



Procedure Regarding Adjustments due to Fertility Treatments, Pregnancy, Birth etc. 5773

## **Procedure Regarding Adjustments due to Fertility Treatments, Pregnancy, Birth, Adoption, Custody or Fostering of a Child**

(As approved by the standing committee for academic studies on the dates: 25/11/2012, 24/7/2012, 9/11/2014)

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This document is a translation, made for solely for the convenience of English speakers. The original procedure, which is written in Hebrew, is the binding document.  
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### **Appendices:**

[Appendix A](#) - Application Form For Adjustments due to Fertility Treatments, Pregnancy, Birth, Adoption, Custody or Fostering of a Child

[Appendix B](#) – Certificate of Eligibility due to a Qualifying Event: Adjustments due to Fertility Treatments, Pregnancy, Birth, Adoption, Custody or Fostering of a Child

### **1. General:**

- 1.1. Pursuant to Section 19b of the Student Rights Law, 5767-2007 (hereinafter: the “**Law**”) and the Student Rights Rules (Adjustments due to Fertility Treatments, Pregnancy, Birth, Adoption, Custody or Fostering of a Child), 5772-2012 (hereinafter: the “**Rules**”), Technion undertakes to set forth provisions regarding adjustments that will be provided to students due to fertility treatments, pregnancy, birth, adoption, custody or fostering of a child as an intended parent or parent in a foster family, and to publish them.
- 1.2. The Procedure is worded in the feminine form, but relates to men and women equally. Reference in the feminine form will refer to the masculine, and vice-versa.

### **2. Objective:**

- 2.1. Technion recognizes the significance of the principles set forth in the Law and the Rules in order to increase accessibility to higher education and equal opportunity in higher education.
- 2.2. The provisions of the Procedure are intended to provide a response to the unique difficulties faced by students following fertility treatments, pregnancy, birth, adoption, custody or fostering of a child, and to define in the assistance and adjustments to which the students are entitled under these circumstances.
- 2.3. The Procedure will define, in a uniform and equal manner, the circumstances in which a student will become eligible, as well as the special adjustments and scope of the assistance to which the student will be entitled.



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2.4. The adjustments proposed in these Procedures take into account the primary obligation of Technion to ensure that all of graduates are trained based on the high standards determined by the Institute's authorities.

### 3. **Definitions:**

**For the purpose of this Procedure:**

3.1. “**The Technion**”: The Technion – Israel Institute of Technology;

3.2. The “**Law**”: The Student Rights Law, 5767-2007;

3.3. The “**Rules**”: The Student Rights Rules (Adjustments due to Fertility Treatments, Pregnancy, Birth, Adoption, Custody or Fostering of a Child), 5772-2012, as set forth by the Council for Higher Education and their updates which were posted in CHE decisions of 10.6.2014 and 6.3.2018.

3.4. “**Absence due to a Qualifying Event**”: Absence for **a period of at least 21 days** (calendar) during a semester, due to one of the events listed below, provided that written approval is provided, when signed by a professional entity – medical and/or social, to the satisfaction of the Adjustments Coordinator:

3.4.1. Absence due to Bed Rest.

3.4.2. Absence during the time shortly after birth (hereinafter: “**Post Birth Leave**”), adoption or fostering a child as a guardian parent or parent in a foster family.

3.4.3. Absence in order to travel to a foreign country for an international adoption, as defined in Section 28a of the Child Adoption Law, 5741-1981.

3.4.4. Absence in order to receive fertility treatments.

3.5. “**Prerequisite**”: Participation in a course, exam or task that constitutes a condition for participation in another course, exam or task, or acceptance to an advanced year of study.

3.6. “**Task**”: An exercise, paper, seminar work, project or report.

3.7. “**Lesson**”: A frontal lecture, including a recitation. To dispel any doubt, practical training, including frontal lessons performed in the framework of practical training, is not considered to be a lesson.



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- 3.8. “**Practical Training**”: Training that is not a frontal lesson, including training performed in the framework of laboratories, workshops, seminars, trips, guidance and clinical instruction, and the like.
- 3.9. “**Student**”: A student studying at Technion in the framework of undergraduate studies, the Graduate School, the Department of Continuing Education and External Studies, the Pre-University Education Center or in any other educational framework run by Technion.
- 3.10. “**Graduate Students**”: Students studying towards a graduate degree – master and/or PhDs.
- 3.11. “**Certificate of Eligibility**”: A certificate issued by the Adjustments Coordinator regarding the student’s eligibility for adjustments, including Adjustments due to a Qualifying Event, as well as adjustments as stated in Sections 6.5.2, 6.5.3, 6.5.4, 6.8.1, 6.10.1, 6.10.2, 7.1.2 below.
- 3.12. “**Study Period**”: The allotted study period for the degree including any shortening/extensions that were lawfully granted.
- 3.13. “**Period of Eligibility for Scholarship**”: The number of months of scholarship to which the student is entitled.
- 3.14. “**Customary Technion Exam Dates**”: Customary dates for exams at the Technion are "Date A" and "Date B" in the current semester or in the subsequent semester.

#### **4. Adjustments Coordinator**

- 4.1. Preference will be given to a woman in an appointment for this position. The name of the Adjustments Coordinator and the methods for contacting her will be published in the annual prospective students’ handbook (undergraduate studies/the graduate school) and on the Technion’s website.
- 4.2. The roles of the Adjustments Coordinator will be as follows:
  - 4.2.1. To coordinate handling all matters relating to this Procedure and its implementation.
  - 4.2.2. To accept application forms from students to confirm eligibility for adjustments and their approval.
  - 4.2.3. To issue a certificate of approval regarding the eligibility of students to adjustments. The approval will list the period of absence due to the Qualifying Event and the adjustments to which the student will be entitled.



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- 4.2.4. To publish information relevant to students in coordination with the Dean of Undergraduate Studies and the Dean of the Graduate School. Publication as stated will take place, to the extent possible, after consultation with representatives of the Student Union.
- 4.2.5. To guide and counsel inquiring students.
- 4.2.6. To refer eligible (for adjustments) undergraduate and graduate students respectively to the Office of Undergraduate Studies or to the Graduate School, for realization of the required academic adjustments.
- 4.2.7. To work with other Technion officials, to the extent required, in order to arrange additional benefits and/or adjustments to which the student is entitled.
- 4.2.8. To handle complaints of students regarding realization of the adjustments and/or any other matter relating to the matters set forth in this Procedure.
- 4.2.9. To monitor the execution of the instructions of this Procedure and report to the senior executive vice president or a person appointed by him, with a frequency that is no less than once per year, on the handling of matters which are the subject of this Procedure. To dispel any doubt, let it be clear that the report to the senior executive vice president will be statistical and will not relate to the personal affairs of any given student. A statistical summary will be sent by the senior executive vice president to the Student Union.

4.2.10. To initiate changes, amendments and additions to the Procedure, as she sees fit.

4.3. The Adjustments Coordinator shall maintain the confidentiality of the medical/personal documents transferred to her and shall not transfer them or details therefrom to anybody, unless it is essential to do so for the fulfillment of her position.

## 5. **Submission of an Application, its Approval and Use of the Approval:**

- 5.1. A student who was absent due to a Qualifying Event (more than 21 cumulative days during the semester), shall be entitled to contact the Adjustments Coordinator and to request approval Certificate of Eligibility. The application will be submitted through the application form attached as [Appendix A](#) to this Procedure and which constitutes an integral part hereof, signed by the student.
- 5.2. The application shall note the period of absence in relation to which the Certificate of Eligibility is requested. Appropriate references are to be attached to the application. These should confirm that the student was absent from her studies due to one of the reasons detailed in Section 3.4 above, including medical certificates, statements of opinion and/or certificates from social services and the like.



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- 5.3. The Adjustments Coordinator, at her discretion, may request from the student additional provision of details, documents or any other item that she requires in order to make a decision regarding the student's application. The Adjustments Coordinator may consult with the Technion's doctor, if she deems it necessary.
- 5.4. The student's application will be addressed by the Adjustments Coordinator within a reasonable time and in any event no later than within 10 business days from the date when all necessary information has been submitted.
- 5.5. A student whose application was approved shall receive Certificate of Eligibility from the Adjustments Coordinator. This certificate will not detail the reason for which the student was absent. The certificate shall be in the form attached in [Appendix B](#) of this Procedure or in a similar form at the discretion of the Adjustments Coordinator.
- 5.6. The student shall present the Certificate of Eligibility to the Office of Undergraduate Studies, the Graduate Studies School and/or any other relevant entity or official in order to receive the required adjustments. These entities will not request any reference, medical or otherwise, as proof of the eligibility. If the eligibility of the student for a certain adjustment and/or the scope of the eligibility are not clear, the professional entity will contact the Adjustments Coordinator.
- 5.7. A student who returns to her studies after the absence period due to the Qualifying Event must report her return to her studies to the Adjustments Coordinator and to the Office of Undergraduate Studies/Academic Unit's Secretary of Graduate Studies (in accordance with the type of her studies).

## 6. **Adjustments for the Student:**

### 6.1. **Absences from lessons:**

- 6.1.1. A student is entitled to be absent due to a Qualifying Event from up to 30% of the lessons in a course which has a mandatory attendance requirement.
- 6.1.2. Despite the above statements, the allowed post birth absence period will be equal either to six weeks or to 30% of the lessons in a course which has a mandatory attendance requirement - – whichever is larger (the standing committee for academic studies – November 9<sup>th</sup> 2014).
- 6.1.3. In addition, a student after having given birth or having adopted a child is entitled to be absent for an additional period of time of 10% of a course which has a mandatory attendance requirement, to care for the child in his/her first year.



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6.1.4. The above approved levels of absence shall overlap with the level of absence approved for other reasons, so that all of the approved absences, for any reason, shall not exceed the following:

- A. In case of a Qualifying Event: 30% of the lessons.
- B. In case of a student after having given birth: 30% of the lessons or a period of six weeks – whichever is higher, and in addition – 10% of the lessons
- C. In case of a student after having adopted a child: 30% of the lessons, and in addition – 10% of the lessons.

### 6.2. Deferral of studies and retaking a course:

6.2.1. A student who was absent due to a Qualifying Event shall be entitled to defer studies in the course to which she was registered in that semester and to return to study it, without additional payment, in a later semester in which the course is taught, provided that she was not tested in that course.

### 6.3. Tasks:

6.3.1. A student who was absent due to a Qualifying Event on the date that was set for the submission of a task or close thereto, may submit the task or an alternative task, in accordance with the decision of the Lecturer, after her return to her studies. The date for the submission of the task or the alternative task shall be within seven weeks from the date of her return.

### 6.4. Practical training:

6.4.1. A student who was absent from practical training due to a Qualifying Event, as defined in Section 3.4 above, may make up for her absence on a later date, in coordination with the responsible lecturer, pursuant to the provisions below.

6.4.2. To the extent possible, the student will complete that which was missed within the same semester in equivalent practical training (i.e. with identical study content held for another group of students or on other dates).

6.4.3. In the event that there is no available equivalent practical training or there is none at all, the responsible lecturer will examine, in coordination with the coordinator of undergraduate / graduate studies at the academic unit, whether there is similar practical training (i.e. practical training with study content that is not identical but, in the opinion of the responsible lecturer, is sufficiently similar in order to meet the academic objectives of the training) and the student will complete the practical training within the same semester or at another date to be determined by the responsible lecturer.



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- 6.4.4. If there is no similar practical training, the Dean of Undergraduate Studies or the Dean of the Graduate School will consider the option of exempting the student from the practical training, after consultation with the head of the academic unit responsible for the student's track of study.
- 6.4.5. To dispel any doubt, it is clarified that in the event in which the circumstances set forth in Subsections 6.4.2, 6.4.3 or 6.4.4 are not met, the student will perform the practical training at the next possible opportunity.

### 6.5. Adjustments in an exam:

- 6.5.1. A student who was absent from an exam due to a Qualifying Event is entitled to take the exam on a different date within the framework of the Customary Technion Exam Dates.
- 6.5.2. A student who was absent from an exam during the time period of up to 15 weeks after birth, adoption, custody or fostering of a child, is entitled to take the exam on a different date within the framework of the Customary Technion Exam Dates, or on another date to be approved by the Dean of Undergraduate Studies or the Dean of the Graduate School following a recommendation by the Adjustments Coordinator.
- 6.5.3. Notwithstanding the provisions of Section 6.7 of Appendix D of the Procedures and Regulations in Undergraduate Studies (regarding visiting the toilet during exams that are two hours or longer in duration), a pregnant student may use the toilet during an exam. <sup>(1)</sup>
- Visiting the toilet will be under the proctor's approval and in accordance with the proctor's instructions (accompanied by a proctor, timed/spaced exits in the event that there are a number of students leaving the exam room, and the like).
- 6.5.4. A pregnant student is entitled to additional time during an exam in the amount of 25% of the duration of the exam time. <sup>(1)</sup> This additional time partially overlaps with other time additions to which the student may be entitled, if any, such that the total additional time extension will not exceed 30% of the duration of the exam. This provision prevails over any other previous provision, unless explicitly stated otherwise.

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<sup>1</sup> Footnote: a pregnant student, regardless of a Qualifying Event, is entitled to receive approval from the Adjustments Coordinator regarding the pregnancy in order to be able to present the said approval during an exam.



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6.5.5. During the period of up to 15 weeks after having given birth, a female student is entitled to additional time of 25% during exams of all courses as well as in the final medical studies (MD) exam. If the female student is entitled to additional time for another reason, the total of additional time shall not exceed 25%.

### 6.6. Absence from an exam or task that is a prerequisite:

6.6.1. A student who, due to a Qualifying Event, was absent from an exam or did not submit a task in a course that constitutes a prerequisite, and those alone, is entitled to study “on condition” in an advanced course or advanced year until the completion of the exam or task in accordance with the provisions of Sections 6.3 and 6.5 above.

### 6.7. Extension of studies:

6.7.1. A student who was absent due to a Qualifying Event is entitled to extend her studies by two semesters of the study period as it is defined in section 3.12, without being charged tuition or any additional obligatory payment due to the said extension. To dispel any doubt, it is clarified that payments for additional services, such as dorms and the like, are not considered an additional obligatory payment, as stated above.

### 6.8. On-campus parking:

6.8.1. A student in her seventh or later month of pregnancy will be entitled to receive a parking pass (red) at no cost. The pass will be limited to half a year.

### 6.9. Research scholarship:

6.9.1. The scholarship of a student who is absent from her studies due to a Qualifying Event will not be stopped for a period of up to 15 weeks.

6.9.2. After the student returns to her studies, her period of eligibility to a scholarship will be extended by a period of time equal to the period of her absence due to the Qualifying Event, subject to the provisions of Subsection 6.9.4 below, but no longer than 15 weeks.

6.9.3. To dispel any doubt, if the period of eligibility for scholarships ended during the absence due to a Qualifying Event, the period of eligibility for scholarships will only be extended due to the months during which there was eligibility for scholarships from the total period





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in which the scholarship was paid due to the Qualifying Event, subject to the provisions of Subsection 6.9.2 above.

6.9.4. The provisions above are contingent on and subject to the student notifying the Technion on her eligibility by no later than 30 days from the date of the Qualifying Event.

6.9.5. In the event that an extension of Post Birth Leave was approved for an additional period in excess of the 15 weeks required under any law, her eligibility for a scholarship will not be extended due to the additional break period.

### 6.10. Adjustments for spouse:

6.10.1. A spouse of a student to whom one of the events specified in section 3.4 of this protocol, even if the latter is not a student, will be exempt from attending classes for a week, provided that the adjustment coordinator has determined that there is a connection between the qualifying event and the spouse's absence.

6.10.2. A student whose spouse is after birth, who was absent from an exam held within three weeks from the date of the birth will be entitled to an additional exam date within the framework of the Customary Technion Exam Dates.

### 6.11. Prizes and merit scholarship:

The duration of studies, when used as a criterion for eligibility for Prizes, scholarships and merit scholarships from the Technion, will include the time of absence due to a Qualifying Event.

### 6.12. Photocopy card:

A student who was absent due to a Qualifying Event is entitled to receive a photocopy card for 20 copies or printed pages of study material for each day of absence.

## 7. Adjustments in Infrastructure and Facilities:

### 7.1. Safety in laboratories:

7.1.1. The Technion will publish the list of materials that are used in the Technion's laboratories and that may be hazardous to pregnant women or women who are breastfeeding, on the Security Department's website. In accordance with Article 4 of the Working Women Regulations (Prohibited Work, Limited Work and Hazardous Work), 5761-2001 and in accordance with Article 1 of the Work Safety Regulations (Occupational Safety and Hygiene in Work with Hazardous Materials in Medical, Chemical and Biological Laboratories), 5761-2001, a pregnant student or student who is breastfeeding is required to report to the laboratory supervisor regarding her being

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pregnant or actively breastfeeding and to examine the existence of any of the hazardous materials appearing on the list.

7.1.2.A student who did not participate in a laboratory or other practical training due to the concern of exposure to materials hazardous to pregnant or actively breastfeeding will be subject to the provisions of Section 6.4 above.

### 7.2. Adjustment of rooms and structures:

7.2.1. Each academic unit will allocate at least one nursing room containing a comfortable place to sit, an electrical outlet, refrigerator, changing table and a nearby sink with a water tap.

7.2.2. Each academic unit / main building will have at least one toilet in which a changing table will be installed. This toilet will be marked appropriately.

7.2.3. A notice will be published on the Technion's website regarding the location of the nursing rooms and changing tables.

7.2.4. A pregnant student who requires a special seating arrangement will contact the Adjustments Coordinator.

## 8. Additional Adjustments for Absence That Does not Qualify As a “Qualifying Event”:

8.1. The provisions of this Procedure will not detract from the power of the Adjustments Coordinator, in consultation with the lecturer, to recommend to the Dean of Undergraduate Studies / the Dean of the Graduate School of adjustments in addition to those included in this Procedure, in connection with a student whose absence does not qualify as a “Qualifying Event” as set forth in Section 3.4 above, and whose studies are harmed due to fertility treatments, pregnancy, birth, adoption, custody or fostering a child.

## 9. Publication

9.1. This Procedure and its appendices and notices hereunder that set forth the various adjustments for eligible students will be published by the Adjustments Coordinator each year in the annual prospective students' handbook for undergraduate studies / the graduate school and on Technion's website.

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Appendix A

**Application for adjustments due to fertility treatments, pregnancy, birth, adoption, custody or fostering of a child**

This application is worded in the feminine, but relates to males and females alike, and the feminine also relates to masculine and vice-versa.

- The printed and signed application must be submitted to: [hatamot@tx.technion.ac.il](mailto:hatamot@tx.technion.ac.il). Office hours are: Sunday-Wednesday between 11:00 – 13:00, Thursday between 9:30-10:30 at Undergraduate offices, Ullman Bldg.
- **An application submitted without the necessary documents will not be handled.**
- Answers will be sent via email.
- **Members of the teaching staff** may file a claim for maternity leave payments to the National Insurance Institute using the forms located on the website of the National Insurance Institute.

To  
Adjustments Coordinator  
Undergraduate Studies' Offices

I, the undersigned, \_\_\_\_\_, I.D / Student No. \_\_\_\_\_,  
who is studying towards a \_\_\_\_\_ degree in semester number \_\_\_\_\_  
for my academic studies at the academic unit of \_\_\_\_\_  
mobile phone \_\_\_\_\_ email \_\_\_\_\_

**Hereby confirm that I have read the provisions of the procedure regarding adjustments due to fertility treatments, pregnancy, birth, adoption, custody or fostering of a child (hereinafter: the "Procedure")**

**I hereby declare that I have been absent from studies in the \_\_\_\_ semester of the \_\_\_\_ academic year, for 21 or more days, for a total of \_\_\_\_\_ days due to a Qualifying Event, as defined in the Procedure.**

**Please mark the reason for the absence:**

- Absence due to Bed Rest
- Absence during the time shortly after birth, adoption or fostering a child as a guardian parent or parent in a foster family.
- Absence in order to travel to a foreign country for an international adoption, as defined in Section 28a of the Child Adoption Law, 5741-1981.
- Absence in order to receive fertility treatments.



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**Please list the period/s of the absence:**

- |                                |    |                                |    |
|--------------------------------|----|--------------------------------|----|
| 1. During the time period from | to | 2. During the time period from | to |
| 3. During the time period from | to | 4. During the time period from | to |
| 5. During the time period from | to | 6. During the time period from | to |

**Please describe the medical and/or social documents attached:**

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**Notes:** \_\_\_\_\_

**I request the following adjustment/s:**

- Absence from lessons (Section 6.1 of the Procedure)
- Deferral of studies (Section 6.2 of the Procedure)
- Tasks (Section 6.3 of the Procedure)
- Practical training (Section 6.4 of the Procedure)
- Adjustments in an exam (Section 6.5 of the Procedure)
- Absence from an exam and/or tasks that are a prerequisite (Section 6.6 of the Procedure)
- Extension of studies\* (Section 6.7 of the Procedure) - please circle: one / two semesters

**\* A request for the extension of studies** must be submitted only **upon the completion** of the “Study Period” – The allotted study period for the degree including any shortening/extensions that were lawfully granted.

- On-campus parking (Section 6.8 of the Procedure)
- Adjustments for spouse (Section 6.10 of the Procedure)
- Merit scholarships and prizes (Section 6.11 of the Procedure)
- Photocopy cards (Section 6.12 of the Procedure)



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**Research scholarship** (Section 6.9 of the Procedure)

- The explanation of the **extension of the period of eligibility for a scholarship** is set forth in Sections 6.9.2-6.9.3 of the Procedure

**Students of the Graduate School who request adjustments for the purpose of a research scholarship** are requested to complete the following:

I have been a scholarship recipient at Technion as of the month of \_\_\_\_\_ during the year \_\_\_\_\_ and to date have received \_\_\_\_\_ months of scholarship. I am aware that absence from studies due to a Qualifying Event requires me to report in writing that I have returned to my studies (to complete academic activity). The report will be submitted to the Adjustments Coordinator and the Graduate School Secretary at the Academic Unit in accordance with the provisions of Section 5.7 of the Procedure. Failure to report may cause the cessation of scholarship payments.

**Notes:**

- Approval of the receipt of adjustments for the purposes of a research scholarship will appear in the personal transcript, under the “Comments” section.
- It is the applicant's responsibility to ensure that her request has been approved.
- A request to extend maternity leave by up to 15 additional weeks, without receipt of a scholarship, must be submitted directly to the Graduate School Secretary in the Academic unit, based on the procedure on the Graduate School's website.
- This application is for an adjustment for a research scholarship alone – **members of the teaching staff** may file a claim for maternity leave payments to the National Insurance Institution using the forms contained on the National Insurance Institution's website.

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**Declaration: I am aware that the Certificate of Eligibility that is provided to me, if any, is provided in reliance on the provisions of this declaration and the documents attached hereto, which are complete and full documents. I undertake to provide notice of any change to the said details.**

\_\_\_\_\_  
**First and Last Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**



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## Appendix B

### Certificate of Eligibility regarding absences due to a Qualifying Event: Adjustments due to fertility treatments, pregnancy, birth, adoption, custody or fostering of a child

This certificate is worded in the feminine, but relates to males and females alike, and the feminine also relates to masculine and vice-versa.

- Graduate students – a copy of the Certificate of Eligibility must be sent to the graduate studies secretary of the academic unit and to the advisor.

**In accordance with the provisions of the Procedure regarding adjustments due to fertility treatments, pregnancy, birth, adoption, custody or fostering a child (hereinafter: the “Procedure”):**

**Based on the request** of the student                      Identity no.                      Mobile phone:

Who is studying towards a                      degree in the academic unit of

**Based on her declarations and the documents that she has provided to me, I hereby confirm that the aforesaid student has been absent from her studies during the                      semester, in academic year                      , for more than 21 days, as set forth below:**

1. During the time period from                      to                      2. During the time period from                      to
3. During the time period from                      to                      4. During the time period from                      to
5. During the time period from                      to                      6. During the time period from                      to

**Due to the Qualifying Event, as defined in the procedure.**

**Therefore, the student is entitled to the following adjustment/s:**

- Absence from \_lessons (Section 6.1 of the Procedure)
- Deferral of studies (Section 6.2 of the Procedure)
- Tasks (Section 6.3 of the Procedure)
- Practical training (Section 6.4 of the Procedure)
- Adjustments in an exam (Section 6.5 of the Procedure)
- Absence from a test and/or task that is a prerequisite (Section 6.6 of the Procedure)
- Extension of studies (Section 6.7 of the Procedure) – please circle: one / two semesters
- On-campus parking (Section 6.8 of the Procedure)
- Research \_scholarship (Section 6.9 of the Procedure)
- Adjustments for spouse (Section 6.10 of the Procedure)
- Merit prizes and scholarships (Section 6.11 of the Procedure)
- Photocopy card (Section 6.12 of the Procedure)

**Please note:** MSc students / PhD students without an approved research topic / research proposal, who need an extension due to above mentioned adjustment, are required to submit a request to the Graduate School current studies office. The extension is not an automatic one!

**Date**

\_\_\_\_\_  
**Signature of Adjustments Coordinator – Undergraduate Studies**