



School of Chemistry
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בית הספר לכימיה
הפקולטה למדעים מדויקים
ע"ש ריימונד ובברלי סאקלר
אוניברסיטת תל אביב

Division Regulations for Research Students in the PhD Program in the School of Chemistry

The regulations for research students in the School of Chemistry include:

- A. Tel Aviv University Research Student Regulations (11/2014)
- B. Division Regulations of the School of Chemistry (4/2015)

April 2015

Chapter 1 - Committees

1. Division Committee

- 1.1 Number of members The School of Chemistry division committee will be composed of five members (at least two will be full professors).
- 1.2 Legal quorum The legal quorum for a committee meeting is three members.

2. Examining Committee

- 2.1 Establishing the Committee The division committee will appoint each student (in both the regular and the direct track) an examining committee for the entire duration of the student's studies.
- 2.2 Composition of committee The examining committee will be composed of the advisor, a second advisor (if appointed), and two additional senior faculty members authorized to advise PhD students. The advisor will serve as committee chairperson.
- 2.3 Roles
- A. Assessing the research proposal The examining committee is a sub-committee of the division committee and assists in the following:
The committee will examine the proposal, and test the student orally in the presence of all committee members. The examining committee will forward its recommendations to the division committee. The examining committee may recommend additional supplementary courses.
- B. Approval of progress reports In addition to the research proposal, the candidate will submit a progress report about a year and a half after submitting the research proposal. The student will present this report to the examining committee in a lecture and the committee members may ask questions. After the presentation, the examining committee will forward its assessment to the division committee.
- C. Assembly and legal quorum Generally the committee convenes once, with all members present, to orally examine the student on the research proposal, as soon as possible after submission of the proposal.

3. Qualification Committee for the Direct Track

- 3.1 Establishing the committee The division committee appoints a "qualification committee for the direct track" for every candidate for research student.
- 3.2 Composition of committee The committee will be composed of the advisor (temporary) or the MSc advisor and two additional senior faculty members qualified to advise PhD students. The advisor will serve as the chairperson, or as the vice chairperson if he or she is a senior faculty member.
- 3.3 Roles The role of the committee is to assess the research student candidate orally, and to evaluate his or her qualification project. The committee will submit their recommendations regarding the student's suitability for the direct track to the division committee.
- 3.4 Assembly and legal quorum The committee conducts the qualification exam for the direct track. The committee is appointed and meets once, with all members present, as soon as the student submits his or her qualification project. The committee submits its recommendations following the qualification exam.

Chapter 2 - The Regular Track

Definitions:

Stage 1 Student: A student accepted to PhD studies whose research proposal has not yet been approved.

Stage 2 Student: A student whose research proposal for the PhD studies has been approved.

4. Terms of Admission for Stage 1 Student:

- 4.1 Terms of admission Students who received their MSc in Chemistry or a related field, in a recognized institution of higher education in Israel, with a minimum grade average of 80, and a minimum grade of 85 on his or her thesis paper may apply for admission to this track. Students who completed their studies abroad, in an institution approved by TAU, must present grades comparable to those noted above, as defined by the division committee. Students must submit at least two letters of recommendations from faculty members attesting to their suitability to PhD studies
- 4.2 Terms of admission for MA graduates in the non-thesis track Students with an MSc degree in the non-thesis track may be accepted to the PhD program after preparing, within no more than twelve months, a qualification project equivalent to an MSc thesis. The student will be tested by a committee of three whose members will be determined by the division pedagogical committee. The grade average of the project and the test must be at least 85. The student must submit at least two letters of recommendation from faculty members attesting to his or her suitability to PhD studies, as well as written agreement by a faculty member qualified to advise PhD students, to act as advisor.

5. Requirements for Stage 1 Students

- 5.1 Program (courses) The student must complete a quota of 18 credit hours. The student will choose courses from the MSc curriculum following consultation with his or her advisor and with the approval of the division committee. The student must complete 10 credit hours in the first two years of studies (including courses and seminar courses).
- 5.2 Seminar courses The student must participate in a department seminar course during eight semesters (and attend at least ten lectures per semester), and give at least one lecture during studies. No more than eight credit hours may be accumulated for participation in seminar courses.
- 5.3 Safety courses As per safety regulations of the Ministry of Labor, all students must participate in a safety course once a year. The course does not grant academic credit.
- 5.4 Research proposal From the date of acceptance to the program, the student has 12 months to submit the proposal, approved by the intended advisor.
- 5.5 Postponing submission of Should the student be unable to submit the proposal within 12 months, he or she is entitled to approach the division committee,

research proposal

with the recommendation of the advisor, and request to postpone the submission by three to six months. A third and final deferral will be granted only in exceptional cases.

5.6 Structure of the proposal

The proposal will not exceed 20 typed pages and will include the following sections:

- A. Description of research topic and goal
- B. Survey of past studies conducted on the topic by others, and by the student
- C. The guiding ideas and basic assumptions of the research
- D. Methods suggested for conducting the research
- E. Estimated contribution of the study to the research topic
- F. Bibliography

5.7 Assessment of research proposal

The examining committee will assess the student orally. The committee may recommend that the student complete additional courses. Should the student complete all the requirements, he or she will be accepted as a stage 2 research student.

Chapter 3 - The Direct Track

Definitions:

Candidate for research student

A student accepted to the direct track who has not yet completed the qualification exam. The status of such a student is that of a second year MSc student.

6. Terms of Admission as a Research Student Candidate

A. A student with an outstanding academic BSc record and a minimum grade average of 90 may apply to the committee to be accepted to this track. The student must submit at least two letters of recommendation from faculty members attesting to his or her academic excellence and research potential.

After provisional admittance, the student must complete, in the first semester of studies, at least 10 credit hours of the MSc program with a minimum grade average of 85.

B. An MSc student who completed his or her BSc degree with a minimum grade average of 85 and has completed one semester of the MSc program (at least 10 credit hours), as long as no more than 14 months have passed since beginning of his or her MSc studies, may apply to the committee to be accepted. The student must submit two letters of recommendation from faculty members attesting to his or her academic excellence and research potential. In instances of outstanding academic achievements or special research the committee may approve acceptance of students who do not meet minimum grade requirements, if the minimum grade average in MSc studies (in the first semester of studies) is 85.

C. When accepted as a candidate, the student must select a (temporary) advisor who agrees to act as advisor

7. Duties of a Research Student Candidate

7.1 Qualification Project

The division committee requires that the research student candidate submits a short research project, such as a brief research

summary on the problems in their field of expertise. The student must submit the project to the committee within one year of beginning of studies in the direct track. The project should not exceed 20 typed pages.

- 7.2 Qualification exam After completing 10 credit hours with grades as detailed in section 6 above and submitting the qualification project (as detailed in section 7.1 above), the student must pass a qualification exam to assess his or her knowledge of the field, and the ability to conduct independent research. The committee members will select the examiners to administer the oral exam.
- 7.3 Attaining stage I status Following successful completion of the qualification exam, the student will become a stage I research student.

8. Requirements - Stage I Students

- 8.1 Curriculum (courses) Upon approval, the student must: Complete within 3 years from the beginning of studies the course quota approved by the committee, up to 42 semester hours. This quota includes 10 hours as per section 7.2 above. Participation in seminar courses (for a period of at least 10 semesters) is included in the above quota and grants no more than 10 credits. All courses are from the MSc curriculum, as advised by the advisor and approved by the division committee. Extra-curricular courses from the MSc program will not be calculated in the quota of courses for the PhD degree. The advisor and the division committee may grant special approval for the student to take courses from other faculties if said courses are relevant to the candidate's specific research topic.
- 8.2 Studies Studies and submission of the thesis will continue according to regulations of the regular track (see section 5.3 on).

Chapter 4 - Stage II Research Student

9. Requirements - Stage II Students

- 9.1 Submit progress report The student must submit a progress report on his or her research 18 months after the research proposal has been approved.
- 9.2 Format of report The seven page typed progress report will contain information on:
A. Progress during research, including the student's scientific publications during the period.
B. Active participation in scientific conferences.
- 9.3 Presentation of report The student must present the progress report to the examining committee in the form of a lecture.
- 9.4 Curriculum Regular track—see items 5.1 and 5.2 above. Direct track—see section 8.1 above.
- 9.5 Advisor-student requirements The student must comply with supervision requirements as determined by the advisor.
- 9.6 Foreign language The research student must prove, during studies, proficiency in written academic English.

10. Partial Publication

A student may, if approved by his or her advisor, publish part of the ongoing research.

- 11. Language of Thesis** As a rule, the research proposal and the thesis will be submitted in Hebrew. The thesis will include an English language abstract, equal to 5% of the scope of the paper.
Considering the status of English in the academic world, the student may, under the recommendation of the advisor/s, submit the research proposal and the thesis in English.
- 12. Format of Thesis Paper** The thesis paper will present the detailed results of the research. The paper will be edited as per accepted scientific criteria in the field. The thesis will include a comprehensive description of the sources and will note the extent of the student's reliance on previous research, as well as his or her part in the research. The thesis will present how the author reached his or her conclusions. The thesis must represent an original contribution to the subject under discussion. The student may include articles he or she has published as appendices at the end of the thesis.
The thesis will include an abstract in English and in Hebrew, each equal to 5% of the scope of the paper each.
- 13. Evaluation of thesis**
- 13.1 Once the PhD thesis has been submitted to the division committee in compliance with all regulations, the committee will appoint at least two expert judges from the field who will, together with the advisor, evaluate the PhD thesis. At least one of the experts appointed will be from an institution of higher education other than Tel Aviv University.
- 13.2 Neither the student nor the advisor will have direct contact with the judges. All communication will be conducted through the secretary of the research student committee.
- 13.3 Each judge will submit a written evaluation to the division committee, formatted as per the committee guidelines, in which the judge will:
- A. Approve the thesis, or
 - B. Approve the thesis subject to amendments, or
 - C. Require that the student make significant changes and resubmit the thesis for re-evaluation, or
 - D. Disqualify the thesis.
- 13.4 The PhD thesis will not receive a grade.
- 14. Seminar - thesis** The student will be required to lecture on the results of his or her research in the division seminar course.