

## **Instructions for course & research registration –1<sup>st</sup>. Semester 2018** Students for Ph.D. studies (codes 3)

- Studies for the 1<sup>st</sup> semester of 2017 will begin on Sunday October 22, 2017.
- School regulations, general information, forms and announcements can be found in the Kreitman School Website:

[http://in.bgu.ac.il/en/kreitman\\_school/Pages/default.aspx](http://in.bgu.ac.il/en/kreitman_school/Pages/default.aspx)

### **Registration Period**

- The Internet website will be accessible between 12.09. – 19.10.2017 between 14:00-23:59  
The web address is: [http://bgu4u.bgu.ac.il/html/consulting\\_eng.html](http://bgu4u.bgu.ac.il/html/consulting_eng.html)
- Late registration and changes via Internet can be done between 22.10.2017 – 5.11.2017 from 14:00-13:00.
- Registration for courses in all the departments is done by students independently on the Internet.
- All the course rosters appear under: “Information services for students and candidates” “Course information” and each specific departmental course roster.  
[https://bgu4u.bgu.ac.il/html/deptCourses\\_ENG/](https://bgu4u.bgu.ac.il/html/deptCourses_ENG/)
- Doctoral students must register before each semester during all their years of study; if a student does not register for studies, his/her scholarship is revoked.
- Students are personally responsible for online registration. Students who do not register on time their studies will be discontinued. Students requesting late registration, after the “period of changes”, may do so only via the Secretary of the Kreitman School and will pay a “late fine” of 266 NIS (unless just cause can be proven, e.g. I.D.F. reserve duty or certified illness).
- After completing registration, you must print out copies of the course-registration and the temporary confirmation documents, which prove registration. If you wish to have these forms certified/stamped, this can be done at the Kreitman School office.

### **Instructions for course registration**

- Students who have completed their course requirements, or are not attending lectures and are only doing their research, must register via internet to “Research” course no. 10. 3.0051 . Students in their extension period are also required to register to the Research course.
- A student who has submitted his/her thesis to the Kreitman School for approval is not required to register online.
- Every student has to study 6-10 credits in coordination with his/her advisor (courses must be from advance studies) The courses must be completed within three years from the date of acceptance. ) Students must register to courses in accordance to the academic regulation, the acceptance letter and/or defense exam committee recommendations.
- Students may take a course of up to 3 credits given by the advisor. If the course given by the advisor credits more than 3 credits, the student will be credited only with 3 credit points.
- Students may not take a "guided reading course" with the advisor.
- A doctoral student wishing to take a bachelors-level course must first get the consent

of the department giving that course. Bachelors-level courses will not acknowledge academic credits.

- Workshops, Seminars and Language course will not acknowledge academic credits.
- Students wishing to take courses given by Ph.D. students (including courses for Masters Studies), will not be credited with academic credit points.
- Students who have been requested to take supplementary courses (courses that you will not receive credits) have to take additional 6-10 credits in coordination with the advisor.
- Every student should register once during their studies for the Seminar they have to give on their PhD thesis. The Seminar should take place in the final year and includes the final results of the research. The no. of the course is 10.3.0061
- The course "scientific writing in English", is mandatory for all PhD students who began their studies from October 2012. The course will not be acknowledged for academic credits.
- A doctoral student wishing to take a course from another department must first turn to that department and request that the course be appropriately marked (for population 3, his/her home department), and only then can it be registered online.
- Every new Ph.D. student who has a teaching assistant position at the University must also attend the one-year course "Preparation for graduate teaching assistantship", course no. 900.5.9001, which gives no academic credit.
- Training in Chemical & Biological Safety –an online course. Mandatory for all students exposed to risk factors in the laboratory, who are working in the laboratory at least 4 hours a day, three times a week, for two months a year. These students are required to take the course each year during the PhD studies. For questions on this subject please contact Anna Bialik – phone number 08-6479479 or email [bialika@bgu.ac.il](mailto:bialika@bgu.ac.il) (no credit)

#### **Request for Inter-university PhD Studies**

- A student wishing to take a course at another institution must register for "Research" and the code will be 10.3.0051.
- In addition, a detailed request form must be submitted, justifying the reasons for studying at another institution (including the full details of the other institution, the course's name and number and syllabus) The form must be signed by the student's Thesis Supervisor (Mentor).

#### **Request for Leave of Absence**

- A student requesting a leave of absence from studies is required to submit a request form not later than 2 weeks after the start of the semester.

#### **Request of Extension of PhD Studies**

- A student who has completed 4 years of study, but has not yet submitted the thesis for approval, must submit a request form for the extension of the submission date, with the Thesis Supervisor's (Mentor's) approval and that of the Head of the Departmental Graduate Studies Committee.

A PhD student who has given birth during the PhD studies period will be entitled for a one year extension of studies. In this case, the student should submit an extension form along with a certificate of birth.

All forms can be downloaded from the Kreitman School website  
[http://in.bgu.ac.il/en/kreitman\\_school/Pages/4students.aspx](http://in.bgu.ac.il/en/kreitman_school/Pages/4students.aspx)

- Students in their extension period are also required to register to the Research course.

Best wishes for successful studies  
The kreitman School Staff