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**Guideline name: Procedure on Submission of Papers**

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This version is an English translation of the Regulation published in Hebrew at TAU's Web-site. In the event of contradiction between this English version of the Regulation and the Hebrew version, the latter will prevail

1. **Purpose:**  
**(September 16, 2020)**

The purpose of this guideline is to determine rules for the submission of Papers in studies at Tel Aviv University, with the exception of final papers (thesis) and doctoral dissertations<sup>1</sup>.

2. **Definitions:**  
**(September 16, 2020)**

In this Guideline:

**“Unit”** Faculty, school, or department.

**“Student”**  
**(October 27, 1999)** A person studying at Tel Aviv University, including anyone whose studies were discontinued, for any reason whatsoever, and notwithstanding the discontinuation, he/she received permission from the faculty teaching committee or from the disciplinary tribunal to submit a Paper.

**“Paper”**  
**(September 16, 2020)** Any homework paper, including a final paper of a course, a seminar paper, an oral presentation, a project and interim assignment during a course, such as a laboratory or experimental report.

**Teacher**  
**(September 16, 2020)** Anyone authorized to teach a course in which a Student is required to prepare a Paper.

**Entitling Event**  
**(September 16, 2020)** Bed rest during pregnancy, birth, adoption or receiving custody of a child (as set forth in section 19B subsection (c) of the Student Rights Law, 2007).

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<sup>1</sup> Practices for final papers for master's and doctoral degrees shall be in accordance with Unit and University study regulations

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**3. Rules on Writing and Submission of Papers  
(September 16, 2020)**

**3.1 (September 16, 2020)**

Any Paper submitted by a Student must be the product of the Student's own work. Writing the Paper is subject to the rules and guidelines on ethics and discipline for students writing academic papers, as they appear on the website of the Academic Secretariat.

**3.2 (September 16, 2020);**

A Teacher may give prior permission for a Paper to be submitted by a group of Students. This permission does not apply to seminar Papers or oral reports. Where a final Paper for a course is submitted by a group of Students, there shall be a component of individual evaluation.

**3.3 A Student is prohibited from submitting the same Paper, or parts thereof, in more than one course at the University.**

**3.4 The data, ancillary data and interim results which served as the basis for a Paper and which were prepared by the Student in coordination with a Teacher shall be held by the Student until the final grade is awarded for the Paper.**

**3.5 (September 16, 2020):**  
The Student must keep a copy of the Paper he/she submitted in his/her possession.

**3.6 (September 16, 2020):**  
The Paper shall be submitted by the Student in accordance with the guidelines determined by the Unit. Seminar Papers shall be submitted as stated in section 4.2.

**3.7 (September 16, 2020):**  
The Papers shall be submitted in printed form and/or a digital file – at the Teacher's decision.

**3.8 Where a Student has submitted a Paper to a Teacher, the Teacher may summon him/her to appear before him/her to examine the Student's knowledge on the subject matter of the Paper and verify that the Paper is the product of the Student's own work.**

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4. **Date of Submission:**  
(October 24, 2001)  
(March 12, 2006)  
(September 16, 2020)

4.1 **(September 16, 2020)**

The dates of submission of final Papers that are the final assignments of a course, shall be published in the Academic Handbook at the beginning of each year prior to the date of registration for the courses. The Paper shall be submitted on the date determined for its submission.

Where no date has been determined, the final date for the submission of a Paper shall be no later than the end of the semester after the semester in which the course was taught (including the summer semester).

An exception from this rule may be possible only with the approval of the Teacher or the teaching committee of the Unit concerned.

4.2 **(September 16, 2020)**

Seminar Papers shall be submitted to the Teacher through the Unit Secretariat according to the submission dates to be determined by the Academic Secretariat for the academic year of that same year. These dates shall be published in the faculty Handbooks.

4.3 **(September 16, 2020)**

Students called to continuous, active reserve duty and the date of submission of a Paper falls around or within the period of service, shall be entitled to an extension for submission of the Paper, upon coordination with the course Teacher and with the approval of the teaching committee, for a period of time of not less than the duration of the service.

4.4 **(September 16, 2020)**

Students who are absent due to an Entitling Event around or on the date determined for the submission of a Paper (up to two days prior to the date determined) shall be able to submit the assignment or alternative assignment (an alternative assignment is possible, except in cases of final Papers for a course or seminar Papers), in accordance with the decision of the Teacher, and within 7 weeks of the end of the period of absence.

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**5. Paper Language:  
(September 16, 2020)**

A Paper shall be written in the language in which the course is taught. In special cases the teaching committee may permit a Student to write the Paper in a language that is not the teaching language, and after finding another member of the teaching staff, except for the Teacher, who is able to read the Paper in the requested language.

**6. Evaluation and Grading of Paper:  
(September 16, 2020)**

**6.1 (June 16, 2020)**

A Teacher shall deliver a grade for a Seminar Paper to the Secretariat within two months of the date determined for submission of the Paper.  
In exceptional cases, the teaching committee may approve an extension of the date for publication of the grade.

**6.2 (September 16, 2020)**

A Teacher shall deliver a grade for a final Paper of a course to the Secretariat within three weeks of the date determined for its submission, or in exceptional cases and with the approval of the teaching committee, within six weeks of such date.

**6.3 (September 16, 2020)**

The faculty may determine a shorter duration for evaluation of the Paper.

**6.4 (September 16, 2020)**

At the end of each semester the Organization & Methods Unit (OMU) shall conduct a follow-up on the date of transmitting of grades for final Papers of a course and shall report to the Rector's Office, the Dean of the Faculty and the Administrative Head of the Faculty on any delay in the date of delivery thereof.  
In accordance with the rules determined in this matter, trips abroad shall not be approved for Teachers delay delivery of grades.

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7. **Return of Papers:**  
**(September 16, 2020)**

7.1 **(September 16, 2020)**

Final Papers of a course shall be returned to Students or shall be deposited in the class/faculty secretariat, pursuant to the instructions of the Unit.

7.2 **(September 16, 2020)**

Papers deposited in the secretariat shall be kept until the end of the semester following the date of publication of the grade.

8. **Appeals:**  
**(September 16, 2020)**

A Student is entitled to appeal the grade for a Paper, provided that he/she was given an opportunity to review it prior to the submission of an appeal. The Student shall submit a punctilious appeal within 5 days of the date of publication of the grade. The appeal shall be submitted in writing to the Unit Secretariat under the Unit's internal procedures.

The Teacher shall be obligated to respond to the appeal in writing within 10 days of the date of submission of the appeal.

A Student who, as a result of reserve duty service, was unable to submit an appeal in any manner whatsoever (fax, email, etc.) shall have the period in which he/she is permitted to submit an appeal extended from the end of the service and according to the aforesaid number of days.

A case of any inability to submit an appeal on time due to an Entitling Event shall be examined as per the circumstances of the case by the teaching committee, together with the lecturer and the Student.

9. **Stringent Rules:**

The rules set forth in this procedure are basic rules and each Faculty is authorized to determine rules for itself which are more stringent.

10. **Application:**

This procedure shall enter into effect on the date of its approval by the Senate (June 5, 1996).

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