

Academic Regulations

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

1. The Regulations

- a. These regulations govern the academic framework at the Interdisciplinary Center (IDC) Herzliya and are intended to clarify students' rights and obligations in all matters pertaining to their studies at IDC Herzliya.
- b. These regulations were approved by IDC Herzliya'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 IDC Herzliya 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 IDC Herzliya 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.

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 on 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.
- 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.

3. The Required Periods of Study

- a. The planned period of study for a Masters Degree in Government, without a thesis, extends over one calendar year, which consists of two semesters and a summer session.
- b. In exceptional cases, the MA program without thesis can be extended for two more semesters, with the approval of the MA program committee
- c. The planned period of study for the Master's Degree in Government, with a thesis, extends over two years, which consists of four semesters.
- d. The maximum time-frame for completing all the requirements related to the writing of the thesis paper is up to three years from the first study day of the program. In exceptional cases, the program can be extended for one more year, with the approval of the thesis program committee.
In the event that deferring or termination of studies was also required, there will be an option to extend studies for an additional year (a total of five years).
- e. Each student in the thesis program is required to submit his/her proposal within one year from the first day of studies. If the thesis proposal is not submitted on time, the student will be transferred to one of the specializations that does not require a thesis.
- f. The completed thesis must be submitted no later than three years from the beginning of the student's MA studies..
- g. Courses are held mainly on Thursday afternoons and evenings and on Friday for all specializations. Electives course will be offered on Wednesdays for all tracks. During the summer semester, courses will also be offered five days per week for all the specializations.
- h. The period of study and curriculum are subject to the approval of the various bodies which approve academic programs at the Interdisciplinary Center (IDC) Herzliya and may change in response to their instructions.

4. Academic Tracks

- a. During the course of studies, students in the non-thesis program specializing in Diplomacy and Conflict Studies, or Counter Terrorism and Homeland Security Studies must accumulate **41** semester hours: 7 semester hours of "Core Courses," 8 semester hours of "Basic Courses," 16 semester hours of "Specialization Courses," and 10 semester hours of "Elective Courses."
Students in the non-thesis program specializing in Counter Terrorism and Homeland Security Studies with cluster in Cyber Terrorism must accumulate **43** semester hours: 7 semester hours of "Core Courses," 8 semester hours of "Basic Courses," 16 semester hours of "Specialization Courses," and 10 semester hours of "Cluster Cyber terrorism" and 2 semester hours of "Elective Courses."

Students in the non-thesis program, specializing in Public Policy and Administration or specializing in Political Marketing must accumulate **39** semester hours: 7 semester hours of "Core Courses," 8 semester hours of "Basic Courses," 14 semester hours of "Specialization Courses," 10 semester hours of "Elective Courses."

All the students in the non-thesis program, in all the specializations are, required to take a final exam or submit a final paper in order to complete the degree. The grade (pass/fail) will not be calculated in the GPA.

- b. During the course of studies, students in the thesis program must accumulate **40** semester hours: 26 semester hours of "Core Courses," 6 semester hours of "Basic Courses," 4 semester hours of "Directed Studies," and 4 semester hours of "Elective Courses."

During the course of studies, students in the thesis with specialization program must accumulate **62** semester hours: 19 semester hours of "Thesis Core Courses," 4 semester hours of "Directed Studies," 7 semester hours of "Specialization core courses", 8 semester hours of "Specialization Basic Courses," 14 semester hours of "Specialization courses", and 10 semester hours of "Specialization Elective Courses."

4.1 Thesis Program

- a. Students must select a thesis supervisor, with the approval of the Director of the M.A. program, no later than the end of the first semester of their studies.
- b. M.A. Thesis advisors must be permanent faculty members of the Lauder School of Government holding the rank of senior lecturer or professor. If the advisor is not from IDC, the student must select an additional advisor from the Lauder School of Government's permanent faculty holding the rank of senior lecturer or professor, with the approval of the Director of the MA program.
- c. Students in the thesis program must decide on their thesis topic, in coordination with their advisor, no later than the beginning of the second semester of their first year of studies.
- d. Thesis proposals (outlines) once approved by the advisor, should be submitted to the M.A. Administration Office no later than the beginning of the second year of studies. The completed thesis must be submitted by the end of the fourth semester of studies.
- e. Students thesis will be evaluated by at least three lecturers, including the thesis advisor, all of whom must be at the rank of senior lecturer or professor. Two of the evaluators must be from other educational institutions of higher learning, and at least one of them must be a university faculty member.
- f. Students will defend the thesis in an oral examination.
- g. The final grade will be composed of 10% for the oral examination, 40% for the thesis and 50% for the courses work.

- h. Students who wish to withdraw from the thesis program or do not meet its requirements may transfer to one of the non-thesis specializations provided they meet the requirements for that specialization.

4.2 Minimum Requirements to Transfer to the Thesis Program:

- a. Students must have a GPA. of 88 or above at the end of the first two semesters of the M.A. Program.
- b. Students must choose a thesis topic and an advisor in keeping with the regulations above for thesis advisors..
- c. A writing sample from the M.A courses you took at IDC.

Please note: Transfer to the M.A. with thesis program is not automatic. The student must submit the required information to the Head of the M.A. Admissions Committee which will then review the student's request.

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 IDC Herzliya.
- 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 he/she must submit assignments and take exams as scheduled, even if the assignments are due and the exams are scheduled 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 Secretariat. A student who does not register properly for a course 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 Secretariat.
- 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.

- e. Students who miss two lessons during the registration period will have exhausted their unjustifiable absence privileges, regardless of whether or not they transferred between courses. Additional absences (at any time during the course) will require a justifiable reason (and be according to the permitted quota of absences in the course in question).
- f. IDC Herzliya is entitled to cancel an elective course (including specialization courses) for which less than 10 students register, and a seminar for which less than 10 students register. Students who registered for the cancelled course or seminar will be permitted to select an alternate course or seminar 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. Preparatory Studies

- a. Some students in the program will be required to pass preparatory courses, in accordance with the decisions of the MA Admissions Committee.
- b. The Director of the MA Program has the authority to terminate the studies of students who do not fulfill the requirements of the preparatory courses they were required to take.
- c. A passing grade in a preparatory course is 60 or above.
- d. The grades in preparatory courses are not include in the final GPA of the student.

7. Copyrights and fair use of electronic resources

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

8. Equal rights for persons with disabilities

- a. Study halls will be allocated special seats for persons with disabilities.
- b. Students with disabilities have a priority of sitting in the marked seats at the front of the study hall.

- c. Students with disabilities are requested to obtain an accessibility card from the accessibility center at IDC.

9. 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. Therefore, students are expected to check the email accounts that IDC Herzliya provides to them regularly and to update the Student Administration if their cellular phone number changes. **IDC Herzliya considers all communications sent to students via email official and binding.**
- b. The instructor shall update the syllabus on the course website, upon commencement of the course, including 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.

10. 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 expected to read the required 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 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, in advance if possible (depending on the circumstances) and submit the appropriate explanations and documentation.
- d. See subsection 11a below.

11. Assignments

- a. An instructor may require submission of course . 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 IDC Herzliya provost.
- 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 to this is that listed in section 9.b.(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 10j 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 five consecutive days, and the assignment due date is six days or less 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 in one of the wards (not the emergency room) on the assignment's due date; or hospitalization in one of the wards (not the emergency room) for three consecutive days, and the assignment due date is four days or less 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 assignment's due date falls three days before or after a student's wedding; and six days before or after a student's wedding that takes place abroad.
 - (6) Official holidays observed by minority students, as published annually by the Religious Services Ministry
- j. In the cases enumerated in subsection 10i 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. The assignments will be returned electronically, with the exception of subsections 9.b.(1) and 10.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. 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 will be submitted electronically, only via the course website (Moodle). 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.

m. Due dates for assignments will not apply after the end of the semester.

12. 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 third round of exams, that will take place after the commencement of the following semester, the student can be administered 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 requirement of "corresponding studies" is that the prerequisite of a given course (hereinafter: "the contingent course") is that a student shall not be entitled to register for a contingent course unless he/she takes 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 to participate in the course; a "corresponding course" is the course that a student must take in order to take the "contingent course."

13. 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 including all that

is involved. Absence from a double class (4 hours in a row) will be considered as 2 absences. This excludes summer semester, which features concentrated study programs. More than one unjustified absence in a 2-credit class, will render students ineligible to take the exam. With respect to this clause, a justified reason for absence is:

- (1) 7 days of mourning over a first degree relative, and on the memorial service (*hazkara*) of a first-degree relative.
 - (2) Active military reserve duty.
 - (3) Hospitalization in one of the wards which is not the emergency room.
 - (4) 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, for female students; and a one-week vacation for male students. 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.
 - (5) 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.
 - (6) On the day the student takes a mid-term exam, the day of a second-date exam, the day of a special exam session, and the day of the exam in a concentrated course, until the end of the exam.
 - (7) One day before an exam when the exam is takes place during the semester.
 - (8) Official holidays observed by minority students, as published annually by the Religious Services Ministry.
 - (9) Participation in an official delegation of the Interdisciplinary Center Herzliya.
- b. Attendance in all meetings 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 meeting for a justified reason, as stated above, is allowed.
- c. Notwithstanding the provisions of section 12.a. above, an instructor may determine that students who miss a specified number of classes, which is lower than the number specified in section 12.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 is 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 including all that is involved.
- e. The list of students not eligible to take the final exam will be published to the entire class by the Student Administration, listing only I.D. numbers. This list will be published no later than six days before the exam, and in a concentrated course – at the end of the course.
- f. It is the students' responsibility to ascertain their eligibility to take an exam at least 72 hours before the exam date.
Email notifications and/or notices posted on the course sites are considered binding for the students.
- g. 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.
- h. Any student who has received notification as described in subsections 10e and 10g 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.
- i. 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.
- j. Students suspended from a class or a seminar, will receive a **failing grade** for that course.

14. Procedures for Delegations on behalf of IDC

- a. A delegation will be recognized by the Provost or the IDC Deans as one which is sent on behalf of IDC.
- 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 in an active military reserve duty.
- e. If, during their absence, students participating in the delegation were supposed to take exams, they will be entitled to take the exam at the next available session, on condition that they took the other exam session (when they weren't in the delegation). The only exception will be in a case of absence during two sessions of the exam, whereby an additional date will be set for the delegation participants.
- 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.

Quizzes and Final Exams Procedures

15. General

- a. Each course will conclude with a final exam or a final paper. The lead instructor will announce the final exam or final paper's weight in the course grade on 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 it in the course syllabus.
- e. All final exams and quizzes at the IDC 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. All Final exams and quizzes will be only with students' I.D. numbers and with no mention of their name.
- g. The exam dates will be posted on the IDC Herzliya website, after consultation with the Student Union.
- h. As a rule, all final exams at IDC Herzliya will be conducted under supervision. An instructor may, with the Dean's approval, conduct an unsupervised exam or give a take-home exam..

- i. A lecturer is entitled to determine the scope of the material to be included in a final exam 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 the scope of the material required for the exam, and post an example exam and its solution on the course website.
- j. Lecturers will note the weight of each section of the final exam on the exam form.
- k. A Student who was absent from a quiz due to active military reserve duty of **at least five consecutive days**, or due to mourning (*shiva*) over a first degree relative, is eligible to receive the grade automatically for the aforementioned quiz. In the case of a Student who was absent on the day of a quiz due to active military reserve duty of **less than five days**, the lecturer has the right to decide upon the appropriate solution, as long as the student's bonus grade is not affected.
- l. 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.
- m. As a rule, there are no second (make-up) exam sessions for quizzes.
- n. 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.

16. Learning Disabilities

- a. Students with learning disabilities who want to receive special conditions must submit an acceptable diagnosis to the Dean of Student Affairs. Detailed instructions on the procedures for submitting diagnoses can be found in the section of this handbook on Psychological Counseling Services under Students with Learning Disabilities.
- b. In exceptional cases, students with learning disabilities will be permitted to dictate their exam answers to a third party. **This option will be available only for exams conducted in the Hebrew language.** Students who receive permission to do so from the Dean of Student Affairs will be charged for the expense of hiring a third party to take dictation.

- c. Students with learning disabilities who are found eligible to have exams read to them in English by a computer **are required to practice use of the software**, using a tutorial (which is available 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 as stated in the letter elaborating the special examination conditions which is sent to the student.
- d. Special conditions on exams for students with learning disabilities are given for the most part only on final exams. These special conditions shall not be given in cases of quizzes for which extra credit is given. Consequently, students with learning disabilities who do not wish to will not have to take the quizzes, however they will not be entitled to the extra credit. The lecturer can find an alternative way to grant the extra credit, but is not obliged to do so. In cases of quizzes that are part of the overall course grade, the lecturer should transfer their weight to the final exam weight.

17. 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 special Program for Outstanding Students (who have already obtained an academic degree) at Radzyner School of Law.
- c. Students who are not enrolled in a structured program shall contact the Student Administration and each case will be considered individually.

18. 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. Students 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 "no grade" in that course.
- c. The latter grade of an exam a student takes on more than one of the exam dates 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.

19. 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 must 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.

20. Conduct during Exams

- a. Integrity in testing is one of the cornerstones of education in general and of IDC Herzliya 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 prior to the exam and received special permission from the Dean to leave the exam room. In the remaining time, students will be permitted to leave the room 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. 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.**

- 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 with the battery separated from the phone/device or 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 must obtain prior authorization in advance from the Dean of Student Affairs and the student shall leave the

phone/device with the proctor or with a person from the Student Administration.

- 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 IDC Herzliya 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 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 dictionary which only includes 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 and by the last lesson of the course.
- o. The use of computers during an exam is permitted only in accordance with the IDC Herzliya 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.

21. Writing Exam Answers

- a. Answers should be written with a non-erasable blue or black pen and in legible handwriting.
- b. Answers can be written on both sides of the page, but cannot be written in the margins and/or the areas intended for the lecturers' comments.
- c. **Do not write answers in the draft booklets since they are shredded after the exam.** Do not tear pages out of the exam booklets.
- d. An instructor may refuse to check an exam booklet if the handwriting is illegible. When this occurs, the Student Administration will inform the appropriate student as soon as possible. The student then must photocopy the exam booklet, take the copy, type 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.
- e. Students who are aware that they have illegible handwriting are requested to contact the Student Administration in advance. In such cases, students will be given the option of typing the exam on a computer, according to the IDC Herzliya regulations regarding computer use, during the time period set for the exam (without any time extension for printing or possible computer problems).

22. 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 around the time the grades are published or appended to the scanned exam booklets.
- 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 the IDC Herzliya.

23. 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, and in final papers of all courses.

* Exceptions require the approval of the IDC provost.

The number of days will be counted from the day the exams are ready for review, no later than one day 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 IDC Herzliya 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.

24. Appealing Final Exam Results

- a. Students can examine their exam booklets on their online personal centers on the IDC Herzliya website.
- b. A student appealing grades is obligated to maintain anonymity throughout the entire process. Appeals may only be submitted through the IDC Herzliya 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 – the later of the two; 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**.

25. 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, may inform the Student Administration to this effect via the IDC Herzliya website, no later than 72 hours prior to the second (make up) exam date. A student, who has not done so on time, may only take the exam under extenuating circumstances, based on available space, through a special appeal to the Student Administration.
- b. Student who have notified their intention, as stated in clause 24a, 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-Major 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 are those included in the grade transcript and counted towards the degree.

- (6) The waiver will be subject to the approval of the School 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).

26. 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 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 forms are not submitted. A student who misses an exam due to active reserve military duty that does not amount to more than one day, is required to take the exam the next time it is given (the second or third exam period or the following academic year).
 - (2) Active reserve military duty of at least four consecutive days, ending four days or less before the exam date. (See subsection 25b(1)).
 - (3) Active military duty of at least 10 days cumulatively during the exam period; Active military duty of at least 10 consecutive days or at least 21 days cumulatively during the semester the student was registered for the course, subject to the student providing all the required documentation. Such students, as noted, can choose one additional special exam session, unless they already took the exam on both exam sessions.
 - (4) A female student who has given birth, adopted or received a child into foster care, is entitled to be absent from exams that took place six weeks from the day of the event. In case the student missed one or more exam dates during the six weeks period, she will be entitled to receive a special exam session; A male student who had a baby, adopted or received a child into foster care, is entitled to be absent from exams that took place one week from the day of the event. In the event students missed one or more exam dates during the one week period, they will be entitled to a special exam session.
 - (5) A minority student that was absent from one exam date due to a holiday (as published each year by the Ministry of Religions), and failed the second exam date, will be entitled to a special exam session.
 - (6) Hospitalization of the student in one of the wards which is not the emergency room at the time of the exam; Hospitalization of the student in one of the wards which is not the emergency room 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 seven days of mourning (*Shiva*) for the death of a first-degree relative and/or three days thereafter.
 - (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 IDC Herzliya 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 the Interdisciplinary Center Herzliya.
 - (12) The exam date of a mandatory course is the same as an exam date of another mandatory course, in accordance with subsection 16.b.
 - (13) Both exam sessions take place while the student is participating in an official exchange program on behalf of the Interdisciplinary Center Herzliya. A student who is absent from one exam session will be eligible to take the exam in the next available session.
- 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 of at least two consecutive days, passed the exam on the other session and wishes to waive his passing grade.

- 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. In all cases in which a student is seriously ill but does not require hospitalization in one of the wards (not the emergency room), the student must obtain a detailed note from their doctor explicitly stating that the student was examined on the exam date and was found to be physically incapable of taking an exam and an explanation of why the student could not take an exam. All doctors' notes that meet these criteria will be duly considered, in accordance with the academic regulations.
- 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 25.g., excluding cases of force majeure, will not be eligible to take an exam on a special session again during their studies at IDC Herzliya.
- 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 25.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 are 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.

27. 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.

28. 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.

29. Elective Courses

- a. Students may take two elective courses more than the number of elective course credits their academic programs require each academic year (henceforth "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.
- 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.

30. Seminars

- a. Students will take as many seminars as required by their respective programs of study.
- b. Instructors can decide that attendance is mandatory in seminars for all students except for students on active military reserve duty.
- c. 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.

- d. The instructor will determine the order of students' oral presentations.
- e. 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.

- f. 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.
- g. 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.
- h. 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 inform the class of such.
- i. 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 28k 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.
- j. 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.
- k. 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.
- l. See clauses 17e and 28c.

31. 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 IDC Herzliya'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 IDC Herzliya; 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. 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 IDC Herzliya. 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.
- d. 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.
- e. Students for whom an exemption has been approved will not receive a tuition discount because of the exemption.
- f. 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.
- g. 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 IDC Herzliya, one must study at IDC Herzliya in the scope of at least 60% of the course hours required for one's degree.
- h. The above rule in clause 30g also applies to applicants who wish to transfer to IDC Herzliya from 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.
- i. Exemptions from seminars will not be given under any circumstances.
- j. 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 accumulating a certain number of course hours.
- k. In any case an exemption from English studies will not be considered as part of the exemption quota.

- l. Exemptions from courses will be granted based solely on academic studies, prior to the requestor commencing studies at the IDC Herzliya. Exemptions will not be granted for courses taken at other academic institutions at the same time that the student was registered at IDC Herzliya, and especially not for courses that are taught and offered at IDC Herzliya. Exceptions to this will be granted in the case of official IDC Herzliya student exchanges.
- m. 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 Dean.

32. Termination of Studies

The Committee for Student Affairs is entitled to terminate the studies of a student who has accumulated 3 failures in courses (including in elective courses and 'incomplete' grades).

33. Continuity of Studies

- a. Students in a non-thesis track must complete their studies within an overall period that may not exceed two years. Students in the thesis track must complete their studies within an overall period that does not exceed three years.
- b. A student is entitled to suspend his/her studies only once for a period that may not exceed one year of study. Any suspension that exceeds one year obligates the re-registration for studies, re-compliance with the terms of admission to IDC Herzliya, and the commencement of studies once again from the beginning.
The rules specified in the Study Fee Regulations of IDC Herzliya will apply to the suspension of studies.

34. 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 IDC Herzliya's Tuition Regulations are applicable to students who cease their studies.

b. Resumption of Studies

Students, who have suspended their studies 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.

35. Grade Point Average (GPA)

- c. 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.
- d. For the thesis track, the final grade will be composed of 10% for the oral examination, 40% for the thesis and 50% for course work.
- e. Grades given for studies at another institution that served as a basis for exemptions from courses at IDC Herzliya will not be included in calculating the GPA.
- f. A grade cannot be improved once the final GPA has been calculated and the student has received confirmation that they completed their academic requirements.
- g. A student who completes the courses required to earn a degree cannot improve a passing grade.

36. Eligibility for an Graduate 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.
- b. Students who fulfilled all their academic obligations to receive a degree or a joint degree must fill in a **Completion of Obligations Form** and in which they will confirm the grade transcript for the degree. The form is available at the Student Administration. The form shall be approved by the Tuition Department, the Center's Library and the Student Administration, who will close the grade transcript.
- c. Notwithstanding the provisions of subsection 36a above, IDC Herzliya reserves the right to withhold the degree until all financial obligations related to studies at IDC Herzliya are fulfilled, including the return of library books and any other items the student borrowed from the Center.

37. Conferring of Degrees

Conferral of *Cum Laude*, *Magna Cum Laude* and *Summa Cum Laude* Degrees

- a. The minimum grade requirement for the entitlement of a student to obtain a *Cum Laude* Graduate Degree is a final grade of 90.

- b. The minimum grade requirement for the entitlement of a student to obtain a Magna Cum Laude Graduate Degree is a final grade of 93-94 .
- c. The minimum grade requirement for the entitlement of a student to obtain a Summa Cum Laude Graduate Degree is a final grade of 95 .
- d. Disciplinary transgressions related to fraud or suspension from studies for one semester will disqualify the student from eligibility to a Cum Laude, Magna Cum Laude or Summa Cum Laude Degree

38. Confirmation of Graduation

All confirmation of graduation requests will be issued within 10 days of receipt of the request.

39. Graduation Ceremony

Graduation ceremonies at IDC Herzliya 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 Request for an Entitlement to a M.A Degree to the Student Administration, as outlined above in clause 36b, 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.

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, the IDC Herzliya 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 the IDC Herzliya, 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.

The IDC Herzliya 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 as a period of service of at least 14 consecutive days (during the semester), or an accumulative service of 21 days (during the semester), unless determined otherwise in a particular section. 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) who have been summoned for active duty in emergency times or war, will also be considered as Military Reserves Duty.

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

- a. Students who receives a summons to report for active Military Reserves Duty for a period exceeding 14 days, will inform the Student Administration regarding their leaving to serve active Military Reserves Duty, at least 14 days 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.
- b. 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.
- c. 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 RMSCC 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 RMSCC 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 Assignments

a. End of Semester Exam

- (1) Students who are absent from the first exam date or from the second exam date due to Military Reserves Duty, are entitled to an additional exam date (subject to section 26 of the IDC Academic Regulations).
- (2) Students who were unable to take an exam due to Military Reserves Duty of two or more consecutive days at the time of the exam, and passed the exam at another exam date and wishes to waive the grade, will be entitled to a special exam session.
- (3) The entitlement to take an exam on an additional exam date may be given during the course of the subsequent semester, or together with a different group of students.
- (4) The weight of tests and/or quizzes and/or exams included the final grade of a specific course a student missed during the semester will be transferred to the final exam, at the discretion of the course lecturer).

b. Course Assignments

- (1) For purposes of this section, "Course Assignments" – refer to a weekly exercise, paper or any other academic assignment students must submit, within the framework of their studies.
- (2) 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 from active Military Reserves Duty, 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. A student who served a period exceeding 14 days will be exempt from submitting assignments from that same period. (If the assignments are included in the course grade, their weighting in the grade will be transferred to the final exam, at the discretion of the course lecturer).
- (3) A student who served in active Military Reserves Duty may submit a request to defer the submission of an assignment. The deferment that will be granted, will take into account the length of the period of the active Military Reserves Duty and the proximity of the date of the completion of the active Military Reserves Duty to the date of submission determined. The request will be submitted to the Course Instructor.

- (4) Students who, due to Military Reserves Duty missed a quiz which entitles students to a bonus grade will not be affected by it. Lecturers are entitled to choose any manner they deems suitable, as long as the student who served in military reserves duty is not hurt by the bonus grade.

c. Missing a Course, Seminar, Workshop and Practical Training Courses

A student who is unable to participate in a seminar / workshop / practical training course as a result of active Military Reserves Duty, may complete what they missed at a later date, obtain an exemption from participation, or meet with the lecturer a number of times, as defined by the lecturer,, and will submit a seminar paper in accordance with the essence of the course and in coordination with the course lecturer.

3. Assistance in the Completion of Studies

a. Assistance in Completing Study Material

After completing active Military Reserves Duty, students are entitled to approach the Course Lecturer with a request to get assistance in completing study material that they missed during the period of active duty.

b. Extra Lessons

- (1) After completing active Military Reserves Duty, students are entitled to obtain guidance, mentoring or extra lessons in order to complete the missing material.
- (2) Extra lessons and / or mentoring will be provided by 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 missed by the student.

4. Further Assistance

a. Photocopy Vouchers

Students who served in active Military Reserves Duty are entitled to photocopy vouchers, from the Student Union, for each lecture hour they were unable to attend as a result of their active duty, and for which the material does not appear on the Course website.

b. Photocopying of Study Material

A student who served in active Military Reserves Duty will be given, at no charge, any material (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.

c. 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) The Student Union will act to prepare a database of lecture abstracts / lesson synopses (with respect to introductory courses and major courses), which will be drawn up by outstanding students.

d. 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 above the regular quota of books that can be borrowed each time.

- e. Students whose spouse serves in the IDF reserves force, and are parents, will be entitled to be absent from studies up to 25% of the number of days of the spouse's service, providing the spouse serves at least 5 days of Military Reserves Duty per year.

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 10 or more days of active Military Reserves Duty during the semester, and as a result suspended their studies in a course, and then had to reenroll in the course will not incur additional tuition fees. In this regard students are entitled to notify the Student Administration of their decision to cease studying the course up to one week before the date of the exam.
- (2) Students who served 150 days cumulatively of 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.

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 examination of a course that constitutes 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 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.
- (3) The authorization to study "conditionally" is dependent on the academic requirements of the advanced course.

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 possibilities 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. The Dean of Student Affairs Office

- a. All the dealings with and care for students serving in active Military Reserves Duty will be coordinated by the Student Administrations.
- b. Students who request to use their right to any service with respect to active Military Reserves Duty will contact the Student Administration for provision of the service.
- c. The decision to grant services or special conditions to students who served in active Military Reserves Duty, will be that of the Student Administration, which will consult, as needed and at its discretion, with the Dean of Student Affairs.
- d. An appeal of the decision pertaining to a student who served in active Military Reserves Duty, will be done by contacting the Dean of Student Affairs Office (through the Student Administration Office).
- e. 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 (through the Student Administration) should their affairs not be dealt with properly in their opinion.

8. Assistance

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

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

1. Maternity Leave

- a. A female student who gave birth or 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 as appear in paragraph [13a\(4\)](#)).
- b. A male student who had a baby or who adopted or received a child into foster care is entitled to a one-week vacation from studies. This vacation will be added to the number of absent days permitted under the Interdisciplinary Center's Regulations.
- 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.

2. Coordinator of Accommodations

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 the IDC.
- b. Handle the requests of students regarding implementation of the accommodations.

3. Course Assignments

- a. A student who gave birth 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 adoption or after receiving a child into foster care (as specified in 1.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.
- e. A male student who had a baby or adopted a child or received a child into foster care in the period of up to 14 days before an assignment's due date is entitled to not submit the assignment on the date of submission. The provisions of section b. above apply here too. During maternity leave the student will be exempt from submitting weekly exercises that **does not** affect the final grade.

4. Examinations

- a. A female student who has given birth, 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, she will be entitled to a special exam session.
- b. A male student who had a baby, adopted or received a child into foster care, is entitled to be absent from exams that took place one week from the day of the event. If the student missed one or more exam dates during the one week period, he will be entitled to a special exam session.
- c. 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.
- d. Pregnant students taking exams during pregnancy are entitled to a 33% 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.
- e. The provisions of section 24 of the Academic Regulations apply to special exam sessions..

- f. A female student who has given birth 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.
- g. Students on maternity leave or after adopting a child or receiving a child into foster care, who have missed a specific course tests and/or quizzes and/or 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.
- h. Absence from an exam of a prerequisite course:
 1. Students, who, due to birth 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 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.
- i. 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 the IDC.

5. Tuition Fees

- a. Students who gave birth 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 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 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. Merit Scholarship

- a. The requirement for continued entitlement to a scholarship for academic merit is satisfactory completion of all work assignments and studies for the year. Entitlement to a scholarship of a student who gave birth, adopted, or received a child into foster care during the academic year and thereby postponed exams in some subjects until after the semester exams, will be frozen. If she successfully passes the exams in the subjects she missed, she will be entitled to 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 she gave birth or adopted a child or received a child into foster care.

8. Socio-Economic Scholarship

Students who gave birth, or adopted a child or received a child into foster care, and at the beginning of the second semester are eligible to an IDC socio-economic scholarship, will be exempt from community service required by the scholarship in that same academic year.