

**The Department of  
Environmental Studies**

●●● Porter School of  
the Environment and  
Earth Sciences



**The Raymond and Beverly Sackler  
Faculty of Exact Sciences**  
Tel Aviv University

**הפקולטה למדעים מדויקים  
ע"ש ריימונד ובברלי סאקלר**  
אוניברסיטת תל אביב

החוג ללימודי הסביבה

●●● בית הספר לסביבה  
ולמדעי כדור הארץ  
על שם פורטר

# ACADEMIC AND ADMINISTRATIVE REGULATIONS

2018

2019

**THE INTERNATIONAL MA IN ENVIRONMENTAL STUDIES PROGRAM**

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## INTRODUCTION

Students in the International MA Program in Environmental Studies are subject to uphold the academic regulations laid out below, and any subsequent updates. The Academic Regulations are applicable to any student taking classes in the Department of Environmental Studies at the Porter School of the Environment and Earth Sciences, including students from other faculties and/or programs.

The Department of Environmental Studies and Tel Aviv University reserve the right to alter such academic conditions as the following: admission requirements; the arrangement of courses; graduation or degree requirements. Other provisions affecting students may also be changed as necessary. Such rules, regulations, and procedures may govern both new and continuing students and will be considered effective after notice of the change has been posted on the Department of Environmental Studies' website. The Academic Committee of the International MA Program is authorized to approve deviations from these regulations.

## ADMISSIONS

### Application Requirements

Applications are submitted through the online application as per instructions on the International MA Program website. The applicant must submit the following documents upon application for admission:

1. Personal and academic history
2. Passport size photo in a jpeg format, for administrative use only
3. TOEFL or IELTS scores if the student's native language is not English or if English was not the primary language of instruction at the student's degree-granting undergraduate or graduate institution
4. Official, signed transcripts from each post-secondary school attended
5. Professionally certified English translations of each transcript (where applicable)
6. Copy of diplomas (graduation certificates) for all conferred degrees

7. Application fee
8. Personal statement (300-400 words) describing why the student has chosen to pursue studies at the International MA in Environmental Studies Program, and in Israel, focusing in particular on the connection between the program and academic and/or professional experience; educational and professional aspirations; anticipated contribution to the program.
9. Two letters of recommendation from individuals who can knowledgeably comment on the student's ability to successfully complete graduate study. It is highly recommended that **at least one letter** be submitted by a faculty member at an accredited university and the second one by a senior level professional at an environmental organization.

## **Admission Requirements**

### **Undergraduate Final Grade (GPA)**

Admission to the program will follow the regulations of both TAU enrollment office and the program's academic committee. Candidates with a final grade of at least 80 from a university, or similar degree awarded by an accredited institution of higher education, will be eligible for candidacy. Applicants with a final grade between 75 and 80 should still apply.

Applicants with a master's degree will have their master's degree accomplishments included in their evaluation by the academic committee as long as they provide proof of their accomplishments.

Students who studied outside of Israel in institutes of higher education will have their equivalent final grade determined by the Office of Foreign Transcripts at Tel Aviv University. The final grade determined by the Office of Foreign Transcripts will be considered the official final grade (GPA) of the candidate. Candidates will need to submit transcripts from all institutes of higher education attended.

Transcripts will be considered for admission only if the Israel Council for Higher Education recognizes the issuing institution listed on the transcript.

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Final grades for students who attended institutions of higher education in Israel and graduated with more than one final grade will be determined as follows:

1. Bachelor's degrees under a main department and a secondary department – the final grade from the main department will be considered;
2. Bachelor's degrees in a university program with two departments – the higher of the two grades will be considered;
3. Master's degrees – the academic committee will determine whether to consider the candidate's final grade from his/her undergraduate degree or master's degree.

### **English Language Requirements**

Applicants with qualifications from a university where the primary language of teaching and examination is not English will be required to submit TOEFL scores of no less than 79 for internet-based tests and 550 for paper-based tests, and IELTS overall band scores of no less than 6.5.

### **Conditional Admission**

Students who have submitted all requirements for admission but do not meet minimum requirements for regular admission may be admitted to the program under conditional admission status.

Students accepted on conditional admission status must obtain a minimum average grade, or any other requirements, set by the academic committee for the first semester of coursework in order to continue the degree program.

### **Deferring Admission**

Students accepted to the International MA Program in Environmental Studies may defer their acceptance to the following academic year, in condition that the program's requirements remained the same.

### **Part-Time Studies**

Students who apply for part-time studies must submit an application form, one letter of recommendation from a university professor and official transcripts from their graduate and undergraduate institutions. Applications for part-time studies will be evaluated by the academic committee.

### External TAU Students

TAU students who are not part of the International MA in Environmental Studies Program and request to take a course in the International MA Program must submit a written request, including, a transcript of grades, which must be approved by the course lecturer and by the academic committee.

TAU International undergraduate students who request to take courses must be in their third year of studies and must have an overall grade average of 83. The number of admitted students to a given course will be determined by the lecturers and the academic committee.

All students who are not part of the International MA in Environmental Studies Program that are registered to a course offered by the International MA in Environmental Studies Program are required to follow all the program's academic regulations, assignments and schedule.

## **PROGRAM OF STUDIES**

### **Duration of Studies**

The duration of studies is one year (three semesters). Students must complete all graduate course requirements by the end of the program.

### **Coursework**

The program requires completion of 38 credit hours according to the following table:

Type of Course:	Introductory	Core	Seminar	Advanced	Research Seminar	Total
Credit hours	9	11	6	12	-	38

### **Course Exemptions**

A student who proves completion of one or two required introductory courses in an accredited university program, and received a grade of at least 85, may request an exemption from those courses. The request must include a copy of an official transcript, a syllabus of the completed course which includes a course description, the name of the lecturer, and a link to the syllabus on the university website. Courses will not be recognized from non-accredited institutions. Each

course may be submitted for exemption of one course only. Each student may receive exemptions for a maximum of two introductory courses.

The decision for the exemption will be made by the course lecturer and the academic committee. If an exemption is granted, the student will be required to take additional elective course(s) from the International MA in Environmental Studies Program in order to fulfill the minimum required credit hours (38) for the program.

## **Advanced Courses**

The program requires completion of 12 credits of advanced courses. In coherence with its interdisciplinary approach, the program advises that students take advanced courses from different disciplines (e.g. : Water Management, Urban Sustainability and Policy)

### **Conditions for elective courses:**

- In order to assure reasonable amount of workload, students are advised to spread their advanced courses between the three semesters.
- An advanced course will open with a minimum number of either 10 registered students or the registration of at least 50% of the students of the program to the course. The lower of the two options.

### **External Elective Courses**

Students may take a maximum of two (2) credits from other TAU International master's programs, which will count as an advanced course credits. Registration to such external course is under the conditions of the host academic unit. In addition, students may take a maximum of two (2) credits from the Department of Environmental Studies courses given in the Hebrew language, which will count as an advanced course.

## **Final Project**

The final project must be submitted in writing and orally. The final grade granted for the project will take into account an assessment of both the oral and written paper. **The final project is not included for credits.**

## Internship program

The Internship Program is not compulsory and is not counted for academic credit. Students will receive information regarding this program in the beginning of the academic year.

## DEGREE ELIGIBILITY

Students must complete 38 credit hours (and no more than 39 credit hours) in order to be eligible for a degree. Only 38 credit hours will be weighted in the final grade. Degree requirements include obtaining an overall average grade of at least 70 for all courses and final project. All written assignments and exams must be submitted by September 15 of the respective academic year.

The final grade for the degree consists of the weighted average of the students' course grades, the Seminars and the final project grade. The weight of each course will be determined by its credit hours. Scores received for courses from other institutions are not included in the final grade calculation.

### Final Grade

The final grade for the degree is calculated according to the following and is rounded to an integer:

- Average of course grades\* 50%
- Average of Seminar grades 30%
- Final project 20%

*\*each course is weighted according to its equivalent credit hours*

In order to be eligible for graduation, students must have completed all academic requirements, completed all tuition payments, and must not have any overdue library books.

In the interim between being eligible for graduation and receiving a diploma, students may request a Certificate of Eligibility. If a student requests a Certificate of Eligibility, it will include the name of the Department of Environmental Studies and the International MA Program, the student's final grade, and the date the degree was conferred. The name that appears on the diploma will be identical to legal documentation, such as a passport or Israeli ID card, submitted by the student.



## Graduation with Honors

The Academic Committee may confer degrees with honors (cum laude, and magna cum laude). The qualifications for graduation with honors are a combination of grades and class rank. The students chosen to graduate with honors are determined in accordance with university regulations for granting degrees with honors: The number of graduates receiving cum laude or magna cum laude will not be more than 15% of the class (total: 30%). The minimum condition for being considered for cum laude distinction is a final grade of 90, and is 95 for magna cum laude.

*\*Note that degrees with distinction are not granted automatically; the University Academic Authorities must approve each cum laude or magna cum laude distinction before it is conferred.*

# COURSE REQUIREMENTS

## Attendance and Participation

Attendance and active participation are compulsory in all classes. Two absences per course are excused, unless otherwise stated in the course syllabus. Additional absences will not be excused unless a doctor's note is submitted. A written explanation of any absence from class must be submitted to the lecturer, if possible prior the absence, but no later than a week afterwards. A student who attends less than 11 lectures of the classes in any course will not be eligible to receive credit for that course.

Lecturers may report on a student who is not attending class, or who is not actively participating, and they may inform the program administrators that the student is not entitled to take the final exam. In this case, the student's grade will be reported as "not entitled to take exam" (240).

## Papers and Assignments

Students must fulfill all course obligations delineated in the course syllabi or by the lecturer (homework assignments, papers, and any other assignment given by the lecturer) by the due date. In no event will this date be later than the last day of the exam period of the semester in which the student registered for the course.

Students who do not submit the assignments as determined by the lecturer will have their grade reported as "not entitled to take exam" (240). This grade status cannot be changed.

## **Plagiarism**

The strength of the university depends on academic and personal integrity. Plagiarism is defined as the use of someone else's work, words, or ideas as if they were your own. Tel Aviv University punishes academic dishonesty severely. The most common penalty is suspension from the university, but students caught plagiarizing are also subject to lowered or failing grades as well as the possibility of expulsion.

## **Final Exams or Final Papers**

All courses require students to take a final exam, except in those courses where a final paper or other assignment has been approved. Students must pass the final exam in order to receive a passing grade in the course unless explicitly stated otherwise. Students must submit a project, a take-home final exam or any other assignment by the due date set by the lecturer. Failure to submit work on time will result in a grade status of "has not fulfilled course obligations" (230).

Courses in the International MA in Environmental Studies program do not have an automatic alternate exam date (מועד ב'). Students who have extraordinary circumstances may submit a written request to the Academic Committee to take the exam at an alternate date (see below: "alternate exam dates").

### **Take Home Exam**

When a take home exam is given as the final assignment in a course, the following regulations will apply:

1. The exam will be distributed to the students on the date that appears online (under final exam dates).
2. Students will submit the exam according to the date given by the lecturer, which will be no less than 48 hours and no more than 7 days after the exam is distributed to the students.
3. All exams will be submitted electronically via email or Moodle to the lecturer, with a copy to the program administration.
4. Lecturers have 14 days to submit the exam grades from the given due date.

## Participation in Examinations

Students are eligible for final exams or other final course assignments if they have fulfilled all of the course obligations and have paid tuition by the time of the exam.

On the exam date students must adhere to the following regulations:

1. Students must take the exam in the room they are assigned to.
2. Upon entering the exam room students must leave all personal items at the front of the class (including any electronic device), taking only permissible notes and materials to the desks, and must present an official ID card with a picture. All electronic devices must be turned off and left at the front of the room.
3. Students who do not have an ID card are not allowed to take the exam.
4. Students must sit in seats as assigned by the proctor and must refrain from all conversation with other students.
5. Students must arrive at the exam room at least 15 minutes before the start of the exam.
6. For the entire duration of the exam students are not permitted to have any material that is related to the exam itself or to the course for which the exam is being given, neither in the exam room nor any nearby room, except for specific material that has been allowed by the course lecturer and is written on the exam and the exam envelope.
7. Students must adhere to the instructions of the exam proctors, and must open the exam only after the proctor's instruction to do so.
8. A student who enters the examination room will be considered as having taken the exam. A student who enters the exam room and then decides not to take the exam must remain in the room for at least 30 minutes after the start of the exam and must turn in the exam booklet. In this case the student's grade for the exam will be reported as "Failed" (220).
9. Students must write their personal information only in the designated space to do so on the examination and the exam booklet. Students must not write their name on any of the exam forms. Answers must be written legibly and in ink. Pages may not be removed from the exam booklet.
10. During the exam it is strictly forbidden to leave the examination room, except for use of the restroom. Use of the restroom will not be permitted during the first and last half hour of the exam. Use of the restroom will not be permitted after the first student has completed the examination and left the room.

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11. Students who leave the room during the exam to use the restroom must leave their examination and exam booklet with the proctor, and are not permitted to remove any material from the classroom.
12. Students are not permitted to leave their seat, nor speak with other students during the entire duration of the exam.
13. Students are not permitted to ask questions or communicate verbally with the lecturer for the duration of the exam. If a student requests to ask a question he/she may do so by using the Examination Questions Form, which is submitted during the exam to the lecturer by the exam proctor. Questions that the lecturer chooses to answer will be answered aloud in front of all of the examinees.
14. Students who do not follow the above regulations, or the proctor's instructions, may be stopped from completing their exam and will be subject to academic discipline.
15. All material allowed in the exam room (including but not limited to A4 "cheat-sheets") will be collected together with the exam booklets at the end of the exam.

### Examination Schedule

The examination schedule is published at the start of the semester on the Department of Environmental Studies website. Students are responsible for checking the exam schedule.

Lecturers have 14 days to submit the exam grades from the date of exam for open questions exams, and 7 days for multiple choice exams.

#### Alternate exam date

A student who cannot take the exam at the given time may submit a request for an alternate exam date. The decision to allow a student to take an exam at an alternate date is determined solely by the Academic Committee. The course lecturer or his/her approved substitute must be present or available by phone during any test given on an alternate exam date.

The alternate exam dates will be considered by the academic committee for students whose request includes one of the following circumstances:

1. A student who has had a long period of illness, and has documentation of the illness from official sources that has been issued within one week of the date of the exam.

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2. A student who is serving active reserve duty in the Israel Defense Forces. In this instance, alternate exam dates will be determined according to university bylaws for students serving active reserve duty.
3. A student who misses a test during the first 21 days after giving birth.
4. A student who misses a test during the first 14 days after an immediate family member has passed away. Immediate family members include parent, brother, sister, spouse, son or daughter.
5. An external student who misses a test due to academic activity of his/her program and has official documentation from his/her program administration.

The student should submit the application for an alternate exam no later 7 days after the exam date. A student who has received permission for an alternate exam date, but does not take the exam on that date, is not eligible for an additional alternate exam date and will have their grade reported as "has not fulfilled course obligations" (230).

### **Special exam arrangements**

Students who need special arrangements for examinations due to learning disabilities, or medical conditions that prevent normal testing, will apply directly to the Academic Committee with a written request by the end of the first week of class of the fall semester.

In the event of a medical condition, students must present current, official and signed medical documentation of the condition. In the case of a learning disability, students must undergo diagnostic exams at a center for learning disabilities in their home country, and/or TAU and must submit official and signed documentation of their disability to the Academic Committee. The Academic Committee will evaluate the documentation and will determine the special exam arrangements for the duration of the year.

Students whose mother tongue is not English, or did not study their undergraduate degree in English are entitled to 30 minutes of extra time on each exam, and are permitted to bring a dictionary (print version only) to the exam room. Students requesting this extra time must apply to the Academic Committee directly at the beginning of the year.

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Students who are pregnant may receive 15 minutes extra for every hour of the examination (25% total). The extra time will not be added on to existing extra time allowances for other medical reasons. Students who wish to apply for this extra time allowance must submit a note from their doctor in order to receive extra time.

Students who have Type I diabetes are entitled to the following exam arrangements:

1. Permission to use the bathroom and check sugar levels as necessary
2. In exams that are 3 hours long, a 15-minute break to check sugar levels is allowed.
3. If, during the exam, check sugar levels takes a substantial amount of time, extra time (relative to time lost) may be added at the end of the exam.

### Final Project

Each student has to submit an independent and individual final project. In no instance will it be acceptable for a student to work with another student on his/her final project.

Students who fail to submit their final project will have their grade reported as "has not fulfilled course obligations" (230) and will not be eligible for a degree. Students who receive a failing grade for their final project will have their grade reported as "Failed" (220) and will not be eligible for a degree.

## GRADES

### Grading System

The grading scale at Tel Aviv University is between 0 and 100. A Passing grade is 60% or higher. A Failing grade is 59% and under.

#### Publication of Grades

Students may check their grades on the Student Grade List website: [https://www.ims.tau.ac.il/Tal/Default\\_eng.aspx](https://www.ims.tau.ac.il/Tal/Default_eng.aspx). Students are responsible for checking their grades when they are published online. Test booklets are saved for one full semester; they are destroyed at the end of the semester following the final exam.



## **Final Grade - Courses**

Any student who receives permission to be tested more than once in a single course will be awarded the last grade as their final grade in the course. Students who do not take a test at the offered time and who do not apply for an alternate exam date will have their score reported as “did not complete the course obligations” (230).

Final grades listed as "not entitled to take exam" (240) and "has not fulfilled course obligations" (230) will be recorded in the student's permanent academic record and will appear on their transcript.

A grade of passing, 60% or more, must be obtained in each component of the course, including final exam, oral presentation, paper, or any other graded assignment, in order to receive a passing grade in the course. Students who fail any component of the course may appeal to redo that component. Redoing that component means submitting an entirely new exam/paper/assignment. Improvements or corrections to previously submitted assignments will not be accepted. Students who fail a course will not receive academic credit for the course. If the course is required for the degree, it must be retaken.

## **Reviewing Examination Booklets**

Students may review their examination booklet on the day and hour that is publicized by the program administration in the presence of the program coordinator. After the exam appeal date is over, students are entitled to contact the lecturer for further questions, and a meeting with the lecturer will be organized upon demand.

## **Appealing an Exams Grade**

The students' answer sheets and/or booklets will be scanned after the lecturers will complete grading the exams. In case the questionnaire is confidential, only the answer sheets and/or booklets will be scanned and can be viewed.

During the five days after the answer sheets/booklets are scanned, the student is eligible to appeal in one of the following manures:

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1. Manually on a formal document after reviewing the answer sheet/booklet during the exam review with the lecturer.
2. Sending a computerized appeal on the Students TAU portal.

The lecturer will have five additional days to respond to the appeals (after the previous 5 days are over).

### Appealing a Final Course Grade

At no point shall an appeal for a **final course grade** be submitted more than 10 days after the grades are published. Students must submit their appeal in writing to the Academic Committee after reviewing their examination booklet or final assignment. Students submitting an appeal will receive an updated final grade, which is binding regardless of the student's original grade. Students submitting an appeal must be aware that the updated final grade might be lower than the original grade. In this case, the updated grade is still binding.

- An exam grade that is being appealed may **not** be replaced with a grade from a paper.
- The final project grade may not be appealed.
- No grade may be appealed after the student has already been approved as eligible for graduation.

### Final Grade Codes

210 – Participated and fulfilled requirements

220 – Failed

230 – Administrative requirements unfulfilled\*

240 – Not entitled to take examination\*

250 – Did not fulfill requirements\*

260 – Did not take examination\*

320 – Paper submitted – grade not yet determined

\* Not considered a failing grade



# THESIS TRACK

## Application Process

### Academic Requirements

Students of the International MA in Environmental Studies program that are interested in the thesis track will submit an application according to the following requirements, **no later** than the end of Spring Semester of the academic year, June 14<sup>th</sup> 2019 :

1. Minimum grade point average from bachelor's degree of 80 (according to TAU transcript evaluation).
2. Minimum grade point average of 85 from the first semester of MA courses in the program and completion of all coursework of the first semester, as required in Program.

### Materials to submit

Students will be required to submit to the program's academic committee a document that should be approved by both supervisors. The document includes the following sections (no more than 3 pages long, double space):

1. Research topic, including a brief proposal of the research to be carried out.
2. The Names of the two supervisors and their signatures.
3. Explanation of how the research will be interdisciplinary. It is important to emphasize the disciplines that will be integrated in the research.

## Thesis Track requirements

### Coursework

Students accepted to the thesis track will be required to complete a course in research methods, in addition to the 38 required credits for the MA non-thesis program. The research methods course should preferably be taken during the first semester of their thesis track program. The course should be chosen or approved in writing by the student's supervisors.

The Research Methods course may be taken outside of TAU, with written permission of the advisors and the Academic Committee. To receive credit for a course taken outside of TAU, students must obtain a minimum grade of 80 in the course, and submit an official transcript from

the Academic institute to the Program coordinator. The grade for a course taken outside of TAU will not be factored into the students' final average grade.

#### **Thesis Supervisors (pending update)**

Students are required to have two Thesis Supervisors, one of whom must be TAU tenured faculty. Each supervisor must represent a different discipline, thus reflecting inter-disciplinarily of the research. Finding supervisors is up to the student, but the Program may provide support and consultation. Any proposed supervisor who does not hold a tenure track position at TAU must be first approved by the program's Academic Committee and then by TAU Vice Rector.

#### **Attendance in lectures/seminars**

Students will be required to attend 10 lectures/seminars over the course of the thesis year, at the Department of Environmental Studies at TAU, or other departmental seminars at TAU, or relevant conferences.

Students should adhere to the following guidelines for lectures:

1. Each lecture must be at least 45 minutes long.
2. Lectures must be relevant to the thesis topic.
3. Lectures attended must be either held by TAU, or in the case of a conference, sponsored or organized by TAU. Requests to attend conferences or lectures at other universities in Israel or abroad must be approved in advance by the program's academic committee.
4. Students should submit the signed Seminar/Lecture form for each lecture attended. Forms should be submitted for approval at the end of the fall and spring semesters to the program administrator.

#### **Submission of thesis**

1. Thesis should be submitted within a year (3 semesters) since the beginning of the thesis track.
2. The format of the thesis and its length should comply with the academic format of the Department of Environmental Studies at TAU.

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3. The supervisors will submit the thesis to two external reviewers (examiners), holding a university position who must be approved in advance by the academic committee of the program.
4. The academic committee of the program may consider extension of the thesis track for an additional semester. Application with an explanatory letter signed by the supervisors should be submitted no later than two months before the end of one-year thesis track. An extended period will be granted for one semester at a time and will cost additional fees according to the program's tuition (5% of the tuition for each extra semester).

### **Thesis Final Exam (Thesis Defense)**

Students will present their research in a Thesis Final Exam ("Thesis Defense") attended by both supervisors and two external reviewers. The exam must take place at the Porter Building. In special conditions, the program's Academic committee can approve other TAU locations for the final exam.

### **Final grade breakdown for the Thesis Track**

- 45% Final thesis paper
- 40% Weighted score of all courses
- 15% Thesis Final Exam (Thesis Defense)

### **Deadlines**

Deadlines for submission of application, research proposal and all fees and payments are announced by the program coordinator to students during the first semester of the academic year.

### **Tuition fees**

Tuition for the thesis track is \$5,400. Refund and cancellation policies are found in the Student Handbook. The Department of Environmental Studies may offer scholarships for the thesis track students.

### **Student Services**

Students accepted to the thesis track will be provided with the following student services:

1. Health Insurance



2. Student Union membership
3. Library Access
4. Letter approving student status for use in obtaining Student Visa

## **WITHDRAWAL FROM STUDIES**

### **Forced Withdrawal**

The Academic Committee may terminate a student's studies if they determine that the student is not meeting the academic requirements of the program. Students who are forced to withdraw are permitted to take exams for those courses for which they are eligible to be tested.

### **Voluntary Withdrawal**

A student who withdraws from studies in the International MA Program is no longer considered a student of Tel Aviv University and is not allowed to study in any course in any faculty of Tel Aviv University. A student who declares a cessation of studies after the start of the semester must cancel his courses with the program administration, and with each external graduate program in which the student is registered for courses. Students who have withdrawn must cancel their courses by the end of the sixth week of the semester. Academic records for a student who withdraws from the program are kept for seven years.

### **Reinstatement or Readmission to the International Program after Withdrawal**

Students who wish to renew their studies after withdrawing must submit a written request to do so. The request is subject to the approval of the Academic Committee. Students who have had a forced withdrawal for academic reasons are not eligible to request to renew their studies.

## **COMMUNICATION**

Any announcements made during a lecture/exercise/seminar by the lecturer or any other staff or faculty of the Department of Environmental Studies, or any proxy of the university, will be considered to be received by the student of that lecture/exercise/seminar, whether he/she was present at the time of the announcement or not.

All communications related to the program will be mailed via the TAU's email address. Any announcement that is posted on the Department of Environmental Studies website, or on any TAU course website (Moodle or other platform), or that is sent to a student's email address, will be considered as received and accepted by the student. All announcements sent via email will be sent only to the students' TAU email address. Each student is responsible for updating the program staff with any changes of email address.

## **TUITION**

Your student profile on the TAU International student portal serves as your bill and record of payment. Please note that all tuition fees are due in advance of the start of the program. Students may not begin classes until fees are paid in full or alternate arrangements with the TAU International office are confirmed in writing. For full TAU policies on tuition and payments please refer to the Student Handbook.

**The above Regulations are subjected to updates and changes**