

Parental Guidelines

Adjustment rules for students due to pregnancy, birth, adoption, receiving custody of child or becoming foster parent or undergoing fertility treatments – due to Council for Higher Education decision and students rights law amendment, viable since 2020/2021 academic year.

A. Definitions:

1. Early requirements: participation in course, exam or task that are conditions for participating in another course, another exam or for transferring to advanced year of study.
2. Absence due to credited event: Absence of student for at least 21 days during the semester, due to one of the following reasons: pregnancy complications, travelling overseas for adoption, receiving child for custody or for foster care, fertility treatments or IV treatments. Male students are also eligible for this right for adoption purposes. If the male student will be primary caregiver, he is also eligible for this right regarding adoption or receiving child for custody or foster care.
3. Task: exercise, paper, seminar paper, project, etc.
4. Normative studies: study period of four years for doctoral students, study period of two years for Master students.
5. Absence period: period during which the research student is absent due to credited event during the normative study period and is eligible to continue receiving research scholarship.
6. Student parent who is main caregiver: Relative who has taken the responsibility of caring for a child and therefore is absent from studies. The right to be considered main caregiver parent requires submitting documents attending to the fact that the students' partner works or studies and is not absent from work or studies in order to care for child.

Absence from studies and deferment of tasks will be decided on in accordance with semester dates.

B. Adjustment's coordinator:

The coordinator will be appointed by the Dean of Students. The coordinator will maintain medical confidentiality of all medical documents received.

Coordinator roles:

Setting adjustments for students according to regulations and in accordance with lecturer.

Confirming that adjustments are made and coordinating with relevant factors at university, to ensure that they are applied.

Dealing with student complaints regarding the implementation of adjustments.

The Dean of Students will determine the regulations for submitting requests for adjustments.

C. Absence from classes and deferring studies:

This clause does not apply to intensive courses and summer semester courses which are not normative for student.

Female Student:

1. Students may be absent for fertility treatment or pregnancy from 30% of all classes in any course with mandatory attendance.
2. Students after giving birth, adoption or receiving child for custody or foster care are entitled to additional absence of 10% of all classes in courses with mandatory attendance, for a period of up to 15 weeks after birth

Or, Students who have given birth may be absent from all classes with mandatory attendance for a period of six weeks after birth.

3. A Student giving birth, adoption of child or receiving custody of child or receiving child for foster care is entitled to additional absence of 10% of all classes or any course with mandatory attendance, in order to care for the child in his first year of life.
4. In the case in which the student is entitled to be absent from class for another reason as well, the absence rate allowed will be the higher of the two.
5. Student who was absent due to credited event may postpone the course and repeat it without extra charge, if the student has not yet taken the exam.

Student (male) parent who is main caregiver:

1. Student who has given birth to a child, has adopted a child or received custody of child, or is foster parent of child, may be absent 30% of all classes of course with mandatory attendance for a period of up to 15 weeks after birth, adoption of child or receiving custody of child or receiving child for foster care.
2. Students after giving birth, adoption or receiving child for custody or foster care is entitled to additional absence of 10% of all classes in courses with mandatory attendance, in order to care for an infant in his first year of life.
3. In the case in which the student has the right to be absent for another reason, the total amount of classes in which he may be absent should be the higher amount of the two.
4. Students absent due to credited event may postpone their course and retake it without additional payment, only if they have not yet taken the exam.

D. Submitting assignments:

Students who were absent due to credited event, during the time in which an assignment was given or one week prior to the assignment deadline, may submit this assignment or an alternate assignment according to decision of lecturer, within seven weeks following the end of his approved period of absence.

E. Laboratories, seminars, field trips and practical training:

1. Students who were absent from teaching laboratory due to credited event- the lecturer may decide if and how the student will complete his participation in the course.
2. The Security department will notify whether material used in teaching and research laboratories may be hazardous to women who are either pregnant or breastfeeding. Students may postpone their participation in laboratories with materials that may be hazardous to their health and complete them at a later stage after they complete their pregnancy or stop breastfeeding.

F. Exams:

1. Students who were absent from an exam due to credited event, fertility treatment or IV treatment on performed on the day of the exam may take it at another date.
2. Students after childbirth, adoption or receiving custody of child, who were absent from an exam for up to 14 weeks following birth, adoption or receiving custody of child, may take this exam at another date. Students who are main caretakers and have adopted or were granted custody of child also have this right.
3. Students who are pregnant may take restroom breaks during an entire exam, including the first and last half hour of exam.
4. Students who are pregnant or have given birth within 14 weeks of an exam are eligible for 25% additional time. If the student is eligible for additional time for another reason, the additional time will be 25%.

G. Absence from exam or assignment that is a prerequisite:

Students who were either absent from an exam or did not submit a course assignment that was conditional, due to absence, may study in a later course until taking the exam or submitting the required assignment.

H. Partners:

1. Partner of a student who is also a student and was absent due to credited event that took place during the semester will be exempt from attending classes for one week.
2. A student whose partner gave birth but is not the primary caretaker and was absent from exam that took place during the three weeks following the birth, will be eligible for special exam.

I. Study extension:

Students who were absent due to credited event during the normative study period may extend their studies for two semesters without being charged additional tuition, more than the normative tuition of their degree, or any additional payment during this time.

J. Research scholarship:

1. Graduate and doctoral students studying within the normative time period who were absent due to credited event may continue to receive the scholarship until the beginning of the period during which they were absent due to a credited event for a period of up to 15 weeks. This clause does not grant eligibility to receive the scholarship during a period of absence which exceeds the normative study period.
2. Once the scholarship period is over, the student will be eligible for an extension of scholarships received from internal university sources for the period of his absence. The total payment received from all scholarships during the extension period will be an average of the scholarship sums received from internal university sources received during the normative study period.
3. The university will be responsible for the payment and extension of scholarships.

4. Scholarships for post-doctoral students who were absent due to credited events will not be discontinued. The period of paid absence will not exceed 15 weeks.
5. To receive eligibility, students must submit a request to the adjustment's coordinator at the Dean of Students office during the normative study period. A request submitted prior to an absence that states the expected beginning of absence will also be accepted.

Calculating extended scholarships:

After the scholarship period is over, the student will be eligible for extension of the scholarship received by internal university sources, for the period of paid absence. The sum of the scholarship during this extension period will be the average of the sum of scholarships from internal university sources received by the student during the normative study period. As a rule, students taking maternity leave immediately after the normative study period will be eligible only if they have been absent for over 21 days of this semester due to giving birth. The scholarship will be paid for days of absence. If the student was not absent for 21 days, the student will not be eligible for an extended scholarship. If a student receives a research scholarship in addition to the extended scholarship, this will reduce the extended scholarship sum during the normative period of study.

K. Infrastructures:

The university will allocate the following resources:

Suitable sitting options to enable comfortable sitting and writing conditions.

Breastfeeding rooms, equipped with comfortable chairs, electrical outlets, refrigerator, diaper changing station and nearby sink.

Diaper changing stations should be placed throughout the institution as needed, and students will be informed of their locations.

Parking on or near campus – students in their seventh month of pregnancy and above and for 15 weeks following birth will be allowed to park near their place of study free of charge.

Students who were absent for credited event will be eligible for benefits of 20 photocopies of study material missed during their absence, for every day of study in which the student was absent.

Advertising:

1. These rules and regulations will be posted every year in the university's annual booklet.
2. At the beginning of the year, the adjustments coordinator will post this document to inform the academic and administrative staff at the university.

Notes:

Special testing date – eligibility is for one special exam date only.