

Student Protocol - Graduate Studies

Updated last: April 2025

Student Administration

- **Personal Information:** It is the responsibility of each student to provide accurate personal details during enrollment and registration. It is the responsibility of each student as well to update personal information in their file if changes occur (such as a change in marital status, address, etc.).
- **Official Student Status:** A student is considered an official student only after meeting admission requirements, providing the necessary documentation for registration (registration form, copy of ID/passport, undergraduate diploma or eligibility confirmation, teaching certificate, academic transcripts, teaching experience verification), arranging tuition payments, being entered into the system, and receiving an acceptance letter and a computerized schedule from the Student Administration Office. A student who does not meet the admission requirements will be considered a non-regular student until these conditions are fulfilled. A student may remain in 'non-regular' status for only one year, after which their studies will be suspended. Exceptions to the one-year limitation can only be granted by the Program Director.
- **Duration of Studies:** The maximum duration of studies is six years, subject to the regulations for submitting seminar papers and final projects. A student who does not complete their studies within this period will no longer be able to complete them and will be required to reapply for admission.
- **Advancing to the Next Year:** A student who completes a year advances automatically to the following year unless the Program Director or the Administration of the College decides otherwise. The Program Director has the authority to determine that a student cannot advance to the next year if the student has not satisfactorily fulfilled their academic obligations during the academic year (missing grades, low grades in courses taken, lack of documentation of completion



of undergraduate studies, or not joining the trip to Israel during the summer semester). In such cases, the Program Director may make the continuation of studies conditional upon the student meeting with the College Support Center and subject to the Support Center's recommendations.

- **Cancellation of Studies:** Prior to the beginning of studies, students may cancel their enrollment in writing and receive a full tuition refund. After the beginning of studies, written notification of cancellation must be submitted for a partial tuition refund. For cancellations during the academic year until the beginning of May, payment will be charged up to the date of cancellation notice plus one month. In case of cancellation after the beginning of May, full payment will be charged.
- Registration fees are non-refundable in all cases.
- **Temporary Suspension of Studies:** A temporary suspension of studies may be requested for a period of up to two semesters (cumulative or separate). Requests for temporary suspension of studies must be submitted in writing to the Student Administration Office. Tuition charges will be calculated based on the tuition rates in effect when returning to studies and in accordance with the written notification date. Failure to provide notice of suspension of studies will result in continued tuition charges.
- **Suspension/Termination of Studies:** The College's Teaching Committee is authorized to recommend temporary suspension or termination of a student's studies based on academic or disciplinary considerations such as failure to fulfill academic obligations, conduct unbecoming of education and teaching professionals, outstanding tuition debt, and disciplinary violations. The final decision regarding termination of a student's studies at the College falls exclusively under the authority and responsibility of the College President. The College President's decision will be provided in writing to the student whose studies have been terminated. A student whose studies have been terminated has the right to present objections before an Institutional Appeals Committee, chaired by the Dean of Students. The appeal must be submitted in writing within a maximum period of

14 days from receipt of the notification. In the appeal request, the student must indicate whether they wish to appear in person before the Appeals Committee.

- **Reinstatement of Studies:** Returning to studies after an interruption of one and a half years or more requires standard registration procedures. Recognition of previous studies for those requesting reinstatement will be conducted according to College protocols.

Assignments and Examinations

- **General:** Each course will include a final assignment in the form of an examination or written paper as determined by the course instructor. Some courses will also include exercises, reading summaries, presentations, or other assignments, according to the instructor's decision. The overall responsibility for managing grades for various course assignments rests with the Testing and Examinations Department, in coordination with the course instructor.
- **Final Course Assignments:** The purpose of a final course assignment is to demonstrate the knowledge, tools, and skills acquired by the student during the course. Therefore, the assignment must be submitted within one month of course completion. Submitting an assignment with a significant delay (beyond the end of July for courses completed in the first semester, or beyond the end of the first semester break in the year following the course, for courses completed in the second semester) will require the student to pay a penalty of 350 NIS / \$100. After two years from the course completion date, it will no longer be possible to submit the assignment, and the course will not award credit points to the student. In exceptional cases, a special and justified request may be submitted for assignment submission after more than two years have passed. The request must be submitted in writing through the Student Administration Office, and will be forwarded for review by the Program Director, who may reject the request or forward it for approval by the Exceptions Committee. The Exceptions Committee may approve or reject the request. It should be emphasized that the Student Administration Office



will check with the instructor whether they agree to grade the late assignment, and the instructor is not obligated to grade it if one year or more has passed since the course ended. If the instructor does not agree, the request will be summarily rejected, and the student will be required to take an additional course at their own expense.

- **Seminar Papers:** The submission deadline for seminar papers is during the second year of study and up to one semester after the completion of regular degree studies. After one year and up to two years from the completion of studies, the paper may be submitted with an additional penalty payment of 600 NIS / \$180. After two years from the completion of studies, these papers cannot be submitted. In exceptional cases, a special request may be submitted for assignment submission after more than two years have passed.
- **Final Paper:** The submission deadline for the final paper is during the second year of study and up to one semester after the completion of regular degree studies. After this date, submission of the final paper for evaluation will only be possible with the approval of the Exceptions Committee and with an additional penalty of 1,500 NIS / \$450.
- **Examinations:** This section applies only to courses that require an examination as their final assessment. Many courses may instead require a final paper or project work that can be completed at home.

For examination-based courses: Payment of tuition is a necessary prerequisite for taking exams. All examinations, including final exams for online courses, must be taken in-person at the college campus, not remotely from home. For the international MA program only, exams will be also taken from home using the programs assigned by the College only. Students may only take exams on officially scheduled dates (referred to as Moed A, Moed B, or Moed C).

Examination schedules are published on the college website and updated in the Student Portal. Moed A is the primary examination date. Moed B is intended for students who missed the first exam date (for any reason), failed their exam on Moed A, or wish to improve their grade. Any student wishing to take an exam on Moed



B must register at least one week in advance through the grades page in the Student Portal. Students who register for Moed B but fail to attend will be fined 100 NIS / \$25. Registration for Moed B can be cancelled up to one week before the exam date.

Moed C is reserved exclusively for exceptional circumstances, such as extended military reserve duty or prolonged illness that prevented attendance at both previous exam dates. Students requesting to take an exam on Moed C must submit a detailed and justified request to the Testing and Examinations Department for approval by the Program Director and Academic Administration. Failure to attend a Moed C examination after approval will result in a fine of 200 NIS / \$55.

Students who were unable to take exams during the regular academic year may take them in subsequent years, only if the same course is offered again, which is not guaranteed, and only within two years of initial course completion. This requires registration for the course in the year the examination is held and payment of a 100 NIS / \$25 penalty fee. Students are responsible for learning any new material added to the course since their original enrollment. After two years from course completion, students will no longer be eligible to take the exam and must retake the entire course. All students must comply with examination conduct rules provided by the Testing and Examinations Department before each exam period.

- **Examination Accommodations:** Accommodations are provided only by the 'Student Support Center' and according to college procedures. Instructors are not authorized to provide accommodation on their own or to ease examination conditions for certain students privately. Students should not approach instructors with requests for accommodation or changes in examination format or date. Accommodations must be renewed annually at the Support Center, which, together with the student, will evaluate what accommodations are necessary.
- **Lost Examination:** If an examination booklet is lost or there was an error in sending it to the computerized system, a thorough investigation will be conducted to determine if the booklet was properly submitted. If it is determined that the loss occurred due to the college's responsibility, the student will be offered the following



- options: 1. Take a repeat examination. 2. Receive a "Pass" grade. 3. Receive a grade based on the average of partial grades received in that course (if there were any), provided that the course instructor and Program Director agree to this.
- **Grades:** The passing grade for all courses is 60, and for supplemental courses -- 80. The passing grade for a seminar paper and final project is 70. Course grades may be improved up to one year from the course completion date. The most recent grade is the determining grade (even if it is lower than the previous grade). Timely submission of an assignment requires the instructor to return the graded assignment, with a grade and comments, within one month of submission. Examination grades will be received within two weeks of the examination date. If the instructor does not return the assignment or provide the examination grade on time, the student should first approach the instructor to clarify the matter. If there is no response from the instructor or if the response received is unsatisfactory, the student may contact the Student Administration Office or the Testing and Examinations Department.
 - **Appeals:** Appeals regarding grades will be submitted through the computerized appeals system in the Student Portal and will first be directed to the course instructor for re-evaluation. When appealing a grade, the instructor may meet with the student or choose not to meet, at their discretion. The instructor may reject the appeal (in which case the grade will remain as it was), accept the appeal and raise the grade, or lower the grade following the re-evaluation. If the appeal is rejected, the student may submit a justified request to the Program Director. After appealing to both the instructor and the Program Director, the student may submit a final and last appeal (in writing) to the Head of the School for Advanced Studies.

Academic Responsibility

The administration of the School for Advanced Studies expects students to adhere to the following rules:



- **Attendance:** The institution's policy requires mandatory attendance in classes, workshops, and field trips. In special cases (celebrations, illness, etc.), absences of up to 20% of total course sessions are permitted. A student who is absent for more than 20% of classes in a specific course will not be permitted to take the examination or submit assignments, their studies in this course will not be recognized, and they will have to repeat the course and pay tuition accordingly. For a student who exceeds this quota due to medical circumstances, pregnancy bedrest, maternity leave, or military reserve duty, a joint effort will be made by the instructor and the student to complete the missing material as soon as possible after the official end of the course. A student who has given birth will be permitted to be absent for up to 6 weeks in addition to the regular allowed absences. Exceptional cases resulting from personal issues will be handled in coordination with the Academic Administration and Program Director. A student who knows they may be absent from condensed courses or summer courses is required to contact the Student Administration Office as soon as possible to find an appropriate solution.
- **Tardiness:** All classes will begin on time. The course instructor will decide and inform students whether latecomers will be permitted to enter the classroom.
- **Summer Semester:** The summer semester in Israel is an integral part of the program and participation is mandatory. The visit to Israel must take place between the first and second years of study. Absence from the summer semester will delay degree conferral.
- **Integrity:** In all assignments and tasks, sources from which knowledge was drawn must be cited. Online sites (internet, databases, etc.) are also included in this requirement and should be cited as sources of information or quotations. Work previously submitted to Herzog College or any other academic or religious framework may not be resubmitted. Assistance from another person for writing an assignment without explicit written approval from the instructor is not permitted. It goes without saying that all rules of integrity, morality, and fairness must be observed during examinations. Any case of deviation from the accepted rules,



which are published each examination season by the Testing and Examinations Department, will be treated with full severity.

- **Ethics:** Students will behave honestly and fairly among themselves and between themselves and instructors and other college employees. Each student is obligated to accurately follow the administration's instructions regarding deadlines for presenting certificates, original documents, and notarized approvals. Damage to college property, copying, forgery, fraudulent acts, and even conversation during an examination will be considered disciplinary offenses and will be referred to the college's Disciplinary Committee, which will discuss the matter and decide on the response or punishment. Expected punishments for these offenses include, beyond failing the assignment or course in which the offense occurred, also the disqualification of additional student work and sometimes suspension from studies at the college for a fixed period or permanently, depending on the severity of the case.
- **Miscellaneous:** Smoking is absolutely prohibited on college premises. The use of mobile phones during classes is prohibited. Care must be taken to turn them off before the beginning of class. Bringing infants into the classroom during classes is prohibited unless explicitly approved by the instructor. During occasional synchronous remote learning sessions, microphones and cameras must be turned on unless the instructor has permitted them to be turned off.

Recognition of Prior Studies

- Recognition of prior studies may be granted on an individual basis under the following conditions:
 - a. The courses were studied at an accredited academic institution after the student completed undergraduate studies
 - b. The courses are at the graduate level
 - c. The course instructor holds a doctoral degree or higher



d. The content of the course for which recognition is requested overlaps with courses taught in the program

e. The grade in the course is at least 70

- Recognition is contingent upon presenting a transcript and course description (syllabus)
- Recognition will not be granted for studies completed more than 10 years from the date of completion of studies
- Recognition will not be granted for more than 75% of the program

Security and Safety

- Students must adhere to all security and safety protocols established by the college, particularly those mandated by the Ministry of Education directives for teacher training institutions.
- Herzog College, as part of Israel's education system, requires that during national emergencies, students may be called upon to provide educational services. Students who serve in this capacity will receive appropriate compensation (including salary and travel expense reimbursement). During emergency situations, the college's operations and academic activities will follow established emergency protocols.
- The college's Emergency Response Team operates under the authority of the local education authority, coordinates with other educational institutions in the area, and follows directives from the Ministry of Education's district office and regional education authorities. All emergency protocols align with Civil Defense and National Emergency Economy (Melach) guidelines.

Student Rights and Obligations



- **Taking Responsibility:** Students are responsible for regularly updating themselves on the information provided in the Student Portal. Lack of awareness of updates appearing in the Student Portal will be considered the student's responsibility.
- **Appeals and Complaints:** Students may submit complaints in any area related to their academic studies to the Director of the program in which they are enrolled. The Academic Administration, the Head of the School for Advanced Studies, and the Dean of Students serve as additional addresses for all types of student complaints. The President of Herzog College and the College Administration maintain an 'open door' policy, and students may approach them directly (with prior coordination).

Important Notes

- The full text of the Student Rights Law can be viewed on the college website under 'Student Information' references. In addition, detailed information on various topics appears in the college information booklet published on the website.
- Dr. Tehila Darmon-Malka has been appointed as the Complaints Commissioner in cases of sexual harassment. She may be contacted if necessary. In this area, the campus officer at Migdal Oz Campus is Campus Head Dr. Hana Ricklin, and at Alon Shvut Campus -- Prof. Eden HaCohen, Dean of Students. The Law for the Prevention of Sexual Harassment is published on the college Hebrew website under 'Student Information' references.
- The College Administration reserves the right to make changes to the curriculum, courses, and instructor identities as required. Any changes will be brought to the students' attention.