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. The Required Periods of Study
   
   a. The required period of study for the Program for Outstanding Students at the Radzyner School of Law (students who have already obtained an academic degree) is a minimum of three years.
   
   b. The required period of study for the Law and Business, Law and Government and Law and Psychology programs is four years.
   
   c. The required period of study for the following programs is three years: Business Administration, Computer Science, Government, Diplomacy and Strategy, Communications, Psychology, Economics, Sustainability and Government, Sustainability and Economics, Business Administration and Economics.
   
   d. The required period of study for the Business and Psychology program is four years.
   
   e. The required periods of study and curricula are subject to the approval of the official bodies that approve academic programs at IDC Herzliya and may be changed at their discretion.

3. Academic Tracks
   
   a. Students will be placed in a study track. Placement is based on the major that each student selects. IDC Herzliya permits students to switch to a different major as they learn more about various fields during their studies, if they request to do so. Please note that placement procedures are subject to change. Students are eligible to take only the courses offered in their track.
   
   b. The programs of study at IDC Herzliya are generally full-time academic programs. Part-time study will not be permitted, except under special circumstances and with prior approval of the Dean.
4. 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 he/she earns will not be included in his/her 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. 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 40 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 semestrial hour (SH) is equal to one credit, except in extraordinary cases in which the Dean shall decide otherwise.

5. Copyrights and fair use of electronic resources

a. When using databases, electronic press, print-outs, and e-books, users are obliged to respect copyrights and agreements between the library and publishers/vendors.

b. Access and use of sources is only permitted for faculty and students of IDC for purposes of studies and research only, and not for commercial use.

c. Any use of these databases for purposes other than those for which they were granted, 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.

6. 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.

7. 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.

8. Student Attendance in Classes, Recitations and Seminars

8. Student Attendance

a. (1) Students must attend every session (of a class, recitation or seminar) required by their study program.

(2) In addition to their physical presence, students are expected to read the required bibliographic material in preparation for each class, pass oral quizzes and written exams, and prepare and submit homework assignments, as determined by the course instructor.

(3) Attendance will not be mandatory in make-up lessons. Moreover, bonus quizzes will not take place 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 10a below.

9. Written Assignments

a. An instructor may require submission of written homework assignments or exercises (henceforth “assignments”) as part of the course requirements. The instructor will inform the students of these assignments – and of their respective weight in the grade – at the beginning of the course.

b. Assignment requirements will appear on the course syllabus or announced no later than two weeks prior to date of submission.

c. An instructor may determine that the submission of some or all assignments is a prerequisite for taking the course’s final exam and will announce this to the class.

d. Students must submit assignments on the dates that they are due. Students must retain an exact copy of each assignment submitted.
e. Assignments and weekly exercises may only be submitted electronically via the course website (Moodle) or email.

f. An assignment that was not submitted on time (except for justifiable reasons, as described below) will receive a grade of 0, and will be calculated as determined in the syllabus by the course instructor and as published on the course website.

g. Every assignment and seminar paper submitted by a student must be the result of his/her own efforts. Students may work in groups to prepare for writing an assignment, but each student must write the actual assignment by himself/herself. 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 that has been 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 choose to limit the length of an assignment to a certain number of pages. Such limitations will apply to printed and handwritten assignments alike, unless otherwise indicated by the instructor. Should an assignment exceed the prescribed length, 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 8j below:

   (1) Active duty in the Reserve Military Force on the due date;

   (2) Active duty in the Reserve Military Force of at least five consecutive days (Sunday-Thursday) which is completed four days or less before the assignment is due;

   (3) A student who has given birth up to 14 days before the assignment is due;

   (4) Hospitalization in one of the wards (not the emergency room) on the due date; or hospitalization in one of the wards (not the emergency room) for three consecutive days, four days or less before the assignment is due;

   (5) The due date falls during one of the seven days of mourning (shiva) following the death of a first-degree relative.

   (6) The due date falls three days before or after a student’s wedding; and six days before or after a student’s wedding which is taking place abroad.

   (7) Official holidays observed by minority students, as published annually by the Religious Services Ministry.

j. In the cases enumerated in subsection 8i 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 course instructor to decide whether: (1) to permit the student to submit the assignment at a date to be determined by the instructor; (2) to permit the student to submit an alternative assignment at a date to be determined by the instructor; or (3) not to count the assignment that has not been submitted towards the student’s course grade and to base the grade only on the assignments that were submitted on time. The instructor will inform the Student Administration of his/her decision in writing.
k. In courses with regular homework assignments: If a student has served over 1 week of duty in the Reserve Military Force / a student got married 3 days before or after the due date / 6 days before or after the due date (in case the wedding took place abroad) and, as a result, missed two or more consecutive classes, the number of assignments required of him/her for the course will be reduced relative to the class-time missed, or he/she can submit work late.

l. 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.

m. Students may appeal an assignment grade up to 5 days after it is returned. The appeal will be submitted via email to the teaching assistant or instructor who graded the assignment. The response to the appeal will be given within 5 days from the final date for submitting appeals.

10. 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, he/she can register for it and participate in it conditionally, until his/her eligibility is determined. When the eligibility of the student has been clarified, and it transpires that the student has not complied with the prerequisites, his/her participation in the advanced course will be erased, including papers 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 second semester, the student can be administered the exam in the advanced course, but his/her grade will not be published until he/she 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.”

11. 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 hour/week course (correspondingly exceeding two absences from a 2 hour/week course 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. Unjustified absences
exceeding once for a 2 semester-hours 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.

2. Active military reserve duty.

3. Hospitalization in one of the wards which is not the emergency room.

4. Childbirth or adoption – a 6 week vacation or 33% of all course lessons, according to the higher number of lessons, for a female student and a one-week vacation for a male student. 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, despite the extenuating circumstances.

5. The student's wedding day, 3 days prior to the wedding and 3 days after.

6. On the day the student takes an exam on the second or third exam dates, until the end of the exam.

7. One day before an exam and on the day of the exam in a concentrated course in which the exam is given during the semester.

8. Official holidays observed by minority students, as published annually by the Religious Services Ministry.

b. In concentrated courses in the scope of 1 semestrial hour, attendance in all meetings 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 his/her grade transcript. In concentrated courses in the scope of 2 semestrial hours, absence from one meeting for a justified reason, as stated above, is allowed.

c. Notwithstanding the provisions of Clause 10a, an instructor may determine that students who miss a specified number of classes, which is lower than the number specified in clause 10a, 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 posts an announcement to this effect on the course website.

d. A student who fails to submit an assignment, which is a prerequisite for taking the final exam in a particular course, 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. In any case in which an instructor decides not to permit a student to take a final exam in a course or receive a grade in it, the student will be informed of this decision (by the Student Secretariat) in person or in writing or by phone or by having his/her name appear on the list of students not eligible to take an exam that is distributed via email. Such notification will be given at least 6 days before the exam in question.

It is the students' responsibility to ascertain their eligibility to take an exam at least 72 hours before the exam is given.

"E-mail notifications and/or notices posted on the course sites are considered binding for the students.

f. In any case in which an instructor decides to suspend a student from a seminar or not to give a student a grade in a seminar, the student will be notified of this in writing (by the Student Secretariat).
g. Any student who has received notification as described in subsections 10e and 10f above may appeal the decision in writing to the Dean and/or the Committee for Student Affairs within five days of receiving the notification. The Dean and/or committee will request that the instructor provide a verbal or written response to the appeal. The Dean's and/or committee's decision will be final.

h. If a student has filed an appeal as described above in subsection 10g and the Dean and/or Committee for Student Affairs has not yet made a decision in the matter, the student will be permitted to take the exam on a conditional basis. If the student's appeal is accepted, the exam will be graded and he/she will receive a grade in the course. If the appeal is rejected, the exam will not be graded.

i. If a student is suspended from a class or a seminar, he/she will receive a failing grade for that course.

12. Procedures for Delegations sent abroad 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 papers during their stay in the delegation.

d. The delegation participants will receive an extension for the submission of noncurrent papers depending on the date of their return, as acceptable for students who were in an active military reserve duty.

e. If, during their absence, the students participating in the delegation were supposed to take exams, the participants 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. In case midterms take place during the time of a delegation, the delegation participants will be considered absent for a legitimate reason and the weight of the midterm in the final grade will be transferred to the final exam.

g. Bonus grades for in-class quizzes will not be given to students who participate in a delegation, only to students who serve in the Reserve Military Force.

Quizzes and Final Exams Procedures

13. General

a. Each course will conclude with a final exam or a final paper. The instructor will announce the final exam or final paper’s weight in the course grade at the beginning of the year.

b. An instructor is entitled to give exams, quizzes or in-class assignments during the course in order to assess students’ mastery of course material. The instructor will inform the students of this in advance; likewise, the instructor will announce in advance the relative weight of the students’ scores on the above components in their course grades.
c. The final course grade in required semestrial courses will be divided into assignments, quizzes (to the extent that they are given in accordance with the terms of subsection 12b) and the final exam.

d. The relative weight of the various components of the course grade will be announced to the students at the beginning of the course.

e. An instructor may decide not to include one of the above components or change their relative weight in the course grade only if he/she has announced it in the course syllabus.

f. All final exams and quizzes must be written. In no case will final exams or quizzes be conducted orally.

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 range and scope of the material which will be included on a final exam or on quizzes, including independent study material that was not covered in the classroom. The instructor will inform the class the scope of the material that will be covered on the exam by the last lesson of the semester. An example exam will be posted on the course website, by the lecturer, by the last week prior to the end of the semester.

j. A Student who was absent from a quiz for which a bonus grade was given, due to active military reserve duty of at least five consecutive days (Sunday-Thursday), or due to mourning over a first degree relative, is eligible to receive the grade automatically for the aforementioned quiz. A Student who was absent on the day of a quiz for which a bonus grade was given, due to active military reserve duty of less than five days will not be negatively affected due to his service. The lecturer has the right to decide upon the appropriate solution, as long as the student’s bonus grade is not affected.

k. 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 Moed Aleph 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.

l. In general, there are no second (make-up) exam dates for quizzes.

m. Muslim students will be afforded a 15% time extension during Ramadan.

14. 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 in the course. These special conditions shall not be given in cases of pop quizzes for which extra credit is given. Consequently, students with learning disabilities who do not wish to shall not have to take the pop quizzes, however they will not be entitled to the extra credit. The lecturer can find an alternative way to grant the bonus, but is not obliged to do so. In cases of quizzes who are part of the overall course grade, the lecturer should transfer pass their weight to the final exam weight.

15. Exams Scheduled for the Same Date and Time

a. A student, who chooses an elective course that has the same exam date as a mandatory course, will be warned by the electronic registration system that he/she is aware that only one exam date will be available for the course and he/she will have to confirm this.

b. Students who are not enrolled in a structured program shall contact the Student Administration and each case will be considered individually.

16. 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 date will result in a failing grade.

c. A student who has failed the exam on the first date may take it again on the second date, in which case the latter grade 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 exam date 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.

17. Exam Procedures

a. During an exam, the instructor must remain on-campus. He/she 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 at the beginning of the year or semester exactly how the exam will be conducted and the instructor’s announcement will be binding.

18. 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. Upon entering the exam room, the student must present the proctor with an identification card.

e. 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 his/her hand. The proctor will approach the student and take his/her exam booklet. The student can then leave the exam room and will not be permitted to reenter it.

f. Proctors are authorized to use their judgment in directing students to specific bathrooms.

g. 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 are not permitted to bring any bags, including pencil cases, into the exam area. 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.
h. 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.

i. 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.

j. Every student is required to comply with instructions given to her/him 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 removed from the room and the proctor will note on the student’s exam that he/she committed a disciplinary offense. 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.

k. 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.

l. 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.

m. **Students are absolutely forbidden from entering the exam room later than 20 minutes after the exam has begun.**

n. In examinations conducted only in English and/or 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.

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.
19. 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 following options:

   (1) Type the exam on a computer, according to the IDC Herzliya regulations regarding computer use, during the time period set for the exam (without any extension for printing or possible computer problems).

   (2) In special cases, the Dean of Student Affairs may give the student permission to photocopy the exam booklet immediately after the exam, 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 disqualified and the student will be considered to have committed a disciplinary offense and treated accordingly.

20. Grading of Exams

a. Exams shall be graded by the instructor or by teaching assistants who have at least a graduate degree in the subject of the course. The Dean may authorize an exception to this rule pursuant to the instructor's request.

b. Grading an exam requires writing comments in the body of the exam. In addition, the lecturer will publish the exam solution on the course website or appended to the scanned exam booklets.

c. All exams that received a failing grade will be given to the instructor to be rechecked by him/her. The instructor will sign the exam after checking it.

d. Exam scores will be submitted to the Student Administration only after they have been approved by the instructor.

e. Examinations will be returned according to the policy of the IDC Herzliya.

21. Exam Results

a. Results of final exams will be sent to students’ cellular phones and posted on the website no later than 22 days after the exam date.
b. Students must ascertain their grades on their own. The Student Administration cannot give out individual exam results.

22. 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 characters in the appeal will not exceed a total of 1,500. The exam may only be appealed once.

d. An appeal of a grade, including a passing grade, received on a final exam, quiz or seminar paper must be based solely on what is written in the exam booklet or the seminar paper and must be submitted in writing through the student’s online personal center. Appeals, whether on substantial or technical grounds, must be submitted within three days of publication of the exam results or 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 head lecturer of the course will check whether a mistake was made in reference to the grade given. The lecturer is entitled to decide that the grade will be lowered. The decision of an appeal will be given within three days from the final date of submitting appeals.

f. Should an instructor decide to accept or reject an appeal, his/her decision will be explained in writing on the appeal form. The instructor’s decision is final.

23. 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. A student who has notified his/her intention, as stated in clause 23a, and will enter the exam room on the second make up exam date, will be considered as having waived his/her first round passing grade, and may not retract this waiver. A student, as stated, may retract the waiver, should he/she 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 will replace the former one, even if it is a lower grade.

(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).

24. 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 five consecutive days (Sunday–Thursday), ending four days or less before the exam date. (See subsection 24b(1)).

(3) 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. In case the student missed one or more exam dates during the 6 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 case the student missed one or more exam dates during the one week period, he will be entitled to a special exam session.

(4) 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.

(5) Hospitalization of the student in one of the wards (not the emergency room).

(6) Sudden hospitalization in one of the wards (not the emergency room) of a first-degree relative.
(7) The exam takes place during the seven days of mourning (Shiva) for the death of a first-degree relative and/or three days thereafter.

(8) 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.

(9) 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.

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 five days, passed the exam on the other session and wishes to waive his passing grade. If the same course is given in 1st and the 2nd semesters - the student will be eligible to take the 1st or 2nd session of the following semester as a special exam session.

d. If a course is given two semesters in a row, are of the same scope and covers the same curriculum, the third exam session for the course will be one of the regular exam sessions for that course the following semester.

e. 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.

f. 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 his/her 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.

g. 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.

h. 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 three days before the exam. This notification will be considered a waiver of the privilege of taking the exam on a special 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 24h, 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 (clause 23b. above) is entitled to request to retake the exam once again on the upcoming exam session and the decision concerning the continuance of his scholarship will be postponed until receipt of the grade on the said exam.

k. An exception to this clause are courses given by Guest Instructors from abroad, whereby only 2 exam sessions will be offered (see special instructions regarding these courses in the Law School student handbook).

25. 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.

26. Failing a Required Course

A student who fails a mandatory course must take the course again the following academic year and fulfill all the course's academic requirements, including attendance, assignments and oral quizzes. The student may ask the instructor for an exemption from attendance, submitting assignments or exercise requirements. 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.

27. Elective Courses

a. Students may take two elective courses more than the number of semester hours of elective courses 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.
28. 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.

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 in advance. **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 informs 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 16e and 27c.

29. Exemptions

29. General

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. As a rule, law courses taken at a school that is not accredited by the Israel Bar Association will not merit an exemption from law courses in the undergraduate law curriculum.

d. Exemption requests can be submitted at any time prior to commencement of the course in question. Students may submit exemption requests for courses they are required to take in different years of the program together, even before commencing their studies at 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.

e. As long as an exemption request has not been approved in writing, the student must complete all the course requirements, including attendance and the submission of exercises and assignments.

f. Students for whom an exemption has been approved will not receive a tuition discount because of the exemption.

g. To eliminate any doubt it is hereby clarified that a student who has requested and received an exemption from a particular course may not take the final exam for that course.

h. A student cannot receive exemptions for more than 40% of the course hours required to earn his/her 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.

i. The above rule in clause 28h 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.

j. The maximum amount of exemption credits in each degree will be 40%.

k. Exemptions from seminars will not be given under any circumstances.

l. 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 to accumulate a certain number of course hours.

m. In any case an exemption from English studies will not be considered as part of the exemption quota.

n. Students holding a full academic degree will be exempt from interdisciplinary elective courses as follows: undergraduate degree - 2 semester hours; master's degree - 4 semester hours; doctorate - 6 semester hours. Students enrolled in special programs for students holding academic degrees with distinction are entitled to request special exemption of 19 semester hours. Requests shall be submitted at the end of the students’ first year of studies and thereafter and approval will
be subject to the students fulfilling all first year requirements with a GPA of at least 82. Approval of exemption shall take into consideration the student's achievements in studies towards the previous degree, the type of degree and the courses the student studied towards it. Students who do not meet these criteria will be entitled to exemption from 10 semester hours.

o. 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.

p. 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.

q. Students who have been granted an exemption from more than one course in the scope of 4 academic hours, in the previous year, will not be entitled to make the Dean's list.

30. Accreditation of courses taken at the IDF Flight Course and Naval Officer's Course, as Interdisciplinary elective courses
   a. Courses taken in an academic framework of IDF's Flight Course or at the IDF's Naval Officers Course will be accredited as interdisciplinary elective courses or as general elective courses, up to 4 semestrial hours.
   b. The student/pilot /naval officer will have to provide a formal document stating he/she has successfully passed at least 2 academic level courses, of at least 26 semestrial hours each (including providing the courses’ syllabus and assignments list).
   c. The authorization will be given by the Dean or the School Advisor.

31. English studies
   Obtaining a Bachelor's Degree from one of the institutions of higher education in Israel, is stipulated by proof of knowing the English language in an academic level. Also, meeting these requirements is a requirement to participating in advanced courses during the studies of the degree. A student must meet the requirements of the Academic English by the end of the second year of studies out of a three year program or by the end of the third year of studies out of a four year degree program.

32. English as the Language of Instruction, Examinations and Papers at the Raphael Recanati International School
   All exams and papers written in the international program will be in English. This applies to all students in the school, including Israeli students.

33. Credits for Performing Community Service Recognized by IDC Herzliya
   Students who perform community service will receive two credits for doing so on condition that their activities are approved by the IDC Herzliya, are focused, are performed for a number of hours agreed upon in advance, have academic content and real value, and are part of a community service program at IDC Herzliya that is performed by students.

   Students can receive credits for performing community service only once during their studies. Students cannot “accumulate” credits for different community service projects in which they participate in the framework of their studies.
34. Dean’s List of Outstanding Students

a. The Dean’s List for any given academic year (hereinafter: the year of distinction) will not include more than 8% of the students in any program and the students on the Dean’s List will be the top students in each program that academic year. An exception to this rule: at the Radzyner School of Law, the list will not include more than 15% of the students in each study track. Graduate students in special programs for graduates with outstanding grades in law will be considered separately.

b. The Dean’s List will not include:

(1) Students who took less than the number of semester hours set for their general academic program during the academic year under consideration. (For law students, this does not include semester hours for seminars, which are not counted in this context.) A student who has received an exemption from one course of up to 4 credits in the academic year under consideration may be included in the list.

(2) Students in the Program of the Radzyner School of Law for Outstanding Graduates who studied during the year of distinction: took less than 36 semester hours per year during their first three years of study and in their fourth year of studies less than 26 semester hours during the first semester.

c. Students must fulfill the following conditions to be included on the Dean’s List:

(1) The Dean’s List of Outstanding Students will only include students who have fulfilled all of their academic obligations for the year of distinction (including summer semester) by the following March 1st. The students’ GPA for that academic year must not be less than 85.00.

(2) In this case, “fulfilling all of their academic obligations” means taking exams and receiving final grades for all courses, including seminars that are part of the required curriculum for the year of distinction. Students in the joint programs/double degrees programs must have taken all of the mandatory courses for the year of distinction.

(3) A grade of “pass” on an exam or seminar paper will be assigned a numerical value of 60.00.

d. (1) A student who transferred from one program of study to another during the year of distinction will be considered for the Dean’s List as if he/she had been a student in the program to which he/she transferred for the entire year.

(2) In this context:

a. “Fulfilling all of their academic obligations” refers to the course load that the program of study approved for the student who transferred for the year of distinction if the student began the said year in that program (including the courses from which the student was exempted during the year of distinction due to courses studied in the former track during that year). This course load must include all of the courses required during the year of distinction.

b. The required number of semester hours referred to in clause 36b above will include courses from which the student was exempt during the year distinction due to studies in the former study track during that year. The grades the student received in courses from which he/she was exempt during the year of distinction will be the grades the student received in those courses when he/she took them in his/her previous study track.
c. Specialization track: For law students in the joint program, the specialization track is either government or business administration, as relevant.

e. The following applies to students who are taking courses that last for more than one academic year:

1. In calculating the number of semester hours a student studied during the year under consideration, the actual amount of time the student spent in the course that year will be included in the calculation.

2. In calculating the student's GPA for the year under consideration, the final grade for the course will be included in the GPA at its full weight during the year it is given; grades in the previous year(s) of the course, i.e. before the final grade is given will not be included in GPA calculations.

f. (1) If a student is unable to submit a seminar paper by the required date (September 1) during the year under consideration because he/she was performing reserve military duty or was hospitalized in one of the wards (not the emergency room), the due date will be extended by the number of days that the reserve duty or hospitalization interfered with the student’s ability to complete the paper.

(2) The student’s school Dean is authorized to determine whether reserve duty or hospitalization in one of the wards (not the emergency room) prevented the student from submitting the paper on time and, if so, by how many days.

g. A student who is found guilty of plagiarism or fraud, or another serious offense that the Dean of the student’s school considers relevant, will not be included on the Dean’s List that year.

35. Military Reserves Dean's List certificate

A Military Reserves Dean's List certificate will be granted annually to one student in each study track who did not make the Dean's List and who meets the following criteria:
- The student has participated in active Military Reserves for 21 days or more during the academic year (October 1st - September 30th)
- The overall GPA for the said year was not less than 85.

36. Requirements for Advancing to the Next Year

a. Students will not advance to the next year of their program if they have failed three of the courses included in the curriculum, or 9 credits, that academic year or in previous academic years. Such students will spend the following academic year retaking the courses they have failed and will not be permitted to take more advanced courses, unless the Committee for Student Affairs decides otherwise.

b. A student, who has failed three exams or more (or 9 credits and more), may apply to the Committee for Student Affairs to advance to the next year of his program, within a week of receiving the last failing grade.

c. Please note that students’ files are brought before the committee automatically.
37. Termination of Studies

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

38. Continuity of Studies

a. Students must complete their studies within six years.

b. Students may take time off from their studies only once for a period that does not exceed two academic years. Cessation of studies for more than two years will require the student to reapply to IDC Herzliya, meet its current admissions standards and begin his/her studies all over again. The right to take time off for a period of two years as described above is granted only to students who have completed at least one year of studies and who are eligible to advance to the next year of their program.

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

39. 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 students has decided to cease his/her studies. Notifications by telephone is 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 in accordance with Section 40.b and seek to renew their studies, will present the Student Administration with an application for the resumption of studies no later than one month prior to the beginning of the academic year they wish to join.

40. Requirements to Receive Confirmation of Eligibility for Law Internship

Law students can receive the document confirming their eligibility to perform their law internship only if they have completed all of the requirements for a LL. B. law degree except the final exams of no more than two courses, and has settled his/her financial obligations to the IDC Herzliya.

41. Grade Point Average (GPA)

a. A final grade point average (GPA), or final grade, is calculated for each student who has completed the requirements of his/her studies. The student’s school or department will determine the components of the GPA and their relative weight. The method of weighting is the weighted average of the grades in accordance with the number of study hours.

b. A Dual Major program will include a final grade for both major disciplines, as well as a final grade for each major discipline separately.
The final grade of a Dual Degree program will comprise both disciplines.

c. 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.

d. A grade cannot be improved once the final GPA has been calculated and the student has received confirmation that he/she completed his/her academic requirements.

e. A student who completes the courses required to earn a degree cannot improve a passing grade.

42. Eligibility for an Undergraduate Degree

a. A degree will be granted to students who have completed their studies, after receiving passing grades in their courses and seminars and fulfilled all their academic requirements.

b. A student who has fulfilled all of his/her academic obligations to receive a degree or a joint degree must fill in a Completion of Obligations Form and in which he will confirm his 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 43a 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.

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

a. The list of outstanding graduates, which will be finalized every year by March 31st, will not be greater than 20% of the students who completed their studies in each school/track with the highest achievements in their school/track of the graduating year.

b. Completion of the degree with honors for Dual-Major students will be determined according to the final GPA of the BA degree. Students in Dual-Degree programs, will be eligible for the honors list in each major discipline separately.

c. The minimum final GPA for Cum Laude will be 88, for Magna Cum Laude, 93 and for Summa Cum Laude 95.

d. Breaches of discipline involving cheating or suspension for a semester will disqualify the student from receiving a degree with distinction.

44. The Awards of degrees Cum Laude, Magna Cum Laude and Summa Cum Laude for students of Accountancy and for students of the LL.B. in Law with direct route to an M.A. in Financial Economics, who began their studies in the 2010/11 academic year and onwards:

a. The list of outstanding graduates, which will be finalized every year by March 31st, will not be greater than 20% of the students who completed their studies in each school/track with the highest achievements in their school/track of the graduating year.

b. Completion of the degree with honors for Dual-Major students will be determined according to the final GPA of the BA degree. Students in Dual-Degree programs, will be eligible for the honors list in each major discipline separately.
c. In order to calculate degree awards of distinction, students of Accounting and students of the LL.B. in Law with a direct route to an M.A. in Financial Economics will be considered as if in a separate program from the track to which they belong.

d. The minimum average grade for Cum Laude will be 85, and for Magna Cum Laude 90.

45. **Definition of honors on the degrees in English for honor students in accordance with the criteria defined in clauses 43-44 of the Academic Regulations:**

Magna Cum Laude: 93-94.99.
Summa Cum Laude: 95 +.

46. **Definition of honors on the diplomas in English for honor students of Accountancy and of the LL.B. in Law with a direct route to an M.A. in Financial Economics, in accordance with the criteria defined in clauses 43-44 of the Academic Regulations:**

Cum Laude = 85 - 89.99
Magna Cum Laude = 90 - 91.99
Summa Cum Laude = 92 and above

47. **Confirmation of Graduation**

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

48. **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 B.A Degree to the Student Administration, as outlined above in clause 43b, 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 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 is 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 clause. The service of Police Officers, Military Personnel, the Security Agency (Shin Bet) Personnel and Secret Intelligence Personnel, who are employed by these organizations in regular jobs (not student jobs) who have been summoned for active duty, will also be considered as Military Reserves Duty.

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

a. A student who receives a summons to report for active Military Reserves Duty, for a period exceeding 14 days, will inform the Student Administration regarding his leaving to serve active Military Reserves Duty, at least 14 days prior to the date of departure for active Military Reserves Duty. In his notification, the student will stipulate special matters for which, in his opinion, he will require assistance.

b. This notification is required in order to be able to gear up, well 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 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 a 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 and the receipt of a response regarding 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 Dean of Students Office 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. Examinations, Papers
   a. End of Semester Examinations
      (1) A student who is absent, in the wake of Military Reserves Duty, from the first exams date or from the second exams date, is entitled to an additional exams date (subject to Article 24 of the IDC Academic Regulations).

      (2) Anyone who served 14 consecutive days or 21 or more days (accumulated) during the period of the examinations, is entitled to an additional exams date, even if the gist of the matter is improvement of a passing grade, and this is on condition that the student produces authorization of active Military Reserves Duty, as stipulated in Clause 1.4. A student who is prevented from sitting for the first exams date or the second exams date, due to Military Reserves Duty, is entitled to improve his passing grade through a third exams date, if this [third supplementary] exam is held in any case. If a third supplementary exam is not scheduled, the student will be entitled to improve a passing grade through the exam that will be held at the end of the subsequent semester.

      (3) Any student who has served 4 or more days during the exams period or two weeks prior to the exams is entitled to an additional exams date, which will be held within a few days following his/her service according to the following formula: the number of reserve days multiplied by 0.8 and subject to the student not having taken the exam that was held in the said time span.

      (4) A student who has served at least 21 days in active military reserves during the semester or 9 days during the period of exams shall be entitled to take the exam on 2 of the 3 dates of the exam: the first, the second or on the next date the exam will be held, according to the Student's preference.

      (5) The additional examination will be held on the earliest possible date.

      (6) 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.

      (7) The weight of tests and/or quizzes and/or exams calculated in the final grade which a student missed during the semester in a specific course will be shifted to the final examination or to another paper, to be determined by the Instructor.

   b. Papers and Exercises
      (1) In the matter of this clause, “Paper” – including an exercise, paper, test, quiz or any other study task which the student must submit, within the framework of his 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 6 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 exercises and papers from that same period. (If the paper or the exercise bears weight with respect to the final grade, the weight thereof will be shifted to the final examination or to another paper, to be determined by the Instructor).

      (3) A student who served in active Military Reserves Duty may submit a request to defer the submission of a paper or project. 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) A student, who, due to Military Reserves Duty on the day of the quiz, missed a quiz which
entitles students to a grade improvement, shall not be affected by it. The Instructor shall be
entitled to choose any manner he deems suitable as long as the student who served in military
reserves duty is not hurt by the grade improvement.

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

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

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

Students who served 10 or more days (not necessarily consecutive) in military reserves duty during
one year, and on condition that they are students de-facto, are eligible to receive recognition of their
service as performing social activities which entitle them to 2 credits. This is in addition to the credit
points awarded for community activity. Students eligible for credits over social activities, who have
performed reserve service, may use these extra credits to complete their general studies category, or
other categories as determined by the schools.

4. Assistance in the Completion of Studies

a. Assistance in Completing Study Material

After completing active Military Reserves Duty, a student is entitled to approach the Course
Instructor with a request to obtain assistance in completing study material that he/she missed
during the period of active Military Reserve Duty.

b. Extra Lessons

(1) After completing active Military Reserves Duty, a student is 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 Military Reserves Duty, and the number of days of study missed by the student.

5. Further Assistance

a. Photocopy Vouchers

A student who served in active Military Reserves Duty is entitled to obtain photocopy
vouchers, at the Student Union, for each hour that he was unavailable to attend lectures as a
result of serving in active Military Reserves Duty, and regarding 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, exercises, and other study materials), that were distributed to the students at the time of serving in active Military Reserves Duty. The student will be given the material by the person who handed it out to the students, the Lecturer and / or the work room.

c. **Lecture Abstracts**

(1) A student who served in active Military Reserves Duty will be given, at no charge, abstracts of the lessons that he/she was unavailable to attend due to active Military Reserves Duty, and this, in the case that such exist at the Student Union. Regarding many courses, the lecture abstracts and presentations of the lectures 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 of books**

A student who served in active Military Reserves Duty will be given priority in borrowing books from the library, during the period after his return from active duty. Thus he will be able to borrow library books above the regular quota of the quantity of books which can be borrowed each time.

6. **Payments**

a. **Exemptions from Payments for Study Material**

A student who served in active Military Reserves Duty is exempt from payments for:

(1) Any study material, including lecture abstracts and tapes provided to him

(2) Extra lessons

b. **Exemption from Additional Tuition**

(1) A student who served 14 days or more in active Military Reserves Duty during the semester and thus suspended studies in a course and was forced to reenroll in the course shall not incur additional tuition fees. In this regard the student is entitled to notify the Student Administration of his/her decision to cease studying the course until one week before the date of the exam.

(2) A student, who served an accumulative active Military Reserves Duty of 150 days during his studies, will be entitled to extend his studies by 2 semesters, without being charged due to this extension.

7. **Other Provisions**

a. **Absence from an Examination in a Course Constituting a “Prerequisite”**

(1) A student who is absent, as a result of 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, is entitled to study “conditionally” in the advanced course, or in studies for an advanced degree.
(2) A student who, as a result of active Military Reserves Duty, is forced to suspend his studies in a course that constitutes a “prerequisite” for an advanced academic year or another course or a graduate degree, is entitled to study “conditionally” in the advanced course or in studies towards the graduate degree.

(3) The authorization to study “conditionally” is dependent upon the academic possibilities of the requirements of the advanced course.

b. **Enrollment for Courses**

(1) Active Military Reserves Duty will not affect enrollment for courses.

(2) The student will inform the Student Administration, prior to his/her departure for active Military Reserves Duty, regarding his/her 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 gear up, insofar as this is required, to prevent a situation whereby active Military Reserves Duty will affect the student’s enrollment process for courses, or will reduce the scope of his 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.

8. **The Dean of Student Affairs Office**

a. The handling of students serving in active Military Reserves Duty will be organized by the Student Administration.

b. A student who requests to realize his right for any service with respect to active Military Reserves Duty will contact the Student Administration to realize the provision of the service.

c. The decision to grant special conditions for a student, who served in active Military Reserves Duty, will be that of the Student Administration, which will consult, insofar as this is required, and at its discretion, with the Dean of Student Affairs.

d. An appeal against a decision on the part of an instructor, the School / Dept. Secretariat regarding matters 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. A student who served in active Military Reserves Duty is entitled to contact the Dean of Student Affairs Office (through the Student Administration) should his/her affairs not, in his/her opinion, be properly handled.

9. **Assistance**

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

**Rights of Pregnant Students, Students Undergoing Fertility Treatment, Adoption Process and Students after Birth**
1. Maternity Leave

   a. A female student who gave birth or adopted or was given a child to foster shall be entitled to a vacation of 6 weeks or 30% of the total amount of course sessions, from studies.
   b. A male student who had a baby or who adopted or was given a child to foster shall be entitled to a vacation of one week from studies. This vacation shall 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 early as possible and no later than 7 days after the date of the reason entitling the absence and to provide proper certification. The Student Administration shall present the certification to the relevant authorities.
   d. Students absent due to an event entitling absence for the reasons detailed above, for more than 30% of the course shall be entitled to cancel the course and retake it at no additional cost.
   e. The provisions in clauses (d) and (e) above shall apply to pregnant students who have been placed on bed rest or a student undergoing IVF for 21 days or more during the semester.
   f. A pregnant student, starting the 7th month of her pregnancy and until one month after having given birth will be entitled to park her car in the proximity to campus.
   g. A pregnant student, starting the 7th month of her pregnancy, is entitled to photocopying coupons, which will be 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.

2. Coordinator of Accommodations

   The Student Administration, under the supervision of the Dean of Students, shall serve as Coordinator of Accommodations and shall keep all medical documents it shall receive confidential.

   The role of the Coordinator of Accommodations is:

   a. To follow up implementation of the accommodations and coordinate them with the relevant bodies at the institute.
   b. Handle the requests of students on the subject of implementation of the accommodations.

3. Assignments

   a. A student who gave birth or adopted or was given a child to foster in a period of up to 21 days before the date of submitting an assignment is entitled not to submit the assignment on the date of submission.
   b. The principle Instructor of the course, shall, at his discretion, decide whether to: (1) Permit the student to submit the assignment at a later date; or (2) Permit the student to complete an alternative assignment; or (3) decide not to include the assignment that was not submitted in the calculation of the final grade and, in turn, the grade will be calculated on the basis of the remainder of assignments submitted by the student. The Instructor will notify the Student Administration, in writing, of his decision.
   c. A student on maternity leave or after adoption or given a child for foster care (as specified in 1.a above) shall be exempt from having to submit ongoing work which does not affect the final grade.
   d. These provisions shall 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 had a baby or who adopted a child or received a child for foster care during a period of 14 days before the date of submission of an assignment will be entitled to not submit
the assignment on the date of submission. The provisions in clause b. above shall apply to him as well. During maternity leave the student shall be exempt from submitting ongoing work 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. In case the student missed one or more exam dates during the 6 weeks period, she will be entitled to receive 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. In case the student missed one or more exam dates during the one week period, he will be entitled to a special exam session.

c. A pregnant student, who is administered an exam during her pregnancy shall receive an additional 33% of time on the exam and shall be entitled to go to the restroom as needed. In order to be eligible for these special terms, the student is required to provide the Student Administration Office with a medical confirmation of her pregnancy by the last date in which requests for special terms in examinations can be submitted for that semester.

d. The provisions of clause 24 of the Academic Regulations shall apply for exams on special dates.

e. A female student who has given birth or adopted a child or was given a child for foster care one month before an exam or 3 days after an exam shall be entitled to retake the exam on the next date the exam is held after the second date of the exam. The entitlement to take the exam on the next date may occur in the following semester, during the next year and/or with a different group of students.

f. If a student on maternity leave or after adopting or receiving a child for foster care, has missed quizzes and/or exams during the semester in a specific course which will be included in her final grade, the lecturer will decide, at his/her discretion, whether to shift the weight of the missed quizzes/exams to the final exam or whether the student will be tested on the additional material on the final exam.

g. Absence from an exam of a pre-requisite course:
   1. A student, who, due to birth and/or maternity leave, missed an exam of a course which is a pre-requisite for an advanced course, an advanced year of studies or a graduate degree, is entitled to study the advanced course or graduate degree courses "on condition".
   2. A student, who, due to birth and/or maternity leave, was forced to cease studies in a course which is a pre-requisite for an advanced course or graduate degree, is entitled to study the advanced course "on condition".
   3. The permission to study "on condition" is dependent on the academic requirements of the advanced course, and on the requirement that the pre-requisite course be completed in the next possible semester.

h. A student who is pregnant and on bed rest or undergoing IVF for 21 days or more during the semester and/or during exams and consequently shall not be able to attend an exam shall be entitled to take the exam on a different date in the framework of the existing dates of the exam at the Center.

5. Tuition Fees
a. A student who gave birth and took maternity leave, or adopted a child or was given a child for foster care and thus ceased studies in a course, and was forced to re-enroll for the same course, will not be charged additional tuition for that course. For this purpose, the student is entitled to notify the Student Administration that she is ceasing her studies up to a week before the exam date.

b. A student who gave birth or adopted a child or was given a child for foster care shall not be entitled to cancel more than one course in a semester.

c. A student who gave birth or adopted a child or was given a child for foster care and decided to freeze her studies for a semester or a year will have her tuition fees frozen. If a student chooses to study a partial study load, with academic permission, tuition fees will be adjusted accordingly.

6. Extending the Study Period
A student who was absent due to the justified reasons mentioned above for more than 30% of all the lessons shall be entitled to extend studies for a maximum of two semesters without incurring additional tuition fees or any additional fees for the extension stemming from this reason.

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 during the academic year and thereby postponed exams in some subjects until after the semester exams, shall be frozen. If she shall succeed in passing the exams in the subjects she missed, she shall be entitled to have her scholarship continued.

b. A student who receives a merit scholarship shall be exempt from community service in return for the scholarship, in the academic year in which she gave birth, adopted a child or was given a child for foster care.

8. Socio-Economic Scholarship
A student who gave birth, or adopted a child or was given a child for foster care and has been found eligible to an IDC socio-economic scholarship, will be excused from community service in return to the scholarship for that year.