

Regulations Concerning Exams, Grade Correction and Submitting Written Assignments

The information is up-to-date for the 2020-21 academic year

Exams

1. General

The master's degree programs at the Collier School of Management are accredited by the AACSB (the Association to Advance Collegiate Schools of Business) and are therefore designed and conducted according to the international regulations of the leading business schools in the world where exams are held **on only one date**.

Students are permitted to take the exam only after they have fulfilled all the course requirements. Students must follow all the announcements on the Collier School website and on the bulletin boards concerning exam dates and locations.

Apart from the final exam students also take intermediate exams, which take place as determined by the course teachers and at the times that they set. As a rule, there are no second dates for the final exam and students are allowed to take the final exam on **one date** for each course that they take (except for the instances detailed in section 2.3 below). Students who obtain a failing grade for a course must register for the course again and fulfill all its requirements.

2. Exam Possibilities

In courses that include a final exam, students will be examined in one of the following ways:

2.1 Final exam

According to the dates detailed in the relevant section of the Collier School website.

2.2 Alternative date

Students will be permitted to choose one of two exam alternative dates for courses in which they participate.

This instruction relates to courses that are offered **twice** a year, each time with a final exam.

The alternative date is intended for students who missed the first date; it is not intended for students who failed the exam on the first date or for students who wish to improve a positive grade.

Students who **do not take** the final exam of a given course at the end of the fall semester will be allowed to take it at the end of the spring semester of the academic year.

Students who **do not take** the final exam of a given course at the end of the spring semester will be allowed to take it at the end of the summer semester or at the end of the fall semester of the following academic year, if the course is given in that year.

Students who **do not** take the final exam of a given course at the end of the summer semester will be allowed to take it at the end of the fall semester of the following academic year, if the course is given in that year.

A **necessary** condition for taking the exam on the alternative date is completing **all** the course requirements (exercises, intermediate exams, homework assignments, etc.), apart from the final exam.

Students taking the exam on the alternative date must make sure to review the relevant course material. The exam grade will be determined by the teacher of the course for which the student is being examined, while the **final course grade** will be determined according to the instructions of the teacher of the course in which the student actually participated.

The arrangement that enables students to take the final exam in the following semester applies only to courses for which a date is published on the Collier School website (if there is no exam in the following semester, there is no alternative exam date).

Students who choose not to take the exam on the first date are obliged to clarify whether the course is offered in the following semester and if the course includes a final exam.

Students who choose not to take the final exam of a course on the original date or fail the exam (with a grade of 59 or less) on the original date will not be allowed to take courses based on the course.

In elective courses that are offered only once a year there will be **no alternative exam date** and students will have only one exam date.

Assigning students to the alternative exam date will be done in the following manner:

If same teacher teaches the course in the two successive semesters, students will be examined on the alternative date by the teacher in whose classes they participated.

In a course with a different teacher in the following semester, students will take the exam on the alternative date in the group of their choice.

2.3 Special exam date

If students are unable to take the final exam for any of the following reasons, they will have to submit a request to take the exam on a special date, appending the appropriate documents to support the request.

- Military reserve duty (subject to university regulations) – the request should be submitted with the appropriate documents no later than 14 days after the end of the reserve duty.
- Non-attendance at an exam that takes place on a date within three weeks of giving birth.
- Illness – students who do not take an exam due to illness and submit a doctor’s note confirming an absence on medical grounds of at least three days close to the time of the illness (subject to university regulations). The number of special date permits will be limited to two per semester.
- Two Collier School exams fall on the same date.
- Two Collier School exams fall on the same date – if one of the exams is for an undergraduate course for which two dates are offered the student is obliged to take the alternative that is in any case offered for the undergraduate course.
- The special exam date can take place in the following semester or the following academic year.

Students not attending an exam for work reasons will not be allowed a special exam date

Exceptional requests not covered by the above categories should be submitted in writing with the relevant documentation to the Student Coordinator no later than 14 days after the event that prevented the student from attending the exam. The teacher of the course has the prerogative of setting the exam date in coordination with the students’ secretariat. The exam will take place during or at the end of the following semester (on the normal exam date) and no later than five months after the original exam date.

2.4 In dean’s courses taught by guest lecturers from abroad no special date will be given.

3. Exam Arrangements

The exams are concentrated in a period of about four weeks after the end of each semester; in courses that take place during the first half of the semester they are held during the semester. Students are advised to take the exam times posted on the Collier School website into account when planning their programs of studies.

- On entering the exam room students are required to present their examinee cards (or a payment receipt – all in accordance with the guidelines of the Admissions Center) and an identity document.
- Close to the exam date an announcement will be posted concerning the allocation of the examinees to the exam rooms. Entrance to the exam rooms will be according to this arrangement.

- Students must arrive about 15 minutes before the start of the exam. Students arriving more than 30 minutes after the start of the exam will not be allowed to enter the exam room.
- Students will not be allowed to leave the exam room for one and a half hours after the start of the exam and during the last half hour of the exam. In exceptional cases that have received permission in advance, a student will be allowed to leave the exam room in accordance with the permit received.
- Students who enter the exam room and then decide not to take the exam are obliged to remain in the room for at least half an hour from the beginning of the exam. They will then hand in their exam booklet (even if it is empty) and the questionnaire. In this case, they will receive a failing grade.
- Students are required to obey the instructions of the exam supervisor.
- Students with learning disabilities who require special exam arrangements must be diagnosed by the Psychological Services of the Dean of Students Office (Mitchell Building, Room 214, Tel: 03-6409692, yeutz@post.tau.ac.il), even if they have the results of previous diagnoses. Special exam arrangements are made on the basis of an opinion of the Psychological Services, in coordination with the Curriculum Committee. Due to long waiting lists, students should apply for evaluation as early as possible.
- Special arrangements for medical disabilities – students in need of special exam arrangements for medical reasons should contact their coordinator in advance. Students wishing to appeal a doctor's decision may submit the appeal to the appeals committee: committee coordinator – Ilana Kaufman, Mitchell Building, Room 225, Tel: 03-64065361, ilanak@tauex.tau.ac.il.

4. Publication of Grades

Exam grades will be published within 10 days of the exam date.

Assignment grades will be published within three weeks of the submission date.

5. Procedure for Perusing Exam Booklets and Appealing the Exam Grade

The Coller School allows students to peruse their exam booklets. Please contact your coordinator with a request.

- * **An appeal will be considered only if reasons are given and it pertains to specific parts (for each question separately) or to a calculation error.**

Submission of an appeal involves re-examination of the entire exam and the grade will be considered anew.

5.1 Procedure for perusing and appealing the grade of a non-confidential exam

- After the end-of-semester exams and after the grades have been published, students who wish to do so may order a scanning of their exam booklets to be viewed on the website under “personal information for the student” at <http://www.ims.tau.ac.il/tal>.
- Only students who have paid their tuition fees will be allowed to order a scanning.
- Students may submit a reasoned appeal **within no more than five days from the date the exam booklets are scanned**. The appeal will be made by filling out a form that can be requested from your coordinator.

5.2 Procedure for perusing and appealing the grade of a confidential exam

- Some of the exams at the Coller School of Management are designated as confidential, at the discretion of the course lecturer. After the course grades have been published a meeting is held of the lecturer/teaching assistant with the students at a time set and published on the website bulletin board.

5.3 Arrangements

- Students will be allowed to peruse their exam booklets under supervision and they will not be allowed to copy or photograph the exam questionnaire or take the exam questionnaire out of the room. Copying or photographing the exam questionnaire is a disciplinary offence.
- Submitting an appeal automatically cancels the student’s grade. The lecturer is authorized to raise the grade, to lower it, or not to change it. The grade determined after the appeal has been considered will be the final grade.

5.4 The results of the appeal are registered on the website and may be viewed under “personal information for the student”. The student is obliged to keep up-to-date on the status of the appeal.

5.5 Students who do not follow the instructions of the lecturer/teaching assistant when perusing their exam booklets or who treat the booklets or questionnaire in contradiction to instructions will be subject to disciplinary action.

5.6 An appeal may be submitted on an intermediate exam with a weight of up to 19% in the final course grade.

6. Policy Regarding Maintaining a Certain Range of Grades

The Coller School has a policy of maintaining a certain range of master’s degree courses. The course lecturer has the authority to calculate this average for all the students in the course or, alternatively, to remove outliers before calculating the distribution (for example, to remove the top 5% and the bottom 5% or, alternatively, to consider only grades above 50).

The principles of the method will apply to all master's courses (except for courses with less than 12 students), whether the course has a final exam or whether the students are required to submit a summarizing assignment, a project or any other task. The policy of maintaining a certain range of grades applies to the final course grade. Accordingly:

- The average grade for core courses will be in the range of 78 to 82
- The average grade for elective courses will be in the range of 83 to 87
- The average grade for a summarizing course project will be in the range of 85 to 90

If a core course is given to several groups by the same lecturer the treatment will be the same for all the groups.

7. Correction of a Positive Grade

Students wishing to improve a positive grade for a core course or an advanced course will be obliged to register and take the course again.

Students can register and take courses again to improve positive grades at any stage of their studies. In any case the grade for the last time the course is taken will be registered (even in the case of "absent without permission" or failure) in the calculation of the number of semester units.

Students may repeat a course or courses as long as they have not submitted a request to be considered as having finished their studies.

Procedure for Submitting Written Assignments

1. Purpose

The purpose of this instruction is to set rules concerning the submission of written assignments during studies at Tel Aviv University.

2. Definitions

In this instruction:

- “Unit”** Faculty, school, department, section.
- “Student”**
(27.10.1999) A person studying at Tel Aviv University, including anyone who has terminated his/her studies for any reason, and despite termination has received permission from the faculty curriculum committee or from the disciplinary court to submit an assignment.
- “Assignment”** Any homework assignment, including a home exam, final course assignment, seminar paper, laboratory report or report on an experiment, and master’s or doctoral thesis.
- “Teacher”** Whoever instructed the student to prepare the assignment or guided the student in its preparation.

3. Independent Work

- 3.1 Any assignment submitted by a student must be the result of the student’s independent work in all stages of its preparation: search for bibliographic information, use of databases, collection of data and material (including translation), organization of the material, writing of the assignment.

The teacher will have the right to give advance permission for the assignment to be conducted by a group of students. This does not apply to master’s or doctoral theses.

- 3.2 Once a student has submitted an assignment to the teacher, the teacher has the right to invite the student to appear before him/her in order to examine the student’s knowledge of the subject matter of the assignment and to verify that the assignment is the product of the student’s independent work.
- 3.3 If the teacher discovers that the submitted assignment is not the product of the student’s independent work, the teacher will disqualify the work without giving it a grade and will submit a disciplinary complaint against the student.

In the case of master’s and doctoral theses, the teacher will convey the information to the relevant decision-making committee. A decision by the committee that the assignment is not the result of independent work by the

student will disqualify the assignment, without a grade and the submission of a disciplinary complaint against the student.

4.

- 4.1 The data, the auxiliary data and intermediate results that served as the basis for the assignment and were prepared by the student in coordination with the teacher, will be kept by the student until the final grade for the assignment is given.
- 4.2 The student will not submit the assignment to more than one place at the university.
- 4.3 The student must keep a copy of the submitted assignment.
- 4.4 In the case of master's and doctoral theses, the student must adhere to the relevant regulations.

**5. Submission Date
(24.10.2001) / (12.3.2006)**

- 5.1 The assignment will be submitted on the submission date, or in accordance with the relevant regulations.

If no submission date has been set, the last date for submitting the assignment will be the end of the semester following the semester in which the student took the course (including the summer semester).

Exceptions to this rule will be made only with the approval of the teacher or the curriculum committee of the relevant unit.

- 5.2 If the submission date falls during or close to a period of active military reserve service for which the student is called up, an extension of the submission date may be granted, in coordination with the course teacher.
- 5.3 A student will be entitled to a similar extension if she gives birth before the submission date and the submission date is during the first three weeks after she gives birth.
- 5.4 The rights detailed in sections 5.2 and 5.3 above will be in effect only in cases in which submission of the assignment is required.

**6. Transmission of the Work
(5.1.1999)**

The student will transmit the work to the teacher personally or through the secretariat of the department or the secretariat of the faculty, or electronically, in accordance with the instructions given by the unit.

7. Form of Submission of the Work

(6.1.1999)

- 7.1 A seminar paper will be submitted as a printed document.
- 7.2 Any other work will be submitted in legible handwriting, as a printed document or electronically, in accordance with the instructions given by the unit.

Handwritten submissions that are not legible in the opinion of the teacher will be returned to the student for resubmission in printed form, on a date to be determined by the teacher, and no later than one month from the date the work was returned to the student. This instruction also applies to submissions that have been corrected.

- 7.3 Master's or doctoral theses will be submitted in accordance with the relevant regulations.

8. Examining and Grading the Work

- 8.1 The teacher will transmit the grade for a seminar paper to the secretariat no later than the end of the semester following the semester in which the assignment was submitted (including the summer semester).
- 8.2 The teacher will transmit the grade for the final assignment or home exam of a course to the secretariat within three weeks of the submission date or – in the case of exceptions and with the approval of the head of the department – within six weeks of this date.
- 8.3 A unit has the right to set a shorter period for examining the work.
- 8.4 The secretariat will follow up the transmission of grades and report to the dean of the faculty and the head of its administration on any late transmissions.

If a teacher is late in transmitting grades of assignments, the dean will submit a complaint to the rector, in accordance with the regulations governing the behavior of academic faculty.

- 8.5 Once a year, each faculty will report to the vice rector on delays in returning assignments and transmitting grades.
- 8.6 Examination and grading of master's and doctoral theses will be in accordance with the relevant regulations.

9. Returning Final Course Assignments and Seminar Papers

- 9.1 Final course assignments and seminar papers will be returned to the students or deposited with the departmental or faculty secretariat, in accordance with the unit's instructions.

- 9.2 If the assignments are deposited with the departmental or faculty secretariat they will be saved until the end of the semester following the date on which the grade was published.
- 9.3 Master's and doctoral theses will be saved in accordance with the relevant regulations.

10. Increasing the Severity of Rules

The rules detailed in this procedure are basic rules, and each faculty has the right to determine whether to increase their severity.

11. Coming into Force

This procedure will come into force from the date it is authorized by the university senate (5.6.96).t