Guidelines for submission of a Research Proposal and transfer to Stage B

The transfer from Stage A to Stage B will take place after the research proposal is approved. This may occur as soon as there is a primary proof that the thesis is feasible and that the research may develop into a valuable Ph.D. dissertation.

Steps towards the transfer to stage B:

1. Preparation of a research proposal by the student and its approval by the advisor.
2. Submission of the research proposal to the Authority for Research Students along with a proposal for supplementary studies and a list of proposed members for the advisory committee.
3. Appointment of an advisory committee by the Authority for Research Students.
4. Meeting of the advisory committee with the student to discuss the research proposal and the studies.
5. A report of the advisory committee recommending an approval of the research proposal and the supplementary studies is sent to Authority for Research Students.
6. After the report is approved by the Authority, the student is transferred from stage A to stage B.

General instructions:

The student will prepare the research proposal with his advisor/s and submit it to the Authority for Research students within few months from his acceptance as a Ph.D. student and not later than 18 months since this date. This rule applies to students who have begun their studies in October 2013 or later. Students who have begun their studies before will submit their proposal not later than 24 months since their acceptance as Ph.D. students.

The proposal will be submitted as a hard copy, up to 10 pages long, not including bibliography, images, tables and charts [if in English – up to 13 pages]. A longer proposal will not be accepted.

The number of copies is the number of members of the advisory committee including the advisor/s + 2. The research proposal will be submitted also in a digital format, as a PDF file, named: (Last name)_ (First name)_proposal

The following documents will be submitted as well:
- Proposed supplementary studies.
- List of proposed members for the advisory committee.
- An approval of the Ethics Committee (if required).

The Authority for Research Students will appoint the advisory committee and will send the proposals to the members.

The committee will gather not later than two months from its appointment to discuss the proposals with the student and will either approve the research proposal and/or the
proposal for supplementary studies or suggest changes. The committee will send a detailed report to the Authority for Research Students.

The Authority for Research Students will approve the proposals and transfer the student to stage B or require changes. Any document of a corrected proposal will be marked "Corrected Version".

Only after the approval of the research proposal and the supplementary studies, a student is transferred from Stage A to Stage B.

More about the advisory committee and its appointment, please see regulations, article 6.

Instructions as for supplementary studies

1. A Ph.D. student is expected to study 12 credit points of courses within his supplementary studies.
2. The supplementary studies are decided by the advisory committee, yet the student may take courses already during stage A, in accordance with his advisor. The student should be aware that courses taken before the approval of the research proposal and studies might not necessarily be approved by the advisory committee.
3. A student may study up to 4 credit points in a different university in Israel or abroad. A request to take such a course should be submitted and approved before taking the course.
4. Courses for Bachelor degree, if recognized as required for the Ph.D. student within the supplementary studies, will be considered by half of their credit points.
5. Taking part in conferences cannot be recognized within the supplementary studies.
6. Taking part in courses of the Institute for Advanced studies may be recognized as 2 credit points. Active participation may be recognized as 3 credit points.
7. It is the student's obligation to check whether there are any limitations for registration to each course and get the approval of the office in charge of the course to take it.
8. Course/s that a Ph.D. student wishes to take over and above the requirements as a Ph.D. student, should be submitted as a different program of studies in accordance with the unit in charge of the specific course/s.

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<tr>
<th></th>
<th>Minimal grade in course</th>
<th>Grade in seminar</th>
<th>Minimal average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non experimental sciences</td>
<td>80</td>
<td>Active participation</td>
<td>85</td>
</tr>
<tr>
<td>Experimental sciences</td>
<td>75</td>
<td>75</td>
<td>80</td>
</tr>
</tbody>
</table>

Languages
Any Ph.D. student who was accepted to stage A and his knowledge of English/Hebrew was defined as less than "Exemption", should reach the level of Exemption within two years from his acceptance.

Information about English studies and exams:
http://www.hum.huji.ac.il/english/units.php?cat=3301&incat=3299

Information about Hebrew studies and exams:
https://overseas.huji.ac.il/hebrew

Link to NITE (exemption test in English/Hebrew):

Ethics in Research – see: http://ethics.huji.ac.il

Forms
The forms required in this process are presented on the site of the Authority for Research students in a printable word format:
1. stageB_courses.
2. StageB_committee_proposal.
3. StageB_committee_Conclusions_A

Please submit each form separately. Do not print the form double sided.
Please sign each form.