

The Woodman-Scheller Israel Studies International Program Regulations for MA Thesis Submission

The purpose of an MA thesis is to demonstrate that students have the ability to gather resources and/or data, analyze them, and draw conclusions in the framework of a thesis that presents new findings or interpretations. One of the requirements of the research track is the submission of a thesis written in Hebrew or English.

Research Stages

1. Choosing an advisor and topic (Form 1)
2. Submitting a research proposal (Form 2)
3. Receiving approval of research proposal (Form 3)
4. Submitting thesis to readers (Form 4)
5. Defending the thesis

In addition, students must fulfill the curriculum requirements as prescribed in the Academic Bulletin of the year in which they began studying.

Choosing an Advisor

Students are required to submit the **Thesis Supervisor Declaration** form to the Graduate Studies Office two weeks before the end of their first semester break.

The choice of advisor/addition of an advisor is confirmed by the Chair of the Teaching Committee of the MA program.

The MA advisor must be a regular faculty member of the Ben-Gurion Institute.

It is possible to add an advisor or consultant from a different department, faculty, or other accredited academic institution.

Changing an advisor is allowed with the approval of the chair of the Teaching Committee.

Submitting the Research Proposal

Students are required to submit a research proposal for the approval of the Teaching Committee, according to the paper submitting timetable (before the end of their second semester break in the program). The proposal is submitted to the main office of the program with the **Research Proposal** form.

Structure of the Research Proposal

As published in the following documents:

<https://in.bgu.ac.il/en/ISIP/Site%20Assets/Pages/regulation/Submitting-Research-Proposal.pdf>

Thesis Submission Process

The thesis must be submitted by the end of the second year of studies with the approval of the advisor/s. A thesis approved by the advisor and chair of the Teaching Committee should be submitted to the program's office by PDF and word files.

The signed and approved copies will be transferred to the program's Teaching Committee, which will assign an additional reader. The office will receive written verification from the readers that they received the thesis. The thesis advisor/s will write an evaluation report and grade it within 45 days of its submission. At least one reader will be a member of an academic staff who is not a staff member of the Institute. The additional reader will assess the work in writing and grade it within sixty (60) days of its submission.

Procedures and Guidelines for Writing a Thesis

The thesis should include some or all of the following:

1. Introduction: presentation of the research topic and discussion of the purpose of the research, the questions it raises, and its contexts
2. Review of relevant research literature
3. Body of work: presentation and analysis of findings
Students should relate to the results of their work and correctly assess the reliability of their findings and point out possible errors.
Students should conduct a critical comparison between this work and similar works in the field.
Students are required to extract conclusions and possible applications of their research findings, and to draw precise conclusions and explain them.
Students should compare their research findings with the theoretical basis.
4. Summary and Conclusions
5. Bibliography

The scope of the thesis should not exceed 100 pages (excluding bibliography and appendices of any kind). A thesis that exceeds this limit requires a formal written request of the advisor to the program's Teaching Committee.

Formal Guidelines for Writing a Thesis

Paper	white, A4 size
Font Size and Style	12-point Times New Roman font or very similar one, double-spaced
Margins	4 cm for binding and at least 1.5 cm on each of the remaining three sides
Page Numbering	Numbering pages in the main text will be in Arabic numerals (1,2,3 etc...). The abstract should be numbered in Roman numerals (I, II, III ...etc.)
Illustrations/ Tables	All tables and illustrations should bear titles and be numbered separately.
Cover Pages	The cover pages should be printed according to Sample 1 (Hebrew Cover) and Sample 2 (English Cover) in the Cover Pages Appendix.
Title page	Title pages (internal cover pages) should be written according to samples 3 and 4 in the Appendix.
Table of Contents	A Thesis written in Hebrew should include the table of contents in Hebrew and English. The table of contents should be detailed to the second level: chapters and sections, and, if necessary, subsections. Additionally, and separately, if needed, there should be a list of tables and illustrations and a list of appendices.
Abstract	A thesis written in Hebrew will include an abstract in Hebrew and in English written in the same format. The abstract should not exceed three pages.
Bibliography	A list of sources should conform to one of the style manuals conventionally used in the Humanities and Social Studies.
Layout	1. Hebrew/ English cover page according to samples 1 and 2

2. Hebrew/ English title page (internal cover) according to samples 3 and 4
3. Abstract
4. Table of Contents
5. Body of text
6. Bibliography
7. Appendices
8. Table of Contents in English (only for Thesis written in Hebrew)
9. Abstract in English (only for Thesis written in Hebrew)
10. English title page (internal cover) according to samples 4 (only for Thesis written in Hebrew)
11. English cover page according to sample 2 (only for Thesis written in Hebrew)

Cover

Sections written in English will be bound on the left.

There are four options for evaluation:

1. The thesis should be accepted in its present form, without revisions.
2. The thesis should be accepted after completing the revisions recommended by the reader/s and after the advisor's approval. Revisions will be completed without a change of grade.
3. The thesis should be accepted after making substantial revisions within three months. In special cases, following recommendations by the advisor and chair of the Teaching Committee, six months will be granted for revision. The revised thesis will be resubmitted to the readers. A grade will be determined at the end of the reevaluation.
4. The thesis should not be accepted.

The readers' evaluations, comments, and objections, as well as specific requests for revisions, will all be presented to the student and advisor (anonymously) at the end of the reading process. The readers' separate grades are not revealed to the student and advisor.

The thesis grade is the average of grades provided by the readers and advisor/s.

The passing grade of a thesis is 75.

In cases where there is a gap of at least 20 points between one of the reader's grades and the other grades, the chair of the program's Teaching Committee shall appoint an additional reader. The new grade will be the average of all the readers' grades.

Composition of the final grade for the Master Degree:

Average grade in courses:	45%
Thesis:	44% - Reader's grades
Thesis Defense:	11%

Final Copies of the Thesis

The student must submit two final copies of the thesis at the end of the defense process.

The final copies of the thesis must be bound (adhesive binding) and signed by the author, advisor, and chair of the program's Teaching Committee. The final copies must be accompanied by a digital copy and a thesis deposit form for the library.

The thesis will be issued by the Program's Office to the following libraries:

- University Library - Digital copy + deposit slip
- Ben Gurion Institute Library – 2 copies

Guidelines for Registration for Thesis Writing

Students in the research track will register in the third semester of their studies for "Thesis Writing" with credits (xxx-2-5000). In the fourth semester of their studies, Students in the research track will register for "Thesis Writing" with credits (xxx-2-5001).

Students are required to ensure that the registration was carried out successfully.

It is the responsibility of the student to register for "Thesis Writing" in those semesters.

Students who fail to complete their thesis by the end of their second year, and receive approval from the chair of the program's Teaching Committee to continue writing their thesis in the third year of their studies, should register for "Thesis Writing-Continuation" (xxx -2-7777), no credit points (there is no automatic registration). Failure to register for "Thesis Writing" does not exempt the student from paying tuition fees (for further details please see the Instructions and Explanations Booklet for the Payment of Tuition Fees).

Students who are studying on the "fulfilling the thesis requirement" track will register for "Thesis Writing-Continuation" for no credits (xxx-2-7777) beginning in their first semester and in each semester of studies until the submission of the thesis for reading.

נספח - דוגמאות לדפי שער וכריכה

דוגמה מס' 1

דף כריכה בעברית



אוניברסיטת בן-גוריון בנגב

מכון בן-גוריון לחקר ישראל והציונות

התכנית הבין-לאומית ללימודי ישראל ע"ש וודמן-שלר

<שם העבודה>

חיבור זה מהווה חלק מהדרישות לקבלת התואר "מוסמך בלימודי מדינת ישראל"

(M.A)

מאת: <שם הסטודנט>

בהנחיית: <דרגה ושם>

<חודש ושנה בלועזית>

<חודש עברי שנה עברית>

דוגמה מס' 2

דף כריכה באנגלית



BEN- GURION UNIVERSITY OF THE NEGEV

THE BEN-GURION RESEARCH INSTITUTE FOR THE
STUDY OF ISRAEL AND ZIONISM

THE WOODMAN-SHELLER ISRAEL STUDIES
INTERNATIONAL PROGRAM

(NAME OF THESIS)

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE MASTER OF ART IN ISRAEL STUDIES

<NAME OF STUDENT>

UNDER THE SUPERVISION OF: <RANK NAME>

<MONTH YEAR>

דוגמא מס' 3

דף שער פנימי עברית



אוניברסיטת בן-גוריון בנגב
מכון בן-גוריון לחקר ישראל והציונות

התכנית הבין-לאומית ללימודי ישראל ע"ש וודמן-שלר

<שם העבודה>

חיבור זה מהווה חלק מהדרישות לקבלת התואר "מוסמך בלימודי מדינת ישראל"

(M.A)

מאת: <שם הסטודנט>

מנחה: <דרגה ושם המנחה>

חתימת הסטודנט: _____ תאריך: _____
חתימת המנחה: _____ תאריך: _____
חתימת יו"ר ועדת ההוראה: _____ תאריך: _____

<חודש ושנה>

4 דוגמה מס'

דף כותרת (שער פנימי) אנגלית



BEN- GURION UNIVERSITY OF THE NEGEV
THE BEN-GURION RESEARCH INSTITUTE FOR THE
STUDY OF ISRAEL AND ZIONISM

THE WOODMAN-SHELLER ISRAEL STUDIES
INTERNATIONAL PROGRAM

<NAME OF THESIS>

THESIS SUBMITTED IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE MASTER OF ART IN ISRAEL STUDIES

<NAME OF STUDENT>

UNDER THE SUPERVISION OF <RANK NAME>

Signature of student: _____ Date: _____

Signature of supervisor: _____ Date: _____

Signature of Chairperson of the Teaching Committee: _____

Date: _____

<MONTH YEAR>