Guidelines for writing and submission of a Ph.D. dissertation

Humanities and Social Sciences

Content:


Before submitting the Ph.D. dissertation please check:

1. Has any material change occurred in the title of the dissertation in relation to the title already approved?
   1.1. If so – please submit a request to update the title approved by your advisor/s and the advisory committee.
   1.2. Please make sure that the title is phrased correctly both in Hebrew and in English.
2. Has any change occurred in your supplementary studies in relation to those already approved?
   2.1. If so – please submit a request to change your supplementary studies approved by your advisor/s and the advisory committee.
3. Have you completed your supplementary studies?
   3.1. If not – you will be able to submit your Ph.D. dissertation only after you complete your supplementary studies.
4. Humanities and Social sciences – Has your progress report been approved?
   4.1. If not – you will be able to submit your Ph.D. dissertation only after the report is approved.
5. Experimental sciences – Has your seminary lecture been approved?
   5.1. If not – You will be able to submit your Ph.D. dissertation only after it is approved.
6. Have you paid tuition as required?
   6.1. If not – please get in touch with the department of tuition to arrange your payments.

Submission of a Ph.D. dissertation:

1. A Ph.D. dissertation will be submitted to the Authority for Research students as a zipped PDF file on a USB flash drive. A hard copy will be submitted to the Authority for Research students upon thesis approval. Advisor/s will get copy/ies directly from the student before the submission of the dissertation to the Authority.
2. The dissertation will be printed on A4 pages, double-sided, font 12, 1 1/2 spaced.
3. The scope of the dissertation (excluding graphs, tables, appendices, bibliography, index):
   3.1. Hebrew
3.1.1 Humanities and Social sciences: up to 250 pages; ~ 100,000 words; ~ 450,000 printing types.
3.1.2 Experimental science: up to 100 pages; ~ 40,000 words; ~ 180,000 printing types.

3.2 English – The scope might be 30% bigger than in Hebrew.

3.3 Students in the Humanities and Social sciences, who were accepted before 2013, are allowed to submit a Ph.D. dissertation by a scope of up to 350 pages.

4. The name of the student will be presented on the cover page, while the name/s of the advisor/s will be presented in a proper place in the dissertation itself. Only one copy may include acknowledgements.

5. Each copy will have a Hebrew cover page (on the right side) and an English cover page (on the left side). A transparent binding page is recommended.

6. It is recommended to bind the dissertation in a manner that enables corrections and changes of sheets.

Proper editing and proofreading of the dissertation are essential for its evaluation.

The names of the student and the advisor/s will be presented on the dissertation in their formal version as they appear within the formal database of the Hebrew University.

Check list of the documents that should be submitted with the dissertation:

1. A declaration form - to be filled by the student and signed by the student and the advisor/s. In case the dissertation is in a Collection format, the form should be signed also by the advisory committee.

2. The advisor/s evaluation of the dissertation (a form and a detailed report will be submitted in a sealed envelope).

3. The advisor/s proposed list of potential reviewers (to be submitted in a sealed envelope).

4. A letter of contribution – the letter will be written by the student and will be approved by the advisor/s. The student will present in details his own contribution to the research and the dissertation as well as each of his partners’ contribution, if there are any. The letter will be written in the language of the dissertation itself and will be included in each copy of the dissertation. Another copy of this letter will be submitted separately. The letter will be submitted in case the dissertation is in a Collection format and in case a dissertation in a format of monograph is based on a research performed with partners other than the advisor/s.

5. A form for the library which will follow the dissertation when sent to the library after its approval.

6. A form replacing a TOFES LIMUDIM to enable the Authority register the student during the evaluation period.

7. Personal details form.

8. A clearance document from the relevant professional library.

9. A 2 pages abstract, 2 copies, approved and signed by the student and the advisor/s. The abstract will be identical to the abstract included in the dissertation, but
submitted separately. Its heading will be the title of the dissertation in Hebrew and in English; the name of the student and the advisor/s.

9.1 An abstract of a dissertation in a Collection format will contain a list of the papers, already published, cited according to the bibliographic conventions and an indication whether the dissertation is composed of published papers only.

10. A USB flash drive containing the dissertation as one zipped PDF file. The name of the file (last name)(first name)_PhD thesis. Please write your name and ID number on the USB flash drive.

Please pay attention:
1. It is absolutely forbidden to use the title "Dr." or "Ph.D." before the dissertation is finally approved.
2. Copies of the approved dissertations (Hard copy and USB flash drive) will be forwarded to the Authority of Libraries of the Hebrew University.
3. The average period between submission of a dissertation and its final approval is 6 months. Finding reviewers and getting their consent to review a dissertation might take few weeks before the dissertation is sent for evaluation. Corrections may also take some time. Naturally, when many dissertations are submitted at the same time (like towards the end of December) – the quantity slower the pace.

9.2 Language of the Doctoral Dissertation (from the Regulations for Research students)

9.2.1 The doctoral dissertation shall be written in Hebrew or in English.

9.2.2 The doctoral dissertation may be written in another language following approval of the Authority in the following cases:

• The Advisory Committee determined that in view of the research material and its subject, it is preferable to write it in the language required.

• It is not possible to compose a panel of referees who are experts in this subject, all of whom read Hebrew or English.

9.2.3 A field or Department may determine that the doctoral dissertations within its framework shall be submitted in Hebrew.

9.2.4 For a doctoral dissertation written in Hebrew, an abstract, title page and index shall be added in English. For a doctoral dissertation written in English, an abstract and title page shall be added in Hebrew. For a doctoral dissertation written in another language, an abstract and a title page shall be added in Hebrew and also an abstract, title page and index in English.
The Structure of a Ph.D. dissertation (monograph)

1. Cover page (hard paper), including: Title; text - Thesis submitted for the degree of "Doctor of Philosophy" by (name of the student); submitted to the Senate of the Hebrew University of Jerusalem (date).
2. Inner cover page (soft paper; identical to the cover page)
3. Page, including text: This work was carried out under the supervision of (name/s).
4. Abstract
5. A letter of Contribution.
6. Contents
7. Introduction
8. Methodology
9. Results
10. Discussion and Conclusions
11. References
12. Appendices
13. Acknowledgements (optional)

The Hebrew side of a Ph.D. dissertation written in English:

1. Cover page (hard copy) – as above, in Hebrew
2. Inner cover page (soft paper) – as above, in Hebrew
3. As above, in Hebrew
4. Abstract, in Hebrew

In a dissertation written as a Collection format parts 8 – 9 are included within each chapter, which is written as a paper according to the conventions in the field of research.

See also special instructions for writing and submission of a dissertation in a Collection format (ASSUPA).

Forms
The forms required in this process are presented on the site of the Authority for Research students in a printable word format:
1. PhDsubmission_declarations
2. PhDsubmission_supervisor_evaluation
3. PhDsubmission_judges_proposal
4. PhDsubmission_tofes_limudim
5. PhDsubmission_personal_information
6. PhDsubmission_library
7. Author consent form

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