

## **Ben-Gurion University of the Negev**

### **The Kreitman School of Advanced Graduate Studies**

#### **Academic Regulations for Postdoctoral Studies at Ben-Gurion University of the Negev**

##### **1. Regulations for Postdoctoral Studies**

- 1.1. The purpose of the Postdoctoral studies is to advance the postdoctoral fellows towards achieving the research and professional independence, which they will need in pursuing their professional career.
- 1.2. A postdoctoral fellow may take up a fellowship at the University after receiving the doctoral degree. A PhD student who has completed the degree requirements, submitted the doctoral dissertation for judgement and presented documentation confirming this, may also be accepted for postdoctoral studies. Prior to the approval of the thesis and the doctoral degree, the postdoctoral fellowship will be limited to one year. In such cases, continuation to the second year of studies is conditional upon the approval of the doctoral degree and the presentation of the original diploma to the Kreitman School. In exceptional cases, the Dean of the Faculty and the Dean of the Kreitman School may extend the interim period.
- 1.3. A postdoctoral fellowship will not be approved for anyone who has already held an academic position following their PhD.
- 1.4. The postdoctoral studies are conducted under the guidance of an academic faculty member at the rank of Lecturer or higher, emeritus, or "immigrant scientist" (hereafter: supervisor). Supervision of a postdoctoral fellow by an adjunct faculty member may be permitted as an exception upon the recommendation of the Department Head, with the approval the Dean of the Kreitman School and the Rector.
- 1.5. The Postdoctoral fellowship should start no later than five years from the date of the PhD approval.
- 1.6. The status of postdoctoral fellow is given for a period of no longer than five years and no less than four months. This applies to academic status only. For details regarding scholarships, see section 2.
- 1.7. Postdoctoral fellows who wishes to change supervisor or department may do so, under the conditions that their studies as a whole comply with the stipulated deadlines, as detailed in the two previous subsections. A change in departments requires re-registration for postdoctoral studies. Section 1.5 and 1.6 shall apply even if the fellow returns for an additional fellowship following the conclusion of the first fellowship, and there is a break between the two fellowship periods.
- 1.8. The Kreitman School is responsible for admitting the postdoctoral fellow, registration in the student administration system and the issuing of an acceptance letter, following reception of all the required application documents from the relevant faculty, scanned, by email. Only Hebrew and/or English documents will be

accepted. When the documents are in another language, they must be translated into Hebrew or English and notarized.

The following application documents are required:

- Completed application form, signed by the supervisor, department head, the faculty administrator and the dean of the faculty.
- PhD diploma, or official confirmation of thesis submission.
- Photocopy of ID card or passport (for non-Israeli applicants).
- All applicants are also required to complete the online registration at the Kreitman website.

1.9. Postdoctoral fellows will present to their departments the **original documents** for confirmation (ID/passport, diploma/ confirmation of thesis submission), as a prerequisite condition for beginning their postdoctoral studies.

1.10. All students holding a foreign nationality must arrive in Israel with the appropriate visa and health insurance. Upon arrival in Israel, they must present the visa and health insurance to the Office of International Academic Affairs as condition for beginning their fellowship studies (students at the Jacob Blaustein Institutes for Desert Research will present the documents to the Hospitality Administration Unit).

For further information on how to obtain a visa and health insurance, as well as other preparations for arrival in Israel, see the [Pre-Arrival Guide for International Students and Researchers](#) at the Office of International Academic Affairs website.

1.11. The postdoctoral fellow's departmental affiliation will be that of the primary supervisor. In cases of independent units that are not affiliated with a Faculty, approval of acceptance by the dean and administrative head will be substituted by the approval of the Rector and Academic Secretary, respectively.

1.12. On the first day of the fellowship, the department/faculty must enroll the postdoctoral fellow in the course "Postdoctoral studies", which confirms that the fellow is active in research (course no. [dept. no.].7.0051). This enrollment must be renewed every semester, until the conclusion of the fellowship. Enrollment for the first time will be possible only after the postdoctoral fellow presents original documents (as required in sections 1.8 and 1.9).

1.13. Postdoctoral fellows are exempt from tuition payments, but may pay student welfare fees, if they choose to do so.

1.14. It is the responsibility of the supervisor and the postdoctoral fellow to inform the department when the fellowship studies are concluded. It is the responsibility of the department to transmit the information to the faculty. At the conclusion of the fellowship, it is the responsibility of the faculty to end the fellowship in the student administration system.

1.15. A postdoctoral fellow may not be registered in two different academic institutions or research institutions at the same time. Simultaneous registration is possible only in cases where the agency/foundation funding the research and the scholarship requires it, or in the case of research collaboration between the two institutions, subject to the approval of the Dean of the Kreitman School.

1.16. The University may terminate the postdoctoral course of study before the end of the prescribed period, while giving written notice at least two months in

advance. The announcement will be sent to the postdoctoral fellow by the Kreitman School, following the supervisor's request to the Dean of the Kreitman School, including the reason for this request. The Kreitman School will inform the Department and the Faculty about the termination of the fellowship, so that the scholarship and registration in the student administration system are accordingly discontinued.

- 1.17. The postdoctoral fellow is expected to participate in the academic activities of the Department where he is a fellow as long as there are no language barriers.
- 1.18. The postdoctoral fellow is bound by the University's ethical code. Disciplinary issues will be handled by the Dean of the Kreitman School, and in exceptional cases, by the Rector.

## **2. Postdoctoral Scholarships**

- 2.1. The scholarships of postdoctoral fellows may be funded by either external or internal University sources, for a period of no longer than five years.
- 2.2. The scholarship is aimed at enabling the postdoctoral fellow to devote him/herself completely to the postdoctoral studies. Provision of the scholarship is subject to the rules specified for each program and the scholarship regulations of the University.
- 2.3. The provision of the scholarship may not be conditional upon the performance of any work other than the research carried out by the postdoctoral fellow.
- 2.4. Scholarship funding from internal university sources will be available for a maximum of two years.  
In cases where the scholarship is funded by an external source that requires the participation of the university for the third year as well, only partial support will be available from internal university sources, in accordance with the granting agency's requirements and the University's regulations.
- 2.5. Postdoctoral fellowships that are funded from faculty budgets must be approved by the Dean of the respective Faculty, for a maximum of two years.
- 2.6. Scholarships funded from the supervisor's budgets may extend up to five years.
- 2.7. All scholarships funded from any university source (including from a supervisor's budget) require the submission of an annual progress report to the supervisor and to the committee representing the funding body.
- 2.8. Any scholarship that is illegally paid out to a non-active scholarship recipient will be recovered from the supervisor's budget. The collection of these funds is the responsibility of the Department.

## **3. Additional Employment**

- 3.1. A postdoctoral fellow receiving a scholarship will devote most of his/her time to research and, as a rule, will not engage during this period in any additional work, either paid or unpaid.
- 3.2. The postdoctoral fellow is not allowed to engage in any additional occupation outside the University.
- 3.3. The supervisor may recommend allowing additional work on a small scale (as detailed in section 3.4), only within the University, which will minimally affect the fellowship work. This additional occupation may not be related to the postdoctoral

fellowship. Permission for the additional work will be conditional upon the approval of the Dean of the Faculty and, in cases where the Kreitman School is involved in funding the scholarship, also the approval of the Dean of the Kreitman School.

- 3.4. For this purpose, the permitted extent of additional work undertaken by the postdoctoral fellow (2-8 hours of teaching) will comprise the maximum additional employment permitted. It is preferable that the additional work load not exceed half this load.
  - 3.5. The supervisor of an international postdoctoral fellow who wishes the fellow to engage in tutoring in his/her field, will contact the Office of International Academic Affairs, so as to receive assistance in changing the fellow's visa to a visa that allows him/her to work at the university.
  - 3.6. As stipulated in Section 2.3 of these regulations, provision of the scholarship may not be conditional upon the performance of any work other than research. To clarify, a postdoctoral fellow who teaches a course at the University, will not do it as a volunteer, and must be compensated for that work.
  - 3.7. The postdoctoral fellow must report any change in employment status to their supervisor and to the Kreitman School, and receive permission from the relevant authorities (as detailed in section 3.2).
  - 3.8. The exception is cases where the funding agency requires that the postdoctoral fellow be paid a salary, rather than a scholarship.
4. Exceptions to the rules detailed in these regulations will be permitted only under special circumstances and subject to the approval of the Rector.

#### **Appendix A: Documents Required for Postdoctoral Fellowship Applications**

|  | <b>Israeli candidate</b>  | <b>International candidate</b>  |
|--|---|---|
| <b>PhD from BGU</b>                                  | Online application  | Online application  |
|  | Completed and signed application form   | Completed and signed application form   |
| <b>PhD from other institutions</b>                   | <ul style="list-style-type: none"> <li>• Online application</li> <li>• Completed and signed application form</li> <li>• PhD diploma/ confirmation of thesis submission</li> </ul> | <ul style="list-style-type: none"> <li>• Online application</li> <li>• Completed and signed application form</li> <li>• PhD diploma/ confirmation of thesis submission</li> </ul> |
|  | Photocopy of ID card  | Photocopy of passport   |
| <b>All candidates who were awarded a scholarship</b> | Scholarship award letter or other documentation from the funding agency   | Scholarship award letter or other documentation from the funding agency   |

## Appendix B: Administrative stages in the Postdoctoral Fellowship Processes

| Stage                           | action  | responsibility                           |
|---------------------------------|---|--|
| <b>Application</b>              | <ul style="list-style-type: none"> <li>• Online application</li> <li>• Complete candidate portion of application form</li> <li>• Submission of form and required documents to department</li> </ul>   | <b>Applicant</b>                         |
|                                 | <ul style="list-style-type: none"> <li>• Supervisor and dept. head sign application form</li> <li>• Submission of the signed form and relevant documents to the Faculty</li> </ul>  | <b>Department</b>                        |
|                                 | <ul style="list-style-type: none"> <li>• Faculty administrator and Dean sign application form</li> <li>• Submission of the signed form and relevant documents to the Kreitman School</li> </ul>   | <b>Faculty</b>                           |
|                                 | <ul style="list-style-type: none"> <li>• Input to the Student Administration System</li> <li>• Notification of acceptance to candidate and supervisor</li> <li>• Notification of acceptance and of student ID number to Faculty and Office of International Academic Affairs (in cases of international residents)</li> </ul> | <b>Kreitman School</b>                   |
| <b>Start of fellowship</b>      | <ul style="list-style-type: none"> <li>• Verification of passport, visa and health insurance</li> <li>• Confirmation of verification to fellow's host department</li> </ul>   | Office of International Academic Affairs |
|                                 | <ul style="list-style-type: none"> <li>• Verification of candidate's original documents</li> <li>• Removal of "hold" in student administration system</li> <li>• Fellow is enrolled in "postdoctoral studies" course</li> </ul>   | <b>Dept./ Faculty</b>                    |
| <b>PhD diploma received</b>     | <ul style="list-style-type: none"> <li>•</li> </ul>   | <b>Fellow</b>                            |
|                                 | <ul style="list-style-type: none"> <li>• Change status of fellow to "regular student" in student administration system</li> </ul>   | <b>Kreitman School</b>                   |
| <b>Throughout fellowship</b>    | <ul style="list-style-type: none"> <li>• Reenrollment of fellow in "postdoctoral studies" course every semester</li> <li>• In cases where a scholarship is awarded for the third and fourth year of, approvals for extension submitted before course registration</li> </ul>  | <b>Dept./ Faculty</b>                    |
| <b>Conclusion of fellowship</b> | <ul style="list-style-type: none"> <li>• Notification of fellowship's conclusion to the dept</li> </ul>   | <b>Fellow and supervisor</b>             |
|                                 | <p><b>Course registration cancelled</b><br/> <b>Scholarships cancelled/shortened</b><br/> <b>"end of studied" execution</b><br/> <b>Notification of fellowship conclusion to Kreitman school</b></p>  | <b>Dept./ Faculty</b>                    |
|                                 |   |  |
|                                 |   |  |