

THE REGULATIONS FOR RESEARCH STUDENTS

(STUDENTS FOR THE DOCTORAL DEGREE)

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Effective from March 1st, 2023

The Regulations for Research Students present issues specifically related to doctoral studies and doctoral research students. Doctoral research students [hereinafter: research students] are also subject to regulations concerning all students of the Hebrew University, such as the Teaching and Studies Regulations, Tuition Fee Regulations, Disciplinary Regulations, and the Supervision of Students for Advanced Degrees Regulations.

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1. NATURE OF THE STUDIES AND THEIR AIM

- 1.1 The studies towards the degree of "Doctor of Philosophy" (Ph.D.) constitute the highest stage in studies towards a degree at the University. A student who is admitted to studies towards a doctoral degree as above shall be designated a "research student".

- 1.2 A doctoral dissertation is a piece of research which makes an original and substantial contribution to the advancement of science, and which is written in accordance with the customary rules of structure, terminology and style in the literature of the academic field.
- a. The Supervisor and the student will choose a topic that is suited to research at a high level, and that is directed at the enrichment of human knowledge and the advancement of science. The topic of the research will be determined in a manner appropriate to a doctoral dissertation, and of a scope suited to the relevant study plan and period of studies according to these Regulations.
 - b. The supervisor and the student will discuss the format of the dissertation, and *inter alia* will decide whether submission of the dissertation for evaluation is to be conditional upon the submission of parts thereof for publication in an academic journal, taking into consideration the accepted norms in the relevant area of research. The format may be reexamined upon the transition to Stage B of the doctoral studies.
- 1.3 Doctoral studies include:
- a. Planning and execution of a research project
 - b. Producing a written scientific work (henceforth: doctoral dissertation), supervised by an authorized supervisor (as specified in section 4 below)
 - c. Program of Doctoral Coursework

2. THE AUTHORITY FOR RESEARCH STUDENTS

- 2.1 The Authority for Research Students, which is appointed by the Standing Committee of the Senate, is the academic body responsible for the subject of research students at the Hebrew University.
- The Authority is responsible to the Senate and the Rector for the standard of doctoral research, and it is responsible for monitoring the level of supervision required for the research students, and for monitoring the progress of the research.
- The Authority will assist in nurturing excellence in doctoral studies, and in attracting excellent students from among the students of the Hebrew University and other universities in Israel and abroad.
- 2.2 The Authority for Research Students is divided into two Plenaries, each with its own Head.
- The Plenary for the Humanities and Social Sciences deals with doctoral students whose research is devoted to topics in the fields of humanities, social sciences, law, education, social work and business administration.

The Plenary for Experimental Sciences deals with doctoral students whose research is devoted to topics in the fields of mathematics and natural sciences, engineering and computer sciences, brain sciences, agricultural sciences and the medical sciences.

The number of members of the Authority Plenaries and their terms of office shall be determined by the Standing Committee of the Senate, which will appoint the Heads for both plenaries and their members. The two Heads of the Plenaries shall be ex-officio members of the Senate.

- 2.3 The decisions of the Plenaries shall be made with a regular majority of votes of those present. The quorum shall be 2/3 of the number of members of the Plenary.
- 2.4 Where a doctoral student's research relates to two fields, each field belonging to a different Plenary, the Heads shall determine jointly which of the Plenaries will deal with the student.
- 2.5 The two Plenaries shall hold joint meetings, when necessary, mainly for the purpose of discussing matters that relate to both of them.
- 2.6 The main functions of the Authority for Research Students are:
 - a. responsibility for admission processes; registration, supervision and approval of admission for studies, including approval of the supervisors
 - b. appointment of Advisory Committees (see also sections 5, 6 below)
 - c. approval of decisions of the Advisory Committees (including research programs and course programs), and hearing of appeals on these decisions
 - d. follow-up on the progress of the research
 - e. selection of the referees for progress lectures in the experimental sciences
 - f. appointment of referees for doctoral dissertations, and management of the refereeing process
 - g. deliberation on the referees' opinions and deciding on approval of the dissertation/ instructions regarding amendments to be made as a condition for approval or rejection of the dissertation
 - h. proposing changes to the Regulations for Doctoral Students and setting ongoing working procedures
 - i. termination of the studies of the doctoral student
 - j. the Head of the Authority is authorized to deliberate and decide in exceptional cases, in relation to subjects that are within the purview of the Authority

2.7 **Doctoral Committees of the Academic Unit**

The purpose of the Doctoral Committees is to strengthen the connection between the research student and his/her discipline, and to deepen the involvement of the academic units in the design and the monitoring of the doctoral studies. The Doctoral Committee operates within the disciplinary field and is subject to the directives of the Authority for

Research Students and its oversight. The Doctoral Committee will represent one or more departments in the faculty or the independent school, as decided by the dean and with the approval of the faculty council.

2.7.1 The Functions of the Doctoral Committee

Doctoral Committees shall be responsible for the following matters:

- a. Recommending the acceptance of students for research studies in their field and approval of supervisors;
- b. Assistance in monitoring the progress of the research students in the field, and in dealing with particular cases where necessary;
- c. In the Humanities and Social Sciences the Doctoral Committee shall approve the composition of the Advisory Committee of each student. Subsequent to the approval of the Advisory Committee, its composition shall be submitted for the approval of the Authority.
- d. In the Humanities and Social Sciences, the Doctoral Committee is also responsible for approving exceptional extensions for research students for completion of the doctorate, and for renewal of studies, subject to the provisions of the Regulations for the Supervision of Students for Advanced Degrees.

2.7.2 The Structure of the Doctoral Committee

- a. The composition of the Doctoral Committee shall be determined by the relevant academic unit and approved by the Dean of the faculty and the Faculty Council.
- b. In each Committee there will be at least three members with tenure at the University.
- c. In each field a faculty member shall be selected to be responsible for the research studies in the field. This faculty member shall be the Chairperson of the Committee and shall be approved by the Dean and the Faculty Council.
- d. As a rule, the Chairperson of the Doctoral Committee and the committee members are appointed for a term not exceeding three years. Appointment for an additional term is permissible, provided that the total period does not exceed six years.

It is recommended that an additional member [of the Doctoral Committee] be responsible for the Master's degree studies in the field (due to his/her acquaintance with the candidates for doctoral studies from the Hebrew University). Similarly, as a rule, it is recommended that a member of the Authority's Plenary in the field, if such exists, be a member of the Doctoral Committee, and in all events, if he/she is not a member of the Plenary, that he/she participate in its deliberations.

3. ADMISSION REQUIREMENTS FOR RESEARCH STUDENTS

As a rule, admission to doctoral studies is conditional upon an appropriate background of studies in the candidate's previous degrees.

3.1 Candidates must meet at least one of the threshold conditions specified below for submitting candidacy. Each faculty is authorized to decide on additional admission requirements, which must be approved by the Authority for Research Students.

- a. The candidate has completed graduate studies at a recognized institution of higher education, and holds a Master's degree with a thesis, with the following grades: Master's degree - minimum grade 85; thesis - minimum grade 85; Master's exam (where applicable) - minimum grade 85;
- b. The candidate holds the degree of "Doctor of Philosophy" or "Doctor of Laws" from a recognized institution of higher education;
- c. The candidate holds the degree of "Doctor of Medicine", "Doctor of Dental Medicine" or "Doctor of Veterinary Medicine" from the Hebrew University, or from another institution recognized by the Hebrew University, with a thesis grade of at least 85;
- d. The candidate has successfully completed the courses included in a research track Master's degree at the Hebrew University, except for the writing of a Master's thesis, and has received approval from the faculty to proceed to doctoral studies in the same field on the direct track, subject to the following conditions: (1) Completion of all Master's courses in the Master's program on the research track, with the grade average required by each unit for the purpose of admission to doctoral studies on the direct track; 2) Submission of a document describing intended research/research proposal, according to criteria to be determined and published by the academic unit; (3) Fulfillment of additional requirements of the department or the faculty, such as a final or transition examination, which must be passed with the required grade, and a decision of an examining committee, insofar as required according to faculty procedures. The transition to doctoral studies on the direct track must be made no later than two years from the beginning of the Master's studies. The decision regarding acceptance to doctoral studies on this track shall be made by the faculty, through the Doctoral Committee.

3.2 Conditional Acceptance

- a. A candidate may be accepted conditionally to doctoral studies if the candidate is in his/her last year of studies for a research track Master's degree with a thesis at a recognized institution of higher education, subject to the following requirements: in the Experimental Sciences – an intermediate average Master's grade of at least 90, presentation of approval to submit a final thesis and presentation of confirmation of the scheduled date for the final exam (in

institutions in which such exams are held); These regulations will apply to candidates who initiate their candidacy submission (in the online registration system) from March 1st, 2023. The regulations that apply to candidates who begin the submission process prior to this date appear on the Authority's website.

in the Humanities and Social Sciences – presentation of confirmation for completion of the courses with an average grade of at least 90 at the time of submitting candidacy. Subject to the decision concerning admission, the candidate shall be required to present confirmation of submission of the final thesis by the end of the first semester from the date of commencing the doctoral studies.

- b. The transition from the status of “conditional research student” to “research student” shall take effect after the student presents his/her final grades and the confirmation of entitlement to a Master's degree to the Authority for Research Students, which must be no later than 6 months from the commencement of doctoral studies with the status of “conditional research student”. Only then will a final decision be made as to the admission of the student to doctoral studies. A student who does not present the required documents shall have his status as doctoral student revoked.

3.3 Admission as a Preliminary Research Student (*Mitmaheh*)

In the event that the previous grades or qualifications of a candidate who completed a research-track Master's degree as specified in section 3.1 are only slightly below the requirements (grades/area of studies), but the Doctoral Committee deems him/her capable of reaching the required level by means of a supplementary studies program over a period not exceeding two years, the candidate may be admitted as a “preliminary research student” (*mitmaheh*) who will pursue an individual program of studies, which shall be determined by the Doctoral Committee, in consultation with the candidate's supervisor.

The program shall include supplementary studies which the *mitmaheh* must complete with a minimum average grade of 85 (and not less than 80 in any course), and/or with a written research paper, whether equivalent in scope and quality to a Master's thesis at the Hebrew University with the grade of 85, or of a more limited scope to be determined by the Doctoral Committee. If he/she is accepted at a later stage as a research student, this paper may be included as a chapter of his/her doctoral dissertation, provided that the student has obtained a Master's degree with a thesis.

At the end of the period, the Doctoral Committee and the Authority for Research Students shall consider his/her admission as a research student based on the results of his/her supplementary studies.

Studies undertaken as a *mitmaheh* will not be included in the tally of the years of study for a doctoral degree, and tuition fees will also be calculated separately.

A student who completed non-research Master's degree (a Master's degree without a thesis) and who wish to commence doctoral studies should check the possibility of admission with the status of "Completing for Research" for the purpose of completing a thesis (and sometimes, additional courses) in the relevant faculty. After successfully meeting the requirements of the faculty, the student will be able to submit his/her candidacy for doctoral studies to the Authority for Research Students.

3.4 Languages

English: According to Hebrew University regulations, every research student must be sufficiently fluent in English for the purpose of scientific work (not falling below the level of "exemption"). An exemption from English for overseas candidates from non-English speaking countries shall be granted according to one of the following criteria: passing recognized tests with the required grades, as specified on the website of the Authority for Research Students; or presentation of confirmation from the university abroad that the main language of instruction for the degree studies was English.

Hebrew: Regarding a research student in the Humanities and Social Sciences who studied in high school and for a first degree in a language that is not Hebrew, the Doctoral Committee shall decide if proficiency in the Hebrew language is required in order to conduct the research. In such cases, the student shall be required to prove that he/she is sufficiently fluent in the Hebrew language. If the student's proficiency is deficient, he/she must pass an exemption test in Hebrew within two years of his/her admission to Stage A. Research students in the Experimental Sciences are exempt from the requirement of studying Hebrew.

4. SUPERVISORS

As a rule, research students shall be supervised by academic faculty members who are engaged in research.

- 4.1 Faculty members at the rank of lecturer and above, on the regular academic track, including those who have retired but are still actively engaged in research, are eligible to serve as supervisors for doctoral dissertations. Faculty members from other recognized universities in Israel and abroad that grant Ph.D. degrees may also participate in supervision, together with faculty members from the Hebrew University, provided they are eligible to supervise doctoral students in their home institutions.
- 4.2 In order to ensure uninterrupted supervision for the research student, a Faculty shall make general or specific arrangements, to be approved by the Authority for Research Students, in cases such as: the proposed supervisor is a non-tenured staff member on the regular track ; the proposed supervisor retired; there is a possibility that the supervisor may leave the University other than for retirement purposes; the supervisor is unable to continue with the supervision. Arrangements for such cases may be the appointment of a faculty member on the regular academic track who is eligible to

supervise as an additional supervisor; appointment of an Advisory Committee from the beginning of the process, etc.

- 4.3 Upon the recommendation of the Dean and with the approval of the Head of the Authority for Research Students, faculty members on other tracks at the University (provided that the faculty member holds a doctoral degree and is engaged/s in research activity) who have the suitable qualifications, may participate in the supervision together with faculty members who are entitled to supervise. In exceptional cases, the Dean and the Head of the Authority for Research Students may grant faculty members on these tracks the right of independent supervision.
- 4.4 Upon the recommendation of the Dean and with the approval of the Head of the Authority, experts external to the University may receive *ad hoc* approval to participate in the supervision of a doctoral student together with faculty members who are entitled to supervise.
- 4.5 An advisor is not permitted to supervise research students with whom a suspicion of a conflict of interests exists, in accordance with the [Conflict of Interests in Research Code of the Hebrew University](#). Where there is a doubt concerning conflict of interest, the Head of the Authority for Research Students shall decide on the matter, and if necessary, shall consult with the Office of the Legal Advisor.
- 4.6 As a rule, the number of research students supervised by a single faculty member shall not exceed five, including joint supervision. Supervision of up to four students together with a non-tenured faculty member will not be counted in this quota. In exceptional cases, the Head of the Authority may authorize the supervision of a larger number of students.
- 4.7 Sabbatical leave, prolonged vacation, or retirement do not release the supervisor or Advisory Committee from their obligations. Before beginning the vacation or sabbatical leave, the supervisor must make suitable arrangements to ensure proper ongoing supervision.

5. ADVISORY COMMITTEES

The function of the Advisory Committee is to accompany the research student and supervisor in relation to issues connected to the research work. The members of the Advisory Committee shall assist in the formulation of the research plan and in evaluating its suitability for research for a doctoral thesis; they shall advise on the progress of the research and, if necessary, shall assist in the settlement of academic disagreements between the supervisor and the research student.

- 5.1 An Advisory Committee shall be established for every research student during the course of Stage A of the studies at such time as the student and supervisor feel necessary for the sake of progress in the research. It is recommended that the Advisory Committee be set up one year after the registration of the student for Stage A, unless an earlier date has been set by the faculty, but in all events not later than the start of the transition process to Stage B (as specified below).

- 5.2 The Advisory Committee shall be composed of the supervisor and two additional experts, unless there are justified reasons for expanding the Advisory Committee. At least one of the members of the Advisory Committee shall be from a unit other than that of the supervisor. Insofar as possible, it is recommended that that expert come from outside the Hebrew University. It is permissible to appoint as a member of the Committee one expert who is not a faculty member of an academic institution. Members of the Committee must meet the requirements of the [Conflict of Interest in Research Code of the Hebrew University](#).
- 5.3 The supervisor shall serve as the Chairperson of the Advisory Committee and shall report on its decisions to the Authority for Research Students, in accordance with the instructions of the Authority for Research Students specified on the website of the Authority. In the case of more than one supervisor, the supervisors shall decide among themselves who will be the Chairperson.
- 5.4 The Advisory Committee shall meet at least twice during the course of the research student's studies, as specified in section 6.
- 5.5 As a rule, it is recommended that each meeting of the Advisory Committee be divided into two parts: at the first part, an academic discussion with the participation of the supervisor, and at the second part, without the supervisor.
- 5.6 The decisions of the Advisory Committee require the approval of the Authority for Research Students. The Authority shall inform the student and the supervisor of its decision. In the event that the Authority does not accept the Advisory Committee's recommendation, the Authority shall explain its reasons to the student and the supervisor.
- 5.7 Possibility of appeal: A research student and/or the supervisor may appeal a decision of the Advisory Committee to the Authority for Research Students. For the purpose of submitting the appeal, the student and supervisor are to be given a document that contains the main points of the opinion of the Advisory Committee, and any other material that was submitted to the Authority and is relevant to the Advisory Committee's decision.

6. COURSE OF THE STUDIES

The studies of a research student shall comprise two stages: Stage A and Stage B. The transition from Stage A to Stage B shall be made at the earliest possible time, upon approval of the research proposal. Approval shall be given after the Advisory Committee and the Authority for Research Students have determined that the topic and the research questions have been satisfactory formulated, and the assessment is that there is a reasonable possibility of producing a worthwhile doctorate at the end of the process.

At all stages of the doctorate, the student may consult with others, including members of the Advisory Committee and other faculty members concerning any matter connected to the research.

Stage A

- 6.1 Stage A is intended for the purpose of consolidating the research program and examining its feasibility, and it does not necessarily lead to a transition to Stage B. The supervisor shall advise the student on the planning and execution of the research, follow its progress and provide direction for the student as necessary (see the [Regulations for the Supervision of Students for Advanced Degrees](#)). Determination of the research topic and its scope shall take into account the requirement that the research be executed within the time limit of five years until submission of the dissertation.
- 6.2 A student may submit a proposal for a research program within a few months from the date of admission to Stage A, and no later than 18 months from that date, for the purpose of the discussion of student's transition to Stage B.
- 6.3 A Stage A research student who has completed the preparation of his/her research proposal and has received the approval of the supervisor shall submit to the Authority for Research Students a request to advance to Stage B. The request shall include the research proposal, the suggestion of the supervisor for the composition of the Advisory Committee and the program of courses, in accordance with the instructions appearing on the website of the Authority for Research Students.
- 6.4 In the Experimental Sciences – the Authority for Research Students shall decide on the composition of the Advisory Committee and shall inform the student and the supervisor of its decision within 14 working days. Where necessary, the Dean will be consulted. In the Humanities and Social Sciences – the Doctoral Committee shall approve the composition of the Advisory Committee and shall inform the Authority for Research Students of its decision within 14 working days. The Authority shall appoint the Advisory Committee and oversee the decisions of the Doctoral Committees.
- 6.5 The supervisor, the Doctoral Committee (in the Humanities and Social Sciences) or the relevant Dean may appeal the composition of the Advisory Committee. Appeals will be heard by the Authority for Research Students. Any change in the composition of the committees will be made by the same process as above.
- 6.6 In special cases in which there are difficulties in appointing an Advisory Committee in accordance with the rules set in these Regulations, the Authority may permit a deviation from these rules, provided it is convinced that the academic level of the dissertation will not be compromised as a result.
- 6.7 The Advisory Committee will convene no later than two months from the date of its appointment by the Authority for Research Students. At the meeting, the student will present his/her research proposal. The meeting will be devoted to examining the research proposal, the preparedness of the student for writing and executing an independent research dissertation, and to deciding whether the proposal can be approved as a plan for a doctoral dissertation. The Advisory Committee will also examine the program of courses and the student's knowledge of the proposed research topic. The Committee will submit a report on its deliberations to the Authority for Research Students no later than one month from the date of its meeting. The report will include details of the issues that

were discussed; an evaluation of the student's preparedness to carry out the research; a proposal for the supplementary studies program, including languages; a decision regarding the topic of the dissertation, its aims, the research program, and the schedule for its execution. In the event of disagreement, the report should include details of the different opinions).

- 6.8 The Committee is authorized to decide that in order to approve the research program, corrections are required, and if necessary, the Advisory Committee will reconvene to assess the revised proposed program. As a rule, a student may continue his/her studies only if the research proposal has been approved within no more than two years from the time of his/her admission to doctoral studies.
- 6.9 Decisions of the Advisory Committee may be made by a majority vote. The report will be submitted with the signature of all members of the Committee. A committee member may attach a separate opinion for the Authority for Research Students.
- 6.10 As a rule, one may not include a Master's thesis as is in the research proposal and in the doctoral dissertation itself. However, a student may request to expand and rework a Master's thesis within the framework of a doctoral dissertation. The student must make clear mention of the proposed expansion and elaboration in the proposal of the program for the doctoral dissertation, and must submit the Master's thesis to the Advisory Committee in addition to the research proposal. The Advisory Committee will consider the student's request in its deliberations regarding approval of the research program and will recommend how this matter should be handled in its report to the Head of the Authority for Research Students. The Advisory Committee must ensure that the expansion is significant and that the doctoral dissertation makes a weighty contribution over and above the Master's thesis.
- 6.11 Confidential material: Approval will not be given for a research program on a topic due to which the dissertation, or any part thereof, cannot be published. Approval may be given to a research program in which there is a requirement for a delay in publication due to the possibility of commercialization of knowledge, in accordance with Directive no. 15-001 "Exploitation of Inventions and Patents Made at the University", sec. 6.3.
- 6.12 **Program of Doctoral Coursework**
- a. In addition to writing a dissertation, a doctoral student must enroll in courses in the scope of at least 12 credits, hereinafter "doctoral coursework". The program of doctoral courses will be comprised of courses relevant to the student's particular research topic, departmental compulsory courses (insofar as such exist) and also "expertise" courses.
- In the framework of the "expertise" courses, two of the following three types of courses must be completed (each in the scope of 2 credits and not more than a total of 4 credits): doctoral students' seminar in the framework of the department/ institute/ faculty; departmental seminar; academic-skills course.

Compulsory courses will be included as part of the 12 credits of the supplementary studies program or as an addition thereto, as decided by the department/institute/faculty.

- b. The supplementary studies program shall be approved by the Advisory Committee and the Authority for Research Students when approving the research proposal.
- c. A student may begin to participate in courses, with the approval of the supervisor, even prior to the approval of the Advisory Committee, on the understanding that the committee may add a one or more courses which in its view will contribute to the doctoral studies.
- d. A research student taking a course must meet all the requirements of that course.
- e. A research student may take courses in another recognized academic institution, in a scope not exceeding 4 credits.
- f. As a rule, the research student must complete the doctoral coursework by the end of the third year from the date of his/her admission to doctoral studies. Subject to the recommendation of the Advisory Committee, the Authority for Research Students may grant an extension of up to one year. This applies to all students accepted to Stage A from the start of the 2023-24 academic year. Students who were accepted to Stage A prior to this date shall complete their coursework by the end of the fourth year of doctoral studies.
- g. A numerical grade is required in every course (minimum grade in the Humanities and Social Sciences – 80, average grade in the courses – 85; in the Experimental Sciences – minimum grade in each course of 75, and an average of 80). A grade of “active participation” or a “pass” grade is permissible in two courses only which are seminars or workshops, including “expertise” courses.
- h. In exceptional cases, the supervisor and the Advisory Committee may recommend an exemption from part of the doctoral coursework. The Committee’s reasoned recommendation requires the approval of the Authority for Research Students.
- i. The Advisory Committee may require the student to study any additional language necessary for his/her research. The student must pass a test in this additional language within two years of admission to Stage B. The passing grade for the test will be set at the discretion of the faculty/department.

Stage B

- 6.13 Upon approval of the research program and the doctoral coursework, the student advances to Stage B. For the duration of this stage, the supervisor will continue to advise, to direct the student and to follow his/her progress. The supervisor must grant the student sufficient time for consultation and for commenting on drafts of the dissertation and the course of the research at reasonable times. The supervisor must be accessible to the

student on an ongoing basis to discuss the results of the research, the planning of any required additional research and the processing of the research results for scientific publication (in accordance with the type of research).

- 6.14 The Advisory Committee will convene for a second meeting, two years after the student's transition to Stage B. In the Humanities and Social Sciences, the meeting will take place, at the latest, approximately one year before the date of submission of the dissertation. At this meeting, the student will present in writing and/or orally his/her main findings and conclusions and will discuss them with the Committee members. The Committee will examine the progress in research vis-à-vis its aims. At this meeting a decision will also be made regarding the format of the dissertation, and a recommendation will be made for a schedule and plan for its completion. The Advisory Committee will submit to the Authority for Research Students a report about the follow-up meeting. Any member of the Committee may attach a separate report.
- 6.15 Additional follow-up meetings beyond the two meetings required by these Regulations (at the transition to Stage B and two years thereafter) may be set insofar as necessary.
- 6.16 The progress lecture in the Experimental Sciences – In the course of the fifth year of the degree, a research student in the Experimental Sciences must present his/her research in a departmental forum (doctoral seminar/seminar for advanced students/departmental seminar). The lecture will be assessed by two independent experts, to be determined by the Authority for Research Students, in accordance with the directive appearing on the website of the Authority. The two experts will submit to the Authority an evaluation report on the lecture within two weeks of the date on which it was delivered. Upon receiving approval of the progress lecture, the student may complete the writing of the dissertation. As a rule, the doctoral dissertation will be submitted 6 months after the progress lecture, subject to the framework of the years of doctoral studies.

7. DOCTORAL RESEARCH OUTSIDE THE UNIVERSITY

- 7.1 The doctoral research must be carried out at the Hebrew University.
- 7.2 The Authority for Research Students may permit the research student to carry out his/her research or part thereof in another recognized university in Israel or abroad or in another scientific institution or other external entity that is not necessarily an institution of higher education or a scientific institution. A reasoned request to carry out the research or part thereof outside of the Hebrew University shall be submitted to the Authority for Research Students by the doctoral candidate and his/her prospective supervisor together with submission of the candidacy. In addition, the approval of the relevant Dean must be obtained in cases in which the research or the main part thereof will be carried out in an institution that is not an institution of higher education or a scientific institution.
- 7.3 The ownership of the databanks and their sources and the ownership of the intellectual property created shall be settled in advance, as well as the understanding that any

publication stemming from this research must bear the name of the Hebrew University (in addition to the name of the other entity).

- 7.4 In all agreements for joint doctorates with other institutions, the subject of intellectual property that is created will be settled through Hebrew University's Office of the Legal Advisor.

8. **PERIOD OF STUDIES**

- 8.1 The period of studies of a research student (from the date of admission until submission of the doctoral dissertation for evaluation) shall not exceed five years. In exceptional cases, the Authority for Research Students will consider requests for an extension stemming from personal or academic reasons. In responding to such requests, the Authority shall limit the extension to a period of up to one year. Any request that exceeds the sixth year of the studies shall be decided by the Head of the Authority and the Rector, in accordance with the [Regulations Concerning the Supervision of Students for Advanced Degrees at the Hebrew University](#) (sec. 10(2)).
- 8.2 A research student is entitled to receive extensions due to gender and parenthood rights or another qualifying event, as specified below: (a) The period of studies of a female student who took "parenthood leave" ("maternity leave") will be extended by one year for every "parenthood period". This extension will be in addition to any other extension; (b) In cases of illness or other circumstances due to which the research student is prevented from carrying out the research, the student is entitled to an extension, the length of which will be decided by the Head of the Authority for Research Students.
- 8.3 A research student must be registered as a Hebrew University student and pay tuition during a minimum period of two consecutive years. The beginning of the period of studies will be the date of registration closest to the date of admission as a research student.
- 8.4 A research student must register annually and pay the tuition fee each year until such time as he/she submits the doctoral dissertation for evaluation. See information on the subject of tuition fees on [the website of the Student Administration Division](#).

9. **CHANGES IN THE RESEARCH TOPIC, OTHER MATTERS RELATING TO SUPERVISION, INTERRUPTION AND RENEWAL OF STUDIES**

- 9.1 A research student may narrow or broaden the topic of his/her research with the consent of the supervisor and the consent of the Advisory Committee. These decisions will be reported to the Authority for Research Students.
- 9.2 A research student may submit a request to the Authority for Research Students to change the research topic. In cases in which the student is in Stage B, the opinion of the Advisory Committee will be attached to the request.

- 9.3 A research student may turn to the Authority for Research Students for assistance on matters that are connected to supervision of the research.
- 9.4 A research student may submit a reasoned request to the Authority for Research Students to change supervisors. The student will be given an extension of up to three months to find a new supervisor, in accordance with the Regulations for the Supervision of Students for Advanced Degrees. The new supervision must be approved by the Doctoral Committee and the Head of the Authority for Research Students.
- 9.5 A supervisor or a majority of the members of the Advisory Committee who find that the level of the student's research does not meet the requirements may propose to the Authority for Research Students to terminate the supervision of the student, subject to the Regulations for the Supervision of Students for Advanced Degrees. The Authority will decide whether to accept the proposal or to transfer the student to a different supervisor.
- 9.6 A supervisor is permitted to terminate the supervision provided he/she notified the student at least two months in advance of his/her intention to terminate the supervision, has explained the reasons for doing so, and has given the student a reasonable opportunity to make his/her position heard.
- 9.7 In the event of disagreements between the student and the supervisor, the student may ask the Head of the Authority for Research Students to appoint an *ad hoc* committee for the matter. If the student is at Stage A, the committee will comprise the Head of the Authority for Research Students and an additional academic faculty member (representative of the area in the Authority/the persons responsible for doctoral studies in the department/head of the Doctoral Committee). If the student is at Stage B, the committee will comprise the Head of the Authority for Research Students, members of the Advisory Committee, a representative of the field in the Authority/the person responsible for doctoral studies in the department. The student will appear before the committee. The student may come to the meeting with an accompanying student, subject to the research student's waiver of confidentiality with respect to the contents of the meeting. The supervisor, too, will be invited to appear before the committee, or to send his/her responses to the claims in writing.
- 9.8 Termination of the supervision does not necessarily entail termination of doctoral studies. The decision with respect to termination of studies will be made in accordance with the decision of the Authority for Research Students, but continuation of studies is conditional upon finding a new supervisor, within a period not exceeding three months. In exceptional cases, if deemed justified, the Head of the Authority for Research Students may recommend, after consultation with a representative of the Plenary Committee of the Authority for Research Students, that a member of the Advisory Committee replace the supervisor.
- 9.9 Not finding a supervisor in the cases specified in sections 9.4, 9.5 and 9.6 entails the termination of the student's doctoral studies. In exceptional cases, the Head of the

Authority for Research Students may grant the student additional time to find a supervisor.

- 9.10 In exceptional cases, the Authority for Research Students has the authority to initiate the termination of the student's studies or the change of supervisor, after that student has been given the chance to present his/her position.
- 9.11 A research student who wishes to interrupt his/her studies for a period of time, must notify the Authority for Research Students thereof. Approved interruption of studies will not be included in the tally of years of study for the degree.
- 9.12 A research student who wishes to terminate his/her studies during the course of the academic year will also notify the Tuitions and Fees Department through the "contact us" link in his/her personal information.
- 9.13 The request of a research student to renew his/her studies after an interruption (of up to two years) will be considered by the Authority for Research Students, subject to the approval of the supervisor. The decision of the Authority regarding renewal of the student's studies will be based on the possibility of resuming the research and the supervision, taking into account the duration of the interruption, the advancements in the scientific area during the time of this interruption, and the state of the student's research in light of these changes.
- 9.14 Interruption of studies for a period exceeding two years requires renewed admission.

10. THE DOCTORAL DISSERTATION

The doctoral dissertation is a work which contains an original and substantial contribution to the advancement of science, written in accordance with the structure, terminology and style accepted in the literature in the field.

Scope of the Dissertation

- 10.1 The scope of the doctoral dissertation in the Experimental Sciences shall not exceed 40,000 words in Hebrew or 50,000 words in English. In the Humanities and Social Sciences the recommended scope of a doctoral dissertation is no more than 100,000 words in Hebrew or 130,000 words in English.
- 10.2 Graphs, tables, appendices, bibliography, and index are not included in the word count.
- 10.3 The supervisor and the Advisory Committee may recommend an expansion of the scope if the field of research or the research topic so require. In the Humanities and Social Sciences, approval will not be given for an expansion of the dissertation to more than 150,000 words in Hebrew or 200,000 in English.

Language of the Dissertation

- 10.4 The doctoral dissertation may be written in Hebrew or in English. In the Humanities and Social Sciences, in exceptional cases, the Head of the Authority is authorized to approve

a dissertation in a language that is neither Hebrew or English, if the following conditions are met:

- (1) A reasoned request was submitted by the research student to write the dissertation in a foreign language, such request addressing the following aspects:
 - a) the student's declaration of fluency in the foreign language
 - b) details of the academic justification for writing in the foreign language
- (2) approval of the supervisor in support of the request to write the dissertation in a foreign language, addressing aspects (a) and (b) above
- (3) the supervisor's opinion that there is justification for writing the dissertation in a foreign language, *inter alia* in light of the existence of a substantial scientific community that is engaged in research in the relevant field in the foreign language in which the student seeks to write the dissertation
- (4) confirmation of the supervisor that it will be possible with reasonable effort to find referees for the dissertation, of a suitable academic level and who are able to write their report in Hebrew or English;
- (5) A reasoned approval of the request from the Advisory Committee, the composition of which was determined with the approval of the Authority for Research Students, which includes consideration of the above aspects.

10.5 An academic unit may decide that all doctoral dissertations within its framework shall be submitted in Hebrew only.

10.6 Every doctoral dissertation shall contain a title page, a page displaying the name of the supervisor, and abstracts in Hebrew and in English.

10.7 **Format of the Doctoral Dissertation**

10.7.1 A doctoral dissertation will be submitted in one of the two following formats:

- 1) A monographic dissertation – a composition written as a single unit, that summarizes the student's research work, and which was written by the student under the supervision of the supervisor.
- 2) A doctorate comprised of a collection of chapters ("*Assupa*") – a composition comprising three or more chapters that are independent but have a clear thematic connection, of which the student is the sole or principal author and researcher. The doctoral dissertation in this format will contain general introductory and concluding chapters that frame the work as a cohesive composition.

A chapter in the *Assupa* is an independent scientific composition and is of the scope and quality of an article in a peer-reviewed scientific journal. Such a chapter must include a list of authors, an introduction, the body of the work, a conclusion and its own list of references, as well as any

other elements that are customary in the field in which the dissertation was written.

Each of the chapters in the *Assupa* will mention whether it has been submitted and/or accepted for publication. As a rule, in the Humanities and Social Sciences there is no requirement for the chapters to have been published unless the department/faculty specified a requirement of acceptance for publication of one or more chapters as a condition for submitting the dissertation in the format of *Assupa*. Detailed information about such requirements appears on the websites of the academic units; in the Experimental Sciences, the conditions for submission of a doctoral dissertation in the format of *Assupa* are:

(a) acceptance of at least one chapter for publication in a peer-reviewed academic journal; (b) one chapter has been submitted for publication in a peer-reviewed academic journal; (c) there is no publication or submission for publication requirement for the third chapter. Conditions (a) and (b) apply to students accepted to Stage A from March 1st, 2023 and onwards. For students accepted to Stage A prior to this date, there are no publication or submission-for-publication requirements for submission of a dissertation in a format of *Assupa*.

The *Assupa* will be submitted for evaluation together with explanations of the student and his/her supervisor with regard to its components and to the respective contributions of the student and his co-authors, if there are such, whether or not some or all of its chapters have been published.

A chapter of the *Assupa* may be included in one doctoral dissertation only, even if it was authored by two doctoral students. However, the Head of the Authority for Research Students is authorized to approve the inclusion of a chapter in two dissertations, if the contribution of the two students was equal, and their contributions are clearly distinguishable from one another, and each of the dissertations contains details of the distinct contribution of the student, indicating the fact that the chapter was included (or will be included) in another doctoral dissertation as well.

- 10.7.2 The choice of the format of the doctoral dissertation lies with the student and the supervisor/s and requires the approval of the Advisory Committee. However, an academic unit (faculty, school, department or institute) may decide that in its field, only one particular format of doctoral dissertation is acceptable (see also sec. 2(b) of the Supervision Regulations).

11. SUBMISSION OF THE DOCTORAL DISSERTATION

- 11.1 A student who was registered as a research student at the Hebrew University in each of his/her years of study for the degree of Doctor of Philosophy (PhD), and for at least two consecutive years, and who has fulfilled all of the requirements set by the Authority for Research Students, may submit his/her doctoral dissertation for evaluation.
- 11.2 a. The dissertation shall be submitted to the Authority for Research Students with the approval of the supervisor, after completion of all the obligations as specified in the Authority's Regulations.
- b. In exceptional cases, in the absence of the supervisor's approval, the Head of the Authority for Research Students may approve submission of the dissertation after consulting with the relevant persons in the department or the Plenary.
- 11.3 The student will submit an online digital copy of the dissertation to the Authority for Research Students (and if necessary, in accordance with the request of the referee, a hard copy).
- 11.4 The work submitted for evaluation shall bear the name of the student. The names of the supervisors will be noted in appropriate fashion in the body of the work.
- 11.5 The formulation of the cover page in the copies submitted for evaluation shall be as follows:

"....." (**Title of the dissertation**)

Dissertation for receiving the degree of Doctor of Philosophy

by (**name of student**)

Submitted to the Senate of the Hebrew University in the year

This will be followed by an inside cover in precisely the same format.

On the verso of the internal cover page the name of the supervisor/s will be mentioned in the following manner:

"This doctoral dissertation was carried out under the supervision of"

This page will not contain any other words (not even the name of the publisher). The paragraph mentioning the name/s of the supervisor/s will be printed in English as well, on the verso of the internal English cover of the work.

Detailed information appears on the website of the Authority for Research Students.

12. APPOINTMENT OF REFEREES

- 12.1 To the dissertation submitted for evaluation will be attached, online, the supervisor's opinion of the dissertation, as well as a list of possible referees from Israel and abroad, in accordance with the instructions of the Authority for Research Students. The supervisor may indicate the name/s of a researcher/s who should not serve as a referee/s.

The supervisor and the student are not permitted to make contact with the proposed referees.

- 12.2 The Authority for Research Students shall appoint two referees in addition to the supervisor/s. The Authority may appoint referees who are not included in the list of referees proposed by the supervisor. All the referees will be of equal status. In special cases, the Authority for Research Students may propose a different number of referees in addition to the supervisor/s.
- 12.3 Insofar as possible, only persons who were not members of the Advisory Committee or referees of the progress lecture (in the Experimental Sciences) shall be appointed as referees. Preference shall be given to referees from outside the department, from outside the University and from abroad.
- 12.4 In the case of a doctoral dissertation in which all chapters have been published or accepted for publication, the Head of the Authority may decide, upon the recommendation of a member of the Plenary, that the dissertation be examined by a single referee who is not a member of the Advisory Committee.
- 12.5 A person with whom a suspicion exists of a conflict of interest between himself/herself and the student or the supervisor (see the link to the [Conflict of Interest in Research Code](#)) may not be appointed as a referee. In the case of a doubt about the conflict of interest, the matter will be decided by the Head of the Authority for Research Students in consultation, where necessary, with the Legal Department of Hebrew University.
- 12.6 The names of the appointed referees shall remain confidential until the end of the refereeing process, and also thereafter in cases in which the referees request that confidentiality be maintained.

13. **REFEREING A DOCTORAL DISSERTATION**

- 13.1 The main criteria for refereeing a doctoral dissertation are as follows:
 1. the scientific contribution and innovation in the research
 2. proper definition of the matters investigated
 3. close familiarity with the existing scientific literature in the field
 4. suitability of the research approach for the research question
 5. the quality of each research chapter and the depth of discussion of the research findings
 6. Clear formulation;
 7. existence of a clear and compelling connection between the parts of the dissertation
 8. suitability of the dissertation for scientific publication

9. appropriate highlighting of the connection between the general introductory and concluding paragraphs
10. scope of the dissertation and the breadth of its coverage

13.2 **Referee's Report**

Each of the referees shall write an opinion on the dissertation and submit a report to the Authority for Research Students without having read the reports of the other referees.

13.3 The referee's opinion shall contain:

1. a summary of the results of the research, with emphasis on innovations in the work
2. an evaluation of the dissertation from the aspects of content, methodology and form
3. a clear statement regarding the conclusions of the evaluation does the work merit approval as a doctoral dissertation without the need for corrections or revisions, or are corrections needed as a condition for approval, or should the dissertation not be approved for granting of a doctoral degree.
4. consideration of the question of whether the dissertation, in whole or in part, is likely to be suitable for publication in a scientific journal or by a scientific publisher, and if not, what is needed for that purpose.

13.4 **Period of Evaluation**

- 13.4.1 A referee shall submit his/her report within 6 weeks of the day of receipt of the dissertation.
- 13.4.2 If, after the above period of evaluation the opinion has not been received, the Authority for Research Students shall make every effort to obtain the opinion at the earliest possible opportunity. If necessary, the Dean and the Rector will become involved.

13.5 **Procedures for Discussion of the Referees' Reports**

- 13.5.1 The Authority for Research Students shall consider the quality of the dissertation and its standard on the basis of the referees' reports.
- 13.5.2 According to the opinions of the referees or its own judgement, the Authority for Research Students may require that corrections be made to the doctoral dissertation before it is approved. In this case, the Authority for Research Students shall give the student and his/her supervisor detailed instructions, based on the opinion of the referees, within a period to be defined in each case.

- a. In special cases and for reasons that will be put in writing, the Authority for Research Students may, after reading the opinions of the referees, appoint an additional referee.
- b. In the event of a difference of opinion between the referees, the Authority may appoint an additional referee, who will be provided with all of the opinions of the previous referees.

13.5.3 In order to enable the student to derive maximum scientific benefit from the evaluations of the referees, the Authority, after approval of the doctoral dissertation, shall send the research student and his/her supervisor the decision with the attached opinions of the referees and their names, unless the referees requested confidentiality. Similarly, opinions or parts thereof that the referees asked not to reveal shall be removed. If the referees have requested that confidentiality be maintained, the student and the supervisor shall receive the opinions without the identifying parts.

13.6 **Doctoral Dissertation Grade**

Grades are not given on doctoral dissertations.

13.7 **Disapproval of a Dissertation**

13.7.1 If the Authority for Research Students is of the opinion that, in light of the opinions of the referees, the doctoral degree should not be awarded on the basis of the dissertation, the Authority shall convey in writing the reasons for that decision to the research student and his/her supervisor.

13.7.2 A research student or his/her supervisor may appeal to the Rector against the rejection of a dissertation within six weeks of the date of rejection. The Rector may dismiss the appeal or may appoint a referee-arbitrator in consultation with the Head of the Plenary of the Authority for Research Students (in the Humanities and Social Sciences or the Experimental Sciences) and with the dean of the relevant Faculty. All of the material involved in the work of the student, including the opinions of the referees, shall be made available to the referee-arbitrator.

The identity of the referee-arbitrator and his/her opinion shall not be made public. The opinion of the referee-arbitrator shall be brought for the final decision of the Rector, the Head of the relevant Plenary of the Authority for Research Students and the Dean of the Faculty.

13.7.3 A dissertation that is rejected by the Authority for Research Students will be returned to the student. The student may publish it on his/her own responsibility but may not mention in the publication that this research was prepared as a doctoral dissertation at the Hebrew University.

14. **THE DEGREE**

The degree that will be conferred upon the student will be the degree of Doctor of Philosophy, in all fields.

15. **THE DOCTORAL CERTIFICATE**

15.1 Upon approval of the dissertation, the student may obtain from the Authority temporary confirmation of the award of the degree. The date of award of the degree will be the date on which the dissertation is approved.

15.2 The student will receive the doctoral certificate at the annual ceremony for distribution of the PhD certificates.

15.3 A condition for receiving approval of entitlement for the degree or the doctoral certificate is that the student has met academic and administrative conditions, including completion of payment of tuition fees and return of all material borrowed from the University's libraries. Another condition for confirmation of entitlement to the degree is the depositing with the supervisor all the research material, as specified in section 17.1.

15.4 The wording of the certificate will be as follows:

The Hebrew University of Jerusalem

The President, the Rector and the Senate of the Hebrew University of Jerusalem hereby confer upon.....(name)

the degree of Doctor of Philosophy

after the approval of the thesis (title of the dissertation)

by the Faculty of and the Senate

Jerusalem (date)

Signed:

President..... Rector..... Dean.....

16. **DEPOSIT IN THE LIBRARIES**

A digital copy of the dissertation that has been approved as a doctoral dissertation by the Authority for Research Students shall be deposited by the Authority in the relevant library of the Hebrew University in accordance with the field of the dissertation.

17. **SCIENTIFIC PUBLICATIONS AND RESEARCH MATERIALS**

The research student must act in accordance with the ethical norms governing scientific endeavor and reporting (see [Proper Conduct in Research Code](#)).

- 17.1 At all times, the research student will enable the supervisor to examine all research material connected to the student's research in the framework of the doctorate under the supervisor's supervision such as data files, various types of research records, laboratory notebooks, interview guides and other relevant materials. In the Experimental Sciences, the student will deposit all material collected in the course of his/her doctoral work with the supervisor upon completion of the doctorate or its termination, unless decided otherwise. In the Humanities and Social Sciences, upon completion of the doctorate or its termination, the research material collected in the course of the doctorate will be placed at the disposal of the student, unless decided otherwise.
- 17.2 A research student may, with the consent of the supervisor, publish at any stage the entire dissertation, or a précis or part thereof, provided that if he/she publishes a part in which there are several co-authors, he/she will acknowledge them as appropriate and customary in that field of research, and all with the consent of the supervisor. Any disagreement regarding the above will be decided by an expert appointed by the Head of the Authority for Research Students, whose decision will be final.
- 17.3 The allocation of copyright in scientific publications, in patents and in other intellectual property and of the royalties derived therefrom, shall take into consideration the customary practice in the relevant field of research and the contribution of the supervisor and the student to the research, and shall be subject to the directives of the University on this matter.
- 17.4 In scientific publications, in lectures and at conferences, the name of the student will appear in the list of authors at the place appropriate to his/her contribution, in accordance with the usual practice in the relevant field. If the publication does not bear the supervisor's name as a co-author, his/her supervision will be acknowledged in the appropriate place as customary.
- 17.5 Any publication that is based on the doctoral dissertation, even if written after completion of the doctorate, including research done in collaboration with another body or based on data from another institution, will include the full name of the Hebrew University and the institutional affiliation of the research student.
- 17.6 Disagreements concerning this section will be decided by the Rector or whomsoever the Rector appoints to arbitrate the disagreement.

GENERAL COMMENTS

- a. All descriptions of functions in these Regulations in the masculine gender are to be read as referring equally to the feminine gender. All references in these Regulations to "supervisor" refer equally to "supervisors".
- b. In the composition of the committees, suitable representation shall be given to members of both genders insofar as possible in the particular circumstances, in keeping with Hebrew University Administrative Directive 03-001.

- c. The powers of the Authority for Research Students according to these Regulations are given to the Plenary of both the Experimental Sciences and the Humanities and Social Sciences unless stated otherwise, including handling special requests relating to matters appearing in the Regulations.
- d. Meetings of the Plenary, the Advisory Committee or progress lectures may be held via technological media, provided that all members participating in the meeting, or the gathering are able to communicate with all other participants simultaneously.
- e. All the requirements and the rules specified in these Regulations constitute minimum requirements or rules. Academic units may be more demanding in their academic requirements or set additional academic requirements and rules, all subject to the advance approval of the Authority for Research Students. In all events, there should be no concessions in relation to the rules and requirements specified in these Regulations.