

The following "GTIIT Undergraduate Studies Rules and Regulations" are adapted from the "Technion Undergraduate Studies Rules and Regulations" and incorporate the requirements of Decree 41 of the PRC Ministry of Education.

GTIIT Undergraduate Studies – Rules and Regulations

Introduction

Undergraduate studies at GTIIT *for Technion degrees* are administered by the Technion Dean of Undergraduate Studies in consultation with the academic units and in accordance with the decisions of the Senate and its committees. The Dean will appoint a representative in GTIIT who will carry out those responsibilities that the Dean delegates to him for administering undergraduate studies on that campus. These delegated responsibilities will be formulated in writing and brought to the attention of the Academic Studies Committee of the Technion Senate whenever they are changed.

In the following, when the "Dean of Undergraduate Studies" is mentioned, it will be understood to refer to his/her GTIIT representative whenever that representative has been delegated the relevant responsibility.

1. Regulations Regarding Teaching

1.1. Study Programs

1.1.1 Semesters

Studies take place during fall, spring and possibly summer semesters. The winter and spring semesters will each be approximately 13 weeks long. The summer semester will be about seven weeks long, and generally only a limited number of courses will be offered. An examination period will follow at the end of each semester. The scheduling of semester teaching will ensure that each course has the required 13 weeks of classes, tutorials, laboratory hours, etc.

1.1.2 Academic Unit Study Programs

Study programs toward a first degree (undergraduate studies) are determined by the academic unit and must be approved by the Senate. The study program leading to the Bachelor of Science degree is based on four years of study and requires 155-165 credits. Certain other divisions (mathematics, physics, computer science) have study programs that require 116-124 credits and also

lead to a Bachelor of Science degree. Chemistry and Biology only offer three year study programs. At GTIIT, three-year study programs will be augmented to four years with extra courses and projects to comply with PRC regulations.

In addition to detailing the number of credits required for a degree, the study program also includes the number of credits of Technion core courses, Program core courses and Program elective courses each student must complete. The remaining credits required for a Technion degree (10 credits in the four-year program), consist of General electives that may be chosen from among all the courses offered by GTIIT.

1.1.3 Degree Programs and Options

An academic unit may be responsible for a number of study programs. When a unit's study program leads to a separate degree, it is termed a "degree program." Specialized studies within study programs are termed "options."

1.1.4 Technion Core Courses

These core courses are mathematics, physics, chemistry, biology, English and computer science. Syllabi for these courses are determined by the academic units responsible for teaching them (Mathematics, Physics, Chemistry, Biology, Humanities and Arts, and Computer Science, respectively).

1.1.5 Program Compulsory/Core Courses

These are courses that, in addition to the Technion core courses, must be completed for graduation. They are determined by each academic unit's council.

1.1.6 Program Elective Courses

Program elective courses are chosen from lists prepared by the academic units. Students must choose such courses from their unit's list in order to fulfill their credit requirements.

1.1.7 General Elective Courses

These are courses from all the undergraduate courses offered at GTIIT. Each unit's study program must include a minimum of 10 General elective course credits, including a course in Entrepreneurship. This list must also include at least 6 credits of enrichment courses that may include courses required by PRC Ministry of Education requirements.

1.1.8 Physical Education

Students are required to take at least two credits of physical education courses. Students may meet this requirement any time during their study program, but may not take more than one physical education credit per semester. Students who have medical authorization stating that they are unable to participate in physical education courses will be exempt from this requirement and will not receive any credits.

1.1.9 Acceptable Student Study Program

A student's study program that has been approved by the Senate is deemed acceptable if the following conditions are met: the program appears in the undergraduate catalog for the year in which the student began studying; the program appears in a subsequent undergraduate catalog; or the program is created from a combination of catalogs, has been recommended by the academic unit, and is approved by the Dean of Undergraduate Studies.

1.2 Course Syllabi

1.2.1 Syllabi

Syllabi for every course are determined by the academic unit councils and must be approved by the Senate. Each academic unit must appoint a teaching committee responsible for updating syllabi and textbook lists. Syllabi of service courses (courses given by one unit for students from another unit) must be reviewed in conjunction with delegates of the unit receiving the course. The council of the academic unit providing the service is responsible for its execution. Syllabi must state the course aims, list the topics to be covered, and specify the main topics to be taught in the course. Syllabi will be defined according to chapters in a textbook or books, and supplementary material that may be distributed to students. A copy of the official course syllabus will be distributed to each student enrolled in the course. Every academic unit must review and update its study program, when necessary, and at least once every three years.

1.2.2 Course Credits

The credit value of a course is determined as follows: one lecture hour = 1 credit; one tutorial hour = 1/2 credit; one laboratory hour = 1/3 credit (aside from projects). Credits must be rounded to the nearest 1/2 credit. More credits can be added for more hours of work, but credit value cannot be less than the abovementioned value. The principle is that 50 to 60 hours of work per week is equal to 20 credits.

1.2.3 Relations between Courses

a. Prerequisite Course

A prerequisite course is a course that must be studied and passed prior to the course in question. Registration in the course will not be invalidated if the prerequisite is not fulfilled. However, appropriate notice will be sent to the course instructor who has the right (despite the adviser's approval) not to allow the student to study the course. Advisers are requested to carefully consider making such recommendations, and limit them to good students.

b. Linked Courses

Linked courses are courses taken in tandem. Regulations regarding exceptions are the same as those for prerequisite courses (above).

c. Courses without Additional Credit

Courses containing a large degree of essentially similar material are defined as courses without additional credit (or "overlapping" courses). No additional credits will be awarded to a student who has registered for two such courses. A student cannot register simultaneously for two courses defined as overlapping. If a student successfully completes a certain course and later registers for an overlapping course, his/her grade and credits in the first course will be cancelled, and his/her grade and credits will be determined by that of the second course. The number of credits obtained upon successfully completing a course will be according to the last course studied.

Whenever material in a course without additional credit contains all the material in a second course, in addition to other material, the first course will be referred to as "containing" and the second as "contained."

1.3 Preparatory Courses

Until further notice, students admitted to GTIIT will spend a 4-6 week preparatory period during the summer in which they will take preparatory Mathematics, Physics and English courses. Students of some programs will study Chemistry as well. Attending classes and fulfilling all courses requirements including passing the examinations in these courses, as well as securing a minimum average of 70, and a minimum of 65 in each subject will be pre-requisites for continuing regular academic studies.

No academic credits are given for Preparatory courses.

Students that will not meet the preparatory courses requirements will have an opportunity to improve in the first semester, by studying a lighter, tailored compulsory program. The program will include less courses, and some of those courses will have extended tutorials, with no additional credits. Securing a minimum average of 70, and a minimum of 65 in each course are mandatory to continue studies in GTIIT.

Students that will meet the requirements of the compulsory program will continue their regular studies. Students that will not meet the requirements of the compulsory program will be suspended at the end of the first semester for two years.

Students that perform extremely unsatisfactory will be asked to discuss seriously with their parents for whether or not to continue their studies in GTIIT.

In order to enroll in the Physics 1, Physics 1M or Physics 1R courses, students must pass the preparatory course in Physics.

A student will be considered as having completed his/her English requirements if he/she has successfully completed the Technical English course or received an exemption. A student who does not complete the English requirements before the end of the fourth semester of studies will be deemed as a student whose academic status is “unsatisfactory” (see section 3.1.5(b)(5), as follows). Based on a low preparatory English course score, a student may have to defer the start of his/her studies until his/her English improves.

2. Regulations Regarding Instruction

2.1 Instruction

2.1.1 Course Teaching Method

Instructors may choose to lecture on material from the syllabus, from material distributed to students during lectures, or from any other material they consider suitable. However, the examination will be based on material from the official course syllabus, including those sections not lectured on by the instructors.

2.1.2 Supervised Reading

If there is no regular instruction in a particular course during a semester, and if the course can be studied through supervised reading, then supervised reading may be given after the unit head approves it. Supervised reading means holding meetings at fixed times (at least once a week) with the instructor and handing in assignments according to requirements. The course syllabus will be defined in section 1.2.1.

2.1.3 Instructor Responsible for the Course

The Technion unit responsible for the course will assign a responsible instructor, who may reside in Israel if there is no instructor senior enough in GTIIT, to be responsible for the course as well as the course's examinations and grades. He will conduct regular meetings (possibly by video conference) with the GTIIT instructor(s).

2.2 Examinations

2.2.1 Evaluation of Achievement

It is the duty of the instructors to assess the level of the student's studies. Examinations are one method of doing so. However, instructors are not obligated to give an examination at the end of the course.

2.2.2 Uniform Evaluation

If the course is taught concurrently by a number of instructors, the instructor responsible for the course will ensure that the examination is uniform and that the method of assessment is identical, and will approve the grades given by the instructors who taught the course and by those who checked the examinations.

2.2.3 Examination Periods

A first examination period takes place at the end of each semester. There is also a "make-up" examination period – see 3.1.3 below. During the examination periods, no examinations will be conducted in courses whose credit value does not exceed 1.5. Grades for these courses will be based on examinations and/or quizzes given during the semester. Dates of final semester examinations cannot be advanced, especially not to the last week of the semester. In courses where course work constitutes the major part of the grade, and quizzes are held throughout the semester, a final quiz may be given during the last week of the semester, but only on condition that it be given during regular instruction hours in a format similar to that of previous quizzes.

2.2.4 Examination Schedule

The Undergraduate Studies Secretariat will determine and publish the examination schedule, which includes times and rooms, seating arrangements during examinations, and the student distribution between rooms. Each student will receive a personal examination card that lists the examinations for the courses in which the student is enrolled.

2.2.5 Quizzes

The number of in-class quizzes per semester is limited as follows: no more than three quizzes may be given in courses in which there is no final examination; no more than one valid¹ quiz in a course in which there is a final examination. The duration of each quiz will be up to two hours.

2.3 Credits and Grades

2.3.1 Semester Courses

The undergraduate study program is comprised of semester courses. A student is entitled to register for more than 29 credits per semester only with the recommendation of the head of his/her academic unit and with the approval of the Dean of Undergraduate Studies. A student will receive a numeric grade at the end of the semester reflecting his/her achievements in the courses in which he was enrolled. A grade of at least 55 is a "pass" and awards the student course credits. A grade of less than 55 is a "fail" and the student does not receive any credit. In both cases, the grade is included in the calculation of the cumulative weighted grade average. In a small number of courses, the grade is binary, i.e., pass/fail. A pass grade awards credits and a fail does not. A binary grade does not affect the cumulative weighted grade average. A student who registered for a course (numeric or binary) and did not fulfill the course requirements (e.g., failed to take a final examination or submit an assigned project) may not receive a grade, at the discretion of the instructor. Such a course will be counted as a failure in the "course success rate" (see section 3.1.5, as follows). Eight weeks after the beginning of the next semester, a grade of "incomplete" will be recorded for that course. In projects and similar courses in which assignments continue after the semester ends, the Dean of Undergraduate Studies is authorized to defer recording the "incomplete" grade until the end of the subsequent semester. A student who is not registered in a course cannot receive a grade in that course.

1. A "valid" quiz is one for which the quiz grade forms part of the final grade. An "optional" quiz is one for which the grade will only be incorporated if it improves the final grade.

2.3.2 Course Exemption

A student may obtain exemption from studying courses by virtue of proven knowledge, such as previous studies (not including high school studies) or an examination. The exemption can be with credit (P+) or without credit (P-) according to a recommendation by the undergraduate studies coordinator in the student's academic unit.

An exemption will not be granted for courses studied at any institute during the period in which the student was suspended from GTIIT on disciplinary grounds.

2.3.3 Publication of Grades*

2.3.3.1 The course instructor must submit the grades for the enrolled students within ten days of the examination date.

2.3.3.2 The instructor will submit the grades to the head of the academic unit responsible for the course, and if the latter has no reservations, the grades will be transmitted to the Undergraduate Studies Secretariat. The grades will simultaneously be brought to the attention of the students.

2.3.3.3 A student can appeal his/her grade within 7 days from the time a copy of his/her examination notebook becomes available. The appeal can be written or oral, according to the course instructor's request. If a student submits an appeal on a final grade of a first examination period within the above mentioned time, and if his/her grade is still a failing grade, he shall be entitled to sit the make-up examination which will be held at least 7 days from the time the student received the decision on the appeal.

2.4 Class Attendance

Students must attend classes of all core courses registered in the first year of their study program.

Unattendance of all preparatory and the first-year core classes without justification may result in lowering in 15% the final course grade.

3. Regulations Pertaining to Students

3.1 Undergraduate Course of Study

3.1.1 Counseling

It is recommended that each student receive academic counseling from the student's academic unit in choosing his/her study program and on any academic matter.

3.1.2 Registration for a Study Program

A student will register for his/her study program in the fall and spring semesters prior to the beginning of each semester. The student may make changes in his/her study program within the first two weeks of the semester in courses that are not labs or projects. After the registration and change period (that is, from the beginning of the semester for labs and projects, and the beginning of the third week for other courses), changing courses may be made only according to guidelines published by the academic unit responsible for the course and with the approval of the Dean of Undergraduate Studies.

Starting from the fourth week of the semester, changes will not be permitted, except in extraordinary cases and with the approval of the Dean of Undergraduate Studies.

If a new student does not register for any course in the first semester of his/her studies, his/her place at GTIIT will not be reserved. In exceptional cases, the Dean of Undergraduate Studies can approve deferment of commencement of a student's studies.

3.1.3 Examinations and Repetition of Studies

- a. A student is required to attend examinations in the first period. If he fails, or receives a grade less than 65, he is entitled to attend the make-up examination period.
- b. A student may register again for any course that he has already studied to improve his/her grade in that course during the two consecutive semesters following the semester in which he first received a "pass" grade in the course.
- c. A student may reregister for any compulsory course in his/her study program if the last grade he received in that course was a "fail."
- d. A student may study advanced projects or labs twice at most. The list of courses to which this section applies will be updated periodically by the Dean of Undergraduate Studies.
- e. In any event, the last grade is the binding grade.

3.1.4 Academic Distinction

At the start of each academic year, GTIIT will name and reward the excellent students of the previous year, divided into two categories, Vice Chancellor's list and Dean's Lists.

Thresholds for Inclusion in the Vice Chancellor's and Dean's Lists:

1. Vice Chancellor's List: upper 5% of students in each study program in each study year, as long as the students' GPA is higher than 90 and the student is in a good academic condition.
2. Dean's List: up to 15% of students in each study program (including the students in the Vice Chancellor's list), as long as the students' GPA is higher than 85 and the student is in a good academic condition.
3. Inclusion in both lists requires that the student studies at least 34 credits in the previous academic year.

3.1.5 Students with an Unsatisfactory Academic Status

- a. A student's academic status will be deemed "unsatisfactory" if at least one of the following conditions holds:
 1. The cumulative weighted grade average is less than 65.
 2. The "course success rate" is less than 66%.
 3. The student's status was unsatisfactory in the previous semester, and he/she has not successfully completed the program of studies determined for him.
 4. The student did not complete the English requirements by the end of his/her fourth semester of studies (see section 1.3.3).
 5. The student has been studying for two or more years beyond the nominal period for obtaining his/her degree, i.e., from semester 13 in a four year degree program.
 6. In the first two semesters of his/her studies, the student has accumulated less than 27 credits of the recommended courses in the study degree program in which he is registered (excluding students who had a compulsory program in the first year). For the purpose of this section:
- b. The progress of all students will be reviewed at the end of each semester.
- c. A student whose academic status is unsatisfactory will be invited to his/her academic unit for counseling and guidance. The academic unit will hold a discussion, and according to the severity of the student's situation, will recommend conditions to the Dean of Undergraduate Studies for the

continuation of his/her studies (such as the determination of a mandatory study program for one semester or one year, or other requirements), or that his/her studies be suspended. During these deliberations, special circumstances will be taken into consideration.

- d. A student whose academic status was unsatisfactory when his/her studies were suspended or when he suspended his/her studies at his/her own initiative may submit a request to return to his/her studies two years after the date of suspension of his/her studies (see section 3.1.6).
- e. Supplementary Instruction:

Academic Regulations for Low Academic Standing Students

Once the final results of a given semester are available the following procedure will be activated:

1. Each of the academic units will discuss all of its students who do not meet one or more of the academic standings (Undergraduate Studies "UG" will supply the list of such students to the program head). The study units will, following a thorough discussion, make a decision based on the current regulations of the Technion mother faculty (which may change from time to time). If necessary and feasible, the unit's representative will summon the student and discuss the situation with him.
2. The unit will submit to the UG office a written report on each of the students, that will include a specific recommendation. The recommendation can be (a) to delay the discussion until next semester's results; (b) dictation of a compulsory study program; (c) repetition of a study year; (d) termination of studies.
3. The UG dean will convene an Ad Hoc committee, comprising of the dean or the vice UG dean, a representative of the study unit and a third Faculty member do discuss the cases which were recommended for termination. The department of Student Affairs is invited to send an observer to the committee discussions. The Vice Chancellor will be consulted in extreme cases. Decisions (a), (b) and (c) above will be communicated to UG but the responsibility to enforce them will remain with the study program heads.
4. In case the decision of the Ad Hoc committee is to terminate studies the student will have a right to appeal to the Vice Chancellor within 14 days of the decision.
5. A student whose studies were terminated will be allowed to return to studying the degree only after 2 years from the time of termination.

3.1.6 Returning to Studies

A student whose academic status is satisfactory and who suspended his/her studies at his/her own initiative may submit a request to resume his/her studies

at any time. A student whose academic status was unsatisfactory when his/her studies were suspended or when he suspended his/her studies at his/her own initiative may submit a request to return to his/her studies two years after the date of termination of his/her studies. For students who completed at least two semesters at GTIIT, their request to resume studies will be discussed in the academic unit in which they wish to study. The academic unit will determine a required study program for obtaining a degree, and may add specific requirements such as repeating courses in which the grade was below 65, the scope of completion of studies, and the duration of the studies. For a student returning to studies after an extended period (more than three years), a completion program of 10-25 credits will be determined. The recommendation of the academic unit will be submitted to the Dean of Undergraduate Studies, whose decision will be final. A Technion degree can be conferred provided the student has completed the degree requirements within 6 years of his/her initial enrolment date in GTIIT.

3.1.7 Changing Study Programs

Students may apply to transfer from one study degree program to another according to the following rules: students may transfer until the end of the second semester of their studies if their admission data (including GaoKao) meet the new study degree program's admission threshold. This transfer is dependent upon the students' satisfactory academic status upon completion of their obligations in the semester in which the application was submitted (cumulative weighted grade average of at least 65, course success rate of at least 66%).

Applications by students who have completed at least two semesters at the GTIIT, as well as applications by students who have not yet completed two semesters at the GTIIT and whose academic status is unsatisfactory, will be forwarded to the academic units. The unit will recommend to the Dean for Undergraduate Studies regarding their admission based on their academic achievements at GTIIT and their initial admission data (including GaoKao).

The application and recommendation of the Dean of Undergraduate Studies will be published in the university for comment for a given period before coming into effect.

3.1.8 Students with Previous University-Level Studies

Students with previous university-level studies, i.e., who have studied in another institute of higher education, will be admitted to GTIIT upon recommendation by the academic unit and approval by the Dean of Undergraduate Studies. The academic unit will recommend to the student a study program of at least 40 credits, with a set timeframe for completion of studies. The Dean of Undergraduate Studies must approve the program.

The application and recommendation of the Dean of Undergraduate Studies will be published in the university for comment for a given period before coming into effect. Only transfers consistent with PRC Ministry of Education Decree 41 will be permitted.

3.2 Completion of Undergraduate Studies

3.2.1 Eligibility for a Degree

A student who has completed an approved study program and has a cumulative weighted grade average of 65 or higher is eligible to receive a degree, provided no more than 6 years have passed from the initial enrolment in GTIIT.

3.2.2 Minimum Study at GTIIT

Students who have received Technion credit for studies at another academic institute must complete a supplementary study program of at least 40 academic credits in order to be awarded a degree of the Technion. The supplementary study program will be determined by the unit admitting the student, and approved by the Dean of Undergraduate Studies.

3.2.3 Degree Distinction

Study degree programs at GTIIT will be divided periodically by the Dean of Undergraduate Studies, in consultation with the heads of the academic units, into groups that will be referred to in this section as "study channels." The list of study channels will be published on the Undergraduate Studies website.

After the annual graduation ceremony, the Dean of Undergraduate Studies will determine and publish numerical thresholds for *summa cum laude* and *cum laude* honors for each study channel during the year up to the subsequent graduation ceremony. These thresholds will be determined based on achievements in this study channel in previous years: in each study channel, approximately 3% of the students will graduate *summa cum laude* and approximately 15% *cum laude* (including *summa cum laude*). The right to this honor will be determined based on the student's formal completion of his/her studies. The criterion for graduating *summa cum laude* will be an average grade of 91 or higher, provided it is above the threshold defined for graduating *summa cum laude* in the student's study channel. The criterion for graduating *cum laude* will be an average grade of 84 or higher, provided it is above the threshold defined for graduating *cum laude* in the student's study channel (and the student is not entitled to graduate *summa cum laude*).

3.2.4 Completion Dates

The date of the student's completion of studies is determined by the date when his/her last grade was received, and will be the first day of the following month. The confirmation of completion is given by the Dean of Undergraduate Studies.

3.2.5 Certificate of Completion

When all the degree requirements have been met, a student will classify all his/her courses into those courses required for the degree and those courses that exceed this requirement. The certificate of completion will include all the courses listed as degree courses in ascending order (by course number), as well as the list of all courses not required. If a student repeated a course, only the last time the course was completed will appear on the certificate of completion. (A course that was not completed will not appear on the list. However, if the student had a prior grade, this grade is valid and will appear on the list.)

3.2.6 Degree Granting Ceremony

A ceremony will be held at which students who have completed the degree requirements will be awarded their degree certificates. It will be held as early as possible after the completion of the study year.

Appendix: Procedure for Setting Examinations and Grading

1. Purpose

The purpose of this procedure is to set rules regarding examinations and grading as accepted in the Technion and GTIIT.

2. An instructor in charge; A unitary evaluation

For every course given by more than one instructor, the head of the academic unit will appoint one instructor who is responsible for the course, as well as for the course examination, grades and appeals. The instructor-in-charge must ensure that the examination is uniform and that the grading system is identical for all students. The Dean of Undergraduate Studies is allowed to approve exceptions to this instruction. The instructor-in-charge approves the grades given by the course instructors and the examination markers.

3. Course teaching method; Examinations; Quizzes; Grade components

At the beginning of the course, the instructor must clarify to the students what are the teaching goals and what are the course requirements, including attendance, quizzes, tasks, examinations, field visits, etc. The instructor must also clarify the significance of partially fulfilling course demands. A detailed description of the study material will be included in the syllabus as determined by the course instructor, in addition to the material studied in daily teaching. During the first 14 days of the semester, the instructor must determine the final grade components, their ratio and how they will be calculated and inform the students in writing or via the course website. If the course includes quizzes, the instructor will inform the students in advance regarding the type of quizzes in the course. The instructor will not change the final grade components during the semester unless there are exceptional cases approved by the head of the academic unit. An instructor in charge if appointed (see section 2 above), is responsible for upholding the instructions of this section as well.

The examinations are usually held at the end of each semester. Students who completed the course's academic requirements and paid tuition according to their obligation and subject to the tuition articles, will be allowed to take these examinations. Final examinations have a first examination period and a make-up examination period. Each valid quiz will have a makeup opportunity.

4. Examination orders; Evaluation of achievements; Multiple-choice examination

- a. The purpose of an examination is to evaluate the student's achievements regarding the studied material.
- b. According to the schedule determined by the Undergraduate Studies Secretariat, an instructor in charge of a certain course will prepare the examination. Instructors are advised to consult with colleagues who are familiar with the course to ensure that the examination covers the material outlined in the syllabus, that there are no mistakes in the questions, that the questions are clearly phrased, that the average student will have enough time to complete the examination, and that the content of the examination is compatible with the contents of the course and the published course requirements. The instructor must see that the examination is typed and that sufficient copies are supplied, that the examination is kept secret and that it is brought to the exam room. If necessary, the instructor may ask for assistance from the Undergraduate Studies Secretariat to make copies while maintaining confidentiality.
- c. The examination will include a note regarding the relative value of each question. It is also recommended that the examination include information about the relative value of each section of the questions.
- d. Any examination containing multiple-choice questions will have at least 3 versions (i.e., 3 forms of the examinations with different orders of questions and/or answers).
- e. It is recommended that an oral examination, if implemented, will be held by at least two testers.

5. Examinations schedule and location; Duration of examination

- a. The examination calendar will be determined and published before the course enrollment period. Following publication, no changes/cancellations/additions will be made.

If changes/cancellations/additions are needed for justified reasons, a written procedure will proceed. The relevant faculty shall contact the Dean of Undergraduate Studies in an orderly manner. The course instructor must solve any problem that arises due to the change. The faculty's request will be approved subject to the following conditions:

1. All the students submit a written consent.
2. The course instructor accepts the change.
3. There are available rooms for the examination.
4. The relevant faculty must publish the information regarding the change.

- b. The examination schedule and location will be designated by the Undergraduate Studies Secretariat after receiving the list of examinations from the head of the academic unit. The list will include the duration of the examination, the requested date for the examination, the number of students taking the examination and any other requirements.
- c. The duration of the examination will be three hours at most (net). Any exception requires the approval of the Faculty's undergraduate studies coordinator as well as the Dean of Undergraduate Studies.

6. Identification of examinees; Instructions of the examination;

Instructions for monitors; Monitoring the Examinations

- a. The examinee must arrive at the exam room at least 10 minutes before the examination begins with his/her student card or I.D. A student who will not carry an identification card will be able to take the examination only after being identified by the course instructor or after reaching a proper arrangement with the course instructor.
- b. It is important that each student be tested in a room he was assigned to, and not in a random room. If a seating arrangement list has been made, it is important that the student sits in his/her pre-arranged seat.
- c. The Undergraduate Secretariat will inform the heads of the academic units what are the number of monitors required in each room.
- d. During the examination, a student must behave according to the monitors' instructions. A monitor is allowed to request that a student changes his/her seating place at any time. When entering the exam room, the examinee should lay his/her personal belongings at the entrance of the room (including electronic devices or cellular phones, turned off). The examinee will have access only to the permitted material during the examination, sit in his/her assigned seat and shall not speak. During the examination, it is forbidden to hold any material that is relevant to the examination and/or the course (inside or outside the examination room), unless this material is permitted by the course instructor. Calculators that are permitted to be used during the examination, shall not be communication devices.
- e. A student who entered the examination room and received the examination papers is considered as someone who took the test. Leaving the exam room during the first hour of the examination is prohibited, unless the purpose of exiting the room is to use the toilets as detailed in section 6.7 hereinafter. A student will not be permitted to enter the exam room 30 minutes or more after the examination begins.
- f. The course instructor or anyone appointed by him will be present in the exam room at the beginning of the examination and will be available during

the entire examination to answer the students' questions. In case the examination is monitored by external monitors, the course instructor will brief the monitors before the examination begins. The external monitors' only duty is monitoring. Any exception is subject to the approval of the Dean of Undergraduate Studies in advance.

- g. Students are permitted to exit the exam room to use the toilets during examinations that last two hours or more, in the middle third of the examination. The exit will be supervised by the monitors.
- h. In exceptional cases, the course instructor, may extend the exam duration for all the students. Additional time for certain students will be approved by the Dean of Undergraduate Studies and respected by the course instructor. The student should bring the written approval and should show it to the monitors during the examination. All students who are entitled to additional time will sit in a separate room if possible.
- i. When additional monitors are necessary, aside from course instructors and their assistants, the head of the academic unit will select other monitors from the list of teaching assistants and unit instructors in his/her unit.

Adjunct instructors can monitor examinations only for courses they teach. The remainder of the unit instructors, teaching assistants and supplementary instructors can also be monitors, as instructed to do so by the unit head. In examinations with no external monitors, the monitors must receive a copy of the "examination monitors' guidelines" from the Undergraduate Studies Secretariat and act accordingly. Any unusual event during the exam will be reported in the monitoring form.

7. Marking the Examinations and Submitting the Grades

- a. The instructor is personally responsible for marking the examinations. Valid written examinations or quizzes, as detailed in section 2.2.3 to the Undergraduate Studies Rules and Regulations, will be marked without mentioning the examinee's name on the exam's paper. The instructor responsible for the course may obtain assistance from the assistant instructors, but the final grade will be given only by him. If, for technical reasons this is impossible, then marking should be done by a senior instructor who is appointed by the head of the academic unit. It is recommended that assistant instructors whom are undergraduate students will not mark final examinations.
- b. The course instructor is personally responsible for submitting the list of student grades for the course to the Undergraduate Studies Secretariat. The instructor must present the grades to the head of the academic unit responsible for the course. If he has no reservations, the head of the academic unit will post the grades. The course instructor will submit the list

of student grades for the course to the Undergraduate Studies Secretariat and post the grades within 10 days from the examination date.

- c. A student may take the examination during the first period or the makeup period if he fails at the first period. It is required to participate in the first examination period. A student is not allowed to take three course examinations in the same semester. If a student participated in more than one examination in the same course, the last grade is binding.
- d. A student may receive a copy or a scan of his/her examination paper, within a reasonable time after posting the grades.

8. Grade Appeal

- a. A student is allowed to submit an appeal regarding his/her grade within 7 days from the time a copy of his/her graded examination paper is available.
- b. The appeal will be submitted on a form available at the academic unit. The student will detail the reasons for the appeal in the form. The appealing student shall be aware of the fact that his/her entire examination may be re-marked, not only the sections to which he referred. Therefore, the result of the appeal may be no change of the grade, a higher or a lower grade. There will be no appeals regarding an oral examination.
- c. The course instructor will respond to appeals within reasonable time (within a week from the end of the appeals period as detailed in section 8.a above). A course instructor who wishes to change a grade, will submit a detailed recommendation for the approval of the Dean of Undergraduate Studies. Any request for grade change which will be submitted to the Undergraduate Studies Secretariat a long time after posting the grade, should be highly detailed and should be approved by the coordinator of Undergraduate Studies in the academic unit. This request will have to be approved by the Dean of Undergraduate Studies as well.

9. Keeping Examination Papers

After marking the grades, the instructor must keep the examination papers for one year. After this period, the examination papers are to be destroyed.