

Tel Aviv University University Guidelines	<u>Page no.</u>	1	<u>Date published</u> 10.8.2025	<u>Regulation no.</u> 12-009
	Of	5		
Guideline name:	Discontinuation, Renewal, and Time Limit of Studies			

(This procedure replaces procedure "Time Limit for Studies for Bachelor's or Master's Degree" 12-009)

1. OBJECTIVE:

The objective of this procedure is to establish the conditions under which studies can be discontinued or renewed, and to set the rules regarding the time limit for studies.

2. DEFINITIONS:

2.1	The “University”	Tel Aviv University.
2.2	The “Rector”	The Rector of the University.
2.3	“Another Academic Institution”	An institution of higher education in Israel (recognized by the Council for Higher Education) or an academic institution abroad (subject to approval by the Registration and Student Administration Division).
2.4	“Course”	Any academic course offered at the University or at Another Academic Institution.
2.5	“Discontinuation of Studies”	A break in studies toward a bachelor's degree, master's degree, or certificate studies at the University, initiated by the student or by the University, regardless of the reason for the discontinuation.
2.6	“Student”	Anyone who studies at the University toward an academic degree (except a doctoral degree) or certificate studies (as defined in the "Certificate Studies" procedure).
2.7	“Time Limit for Studies”	The period after which an academic course will not be recognized within the framework of academic degree studies.
2.8	“Personal Information for Students”	The University's computerized student administration system.

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Chapter A: Discontinuation and Renewal of Studies

3. Discontinuation of Studies

- 3.1. Every student has the right to discontinue their studies. In accordance with the Student Rights Law, an undergraduate student who discontinues studies for a period of up to two years, will not have this period counted toward their standard years of study.
- 3.2. A student who decides to discontinue their studies will notify this through the "Personal Information for Students" system. The discontinuation of studies will take effect from the date of the update in the system, subject to university procedures and tuition regulations.
- 3.3. A student registered for two degrees whose studies have been discontinued in one of them (at their initiative or at the initiative of the University) - must check the implications for the continuation of their studies in the additional degree with the relevant authorities in the faculty and in the Registration and Student Administration Division.
- 3.4. A student enrolled in a dual-major undergraduate program whose studies have been discontinued in one of the majors (at their initiative or at the initiative of the University) is required to register and be accepted to an additional major or transfer to a single-major track. This must be done within one year from the end of the discontinuation of studies in order to complete the requirements for the degree. The University may discontinue the studies of a student who does not register for an additional major by the end of this period.
- 3.5. A student who has not registered for any course by the deadline for late registration for courses in that semester (despite being required to take courses), will be deemed as having given notice of the discontinuation of their studies at that time, even if they did not provide notice through the "Personal Information for Students" system.
- 3.6. A student whose studies have been discontinued is required to immediately return books borrowed from university libraries, and any other borrowed equipment.
- 3.7. The tuition regulations will still apply to the discontinuation of studies.

4.

5. Renewal of Studies

- 5.1. Renewal of studies will be according to the curriculum in effect in the year of renewal. A student renewing their studies will be required to complete the entire curriculum in effect at the time of the renewal of studies, except for those courses which they successfully passed and for which the studies have not lapsed as detailed in Chapter B.

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- 5.2. A student interested in renewing studies must submit a request to the relevant authorities in the faculty. Renewal of studies is not automatic but conditional upon the approval of the departmental teaching committee.
- 5.3. Renewal of studies will not be possible in a study program that is not active at the time of renewal.
- 5.4. In undergraduate studies, the following rules will apply in addition to the above:
- 5.4.1. Studies can be renewed after discontinuation only when at least 4-5 courses or at least 8-10 credit hours (according to the department's decision) have been completed, and the student has successfully met the course requirements prior to the discontinuation.
- 5.4.2. A student who has not met the condition in section 4.4.1 will not be able to renew their studies in the faculty. They will have to register as a new candidate and will be subject to all the entrance and admission rules in effect at the time of re-registration.
- 5.4.3. A student who was registered for more than one major at the time of discontinuation:
- If they discontinued studies in both majors, they are required to renew studies in both.
 - If they wish to renew studies in only one of the two majors, they must register and be accepted to an additional major, or transfer to a single-major track in the major where they want to renew studies.
- 5.5. A student renewing their studies, who had not reached the "exemption" level in English and/or Hebrew at the time of discontinuation, will be required to reach the "exemption" level by the end of the first semester of renewed studies. Students whose studies were discontinued due to not reaching the required exemption level in English or Hebrew will be required to reach the exemption level before renewing their studies.

Chapter B: Time Limit for Studies

6. A Time Limit for Studies will apply to academic courses taken at the University as follows:
- 6.1. In an undergraduate degree program (and certificate studies):
- If up to two years have passed since the discontinuation of studies - the Time Limit for Studies will not have lapsed for the courses.

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- If between two and five years have passed since the discontinuation of studies - the issue of recognizing courses which the student successfully passed before the discontinuation of studies will be discussed by the departmental teaching committee. The teaching committee will examine, among other things, the grades achieved by the student in the courses they studied and the changes that have occurred in the content of these courses. The committee may determine that there will be no time limit on the courses, in whole or in part, or alternatively, that the aforementioned courses have lapsed and the student is required to retake them.
- If more than five years have passed since the discontinuation of studies – the time limit for the courses will have completely lapsed.
- Time limit for studies for courses taken by the student during high school will begin only after 10 years from the date the courses were taken.

6.2. In a master's degree program:

- If more than ten years have passed since the discontinuation of studies - the time limit for the courses will have completely lapsed.

7. In special cases, the Vice Rector shall be entitled to determine that the time limit will not have completely lapsed for courses studied before the discontinuation of studies if all of the following conditions are met:

- a. The Faculty Teaching Committee submits a written reasoned recommendation for this.
- b. The student's grade in each of these courses is at least 75 "Good". The faculty may set a higher grade.
- c. The extent of the recognized courses from before the discontinuation of studies will not exceed two-thirds (2/3) of the curriculum that will be in effect at the time of renewal of studies. The student will, therefore, be required to study at least one-third (1/3) of the curriculum that will be in effect at that time.

8. Minimum Rule:

The rules set forth in this procedure are minimum rules, and each faculty is entitled to set more stringent rules for its students, provided they are approved by the Vice Rector.

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9. Applicability:

This procedure begins on the day of its approval by the Senate (26.3.2025) and replaces the procedure for Time Limit for Studies for Bachelor's or Master's Degree [12-009].

Discontinuation, Renewal, and Time Limit of Studies 12-009b /(229166)
10/8/2025