



## **Regulations**

### **Paper Submission Regulations**

**1. Final Papers will be submitted as follows:**

The date of submission for courses final papers will be 6 weeks after the end of semester.

The program secretariat will publish the specific dates for each semester.

**Seminar Papers will be submitted as follows:**

1. Seminar papers will be submitted starting the second semester of the student at the program.

First paper will be submitted at the second semester, second paper will be submitted at the third semester.

Date of submission:

Fall semester courses: by April 30 of the academic year in which the course is taken

Spring semester courses: by September 30 of the academic year in which the course is taken

MA students whose status is "student taking prerequisite courses" must complete these courses by the end of the academic year and not later than August 1.

2. Students must keep copies of each paper submitted until they receive a grade (in case the paper is lost).



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3. Papers will be submitted at the office of the program secretariat. The student will receive written confirmation of submission and date of submission. The grade will not be reported without this written proof of submission.
4. A student who has received permission to submit a paper as an email attachment will send copies of the email to both the course instructor and the program secretariat. This email will comprise affirmation of submission of the paper. Without this email as confirmation, the paper grade will not be reported.
5. Papers will be submitted only during reception hours (unless the submission is conducted through email).
6. Papers sent by regular mail will not be accepted.
7. If the paper is the student's last assignment, a copy of the confirmation of submission will serve as confirmation of the date on which the degree requirements have been completed.
8. It is absolutely forbidden to submit the same paper in two different courses. Doing so will be considered a disciplinary offense and the student will receive a grade of zero (fail) in both courses.



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**Returning Papers and Grades**

1. According to the decision of the Teaching Committee, course instructors are required to return papers within 45 days of submission.
2. The grade of a course in which a paper has not been submitted will be 800, which is equal to "incomplete".
3. If the student does not submit the paper – according to clause 1 of the following requests for exceptions – the grade will be changed to 700, which is equal to "did not participate," and will count as zero in the grade point average.

**Requests for Exceptions**

1. In exceptional cases, the Teaching Committee may grant extensions of up to two months for paper submission.
2. A student who receives an extension must take into consideration that s/he will not be able participate in the graduation ceremony that year.
3. A student who was granted permission to submit a paper later than two months after the deadline (see clause 1, Exceptional Requests), and no later than September 30 of the year following the end of the course, will be charged a fine equal to 5% of annual tuition for the whole year in which the late submission occurred, and not for each course separately.
4. A student who has completed the work towards his or her degree, but who has not submitted a paper, (beyond what is specified in clause 3 - Exceptional



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Requests) or who has not received a test grade on time, will be charged for the whole year of late submission 5% of the full basic tuition of the year in which the late submission was reported.

5. Papers/grades may not be submitted in excess of two years beyond the deadline.

**Appeals**

1. A student who wishes to appeal must file the appeal within 7 days of the posting of the grades.
2. Appeals will be submitted in writing to the program secretariat.
3. The course instructor is required to respond to the appeal in writing within two weeks.
4. If the course instructor decides to change the grade, s/he will state his or her reasons for doing so and indicate the final grade.
5. Changing a grade is conditional upon the approval of the program's Teaching Committee.
6. A student appealing a grade should be aware that the entire paper will be re-reviewed, and not just the items referred to in the appeal. The Teaching Committee is authorized to give the paper to a second reader for review.
7. The final grade may be lower than the original grade.



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8. The student is eligible to appeal the decision of the course instructor to reject the first appeal. In such cases, the Teaching Committee is authorized to decide whether to give the paper to a second reader for review.
9. If a student is granted permission to correct his or her paper, it must be submitted within two weeks, with a copy to the program secretariat. The course instructor is then required to grade the revised paper within two weeks of submission.
10. Appeals must be submitted no later than 7 days following the posting of grades.