



Guide for the Coordinator and Secretary of Graduate Degrees in the Academic Units



Introduction

This guide is designed to assist graduate studies coordinators and secretaries in academic units in dealing with the Graduate School. It is the result of the need of those new to the position [and even that of senior employees] to become familiar with and aware of the matters dealt with by the various graduate school offices, and how to interface with them.

I hope that this guide will be helpful for everyone.

We welcome your comments.

Kind Regards,

A handwritten signature in black ink that reads "D. Givoli". The signature is written in a cursive, slightly slanted style.

Prof. Dan Givoli

Dean of the Graduate School

**SHOULD YOU GO
TO GRAD SCHOOL?
A WEE TEST**

<input type="checkbox"/>	<input type="checkbox"/>	I AM A COMPULSIVE NEUROTIC.
<input type="checkbox"/>	<input type="checkbox"/>	I LIKE MY IMAGINATION CRUSHED INTO DUST.
<input type="checkbox"/>	<input type="checkbox"/>	I ENJOY BEING A PROFESSOR'S SLAVE.
<input type="checkbox"/>	<input type="checkbox"/>	MY IDEA OF A GOOD TIME IS USING JARGON AND CITING AUTHORITIES.
<input type="checkbox"/>	<input type="checkbox"/>	I FEEL A DEEP NEED TO CONTINUE THE PROCESS OF AVOIDING LIFE.

General Information

The Graduate School handles all matters related to studies for Master's and PhD degrees at the Technion, from registration stages to the final stages and granting of the degree. The school's offices are located on the entrance level of the Churchill Building.

Reception hours:

Sunday - Thursday between 9:30 - 12:30.

If you are unable to arrive during reception hours, you may coordinate a different time by phone.

In the summer and on holidays - please confirm reception hours in advance.

The school's website: <https://graduate.technion.ac.il/en/home/>

Fax: 04-8295635

E-mail: acadsec@technion.ac.il

Herewith is a summary of the activities and functions of the school's departments and staff members:



Office of the Dean of the Graduate School, Tel. 2478

Dean, Prof. Dan Givoli, tgs-dean@technion.ac.il

The Dean is responsible for the allocation of scholarships to academic units, handling various budgets [budget for students' travel abroad, scholarships budget, the Jacobs budget and more]. He is the chairman of the school's Awards Committee, oversees the development of the school's complex computer systems, handles examination committees, releasing of exams for candidacy and finals, is in charge of relationships with various universities and entities abroad, represents the Graduate School and the Technion at various events in Israel and abroad, promotes many other matters.

By virtue of his position, the Dean participates in most of the general Technion committees, including the Steering Committee, Standing Committee, various committees of the Vice President of Academic Affairs, the Committee for Academic Development, and more.

Student inquiries to the Dean are conducted in writing alone, and any student inquiry to the Dean is examined vis-à-vis the academic unit with the strictest confidence. It is preferable that the coordinator be aware of student matters before they reach the Dean.



Associate Dean of the Graduate School, Tel.: 2137

Prof. Uri Peskin uri@tx.technion.ac.il

Responsibilities of the Associate Dean

- Acting Dean in the Dean's absence
- Coordinator of the General ME Program
- Handling off-campus Master's program
- Ongoing handling of registration and admissions matters
- Ongoing handling of matters pertaining to the Studies Department (approval of Exams Committee for testing candidates, various students' requests during studies, and more)
- Handling matters of conference travel scholarships
- Handling proposals for new courses (and changes to existing ones)



Academic Secretary, Tel. 3178

Yael Cohen acadsec@technion.ac.il

Oversees the school's staff. Handles the school's academic and administrative matters, including: school regulations, new academic programs, appointments to inter-departmental committees, student acceptance, Degrees Committee, Committee for Determining Excellence in MA Programs, graduation ceremonies and diplomas, the "New Under the Sun" series, editing and publishing promotional materials for the School (annual Hebrew catalog, newsletter for applicants, website).



Dean's Office Coordinator, Tel. 2478

Rinat Ben-Chaim gradsc@technion.ac.il

The Dean's Office Coordinator assists the Dean in all matters related to the school operations vis-à-vis all Technion academic units on the one hand, and vis-à-vis Technion management and all external entities on the other hand. Her duties include:

Managing the Dean's Office, including inquiries from staff and students, coordinating the Awards Committee, the Disciplinary Committee, and Excellent Teaching Assistants.

Handling matters of excellence awards and scholarships from both external and internal sources (within the Technion), as stated in page 14. This does not include merit scholarships granted from academic units' budgets.



School Secretariat, Tel. 2573

Levana Ben Shabbat levana@dp.technion.ac.il

The school secretariat deals with the following matters:

- **Dealing with several school courses**
 - Approval of new courses – coordinating material received from the academic units after approval by the unit council, checking the material and submitting it to the subcommittee for review, and submitting the material for approval by the standing committee for academic studies.
 - Changes and additions to existing courses – under authorization of the coordinator for advanced degrees after approval from the department council. The materials arrive at the school for approval by the Vice Dean.
 - Updating the annual catalogue of courses – a message is sent to the coordinators and secretaries for courses to be given the following year (parallel to the material being distributed by the academic secretary). Receiving materials from the departments and entering it in the system.
- **Preparation of student certificates and transcripts** in Hebrew and English for active students and alumni:
 - Ordering computerized confirmations according to students email requests.
 - Printing non-computerized confirmations, such as those for alumni.
 - Confirmation/authentication of student's details in need of examination.
 - Issuing diplomas for graduate students, mainly for external students.
- **ME program secretary – general –** registering students for courses, follow-up and communication during studies, and transfer to department for completing students.



Office of Registration and Admissions

Jenny Shikhverg, Head	2181	adms_grad@dp.technion.ac.il
Gabi Laufmann, Advisor to International Students	2693	IntGrad@technion.ac.il
Liraz Vader, Coordinator for Continuing Studies	2739	vliraz@technion.ac.il

The Office of Registration and Admissions oversees candidates' registration and admission (or rejection) to studies according to Graduate School's procedures and the Technion's regulation.

Criteria for registration for MA:

- Minimum average: 75 (in most departments the requirement is higher)
- For graduates of institutions other than the Technion: ranked amongst the top 30%
- Appropriate academic background, according to the rules which appear in the information booklet, and in accordance with the decisions made and approved by the academic unit.
- Keeping with registration dates:
 - 30.04 for the winter semester
 - 30.11 for spring semester
- Late registration will take place via the Office of Registration and Admissions for students with high academic scores. Registration will be conducted up to about a

month or a month and a half before the semester begins or earlier, according to the decisions of the various academic units.

Criteria for registration for PhD:

- Only candidates with research Masters may apply. International candidates must take a GRE exam. Requests to waive this requirement will be weighed on a per-case basis.
- Minimum average: 80 on courses and research thesis (in most departments the requirement is higher)
- A member of the academic staff has agreed to advise them.
- Candidates who did not complete their MA at the Technion must submit at least two letters of recommendation, one from their MA thesis advisor.
- In exceptional cases, candidates with a non-research MA, who could have been admitted for a research degree in the academic unit based on their BA average, and who are ranked amongst the top 30% of their class in their MA, and have a member of the academic staff who is willing to advise them in completing a thesis report ("Exploratory Research"), and on to their PhD, may apply to studies "not leading towards a degree". After two semesters (at most) they must submit a paper which will be evaluated by an internal committee in their academic unit and, based on this evaluation, they may be admitted for PhD studies.

International students

There is no late registration for international students. An attempt should be made to discuss candidates from abroad as early as possible. Foreign students are not allowed to work in Israel, and thus attempts to grant scholarships should be made (if they are within the criteria, of course).

Admissions:

- Decisions to admit or reject are made firstly according to the recommendations of the Graduate Studies Committee in the academic unit, which, at the second stage, receives authorization from the Graduate School, subject to the rules and regulations of the academic unit and the Graduate School. In cases where the candidates do not meet Graduate School criteria, rejection is "out of hand" by the Graduate School.
- Staff should be instructed not to promise admission or admission criteria to candidates. Under no circumstances should answers be given to candidates – negative or positive – before the School has approved the recommendation of the academic unit.

- Care should be taken to admit candidates who meet the rules and regulations of the school.
- Care should be taken to admit candidates for suitable tracks, as per their academic background and grade average.
- Candidates with three-year degrees must complete courses as stipulated in the chart in the course catalogue. They will be admitted as “qualifying students”. Duration of studies for qualifying students is two semesters, except in special cases.
- Students accepted as “qualifying” – the courses being completed should be listed as those to be completed in two semesters in order to change their status to “regular students”. Courses needed for completion may be separated from those towards their degrees in cases in which the Graduate Studies committee sees fit to do so. Only the GPA of courses towards the degree will be taken into consideration when competing for awards, scholarships, graduation, or moving to a direct PhD track.



Students Office

Sarah Avramovitch, Head	2652	absara@technion.ac.il
Sigal Samuel, Research Topics Coordinator	2574	ssigal@technion.ac.il
Zila Belsiano, Course Coordinator	2737	bzila@technion.ac.il

The Students Office deals with matters pertaining to:

Head of Office

- Authorizing student's leave
- Cessation of studies
- Extension of studies
- Statute of limitations
- Change in study track: from research track to one with no thesis
- Transfer of student from continuing studies to graduate studies

Research Topics Coordinator

- Authorization of research topics, appointment of advisors, follow-up on research progress
- Change in study track: from thesis track to non-thesis track
- Change in study track: from non-thesis track to thesis track
- Candidacy examination
- Transfer to direct PhD track

- Sabbatical and leave of absence for faculty staff
- Input of research grades

[Research progress grades chart](#)

Course and Grades Coordinator

- Registration for courses and grade input
- Transfer of students to “regular” status
- Accreditation and course waivers, removal of surplus courses from grade sheet
- Inter-institutional studies
- Follow-up on: academic levels, languages, inactivity, repeated failures
- Updating personal details
- Approval of teachers for courses given within Continuing Education studies



Scholarships Office – Tel. 3098 ,3867

Sharon Paucker, Head

sharonp@dp.technion.ac.il

Mor Dekel, Coordinator

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Scholarships at the Technion are given on basis of monthly portions. The amount granted is determined according to the degree and the stage of research at which the student stands. Students may receive between one and six portions in any given month. [Scholarship Sums](#) are updated from time to time and published on the school's website.

Students requesting scholarships must submit the [Scholarship Request Form](#) to the Graduate Studies Secretaries in the academic units in accordance with the [Procedure](#) for Requesting and Granting Scholarships.

Recommendations for scholarships are given by the academic units (including number of portions and type of scholarship). The Graduate Studies Committee in each academic unit will discuss scholarship requests only from candidates with a GPA of 80 or above, and the recommendation to grant a scholarship will be based on the allocation of scholarships available to the unit.

Each scholarship recipient will sign a [Scholarship Receipt Agreement](#) detailing all terms. The academic unit commits to the minimum scope of scholarship portions towards the recipient in Appendix A on the last page of the Scholarship Receipt Agreement and is an inseparable part thereof. The appendix will be written and signed by the academic unit's Graduate Studies coordinator via the academic unit's Graduate Studies secretary, and by the scholarship

recipient and in their presence. The final confirmation for scholarship is given by the Dean of the Graduate School.

Scholarships approved by the Dean are transferred for pay by the Accounting Department.

The Scholarships Office deals with the following matters:

- Authorization of various scholarships: [Merit Scholarships](#), Dean's Encouragement for Excellence Scholarships (Technion graduates with averages of over 90), Excellence Scholarships at the Department's Expense, Tuition Scholarships, Seam Scholarships, Parenting Scholarships (adjustments for recipients undergoing fertility treatments, pregnancy, birth, adoption, or fostering), Scholarships for time served on reserve duty.
- Routine overseeing of scholarship budgets in the academic units: updating annual allotment for scholarships, updating additions to the units for acquiring scholarship donations, crediting for receipt of scholarships in memory/honor, and more. Scholarship budgets for each unit is under their responsibility, and considerations for the manner of use thereof is in the hands of the unit.
- Handling requests for additional work of School scholarship recipients. Scholarship recipients may work in education in limited scope and in accordance with the number of increments allotted to them ([Scholarship Recipients Remaining at Technion and Authorization to Work Parallel to Receipt of Scholarship](#)). Scholarship recipients requesting to work beyond or differently than allowed according to their scholarship terms may submit an [Additional Work Request](#) to the Dean. Authorization from the Dean must be received before beginning work.
- Handling scholarship recipients' requests for [Authorization of Absence from the Technion and Financial Support from School Budget for Travel to Conferences](#).

Important issues that arise frequently:

- The procedures for matters pertaining to scholarships, for staff and scholarship recipients in the academic units, must be updated.
- It is important to remember that for scholarship recipients, the issue of remaining at the Technion and dedicating time to research is under supervision of the advisors and the departments, and procedures are to be observed. In cases where it is reported to the school that a recipient is not keeping up with the requirements for receiving a scholarship, the matter will be dealt with severely.

- Scholarship extension requests must be submitted on the proper form, filled out in accordance with the requirements.
- Requests for leave from the Technion must be submitted before said leave – retroactive requests will not be approved.
- Requests for additional jobs must be submitted before beginning work – retroactive requests will not be approved
- Scholarship recommendations should not be submitted for students who are “blocked” and have not yet taken care of the all required as new Graduate School students.



Prizes and External Fund Scholarships Tel. 2478

Rinat Ben-Chaim gradsc@technion.ac.il

Excelling students may compete for prizes and scholarships from various sources (hereinafter, "Excellence Grants").

Note: These are not Merit Scholarships awarded from academic unit budgets.

Excellence prizes may be divided into three groups:

- Excellence prizes from non-Technion sources, such as: Charles Clore, Adams, Azrieli, The Ministry of Science, the Council for Higher Education, and others.
- Excellence prizes from internal Technion sources – Scholarships named for donors – such as: Jacobs, Gutwirth, Zef, Fine, Daniel, Sherman, and others.
- Awards (one-time prize) such as: Wolf, Binyan, and others.

Handling excellence prizes is usually as detailed herewith:

1. A call for proposals with details regarding criteria and timetables for submission is published (the timetable is subject to circumstances and cannot be changed).
2. The list is distributed to academic units with the names of students who meet criteria for the prize.
3. Material from the academic units is gathered and sent to the school's Prizes committee.
4. The Prizes committee's decision is published to the academic units. These decisions are final and cannot be appealed.

- When the prize is one from internal Technion sources the committee's decision refers to receiving or not receiving the prize.
- When referring to the prize sources outside the Technion (including awards), the school will pass the Prizes Committee's decision on to the relevant source for discussion. Upon receiving the answers, they will be distributed to the academic units.

5. Awarding of excellence prizes will be recorded in the student's grade transcript.

Please note that there are sources which publish calls not via the Graduate School (such as directly through the academic units, or online, etc.). Submitting candidacy for excellence grants must go through the academic unit, in order to receive approval from the coordinator of the Graduate Studies Committee and after that, from the School. The School will not handle students who submit candidacy for scholarships independently.



Graduates Office

Tel. 2572

Michal Distelfeld, Head

michaldi@technion.ac.il

Ziva Rozenshtein, coordinator

ZivaR@dp.technion.ac.il

The office handles students in the final stages of their degrees, after the Dean has approved their examiners committee.

1. A student will be transferred to “completing” status only when the academic unit’s Graduate Studies Committee submits, in writing, to the school, a proposal for an examiners committee for the final exam towards an MSc or a PhD (a “final stages” mark on their research will not change their status to “completing”). The proposal will be passed on to the Dean for approval. After this the department will appoint the examiners. If any problems arising with putting together the committee, the department will notify the academic unit’s Graduate Studies secretary. The departmental Graduate Studies Committee will propose a resolution or alternative, and when the Dean approves their proposal, the appointments will be sent to the examiners.
2. At this stage, the student may submit their thesis to the School according to [procedures](#). This is pre-examination submission.
The thesis submitted is sent to the examiners along with the judging form. School regulations allow the examiners for MAs to submit their reviews within a month, and for doctorates, within two months. If the reviews don’t come by the date stipulated, the Graduates Office will send reminders to the examiners.
3. **The review must be received 48 hours before the examination. The Graduate Studies secretary must follow-up to ensure that the review arrive before this.**

After all reviews are received, the Dean will decide whether to release the exam. The academic unit is responsible for determining the date for the exam upon receipt of notification of release (if this has not yet been done).

In the event that one of the examiners determines that in their opinion the *thesis is not suitable* for acceptance as part of the requirements for a degree, the Dean will request that the head of the departmental Graduate Studies Committee hold an “examiner’s meeting” in order to discuss how to proceed.

4. The student’s exam report arrives at the Graduates Office; then a letter is sent to the student (with copies sent to the advisor and the committee) detailing the certificates needed to complete the graduation process (for example, an abstract, library certificates, and such).
5. When all completion certification has arrived at the Graduates Office, the student’s file is checked in order to ensure that all stages of the graduation process have been completed properly. At this stage the Graduates Office may contact the student to request missing documents or correction of existing ones (it is the student’s responsibility to ensure that the file is closed). The date of entitlement for the degree is determined as the date of submission of final versions to the academic unit’s library. Regarding students in a non-thesis track, dates for entitlement for degree are determined as the date on which confirmation is received for fulfillment of all academic requirements for the degree. Students who still owe tuition must complete payments, and the date for entitlement to the degree will be the date that all debts are payed off.
6. At this stage, the student’s file is ready to be checked by the Degrees Review Committee. The Degrees Review Committee checks if the student has met all academic requirements and their duties to the Technion.
7. After confirmation from the Degrees Review Committee, the list of recipients of degrees is passed on to the Technion Senate for authorization.



Coordinator of Information and Computer Systems

Tel. 3093

Sharon Shapira grcomp@technion.ac.il

The responsibility of the Coordinator of Information and Computer Systems is to coordinate between the Graduate School and the Computers and Information Systems Department for all matters regarding computerized systems in the Graduate School.

- Concentrating all requirements for computerized systems, from an understanding of the school system and its needs vis-à-vis the systems' abilities, while determining priorities as needed.
- Cooperation with the development team in the Computers Departments on analyzing and planning work processes in computerized systems.
- Routing requests from various sources (management, academic units, and various Technion and external sources).
- Creating reports and follow-up on letters created from the central computer.
- Assisting users in finding solution for the computer systems for advanced degrees.
- Assisting users in production of information using the Data Warehouse system.
- Concentrating data for the Dean, the school staff, the academic units (if they aren't in the Data Warehouse), management, and various sources inside and outside the Technion.

