

Application Guidelines for PhD Studies

The department of marine biology

A. A candidate requesting to submit his candidacy for a doctoral degree in the department of marine biology is required to register to the University through the website of the registration department at the student's administration.

B. A digital copy of all documents (one PDF file) must be sent by email to the department administrator - aojalvo@univ.haifa.ac.il

1. Checklist (appendix 1).
2. Photocopies of transcripts and diplomas from BA and MA degrees.
3. CV (appendix 2)
4. Consent of a supervisor that meets the criteria.
5. Statement of purposes signed by the designated supervisor (appendix 3)
6. Advisor consent for PhD (appendix 4)
7. Letter from the designated supervisor regarding research topic, its importance and novelty.
8. Photocopy of a summary of the final research paper (thesis).
9. 2-3 letters of recommendation from faculty members, including a recommendation from the designated supervisor. One recommendation should be from the supervisor of the final research paper (thesis).
10. Summary of the research topic in English.

Appendix 1: Checklist to be included as the first page of the submitted file.

	document	Mark V when checked
1	checklist	
2	Photocopies of transcripts and diplomas from BA and MA degrees	
3	CV	
4	Consent of a supervisor that meets the criteria	
5	Statement of purposes signed by the designated supervisor.	
6	Advisor consent for PhD	
7	Letter from the designated supervisor regarding research topic, its importance and novelty.	
8	Photocopy of a summary of the final research paper (thesis).	
9	2-3 letters of recommendation from faculty members, including a recommendation from the designated supervisor. One recommendation should be from the supervisor of the final research paper (thesis).	
10	Summary of the research topic in English.	

Appendix 2- CV

Date: _____

Curriculum Vitae

1. **Personal Details**

First name:

Last name:

Place and Date of Birth:

Date of Aliyah:

Marital Status:

Identity Card Number:

Permanent Address:

Home Telephone Number:

Electronic Address:

2. **Higher Education**

[Please specify in chronological order names of institutions and department(s) in which degrees were earned, fields of study, period of study, degrees, and dates on which degrees were granted].

3. **Work Experience**

4. **Active Participation in Scholarly Conferences**

<u>Conference</u>	<u>Place and Dates</u>	<u>Title of your Presentation or discussion</u>
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5. **Scholarships, Awards etc.**

5. Teaching

Courses taught in recent years:

<u>Title</u>	<u>Year</u>	<u>Type</u>	<u>Level</u>
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6. **List of Publications**

7. **Miscellaneous**

[Please give here any additional personal details which you think are relevant]

Appendix 3- Guidelines for Submitting a PhD Statement of Purpose to the PhD

Marine Biology Committee

1. Scope of Statement of Purposes: up to 5 printed pages not including bibliography, written in English and signed by the future supervisor.
2. Name of the doctoral dissertation: even if the name undergoes a slight change prior to submission of the detailed proposal, already in the stage of the statement of purposes the name of the doctoral dissertation needs to indicate the purpose of the research and, as much as possible, also its innovative aspect.
3. Abstract- one paragraph that includes a brief summary of the research proposal: the scientific background necessary to understand the research rationale, the gap in knowledge, the aim of the proposed research, major experimental/analytical approaches, and expected significance.
4. Purpose of the research (Objectives).
5. Theoretical background (establishing the proposed research on relevant bodies of knowledge).
6. Research questions.
7. Methodology:
 - a. Tools and methods: ways of collecting data -, methods for analyzing the data.
 - b. Justification of the methodology chosen while relating to the research question and the theoretical background.
8. Importance and novelty of the research.
9. Initial bibliography.
10. If there is more than one supervisor – the areas of responsibility should be delineated for each of the supervisors

Appendix 4- Advisor consent for PhD

Date: _____

To: The Doctoral Committee of the Department of Marine Biology

Subject: Consent for PhD Supervision

The application file of Mr./Ms. _____ has been reviewed by me,
including all accompanying documents.

I find the candidate suitable for doctoral studies, both in terms of academic
background and intellectual capabilities.

Furthermore, I have read the statement of intent by _____ and hereby express
my consent to supervise him/her in the doctoral dissertation.

Research Topic in Hebrew:

Research Topic in English:

Supervisor Name: _____ Academic Rank: _____ Department:
_____ Signature: _____

Co-Supervisor Name: _____ Academic Rank: _____ Department:
_____ Signature: _____