

## Procedures for application and admission of GTIIT graduate students

Prepared by RIGS-Graduate Studies Team

**Purpose** Recruit GTIIT graduate students in accordance with the application and admission procedures agreed by GTIIT and Technion Graduate School (TGS).

Item No.	Subject	Action	Responsibility	Priority	Reporting to
1	PhD/MSc positions advertisement posting	Post PhD/MSc positions advertisement on the website	RIGS-Research Information Service Team	Live updated	Dean of GS
2	Application collection and assessment	Collect the application files and assess the candidates, send the shortlisted candidate's application material to RIGS-GS Team	Faculty member	Depends on the faculty member	Program Head
3	Eligibility check	<ol style="list-style-type: none"> <li>1. Receive the application material from faculty member</li> <li>2. Check whether the candidate sent all the required application material</li> <li>3. Check the accreditation of the candidate's institute and its ranking</li> <li>4. If needed will consult with TGS concerning the GPA</li> </ol>	RIGS-Graduate Studies Team	Live updated	Dean of GS
4	Co-advisor and application forms	<ol style="list-style-type: none"> <li>1. Help the advisor to find the co-advisor from Technion</li> <li>2. Fill in the application form and "budget commitment" form with both advisor and co-advisor, get all the signatures required in the forms (Finance Office needs to approve the budget form)</li> <li>3. Send all the application material including 2 forms to Dean of GS for approval</li> </ol>	Head of program & Faculty member	Depends on the advisor and co-advisor	Dean of GS

5	Registration requirements verification	<ol style="list-style-type: none"> <li>1. Receive the whole application file from Dean of GS</li> <li>2. Verify whether all the requirements for registration have been met</li> <li>3. After verifying, send the application material to RIGS-GS Team</li> </ol>	RIGS-Graduate Studies Team	Live updated	Dean of GS
6	GTIIT GS committee discussion	<ol style="list-style-type: none"> <li>1. The application material (excluding the budget form) are distributed to GTIIT GS committee for discussion</li> <li>2. Receive the comment from committee member via email within 5 working days, only if there is a dispute a teleconference will be arranged</li> </ol>	RIGS-Graduate Studies Team	5-7 days	Dean of GS
7	Rejected application	If the case is rejected, inform the advisor and candidate	RIGS-Graduate Studies Team	Live updated	Dean of GS
8	Approved application	If the case is approved, transfer all the material to TGS	RIGS-Graduate Studies Team	Live updated	Dean of GS
9	Official application in TGS	Contact the candidate to submit an application form online and pay the application fee	TGS	Depends on TGS	
10	Technion review application	Check the application and send it to the relevant department in Technion	TGS	Depends on TGS	
11	Recommendation from department	The department will submit their recommendation to TGS, which includes a list of courses offered in English	Relevant department in Technion	TBC (depends on different department)	
12	Funding check	TGS will check the funding	TGS	Depends on TGS	

13	Official letter of acceptance	Issue an official letter of acceptance to the candidate	Dean of TGS	Depends on TGS	
14	Data record	Record the data for each GTIIT GS candidate	RIGS-Graduate Studies Team	Live updated	

Note 备注:

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