

PhD Regulations

Department of Marine Geosciences

Aim

This document details the responsibilities and guidelines for the PhD program in the Dr. Moses Strauss Department of Marine Geosciences.

Scope

The program aims to educate top marine geoscientists who will lead global research, excel in education, and promote professional decision-making. The program covers studies in a wide range of topics that comprise marine geosciences, according to the expertise of the academic staff members. PhD candidates participating in the program will gain experience in submission of grant proposals and publish their studies in international, peer-reviewed journals. The program is exclusively for graduate studies on a research track. Courses are conducted in English. The program has two tracks – regular PhD and direct PhD. The program awards a PhD in Marine Geosciences.

Introduction

In order to receive the degree Doctor of Philosophy (PhD), the research student must plan and execute original and independent research, which substantially innovates and contributes to the promotion of knowledge and understanding in his or her field of research, and write a scientific dissertation according to the accepted practice and terminology in the professional literature. This dissertation shall hereby be referred to as the *doctoral thesis*. In addition, the research student must prove proficient in the background material and literature in his/her field of specialization, and successfully complete course work and all other required duties as described in these regulations.

The degree Doctor of Philosophy (PhD) is awarded by the University of Haifa. Doctoral studies ultimately fall under the responsibility of the Graduate Studies Authority, which operates in accordance with the resolutions of the Senate and the Council for Graduate Studies, and subject to the regulations approved by the authorized entities at the University of Haifa. The Graduate Studies Authority is responsible for the academic level and appropriate administration of all matters

pertaining to the doctoral degree studies in cooperation with the various faculties, schools and departments. The departments may establish requirements in addition to those stated in the regulations, provided they do not contradict the requirements of the regulations. The regulations herein supersede all regulations previously published.

Note: any reference to doctoral degree studies also refers to the direct PhD program.

Personnel involved

Departmental Doctoral Degree Committee – The committee comprises at least two departmental faculty members with the rank of senior lecturer or higher and with at least a 50% position in the department. The committee shall select a chairperson from among its members. The appointment of a member who does not meet the abovementioned requirements must be approved by the Dean of Graduate Studies.

The committee oversees the regulatory aspect of the PhD program, such as applications, submissions, deadlines, and exceptions to the regulations. The committee reviews the status of each student at the start of every semester and updates the student status table. Committee decisions are submitted as recommendations to the Chairman of the Department.

The Committee's main functions are as follows:

- a. Supervising the course of studies of the department's students and submitting special cases to the discretion of the Dean of Graduate Studies.
 - b. Determining departmental admission terms for doctoral degree candidates, subject to the University's general admission terms.
 - c. Discussing the applications of candidates for the doctoral degree studies, and delivering an appropriate recommendation to the Graduate Studies Authority. Discussions concerning student acceptance shall be based on previous academic achievements, appropriate recommendations, and additional departmental requirements such as: entry exams, a personal questionnaire, a personal interview, or previous work experience. In addition, the committee will examine the suitability of the research subject proposed by the student to the fields of research of the faculty member designated as the supervisor, the quota of students supervised by the faculty member designated as the supervisor, and the technical and budgetary possibilities for implementing the doctoral thesis within the framework of the department.
 - d. Recommendation to the Graduate Studies Authority concerning vacations and study extensions.
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- e. Recommendation to the Graduate Studies Authority concerning termination of studies of a student who did not complete requirements and who has an unsatisfactory academic status.
- f. Recommendation to the Graduate Studies Authority concerning the granting of awards, scholarships, research grants and other means of support to doctoral degree students.
- g. Approving or replacing suitable PhD supervisors.
- h. Ensuring the prevention of dependency relations between the supervisor and the supervised student in the event of a conflict of interests.
- i. Approving or replacing suitable members of the Adjunct Committee.
- j. A member of the Departmental Doctoral Degree Committee will participate in the proposal defense as an observer to insure the process is carried out according to the regulations and is consistent with other proposal defenses in the department.
- k. Providing a recommendation to the Graduate Studies Authority regarding the approval or rejection of a research proposal and delivering a copy of the judging reports for the research proposal to the Graduate Studies Authority.
- l. Recommending the appointment of suitable external judges to evaluate the doctoral thesis, in addition to the doctoral thesis supervisor(s) and members of the Adjunct Committee.
- m. Overseeing the completion of corrections, changes and supplements to the doctoral thesis based on the judges' recommendations.
- n. Approving the completion of duties towards a doctoral degree.
- o. Providing a recommendation to the Dean of Graduate Studies to approve or reject the doctoral thesis at the end of the evaluation process, based on the judges' opinions.

Supervisors and co-supervisors - Each candidate must choose a supervisor, or a supervisor together with a co-supervisor. The student must receive the consent of the supervisor and/or co-supervisor(s) for supervision. The supervisors shall receive final approval from the Departmental Doctoral Degree Committee and the Graduate Studies Authority.

The supervisor and co-supervisor(s) provide the formal guidance for the PhD candidate. The primary supervisor is a department faculty member with the rank of senior lecturer or higher, with at least a 50% position in the department. The primary supervisor is responsible for all academic and administrative issues related to the PhD candidate. Additional supervisors will be professionals in the field of chosen research. External supervisors require the approval of the Departmental Doctoral Degree Committee and must adhere to University regulations. The Departmental Doctoral Degree Committee may, in exceptional cases and with the approval of the Dean of Graduate Studies, approve the appointment of a retired faculty member as a single supervisor. A co-supervisor can be any faculty member authorized to serve as a supervisor, and any faculty

member from another recognized academic or research institute in Israel or abroad with the rank of senior lecturer or higher.

The main duties of the supervisors and co-supervisors are as follows:

- a. Advising the student during the planning and implementation stages of the research, including formulating a written research proposal, processing research findings and preparing the final draft of the thesis.
- b. Providing a recommendation to the Departmental Doctoral Degree Committee regarding the approval of the research proposal and change of status of the research student to research student Stage B.
- c. Maintaining regular contact with the research student during his/her doctoral studies.
- d. Coordinating between the members of the Adjunct Committee regarding the contribution of each of them to the progress of the research student.
- e. Convening the Adjunct Committee from time to time as necessary.
- f. Notifying the Departmental Doctoral Degree Committee of any event in which the research student has not been in contact for a period of six months.
- g. Delivering written confirmation to the Departmental Doctoral Degree Committee regarding the approval of the final draft of the doctoral thesis for evaluation, after the research student finishes writing the thesis to the satisfaction of the supervisor(s), and has fulfilled all other duties.
- h. Delivering a recommendation to the Departmental Doctoral Degree Committee regarding the appointment of possible judges for the doctoral thesis.
- i. Evaluating the doctoral thesis.
- j. Reviewing thesis evaluation reports and providing recommendations to the Departmental Doctoral Degree Committee concerning approval or rejection of the thesis and/or requests for corrections made by the judges.
- k. Assisting and overseeing the implementation of changes, corrections or supplements to the doctoral thesis in accordance with the requests of the evaluation committee, and approving the implementation thereof.

Adjunct PhD Committee - The Departmental Doctoral Degree Committee in coordination with the supervisor(s) will establish an Adjunct Committee for each student. The committee will be appointed upon submission of the research proposal by the Research Authority.

The Adjunct Committee will comprise at least three members:

- a. Supervisor(s) who has/have granted their consent to supervise the student.
 - b. An academic faculty member permitted to supervise research students, from among the faculty members of the University of Haifa, considered an expert in the field of research of the doctoral thesis or similar fields, who is not a faculty member in the department where the student is registered or the department where the supervisor is employed.
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- c. A faculty member entitled to supervise the research student, who is not a member of the University of Haifa, and who is considered an expert in the field of research of the doctoral thesis or similar fields.
- d. A researcher or expert in the field of research of the doctoral thesis from a research institute, pending approval by the Research Authority.

The supervisor will serve as the chairperson of the Adjunct Committee. When the research student is supervised by more than one supervisor, the supervisors shall decide who among them shall serve as the chairperson of the Adjunct Committee.

The main functions of the Adjunct Committee are:

- a. Evaluating the research proposal.
- b. Providing a recommendation to the Departmental Doctoral Degree Committee regarding the approval of the research proposal and change of status to Stage B.
- c. The members of the Adjunct Committee will contribute to the supervision of the student in accordance with their ability, their expertise and work relations determined between them, the supervisor(s) and the student.
- d. Participation in the meetings of the Adjunct Committee from time to time as necessary, upon coordination with the supervisor.
- e. Delivering written confirmation to the Departmental Doctoral Degree Committee regarding approval of the final draft of the doctoral thesis for evaluation, after the research student has finished writing the thesis to the satisfaction of the supervisor(s), and fulfilled all other duties.
- f. Reviewing thesis evaluation reports and providing a recommendation to the Departmental Doctoral Degree Committee regarding the approval or rejection of the thesis and/or recommendations for correction.
- g. Assisting and overseeing the implementation of corrections, changes and supplements of the doctoral thesis in accordance with the requests of the evaluation committee and confirming the implementation thereof.

Replacing supervisor(s) / member(s) of the Adjunct Committee - The Departmental Doctoral Degree Committee will discuss the replacement of supervisor(s) / member(s) of the Adjunct Committee in one of the following cases:

- a. If any of them are abroad to an extent that does not allow proper supervision.
- b. If any of them requests to cancel his/her appointment as a supervisor or member of the Adjunct Committee.
- c. If the student wishes to replace the supervisor and/or any of the co-supervisors and/or members of the Adjunct Committee.

The Departmental Doctoral Degree Committee will discuss the student's request to replace the supervisor after receiving a written opinion from the current supervisor, from the intended supervisor and the members of the Adjunct

Committee. If the Departmental Doctoral Degree Committee accepts the student's request, the previous supervisor will be entitled to petition that the research subject be changed. The Dean of Graduate Studies will decide whether to accept this petition or not.

The Departmental Doctoral Degree Committee will review the student's request to replace a member of the Adjunct Committee after receiving a written opinion from the current committee member, the intended committee member and the other members of the Adjunct Committee.

Thesis Judges - The Dean of Graduate Studies will appoint the judges of the doctoral thesis while considering the recommendations of the Departmental Doctoral Degree Committee. The names of the appointed judges will remain confidential. All judges will have a regular appointment within another recognized academic or research institute for higher education in Israel or abroad, with the rank of senior lecturer or higher. A judge who has dependency relations with the student will not be appointed.

The doctoral thesis will be submitted for evaluation to the thesis supervisor(s) and at least two judges outside the University of Haifa.

Under special circumstances, the Dean of Graduate Studies may appoint an additional judge at any stage of the evaluation process.

The functions of the judge are as follows:

- a. To evaluate the thesis according to its scientific merit.
- b. To deliver a professional opinion no later than two months from the date the thesis was received. If this period coincides with the summer vacation the judge will receive an extension of one additional month.
- c. Repeat evaluation of a corrected doctoral thesis, if the judge demands corrections as a condition for approving the thesis, and if the judge asked to receive the corrected thesis before approving it.

Admission Requirements and Prerequisites

An accredited thesis-track MSc degree or equivalent obtained from a recognized academic institution in geology, geophysics, marine science, engineering or other related sciences (complementary studies may be required), with a minimum grade of 86 or equivalent. Prerequisites are a basic knowledge of science in the following areas: mathematics, physics, chemistry, geology, and atmospheric and oceanographic sciences. Outstanding students with Master's degrees from other fields who meet the admission criteria will be obligated to undergo

complementary studies based on the decision of the Departmental Doctoral Degree Committee.

In special cases, the Dean of Graduate Studies may, subject to the recommendation of the Departmental Doctoral Degree Committee, approve an exception from the minimal grades in light of the candidate's extraordinary academic or research achievements.

TOEFL scores of at least 550 (paper-based test), 213 (computer-based test) or 80 (internet-based test) are required if the student's native language is not English or he/she has not previously studied in an institution of higher education where the language of instruction is English. Applicants who obtained an official exemption from English during undergraduate studies or on the Psychometric Entrance Test, will be exempt from taking the TOEFL (an official letter of exemption should be submitted).

Direct PhD program: terms of admission - This program is intended for outstanding students who wish to successively continue their studies towards a doctorate and who are viewed as candidates for graduate studies by the Departmental Doctoral Degree Committee and the potential supervisor.

A candidate who wishes to register for the direct PhD program must have a bachelor's degree from a recognized institute for higher education in Israel or abroad, with a final grade average of at least 90 from his/her undergraduate studies. The student must meet all the regular MSc and PhD requirements and study quota.

Notes:

- a. There is no probationary admission to the direct PhD program.
- b. Admission to this program is possible in the first or second semester of study.
- c. Students can be admitted to the direct PhD program no later than the end of the first academic year of the master's degree, as long as they meet the criteria stated above and demonstrate a suitable level of achievement during the first year of their master's studies.

Registration

Candidates interested in doctoral studies may contact the Chairman of the Department or the relevant faculty member. This initial application should include the following items:

1. Curriculum Vitae in English
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2. Research statement – goals and aims of the planned research (500-750 words)
3. Official diploma and grade transcripts
4. A copy of the thesis and manuscripts published by the candidate in the professional literature
5. Letter of motivation
6. Names and contact information of two potential academic referees

Suitable applicants will be interviewed by the potential supervisor. Admission to the doctoral program relies on the supervisors' notification of their willingness to instruct the student and the availability of funds for the candidate for at least four years in accordance with university regulations. The formal application should be submitted to the departmental administrative assistant. It should include the items listed above and a formal letter from each intended supervisor.

The departmental administrative assistant will forward a copy of the application to the Departmental Doctoral Degree Committee, which will approve or reject the application. After the review is completed, the departmental administrative assistant shall transfer the candidate's file with the department's recommendation to the Graduate Studies Authority. If the application is approved, the departmental administrative assistant will send the candidate a formal acceptance letter together with further instructions for registration to the PhD program. Candidates admitted to doctoral studies may begin their studies at the beginning of the winter or spring semester.

All documents relevant to each candidate will be compiled by the departmental administrative assistant in a directory under the candidate's name. This directory will be constantly updated and available to the chair of the Departmental Doctoral Degree Committee.

Each doctoral degree student requires advising and registration for each year during the course of his/her studies. Notifications regarding the dates of advising and registration shall be sent to each student during the summer vacation by the student's administration division.

Doctoral studies

The duration of studies towards a doctorate is four years, divided into two stages: Research Stage A and Research Stage B. The duration of studies in the direct doctoral program is five years.

Research Stage A: the duration of studies in Research Stage A shall not exceed one year from the academic semester in which the student was admitted. During

Research Stage A the student will be required to prepare a research proposal, receive consent from his/her supervisor(s) for the proposal, submit it for review by the Departmental Doctoral Degree Committee and fulfill other requirements demanded of them.

A student who was absent due to an entitling event (fertility treatments, pregnancy, childbirth, adoption, receiving a child into custody or foster care, illness, illness of a relative, or reserve duty – for a period of at least 21 days during the semester) on the date determined for submitting the research proposal will be permitted to submit up to seven weeks after the end of the absence period subject to the decision of the supervisor(s).

The transition to Research Stage B depends on successfully passing the PhD proposal defense.

Research Stage B: the duration of studies in Research Stage B shall not exceed three years. During the Research Stage B study period, the student will be required to complete the writing of a doctoral thesis.

The date of completing the degree (submitting the doctoral thesis) will be extended in accordance with the permitted absence periods, without payment, until a year from the accepted date for completing the degree.

If asked, the doctoral student will be required to deliver all research materials, whether while writing the thesis or upon submission, to the thesis supervisor. After approval of the doctoral thesis, the student must make the research material available to the supervisor.

Study quota - The thesis supervisors will approve the research student's academic schedule and the scope thereof.

The scope of the schedule will be courses totaling 8 credits (4 courses of 2 credits each). Courses will be selected from the list offered by the department in coordination with the supervisor(s) and according to the field of research. According to the regulations set by the University of Haifa, PhD candidates can take no more than 16 credit points during their study. The minimum final weighted grade is 80 or higher.

A student who has not attended a course in scientific writing in the past or who has not published a study in an international journal (as first author), will be required to take the Scientific Writing course offered by the department, which will not be considered part of the hours required for the completion of the degree.

In addition, the PhD candidate will participate without credit in one of the educational cruises as a full student. The candidate is encouraged to participate in additional cruises and field trips.

The student may attend courses offered at a different university or a professional course approved by the Departmental Doctoral Degree Committee.

The student must participate in the Departmental Seminar throughout the course of his/her studies (no credit will be given).

The student is required to present his/her study in a scientific conference at least once, as a first author.

Direct PhD program - Upon approval of the research proposal and after meeting all the obligations detailed for a regular track candidate, including the completion of credit points as required for the MSc program, the candidate will transfer to Stage B PhD candidate status and must meet the academic obligations for PhD students.

Academic structure:

- a. Completing all required course credit from the master's program with a weighted grade of at least 90.
- b. Submitting two seminar papers (as part of the MSc program) or equivalent alternative, as determined by the department. The student must achieve a grade of at least 90 in each of the seminars.
- c. A condition for passing from the first year to the second is completing courses with a numeric grade at a scope of at least 16 semester credit hours, completing them with an overall grade of at least 90, and submitting a seminar paper which received a grade of at least 90.
- d. Submitting a doctoral research proposal no later than the beginning of the fourth semester of studies.

The duration of studies for these tasks is two years. Upon receiving approval for the doctoral research proposal, and meeting all of the abovementioned academic duties, the student will transfer to the status of Stage B doctoral student, in which he/she will perform the research and write a doctoral thesis. The duration of studies for writing the doctoral thesis is three years. The total duration of studies in the direct PhD program is five years.

A student in the direct PhD program will receive a master's degree diploma immediately upon the approval of the doctoral research proposal, and upon meeting the academic requirements of the direct PhD program, as specified above.

A student can leave the direct PhD program at any stage if he/she no longer wishes to continue, and will be required to complete the academic hours and other

requirements towards a master's degree. In the event of failure to complete the requirements of the direct PhD program within two years and denied approval of the doctoral research proposal, the student will be transferred back to the regular master's degree program.

Submission of research proposal - The doctoral research proposal, including the subject of the thesis, a specified research plan and relevant bibliography, will be submitted in writing to the Departmental Doctoral Degree Committee no later than the end of the first year of study. The proposal will be used to evaluate whether the candidate is eligible to continue to Stage B of the PhD studies. The proposal will be evaluated along with a mandatory oral defense.

The proposal should be written according to the following guidelines: literature review, introduction emphasizing the gap in knowledge, research hypothesis and research questions, detailed stages of methodology, a time schedule, initial results, reference list and figures.

The administrative stages of submission are as follows:

- a. The proposal is submitted to the departmental administrative assistant and Departmental Doctoral Degree Committee, signed by the candidate's supervisor(s).
- b. The supervisor(s) will suggest members for the Adjunct PhD Committee who will also review the proposal and participate in its defense. The Departmental Doctoral Degree Committee will contact them to ask for their consent.
- c. Upon consent, the proposal will be sent to the Adjunct Committee members by the Departmental Doctoral Degree Committee and a date for the defense will be scheduled by the departmental administrative assistant no more than 40 days later.
- d. Reviews will be sent back to the Departmental Doctoral Degree Committee that will pass them on to the student and his/her supervisor(s).
- e. Depending on the review, the student will correct the proposal and write a letter explaining each and every correction made.

Defense exam for the research proposal - The student will defend his/her proposal in front of the Adjunct Committee. The chair of the Adjunct Committee will moderate the proposal defense. A representative of the Departmental Doctoral Degree Committee will be present as ex-officio to assure that the protocol of the proposal defense is met but will not participate in the decision by the committee.

During the proposal defense exam, the candidate will present the research proposal in a ~30 minute lecture. The lecture will be followed by questions from the committee. At the end of the question session the candidate will step outside, while the decision is made.

Four decisions are possible. The final decision must be unanimous, integrating the proposal and the defense.

1. **Acceptance as is** – the research program is approved.
2. **Acceptance with minor corrections** – the comments will be listed and the candidate will be requested to improve the proposal. The proposal will be re-submitted within 30 days for re-examination (upon approval by the supervisor/s), along with a detailed letter addressing each and every comment and correction made.
3. **Acceptance with major corrections** – the comments will be listed and the candidate will be requested to improve the proposal. The proposal will be re-submitted within 30 days for re-examination (upon approval by the supervisor/s), along with a detailed letter addressing each and every comment and correction made.
4. **Rejection** – the proposal is rejected. This option should be supported by a detailed letter of explanation. It will lead to the termination of studies in the PhD program.

The Adjunct PhD Committee will submit a written summary of the decision to the Departmental Doctoral Degree Committee and forward a copy to the departmental administrative assistant, within 2 days of the exam. The decision will be agreed on and signed by all members of the Adjunct PhD Committee. After receiving approval, the student will advance to the status of Stage B PhD candidate.

Performance of research and progress report - Every doctoral student must submit an annual progress report at the beginning of each academic year to the Departmental Doctoral Degree Committee, after approval by the supervisor(s). A copy of the report will be sent to the Graduate Studies Authority. Research students entitled to a scholarship of excellence or an external scholarship (Stage A and Stage B) are required to submit an additional progress report subject to the terms of the scholarship.

A student shall be defined as a student with an unsatisfactory academic status in one of the following cases:

- a. A student who has not submitted a research proposal by the end of the first year of studies and who was not given an extension.
 - b. A student who was given an extension and the research proposal was not submitted by the date given.
 - c. A student in the direct PhD program who did not submit a research proposal until the beginning of the fourth semester of studies.
 - d. A student in the direct PhD program who did not complete the requirements of the program within two years.
 - e. A student in the direct PhD program who did not meet the requirements for passing from the first year to the second year.
 - f. A Stage B research student who did not submit an annual progress report at the beginning of each academic year.
 - g. A student who did not submit the doctoral thesis for evaluation within four years of the commencement of studies and who was not given an extension.
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- h. A student who did not return to studies at the end of an approved vacation and who did not notify the Graduate Studies Authority of this on the designated date.
- i. A student who did not perform advising and registration procedures on time in each of the academic years of his/her degree.
- j. Upon the recommendation of the Departmental Doctoral Degree Committee the Dean of Graduate Studies may terminate the studies of a student found to be in an unsatisfactory academic status.

Doctoral thesis submission and evaluation process

Upon completing the studies and research towards the degree of “Doctor of Philosophy”, the research student will submit the doctoral thesis with the approval of his/her supervisor(s) that this is the final draft to the Departmental Doctoral Degree Committee.

The doctoral thesis will be transferred to the Graduate Studies Authority together with confirmation in writing from the Departmental Doctoral Degree Committee that the thesis is ready to be evaluated together with the names of four to five academic faculty members authorized to judge a doctoral thesis, who are not members of the University of Haifa’s academic faculty. The Graduate Studies Authority will send the doctoral thesis to a number of judges, recommended by the Departmental Doctoral Degree Committee.

Doctoral thesis format – The dissertation must include an overall abstract, methodology, at least three self-contained chapters, synthesis, and, conclusions, appropriate reference list, and appendices. The student is required to list in the appendices to the dissertation all original programs and procedures and a detailed account of the results, for use by future students (i.e., programs and routines that he/she wrote and laboratory procedures he/she developed).

Submitting a doctoral thesis based on articles - A student who wishes to submit a doctoral thesis based on articles can submit a request to the Departmental Doctoral Degree Committee on this matter at any stage of his/her studies.

The student’s request will include the names of the additional authors on all articles as well as the journals where the publication is expected to appear. The Departmental Doctoral Degree Committee will review the student’s request and decide whether to recommend approval to the Dean of Graduate Studies in light of the following criteria:

- a. The subject of the thesis is related to one central coherent subject.
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- b. The student included at least three articles that have either been published, submitted for publication or are potentially publishable in high-level peer-reviewed journals (conference reports will not be included).
- c. The student included articles that were published / accepted for publication after the student was admitted as a Stage A research student.
- d. In the case of articles with a number of authors – the student's part is clearly discernable and it is a central part. The student must be the first author (except in cases where the order of authors is alphabetical).
- e. In special cases, the PhD committee will approve a justified request by the supervisor(s) to include no more than one article where the candidate appears as the second author.

The Departmental Doctoral Degree Committee will deliver its recommendation for the review and approval of the Dean of Graduate Studies.

The student will be required to write an introduction chapter, which provides the scientific foundation for the subsequent articles. The introduction will include scientific background and a description of the research methods. The results chapter will comprise the articles; the order thereof shall be determined according to the sequence of presenting the research or in accordance with the structure of the research. The articles will be copied at a scale consistent with that of the integrative introduction and summary. The student will be required to write an integrative summary, which includes an extensive review of the findings and their significance, emphasizing the innovations and their contribution to research in the specified field.

The evaluation report - Each of the judges will offer an opinion on the doctoral thesis and deliver a report directly to the Graduate Studies Authority, without having first read the evaluation of the other judges. The report shall include:

- a. Summary of the research findings, placing emphasis on the thesis' innovation.
- b. Evaluation in terms of its content, methods and structure.
- c. Suggestions for corrections, changes or supplements.
- d. If the judge believes that the thesis meets the requirements, he or she will explicitly note that it should be approved as a doctoral thesis.
- e. If the judge believes that the paper does not meet the requirements towards a "doctor of philosophy" degree, it must be explicitly stated.

Review of the evaluation report - The opinions regarding the doctoral thesis will be delivered by the Dean of Graduate Studies to the chair of the Departmental Doctoral Degree Committee for their review. The opinions will be delivered without the judges' names, unless the judges ask that their names be revealed.

If any of the judges include a request for corrections, changes or supplements to the doctoral thesis, which are not considered a requirement for approving the thesis, the Departmental Doctoral Degree Committee will recommend to the Dean of Graduate Studies whether to ask the research student to perform all or some of the aforementioned requirements after having consulted with the supervisor(s).

If the student is required to make corrections, changes or supplements, which are a condition for approving the thesis, a corrected thesis must be submitted in accordance with the requirements. The student will provide a detailed letter addressing each and every comment and the way it was resolved in the corrected dissertation. In the case of a minor revision, the supervisor(s) will determine whether to accept the corrections.

If so required, and in accordance with the judges' opinions, the corrected doctoral thesis will be sent to the original judge/judges, so they can reevaluate whether it can now be accepted as a doctoral thesis. The maximum time for performing these corrections is one year. Any deviation from this rule requires the approval of the Dean of Graduate Studies.

Upon completion of the evaluation process, the Departmental Doctoral Degree Committee will recommend to the Dean of Graduate Studies whether the research student should be awarded the degree.

The Dean of Graduate Studies will approve awarding the degree "Doctor of Philosophy" on behalf of the University of Haifa.

Numeric grades will not be given to the doctoral thesis.

A dissertation may be graded as "excellent" only if all reviewers unanimously agree.

As part of the requirements for receiving the doctorate, and prior to final approval of the dissertation, the candidate must present his/her work in the Departmental Seminar. The judges of the thesis and the members of the Adjunct PhD Committee should be invited to the presentation.

Declining approval for a doctoral thesis - If one of the judges determines that the thesis submitted should not be accepted as a doctoral thesis, the research student will be required by the Dean of Graduate Studies to correct the thesis in accordance with the recommendations. The corrected doctoral thesis will be sent to an additional judge in accordance with the decision of the Dean of Graduate Studies.

If the additional judge approves the thesis, the judging process shall continue as specified above.

If it is determined by the additional judge that the thesis should not be accepted as a doctoral thesis, it will not be approved by the Dean of Graduate Studies, who will send a notice in writing to the student.

If the Dean of Graduate Studies decides (with the recommendation of the Departmental Doctoral Degree Committee) not to approve the doctoral thesis, the research student will be entitled to appeal the decision in writing before the Dean of Graduate Studies within six months of the date of notice regarding declined approval of the thesis. The review of the appeal shall be performed by an ad hoc committee established by the Dean of Graduate Studies from among the members of the Graduate Studies Council. The decision of this committee in the matter of the appeal is final.

Duration of evaluation - The evaluation report will be delivered no later than two months from the date the thesis was received. If this period coincides with the summer vacation, the judge will receive an extension of one additional month. If after the abovementioned evaluation period the judging report is not received, the matter will be handled by the Dean of Graduate Studies.

Miscellaneous

Termination of studies – A student who wishes to terminate studies will notify the Graduate Studies Authority in writing, and forward a copy of his/her notice to the chairman of the department.

If a student is found to have an unsatisfactory academic status after examination by the Departmental Doctoral Degree Committee, the committee will recommend the termination of studies. Termination will be approved by the Dean of Graduate Studies.

A Stage A research student whose studies were terminated (whether as per their request, the department's decision or the decision of the Dean of Graduate Studies), may petition the Departmental Doctoral Degree Committee with a request to renew studies, no earlier than one year from the date of termination of studies. The committee will consider whether to recommend approval to the Dean of Graduate Studies.

A Stage B research student whose studies were terminated (whether as per their request, the department's decision or the decision of the Dean of Graduate Studies) may petition the Departmental Doctoral Degree Committee with a request to renew studies. The committee will consider whether to recommend the terms for confirming the request to the Dean of Graduate Studies.

The Dean of Graduate Studies will review the request and decide whether to approve it.

The Dean of Graduate Studies may terminate the studies of a student who has an unsatisfactory academic status even if an explicit recommendation for this was not given by the Departmental Doctoral Degree Committee.

Renewal of studies – A Stage A research student who wishes to renew studies towards a doctorate, may file a request no earlier than one year after the termination of studies. The Doctoral Degree Departmental Committee will consider whether to recommend to the Dean of Graduate Studies that the student be reinstated, and define the terms for approving the request.

A Stage B research student wishing to renew his/her studies will file a request with the Departmental Doctoral Degree Committee which will consider whether to recommend the terms for approving the request to the Dean of Graduate Studies.

Extending the study period (Research Stage A) - A doctoral degree student who has not submitted a research proposal for review by the Departmental Doctoral Degree Committee during the normative study period for Research Stage A and who requests an extension for one semester or one full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the thesis supervisor(s) and the chair of the Departmental Doctoral Degree Committee.

The Dean of Graduate Studies will review each petition and decide whether to approve it and for what period.

A student who did not receive approval to extend studies as a Stage A research student cannot continue his/her studies.

A student who was absent due to an entitling event will be eligible to extend his/her studies for two semesters at the most.

Extending the study period (Research Stage B) - A doctoral degree candidate who has not submitted his/her thesis for evaluation during the normative study period for Research Stage B and who requests an extension for one semester or one full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the thesis supervisor(s) and the chair of the Departmental Doctoral Degree Committee.

The Dean of Graduate Studies will review each petition and decide whether to approve it and for what period of time.

A student who did not receive approval to extend studies as a Stage B research student cannot continue.

A student who was absent due to an entitling event will be eligible to extend his/her studies for two semesters at the most.

Study vacation - A doctoral degree student who wants a study vacation for one semester or a full academic year, will petition the Graduate Studies Authority with a detailed application together with the recommendation of the thesis supervisor(s) and the chair of the Departmental Doctoral Degree Committee. A study vacation will be granted only to students who have satisfactory academic status during the normative study period for a doctoral degree.

The Dean of Graduate Studies will review each request and decide whether to approve or reject it.

An approved study vacation is not considered a study period.

A student who will not be returning to studies at the end of the approved vacation and who does not notify the Graduate Studies Authority of this, will be deemed as having unsatisfactory academic status.

Intellectual property, patents, inventions and copyrights – see the University of Haifa Graduate Studies Authority regulations
