findings, unless the supervisor waived this right or if the inclusion of his name is not acceptable in the relevant discipline. Depositing the thesis at the university library ensures the publicity of the research findings and is intended to guarantee the free dissemination of knowledge.

- a. A graduate whose thesis was approved as abovementioned may request that his thesis not be delivered to the library and not be quoted, if it is privileged or if it is the subject of a patent registration, as stated in section B below. In this case the writer will draft a letter in which he explains his request and notes the time period which he is requesting to delay the publication of his thesis. The Dean of Graduate Studies is authorized to decide the aforementioned, after he takes into consideration the reasons of the requesting student; in any event, he must restrict his decision to a defined period while ensuring compliance with confidentiality laws wherever necessary.

The university reserves its right to publish summaries of doctoral theses wherever it deems fit.

- b. Papers and/or researches which may be used as a patent subject, invention or for creating profit, shall be subject to the provisions of the University of Haifa's intellectual property protocols / regulations as are in effect from time to time.
- c.
 1. Partial or full publication of theses before they are submitted to judging shall be done with the approval of the supervisor/s. The supervisor and the student will determine together whether the publication will be shared by all or some of them.
 2. The student must receive prior approval from the supervisor/s for the partial publication of the research findings before submitting the thesis to judging.

- d. If the supervisor gave the student data, findings, information, or other materials related to the thesis – the ownership thereof shall remain in the hands of the supervisor or the university, and they shall be returned upon first demand on behalf of the supervisor or the university. Any publication of the thesis or part thereof, in any form or by use of any media whatsoever, shall be done jointly with the supervisor, and subject to his consent. In such publication as aforementioned there is a duty to note that the research was performed at the University of Haifa as part of the requirements towards receiving a doctoral degree. If no restriction was imposed on the publication of the research findings at the abovementioned stage, the graduate will be entitled to publish the findings of his research (as stated in section C) while noting that the research was performed at the University of Haifa as part of the requirements towards receiving a doctoral degree. A student writing a doctoral thesis has the exclusive liability for the data on which his thesis is based, the collection thereof and the validity of their presentation, including all relevant implications.
- e. In the event of a dispute regarding the subject matter of sections C and D the appellant will contact the Dean of Graduate Studies who will appoint an ad hoc arbitration committee for this purpose subject to his discretion, provided that the University of Haifa's intellectual property protocols / regulations do not contain other provisions. The decision of the arbitration committee is final.