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Regulations – The Department of Management, 2022-2023

Please note that due to the corona crisis there may be changes in the regulations and instructions

- Academic Requirements
- Conditions for Progressing in Studies
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- Evaluating Students' Academic Achievements and Inclusion in the Dean's List
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Academic Requirements – Management – 2022-2023

1. General
2. Ethical Code
3. Obligation to Study a Course in the English Language
4. Follow-up of Scholastic Achievements
5. Participation in Experimental Hours in the Behavioral Laboratory
6. The Well-Rounded Student Program
7. Online Exam/Home Exam – Maintaining Integrity of Behavior in Exams
8. Submitting a Seminar Paper – Integrity in Submitting a Paper
9. Research Seminar in the Department of Management

1. General

- The requirements of courses are determined by the lecturers. In general, the following requirements are included: class attendance, submission of homework assignments and participation in projects and field studies, according to the requirements of the lecturer, and passing an intermediate exam and the final course exam.
- The lecturer can prevent students who arrive late from entering the class. Lecturers can also arrange preparatory study classes and obligate students to attend them if they feel this is necessary.
- Students must complete course assignment and submit them by the dates set by the lecturer.
- If students absent themselves from classes and do not fulfil the course requirements, the lecturer can report to the secretariat that the student does not have the right to be examined. A grade of 240 will be registered for the course.
- Students who repeat a course must fulfil all the requirements again, unless the lecturer of the present course confirms otherwise.
- A necessary condition for obtaining a passing grade for a course is receiving a passing grade (at least 60) in the exam. This is in addition to the conditions detailed by the lecturer in the syllabus.
- Papers and projects that may be submitted after the end of the course will be submitted on the date set and no later than three months after the end of the course. An exact date for submission will appear in the course syllabus.
- “Submission of seminar papers – integrity in submitting a paper” also relates to the submission of exercises, papers on the various subjects, and exams.
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- Submission of papers after the end of the academic year involves a payment – see instructions regarding tuition fees.
- All papers carried out within the framework of studies must be submitted typewritten and in two copies. With the permission of the lecturer, one copy will be returned to the student after publication of the grade.

2. The Ethical Code

The Faculty of Management has an ethical code. The purpose of the ethical code is to promote ethical standards of integrity and honesty as essential qualities of the management professions. Students must always act in accordance with the Faculty's ethical code. At the beginning of their studies students must sign the ethical code document, and to take personal responsibility for upholding it.

The ethical code will appear on work screen in the registration (Bidding) process and will be signed with a virtual signature.

4. Follow-up of Scholastic Achievements

The Curriculum Committee of the Department of Management follows the scholastic achievements of students throughout their studies and can terminate the studies of students who do not progress at a reasonable rate. Students must carefully read the conditions for **Termination of Studies at the Initiative of the Faculty**

7. Maintaining Integrity of Behavior in Exams

The exams in courses, including class exams, home exams, and online exams, are intended to reflect the student's knowledge and their mastery of the given material. Accordingly, students are subject to certain rules and are expected to abide by the instructions relevant to an exam and in the appropriate manner.

Integrity in exams is a prime value at the Faculty of Management and of the highest importance in striving for excellence and maintaining high academic quality.

Taking an exam indicates that students are aware of the instructions of the lecturer with regard to the exam and promises that they will act in accordance with these instructions – without consultation with, help from or cooperation with another person, without the use



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of auxiliary material, and in the required timeframe, according to the instructions of the lecturer. The exam will be submitted at the end of the allotted time.

Every exam is an exam on closed material, that is, no auxiliary material may be used, including course lectures, slides, articles, summaries, pages of formulas, Wikipedia, or any other material, unless explicitly authorized by the lecturer. This rule applies to exams of every kind, whether they are class exams, home exams, or online exams.

It should be emphasized that not abiding by the instructions or inappropriate or unethical behavior in an exam is a disciplinary offence under Tel Aviv University regulations and the offender is subject to indictment to the full extent of the law.

8. Compulsory Course – Empirical Research Seminar

Third-year students in the department must actively participate and submit a research seminar paper. They are required to participate in one two-semester-unit seminar only, subject to meeting the requirements of the course “Empirical Research Methods” and other requirements in accordance with the topic of the seminar. They are required to attend classes, submit exercises, and submit a written research proposal or any other assignment required by the lecturer.

After the proposal is approved, students conduct the research and submit it by the date set by the lecturer. At the discretion of the lecturer, students may submit a paper in teams of not more than two members.

Students meeting the seminar requirements will receive four points in the weighting of the final course grade.

The seminar paper will be submitted on the date set and not more than three months after the end of the course.

The seminar grade submitted to the secretariat is the final and determining grade. After receiving the grades, no new or revised seminar paper can be submitted. Students who do not meet the seminar requirements will be required to register again for the seminar and meet all its requirements, including the submission of a paper.

The following paragraph details the precise form in which the seminar paper is to be submitted.

It is recommended that students take the seminar no later than the second semester of the third year.



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Accounting-management students in the completion year (fourth year) must complete all their degree requirements by the end of the first semester. Accordingly, in order to permit them to take the CPA Council exams on time, they may submit their seminar papers before the set date. A request must be submitted in writing to the course lecturer and the departmental secretariat. Important note: Students who have received approval will have their seminar grades reported on "Personal Information for the Student" and will have the right to submit a request to approve eligibility for the degree. It should be emphasized that after submitting a request to approve eligibility for the degree in the "Personal Information for the Student" system, it is not possible to correct a grade.

9 Submitting a Paper – Integrity in Submitting a Paper

Tel Aviv University is meticulous in maintaining the integrity of behavior in assignments. Dishonesty in academic work may entail harsh penalties – from invalidation of the assignment to extended cessation from studies. Students must abide by the following rules and in case of doubt, the lecturer to whom the assignment is to be submitted must be consulted.

- The paper will be submitted on the date set by the lecturer and not more than three months after the end of the course.
- The paper must be the product of personal endeavor. The student is responsible for everything written in the paper – for its accuracy, originality, and reliability of the data.
- It is forbidden to include in the paper parts taken from the work of others, or parts not done entirely or partially by the author of the paper without explicitly referencing the source, with the following limitations: a citation from any publication must be given in parentheses or other means of emphasis (such as italics, indented text), precisely referencing the source of the citation. The referencing will be in accordance with the accepted rules in the relevant discipline (for example, in brackets after the citation, in a footnote or endnote, or any other form that is acceptable in the area). The same also applies to the citation of specific words or parts of sentences, as well as to figures, tables, photographs, video or audio clips, or any other means of presenting the information.
- Permission must be obtained from the supervisor of the paper to receive help from another person in the writing of the paper, including in areas of expertise peripheral to the assignment, such as statistical or other consultation, whether for payment or not for payment.



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- Permission must be obtained from the lecturer, to whom the paper is being submitted to use the paper or part of it, including data that were collected, for another paper. The same applies to previous papers such as papers prepared within the framework of another course or previous studies.
- Ethical guidelines for writers of academic papers: <https://acad-sec.tau.ac.il/academic-paper>
- Brief video clip on plagiarism: https://acad-sec.tau.ac.il/academic-paper_1682



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The Specific Fields of Study in Undergraduate Management – 2022-2023

The Specific Fields of Study in Management – General Information

Starting from their second year of studies, students may choose general elective courses or courses in a specific field, subject to meeting the admissions requirements as published in the program of studies of the particular field.

Important Notes:

Students who were accepted for studies in a specific field and passed courses in that field, but decided on their own initiative to terminate the studies in the specific field must inform the secretariat accordingly. In such a case, the students will be obliged to make up the required course load in general elective studies. The specific field courses that the student successfully completed will be considered as general elective courses if the student so wishes.

Students who choose to take general elective courses will have the right, if they so wish, to make up the course unit requirements from among the courses offered in the specific areas. In this case, the studies will have to meet all the admissions requirements and the prerequisites requirements detailed in the specific field studies. The registration for these courses will be done on an available place basis in the second round of the bidding process.

Following are details of the number of hours of general elective studies for students who began their studies in the Department of Management in the current year and depending on the second major.

- Students whose second major is economics must take elective courses in the amount of 14 semester hours.
- Students whose second major is not economics must take elective courses in the amount of 8 semester hours

Students who began their studies in previous years should check the number of elective hours detailed in the program of studies of the year in which they were admitted to the Department of Management. In addition, they should relate to the changes that were made in the program of studies in the 2016-2017 academic year.



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Conditions for Advancing in Studies – 2022-2023

Studies at the Faculty of Management are conducted in a semester format. The Faculty is not obliged to offer every course in every semester but does try to direct the supply of courses according to the requirements in each semester, such that every course is offered at least once during the academic year.

Since the Faculty of Management studies are in the form of double-major programs, there may be overlaps in the times of courses given in the Department of Management and those given within the framework of the second major. We try our best to ensure this will not happen, but the Department of Management cannot fully coordinate its timetable with those of all the other programs that can be taken together with management. Moreover, there may be instances where students cannot complete their special field electives as required.

Students will take courses as detailed in the program of studies according to the second major. They must meet the prerequisites and parallel requirements of the various courses.

Students are recommended not to rule out a course if it is offered once a year in the timetable.

Students must avoid taking a course that overlaps in its content with a course in the other major. They must clarify this issue with the secretariat.

1. Meeting prerequisites and parallel requirements/eligibility to be examined
 - Most of the courses must meet prerequisites or parallel requirements as detailed in the program of studies, depending on the second major. Some of the courses have an “eligibility to be examined” requirement, meaning that students have the right to take the advanced course provided they have taken the basic course that is a prerequisite and which, according to the report of the lecturer of the course, have met all the requirements of the course and are eligible to take the exam. In other words, even if the students have not been examined or have not completed the basic course, they may take the advanced course.
 - The requirements may also be clarified at the touch of a button by accessing the course name in the timetable /program of studies. It should be noted that the system of registering for courses (bidding) does not check if a student meets the



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prerequisites of the course. It is the responsibility of students to check if they meet the requirements.

- The secretariat will check to see if the students meet the requirements of the various courses at a later stage (about a month after the beginning of studies). Students who do not meet the prerequisite and the relevant parallel requirement will have their registration for the course or courses canceled and will be notified accordingly
 - A necessary condition for receiving a passing grade in a course is obtaining a passing grade (at least 60) in the exam. This is in addition to the conditions detailed by the lecturer in the course syllabus.
 - The attention of the students is drawn to the conditions for ceasing studies.
2. Students who participated in classes, submitted exercises as required but failed, or were absent for an exam will have the right to be examined on a second exam date (see paragraph 1 above and the exam regulations in the continuation). Students who fail the same course twice will be obliged to register again for the course and meet all its requirements.
 3. Throughout their studies students have the right to register only twice for the same course (there is no need to submit a request). The third registration for a course depends on approval by the Curriculum Committee (a request must be submitted). A fourth registration will not be approved.
 4. A course for which the final grade is determined by a written summarizing paper: the grade that is submitted to the secretariat is the final and determining grade. After receiving the grades, the paper may not be submitted again or revised. Students who do not meet the course requirements must register again and meet all its requirements, including the submission of the paper.
 5. Students wishing to improve a positive grade may do so within the framework of the exam dates that are open to them in the semester in which they took the course.

In addition, starting from the second semester of the 2019-2020 academic year, students may improve a positive grade by registering again for the course, subject to the following conditions.

- Students may submit a request once only during their studies for a degree. They may register for year 2 and year 3 courses (compulsory and elective), except for



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the following courses: Business Economics B; Macro-Economics and the Israeli Economy; Organizational Behavior – Macro.

- Students must submit a request to the Curriculum Committee (via the departmental secretariat) explaining the following:
 - (a) Why they wish to improve a positive grade in re-registering for a course
 - (b) If they tried in the past to improve a positive grade within the framework of possible subsequent exam dates during the semester in which they took the course
 - (c) Whether they undertake to meet all the course requirements as detailed in the syllabus during the semester in which they re-registered for the course.
- It should be emphasized that when re-registering for a course students must update themselves on all the material to be studied and carry out all the assignments of the course as detailed in the syllabus, including submitting exercises and papers, taking tests, and taking the final course exam.

The final grade will be weighted according to the assignments carried out this semester and according to the weights detailed in the syllabus of the course for which the student re-registered.

At the discretion of the course lecturer, students may be exempted from submitting exercises or assignments, due to re-registering for the course.

- Re-registering for a course will entail a tuition fee.



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Evaluating a Student's Scholastic Achievement and Inclusion in the Dean's List – 2022-2023

The information is not final and is subject to change

Outstanding Students

Once a year, during the first semester of the academic year, certificates of merit are awarded to students with outstanding achievements in the previous year by the Rector of Tel Aviv University and the Dean of the Faculty of Management. These students are invited to receive their certificates at a special ceremony.

The Dean's List

The criteria for being included in the Dean's List are likely to be different in the different departments and they are updated at the beginning of the academic year.

Following are the criteria for being included in the Dean's List of the 2020-2021 academic year, based on achievements in the Department of Management in the 2019-2020 academic year (not including exemptions), credited to students up to 18 November 2021.

- The students had the status of a regular student during the first and second semesters of the 2019-2020 academic year in a full program of studies in the Department of Management and took not less than 19 semester hours, of course, was examined in these courses and received a substantial numerical grade. Exceptions to this rule are first-year students who took a double-major in Management and Economics. Such students may be included in the Dean's List if they took courses in the amount of at least 17 semester hours (not including exemptions), per the program of studies detailed in the Faculty bulletin.
- The weighted average grade in the 2019-2020 academic year was 90 or above, or any other higher average grade, such that only 3% of the students will be included in the Dean's List.
- To determine the total number of students (the basis for setting 3%), only students who have taken at least 10 semester hours of courses during the year will be taken into account.



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- Students who have been convicted of disciplinary or criminal offenses will not be considered. Students awaiting the results of a court proceeding may be added to the list only if and after they have been declared innocent of the offense.

Grants and Prizes

Outstanding students will be eligible for the following grants and prizes:

- Grants in memory of students who fell in the line of military duty in Israel
- Economic assistance grants (details at the Dean of Students office)
- Grants provided by companies or consulting offices

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Cessation, Renewal, and Obsolescence of Studies

The Curriculum Committee of the Department of Management follows up on the achievements of the student during their studies. Students to be included in a follow-up list will be identified according to the “cessation of studies at the initiative of the Faculty” characteristics detailed in the continuation.

Follow-up List

The follow-up list will include students in the second semester of the first or later years of their studies whose progress is not satisfactory or students whose achievements the Curriculum Committee decided to monitor. The head of the department will notify students that they have been included in the follow-up list. The Curriculum Committee will review the achievements of the students included in the list each semester and make decisions as follows:

- Removal from the follow-up list following their meeting of the requirements presented to them.
- Continuation of inclusion in the follow-up list and another follow-up of their progress.
- Cessation of studies

Cessation of Studies at the Initiative of the Faculty/University

Students whose studies have been ceased will not be allowed to renew their studies or register again at the Department of Management. Exceptions to this rule are detailed in the continuation.

Notification of cessation of studies does not absolve students from continuing to pay tuition fees. Accordingly, students must settle this issue with the Tuition Unit.

A. Cessation of Studies at the End of the First Year of Studies

1. Students completing their first year of studies who have not been examined / not obtained a grade of at least 60 in the following two courses: Organizational Behavior – Micro (1221.3103) and Business Economics A* (1221.5119).
2. Students completing their first year of studies who have not been examined / not obtained a grade of at least 60 in one of the following courses: Organizational

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Behavior – Micro (1221.3103) and Business Economics A* (1221.5119), and obtained a grade lower than 75 in the other course.

***Clarification to paragraphs A1 and A2:**

The following rule will apply to the courses Organizational Behavior – Micro and Business Economics A, which constitute conditions for continuing to the second year of studies. Students who do not obtain the required passing grade (per the above conditions in one or more of the permitted exam dates in the semester in which they took the course – due to failing the exam or not sitting for the exam (for any reason whatsoever, including overlapping of exams or due to illness) – will be deemed students who have not completed the course as required. Therefore, the decision of the Curriculum Committee to cease the students' studies is valid and cannot be appealed.

For students of Management and Economics: The course that overlaps Business Economics A, for cessation of studies only – is one of the courses taught in the School of Economics: Principles of Economics (1011.1102) or Micro Economics A – Economic Decision Making (1011.2103).

For students of Management and Labor Studies: The course that overlaps Organizational Behavior – Micro, for the purpose of cessation of studies only – is the course taught in the Department of Labor Studies: Organizational Behavior (1051.4010).

3. Students completing their first year of studies at an unsatisfactory pace or students being followed up by the Curriculum Committee.

B. Cessation of Studies at the End of the Second or Later Year of Studies

1. Students who have completed their second year of studies and not obtained a passing grade (60 or above) in all the first-year courses and at least three second-year compulsory courses.
2. Students who have been included in a follow-up list because the Curriculum Committee decided that their achievements in their studies had not improved sufficiently.
3. Students whose pace of learning is not satisfactory, or students having their scholastic achievements monitored at the behest of the Curriculum Committee.



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C. Cessation of Studies – General

1. Students committing a disciplinary offence may be suspended or have a cessation of studies order issued by the Faculty management or the disciplinary institutions of the University.
2. Students who fail the same course four times (including receiving a failing exam grade due to absents from an exam without good reason) are liable to have their studies terminated.
3. Students who have 15 failures during their undergraduate studies in the Department of Management are liable to have their studies terminated. It should be emphasized that each failure in a course, including a course that they passed on the second, third or fourth exam date, will be taken into account in the tally of the failures.
4. Students with an unsatisfactory pace of learning or students whose scholastic achievements are being followed up by decision of the Curriculum Committee are liable to have their studies terminated.
5. Students who do not complete their studies towards a degree within the set time period are liable to have their studies terminated.

D. Cessation of Studies due to Non-fulfilment of a Language Requirement

1. All students are required to complete their language obligations in Hebrew and English up to the exemption level by the end of their first year of studies.

The department automatically approves extension to the summer semester, so that students have time to reach the exemption level during three semesters: semester A, semester B, summer semester. No additional extensions will be given

Students who do not reach the exemption level by the end of the first year of studies (including the summer semester), will have their studies suspended for at least one semester, until they pass the exam/exams and obtain the exemption. Students who obtain an exemption in the first semester after suspension of studies can, after presenting it, submit a request to continue their studies in the subsequent semester. At the same time, a request to renew studies after a suspension of two semesters will be considered according to the rules governing renewal of studies detailed on the departmental website.

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2. Holders of a high-school matriculation certificate from abroad who do not reach the exemption level in Hebrew by the end of their first year of studies will have their studies suspended.

Cessation of studies at the initiative of the student

- Students who choose at their initiative to terminate their studies in the department must inform the Students Section in the Registration and Admissions Division and the secretariat of the Management Department in writing accordingly. The Tel Aviv University regulations detailed in "Tuition and Registration" and sent to all students together with the payments booklet apply to such students. The attention of students is also directed to the sections on Renewal of Studies, and Obsolescence of Studies, detailed in the continuation.
- Students who do not submit a plan of studies in a given semester will be considered to have terminated their studies. A notice to this effect will be sent to such students and to the Registration and Admissions Division. Such students are required to contact the Tuition Unit to settle this issue.
- Students who cease their studies for a period not exceeding two years will not have this period counted in the number of years of study towards a degree. Renewal of studies will be effected according to the guidelines detailed in the section on renewal of studies in the continuation.

Renewal of studies

- Renewal of studies will be in accordance with Tel Aviv University regulations.
- Students will submit requests for renewal of studies through the secretariat of the Department of Management no later than two months before the start of the semester.
- The request must be approved by the departments of both majors. A renewal of studies fee will be required. This fee will not be returned even if the renewal of studies is not approved.
- Students who ceased their studies for a period of five semesters or more will be obliged to meet the admissions requirements for a new student that are in effect at the time of renewal.



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Obsolescence of studies

- Students who ceased their studies for a period of not more than five years – the department's Curriculum Committee has the right to recognize the courses they have taken, for the purpose of continuing their studies. The Curriculum Committee will relate, among other things, to the past achievements of the student.
- If the period of cessation of studies is longer than five years, the courses the student has taken will be regarded as being fully obsolete. However, in special cases, the Curriculum Committee may recognize certain courses in accordance with considerations and provided that the student obtained a grade of at least "Good". The decision of the Curriculum Committee in these cases must be approved by the Rector or his deputy.
- In all cases of renewal of studies, the student will be obliged to take the full program of studies in effect at the time of renewal.

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Exemption from Courses on the Basis of Previous Studies – 2022-2023

1. Submission of request
2. Conditions for receiving an exemption

1. Submission of request

A request for exemption from a course will be submitted to the secretariat of the Department of Management not later than one month before the start of the semester. The request must be accompanied by a formal record of studies and formal details of the content of the course (syllabus) that constitutes the basis of the request. The request will be conveyed to the heads of the areas of specialization in the Faculty who have the authority to accept or reject the request. Courses for which exemptions have been granted will be reported to the system. A notice detailing the decisions will be sent to the student by means of the "Personal Information for the Student" system.

2. Conditions for receiving an exemption

In the 2017-2018 academic year the following changes were made. Students are required to complete within the framework of their studies in the Department of Management not less than three-quarters of the total of courses required to obtain the degree. Students who obtain exemptions for more than one-quarter of the course requirements of the Department of Management will have to complete hours of study such that the number of hours of study in the department will be at least three-quarters of the total required by the department.

Students may obtain exemption from participating in a course and credit for the course subject to the following conditions:

- They have taken a course identical in its scope and content at a recognized institution for higher education and obtained a grade of at least 75. Exceptions to this rule are students who changed their department of study at Tel Aviv University and studied a course identical in scope and content in the relevant department (for example, a course in mathematics /statistics /economics taught at the School of Economics or the Department of Psychology or the Faculty of Exact Sciences). They will receive an exemption from the relevant course if they obtained a grade of at least 60.
- Students who changed their department of study at Tel Aviv University are advised to consult the table "Recognizing Courses on the Basis of Previous Studies".



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- The period of time from the time the student took the course that is the basis for the request for an exemption must not exceed five years.
- A course can serve as the basis for an exemption only once.
- Students who received an exemption within the framework of the Faculty of Management on the basis of previous studies will be accorded the grade obtained in the past for the purpose of weighting their present achievements, and on condition that the grade was not weighted in a different department in which they studied.
- Students who received exemptions from compulsory courses on the basis of previous studies not taken within the framework of the Faculty of Management will not have the grades that they achieved in the past taken into account in the weighting of their present achievements.
- Overlapping courses in the programs of study of the two department:
Students must avoid taking overlapping courses in the two programs of study and they are responsible for ensuring that this does not happen:
 - Students must not take a compulsory course that overlaps a course in the other department. They must obtain an exemption from one of them in accordance with the program of studies. They are advised to consult the table delineating the program of studies according to the second major.
 - Students are not allowed to take an elective course that overlaps the content of a compulsory course in one of the departments.
 - When two elective courses with overlapping content are offered in the two departments, students may choose only one of them.
- In special cases in which students had the right, according to the rules of the department, to take an elective or electives outside the framework of studies of the Department of Management, the grade that they obtained in the past will be taken into account for the purpose of weighting their present achievements. It should be noted that students who participate within the framework of their studies at the Faculty of Management in master's courses and in the future are accepted for one of the programs of master's studies will be obligated by the exemption rules in force at the time of the master's studies.
- Students who have gone abroad for a semester of studies as exchange students and have had the courses that they studied recognized by the head of the department as electives will not have their grades taken into account in the weighting of the final grade.

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**Recognition of Courses on the Basis of Previous Studies, for Students Who
Have Changed Their Department of Studies within Tel Aviv University –
2022-2023**

In planning their program of studies, students who have changed their department of studies at Tel Aviv University are advised to consult the table of the program of studies of the second department and the following table, for the purpose of submitting a request for exemption from the compulsory courses taught at the Department of Management.

Requests must be submitted by means of the Request for Exemption from Courses form.

The request for exemption will be examined according to the program of the course being taught at the Department of Management in that year.

A request for exemption submitted to the department on time will grant the student an allotment of points in the Bidding for the registration for courses.

The Department of Management will recognize the following courses on the basis of previous studies at Tel Aviv University, subject to the regulations governing exemptions and credits. See the regulations governing undergraduate studies.

Name of the Course Taught at the Department of Management	Name of the Exemption Course	Taught at Tel Aviv University
Organizational Behavior - Micro	Organizational Behavior (1051.4010)	Faculty of Social Sciences, Department of Labor Studies
Principles of Mathematics for Management ¹	Mathematics for Economists A and B Linear Algebra 1	Faculty of Social Sciences, School of Economics
	Introduction to Algebra or equivalent courses	Faculty of Exact Sciences
	Introduction to Discrete Mathematics, Mathematical Methods 1, Mathematical Methods 2	Faculty of Engineering, Department of Hi-tech Sciences



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Introduction of Information Technologies	Data Analysis	Faculty of Engineering, Department of Hi-tech Sciences
Principles of Information Systems	Information Systems and Databases	Faculty of Engineering, Department of Hi-tech Sciences
	Introduction to Statistics for Economists A	Faculty of Social Sciences, School of Economics
	or	
	Statistics for Psychologists A	Department of Psychology
Introduction to Statistics	Introduction to Probability	Faculty of Exact Sciences
	or	
	Introduction to Statistics and Data Analysis	Faculty of Engineering, Department of Hi-tech Sciences
	or	
	Probability and Statistics	
Statistics for Management	Statistics for Psychologists A and B	Faculty of Social Sciences, School of Economics
	or	
	Introduction to Statistics for Economists A and B	
	Introduction to Econometrics	
	Probability and Introduction to Statistics	Faculty of Exact Sciences
	or	
	Probability and Statistical Theory	In the Department of Statistics only
	Data Analysis	Faculty of Engineering, Department of Hi-tech Sciences

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Business Economics A	Principles of Economics, Micro 1 / Micro A – Economic Decision Making	Faculty of Social Sciences, School of Economics
Business Economics B	Micro 3 / Micro C – Market Power, Information Economics and Game Theory	Faculty of Social Sciences, School of Economics
Macro Economics and the Israeli Economy ²	Macro Economics B	Faculty of Social Sciences, School of Economics
	Macro Methods A and B	Faculty of Social Sciences, School of Economics, Department of Psychology
Empirical Research Methods	Quantitative Research Methods, Principles of Social Research and Academic Writing	Faculty of Social Sciences, Department of Labor Studies In the Department of Sociology (decision of 7 June 2020)
	Planning Experiments and Analysis of Variance	Faculty of Exact Sciences, Department of Statistics
Operations Research: Theory and Applications	Operations Research 1 and 2	Faculty of Exact Sciences, Department of Statistics
Principles of Business Law	Principles of Business Law	Faculty of Management, Department of Accounting
Principles of Accounting	Principles of Accounting	Faculty of Management, Department of Accounting
Principles of Finance	Principles of Finance	Faculty of Management, Department of Accounting

¹ Full exemption from the course “Principles of Mathematics for Management” will be accorded to students who have studied the courses described.

Students who have not studied the course “Linear Algebra” or are missing one of the subjects of “Linear Algebra” can choose one of the following options, in order to obtain full exemption from the course “Principles of Mathematics for Management”:

- To fulfill all the requirements of the subject “Linear Algebra” studied in the course “Principles of Mathematics for Management”, which is offered in the program of



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studies in Semester A only (with no need to register for the course). Students must submit exercises and pass the exam in this subject with a grade of at least 60.

- To register (no tuition fee) for “Frontal Supplementary Course in Linear Algebra”, offered to management-economics students in Semester A only, and to pass the exam with a grade of at least 60. Detailed information appears in the course schedule and program of studies (depending on the second major – economics, note 2).

Obtaining a passing grade in the exam is a necessary condition for receiving exemption from the course “Principles of Mathematics for Management”, and participating in courses in the program of studies.

- ² The course “The Israeli Economy and the Global Economy” given in the School of Economics does not exempt students from the course “Macro Economics and the Israeli Economy” studied in the Department of Management.



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Duration of Studies Towards a Degree – 2022-2023

- The duration of studies towards a BA degree in the Department of Management is three years (six semesters)
- Students have the right to suspend their BA studies for a period of not more than two academic years, without having this period counted amongst their hours of study towards the degree.

Students must conduct themselves in accordance with the guidelines that appear in the section on cessation of studies and renewal of studies.



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Grades – 2022-2023

The information is not final and is subject to change.

- The policy of “Maintaining a Certain Level of Final Course Grades”
- Publishing grades
- Improving a positive grade

The Policy of “Maintaining a Certain Level of Final Course Grades”

The Faculty of Management has a uniform grades policy, the principles of which are described below.

- Following are the ranges of grades set as of the 2020-2021 academic year
 - The average grades for compulsory courses will be in the range 78 to 82.
 - The average grades for elective courses will be in the range 83 to 87. Exceptions to this rule are the following electives detailed, for which the range will be 85-90: University of the People, Business Clinic – Strategic Consulting for Small and Medium-Sized Businesses, Innovation and Design Thinking, L’Oréal Brandstorm Project, Corporate Responsibility and Community Relations Project – Practical Experience in the Worlds of Human Resources and Organizational Development.
 - The average grades in a research seminar will be in the range 85-90.
 - The recommended standard deviation is 7-8.
 - The average grade must be calculated without failures.
 - The policy of maintaining a certain level of grades will be symmetrical. That is, an average that is too low will be corrected upwards and a grade that is too high will be corrected downwards.
- The principles of the policy of “Maintaining a Certain Level of Grades” applies to all courses, including those without a final exam in which students are required to submit a summarizing paper or project or any other assignment.



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- The grades policy applies to all the students taking the courses given in the Department of Management, including students of the Department of Accounting taking courses within the framework of the Department of Management.
- The fact that the policy of maintaining a range of grades will be brought to the notice of the students in the course syllabus.
- The course teacher, who will be responsible for ensuring that the policy is properly implemented.
- The head of the Department of Management has the authority depart from the rules in special cases.
- A positive or negative factor above 10 points will have to be approved by the head of the department.
- A necessary condition for receiving a passing grade in a course is receiving a passing grade (of at least 60) in the exam. Without a grade of at least 60 in the exam, it will not be possible to weight exercises and the student's final grade will be the exam grade. This will be stated in the course syllabus.
- For a course in which the final grade is determined according to a written summarizing paper the grade submitted to the secretariat will be the final and determining grade. After receiving the grades, no resubmission or revision will be permitted.
- **Special notes:**
 - For a course in the same semester in which several study groups are offered with the same or different lecturers, the exam must be the same for all the groups. In addition, the average will be calculated for all the groups together, and the factor, if it is given, will be identical for the students of all the groups.
 - The policy of "Maintaining a Certain Level of Grades" (with or without a positive / negative factor) will be applied to first session and second session exams in which the number of examinees is at least 12.
 - A positive / negative factor for second session exams will be given if necessary, even if a factor was not given in the first session exam.
 - Students exercising their right to take a second session exam that does not take place in the semester in which they took the course and has an exam paper of a different lecturer will be



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subject to the same conditions / rules in the provision of the factor (if it is given) on the exam as it will be given in the session in which they are examined. In this case, the weighting of the final course grade will be done according to the weights that will be given by the lecturer in the semester in which the student was registered for the course.

- In a course in which the final grade is determined on the basis of a summarizing or seminar paper, the seminar grade submitted to the secretariat is the final and determining grade. After receiving the grades, no resubmission or revision of a seminar paper will be allowed.

Publication of grades:

- The distribution of grades in a course may be viewed in "Personal Information for the Student", but the distribution of the grades published there does not reflect the final average for the course, since it includes those who have failed the course and does not include those students whose grades have not yet been reported to the system because they have not yet completed payment of their tuition fees.
- Students are obliged to ensure that their grades have been reported as required in the "Personal Information for the Student" system. The last grade reported in the "Personal Information for the Student" system is the determining grade.
- The students' exam booklets are kept for one semester and are shredded at the end of the subsequent semester.

Improving a positive grade

- Students wishing to improve a positive grade can do so within the framework of the exam sessions that they are entitled to attend in the semester in which they took the course.
- Moreover, as of the second semester of the 2019-2020 academic year, students may improve a positive grade by re-registering for the course, subject to the following rules:
 - Students may submit a request once only during their undergraduate studies. They may register for second- and third-year courses only (compulsory and elective), except for the following three courses: Business Economics B, Macro Economics and the Israeli Economy, and Organizational Behavior – Macro.
 - They must submit a request to the Curriculum Committee (through the Department of Management secretariat) explaining: (a) why they wish to improve a positive



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grade in re-registering for the course; (b) whether they tried in the past to improve a positive grade within the framework of the exam sessions that they are entitled to attend in the semester in which they took the course; (c) whether they undertake to fulfill all the obligations of the course as detailed in the syllabus in the semester in which they re-register for the course.

- It should be emphasized that in re-registering for a course, students are obliged to update themselves on all the material to be taught and to complete all the assignments of the course as detailed in the syllabus, including submitting exercises / papers / tests and passing the final exam of the course. The final grade will be weighted according to the assignments carried out in this semester and according to the weights detailed in the syllabus of the course that was taken again. The lecturer has the right to decide whether or not to exempt the student from submitting exercises / papers because of re-registering for the course.
- A tuition fee is required for re-registering.
- If a student is examined more than once in a course, the last grade is the valid one.



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Exam Regulations – 2022-2023

- General
- Attendance at Exams
- Attendance at Exam Sessions
- Preregistration for Second Session Exams
- Special Exam Arrangements
- Improving a Positive Grade

General:

- Intermediate tests and an end-of-semester exam take place during the semester. The exam schedule for the academic year appears on the department website.
- Students who have been permitted to take a course that is conducted outside the framework of the department will be subject to the regulations pertaining to the framework in which they took the course.

Attendance at Exams

- Students whose names were reported by the lecturer as not having fulfilled the course requirements are not entitled to take the final exam.
- Students are required to bring to the exam their student card and identity card, or other identifying document. For online exams, they can only identify themselves by means of a student card or identity card. Any other document will not be accepted.
- Students are required to ensure that their names appear on the list of examinees. In special cases, students will be allowed to be examined conditionally, after signing a declaration. Such students will be referred after the exam to the secretariat to clarify their situation.
- The allocation of examinees to exam rooms will be published on the bulletin board on the day of the exam. Students must enter the room allocated to them.
- Students must take the seats assigned to them, as indicated by the exam supervisors and abide by their instructions.
- Students who enter the exam room and decide not to take the exam must remain in the exam room for at least 30 minutes after the exam begins and only then will they be



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allowed to leave. The exam booklets (even if they are empty) together with the exam paper must be returned to the supervisor. In such a case, the student will receive a failing grade.

- Students will not be allowed to leave the exam room for one and a half hours from the start of the exam and during the last half hour.
- To ensure high-quality scanning, students should avoid writing with a pencil or green pen, nor should they write in the margins.
- On presentation of an appropriate doctor's note, pregnant students will be allowed an extra quarter of an hour on every hour of the exam. Pregnant students are also allowed to go to the restroom at any time during the exam.
- It should be emphasized that no abiding by the instructions or inappropriate or unethical behavior during the exam are disciplinary offences according to university regulations and offenders are subject to the full force of the law.

Attendance at Exam Sessions

Four exam sessions will be held during the academic year.

1. At the end of the first semester (Session A)
2. During the break at the end of the first semester and the at the beginning of the second semester.
3. At the end of the second semester (Session A)
4. During the break at the end of the summer semester (Session B).

Following are the rules for attending an exam:

- For courses that are offered once a year in the first or the second semester, students will be allowed two exam sessions only (offered in the same semester).
- For courses offered in both semesters:
 - Students are entitled to be examined in two out of four sequential sessions, in accordance with the circumstances and at their discretion, as detailed in the clarifications.
 - Students choosing Session B on the third or fourth subsequent date (i.e., in the subsequent semester), will be required to update themselves on the material studied



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and to respond to the exam paper that will be given by the lecturer in the subsequent semester. Students must fill out the [form requesting permission to join Moodle](#).

- Students who do not pass the exam on the dates allowed will be obliged to re-register for the course and meet all its requirements, including those regarding class attendance, intermediate tests, submission of exercises and papers. Registering a third time for a course must be approved by the head of the department.
- Students serving in combat reserve units will be allowed three out of the four sequential exam dates. This is subject to the relevant university regulations (on the issue of military reserve duty). Students are required to submit a request to the secretariat of the department immediately upon receipt of a call to military reserve duty.
- This rule applies to students who miss an exam during the three weeks after giving birth.

Preregistration for Second Session Exams

In the Department of Management, it is not necessary to preregister for a second session exam to improve a positive or failing grade. Students whose names do not appear on the list of examinees will sign a declaration presented by the exam supervisor. In the case of a home exam or an online exam, registration is required, according to the instructions of the lecturer.

Special Exam Arrangements

1. Students with learning disabilities requesting special exam arrangements must undergo diagnosis by the Dean of Students office (Mitchell Building, Room 222, tel: 6408505), even if they already have previous diagnoses.
2. Students with learning disabilities (according to the definitions in section 1) and need extra exam time are requested to present special permission from the departmental secretariat.
3. Students requesting special exam arrangements due to functional or health-related issues should submit a [medical accommodations form](#) to the Curriculum Committee, attaching the appropriate up-to-date medical documents. An appeal on the decision of the university doctor may be submitted by email: apeal@tauex.tau.ac.il.
4. Students entitled to special arrangements are requested to contact the departmental secretariat no later than two weeks before the exam date.
5. New immigrants and students whose native tongue is not Hebrew are entitled to special exam arrangements. New immigrants are entitled to an additional half hour in every exam. New immigrants are defined as those who have been in the country for up to five



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years, and they are required to renew the permit at the beginning of each semester. The permits will be presented to the exam supervisor before the start of each exam.

6. Students who were born in Israel and whose mother tongue is not Hebrew are entitled to an extra half hour of exam time.

Improving a Positive Grade

1. Students wishing to improve a positive grade can do so depending upon the exam sessions open to them and the semester in which they took the course. As of the second semester of the 2019-2020 academic year, students may improve a positive grade by re-registering for the course and subject to the following rules:
 - Students may submit a request once only during the course of their undergraduate studies. They may register for second and third-year courses only (compulsory and elective), except for the following three courses: Business Economics B; Macro Economics and the Israeli Economy; Organizational Behavior – Macro.
 - A request must be submitted to the Curriculum Committee (through the departmental secretariat), explaining the following: (a) why the student wishes to improve a positive grade by re-registering for the course; (b) whether the student tried in the past to improve a positive grade within the framework of the permissible sequential exam sessions in the semester in which the course was taken; (c) whether the student undertakes to meet all the requirements detailed in the syllabus, in the re-registration semester.
 - It should be emphasized that in re-registering for a course, students must update themselves on the course material and carry out all the course assignments as detailed in the syllabus, including submitting exercises / papers / tests and passing the final exam.
 - The final grade will be weighted according to the assignments carried out during this semester and according to the weights detailed in the syllabus of the re-registration course.
 - At the discretion of the course lecturer, students who have re-registered may be exempted from submitting exercises / papers.
2. Re-registration will entail tuition fees.



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Inspecting an Exam Booklet and Appealing an Exam Grade – 2022-2023

Inspecting an exam booklet and appealing a grade for a non-confidential exam

1. After publication of the exam grades or the final course grade, students have the right to inspect a scanned copy of the exam booklets.
2. Students have the right to order the scanning of exam booklets. The scanning order will be done by entering the "Personal Information for the Student" system. Following a request, the exam booklets and exam paper are scanned.
3. Students have the right to appeal an exam grade within five days of the scanning. The appeal will be made by filling out the computerized form on the "Personal Information for the Student" site.
4. The appeal will be reasoned and will detail the reasons and the circumstances that the student considers relevant.
5. The results of the appeal can be: raising the grade; lowering the grade; not changing the grade. The grade that is determined after examining the appeal is the valid one. The results of the appeal are reported to the computer and may be viewed on the "Personal Information for the Student" site. The students have the responsibility of updating themselves.
6. Exam booklets are kept for one semester and shredded at the end of the following semester.

Inspecting an exam booklet and appealing a grade for a confidential exam

1. After publication of the grades, the course lecturer / teaching assistant will meet with the students on a set date.
2. Students are entitled to inspect confidential exam booklets and submit a written reasoned appeal on this date. Only the appellant has the right to write the appeal. Students will not contact by telephone or other means any other any other person for advice or help in writing the appeal.
3. Exposure of the exams will be done under supervision and with no possibility of copying or photographing the exam paper, or taking the exam paper out of the room. Photographing or copying the exam paper is a disciplinary offence.
4. The results of the appeal can be raising the grade; lowering the grade; not changing the grade. The grade that is determined after examining the appeal is the valid one. The results of the appeal are reported to the computer and may be viewed on the "Personal



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Information for the Student" site. The students have the responsibility of updating themselves.

5. Students who do not abide by the instructions of the lecturer / teaching assistant during the inspection or who make use of the exam in violation of the above instructions will be subject to disciplinary action.

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Conclusion of Studies – 2022-2023

The information is not final and is subject to change.

Conclusion of Studies Magna Cum Laude and Summa Cum Laude

Submission of a request to confirm eligibility for a degree

(through the internet)

- In order to be included in the list of degree recipients at the ceremony to be held in the 2020-2021 academic year, students must fill out on the “Personal Information for the Student” site a request to be recognized as having completed their studies in the two departments. The request to the Department of Management must be submitted no later than 18 March 2021. Students are responsible for clarifying the last date of submission of the other department.
- Students of the LL.B. program at the Faculty of Law who have in addition completed a major in Management are entitled to submit a request to recognize completion of their studies in Management only after they have received confirmation of their eligibility for a degree from the Faculty of Law, in accordance with the rules detailed above.
- Students will receive approval of eligibility for the degree after:
 - Examining if they have completed all the degree requirements – compulsory and elective courses
 - Examining if they have completed all the university requirements
 - Examining if they have paid their tuition fees and returned all the books they have borrowed from the university libraries.
- The approval of eligibility for the degree will detail the following: the names of the departments in which the students completed their studies; the final grade in each department; details of summa cum laude and magna cum laude final grades; and the date of eligibility for the degree, according to the date of the last exam / submission of the last paper.



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Weighting of the final grade

- Two final grades will be given: in Management and in the second department of the double-major program (see the program of the relevant department).
- Equal weights will be given to each hour of a program of study (class, exercise) except for a “research seminar” – a compulsory two-semester-hour course in the program with a weight of four points in the final grade.
- Students who have taken elective courses above the required amount will have the courses with the highest grades taken into account in the weighting of the final grade, unless the students request otherwise.
- The final grade will be rounded to the nearest integer. For example, 84.49 will be rounded to 84 and 84.50 will be rounded to 85. The student’s attention is drawn to the criteria for awarding a degree magna cum laude and summa cum laude in each department (see the details in the continuation).
- A grade cannot be improved after receiving confirmation of eligibility for the degree.

Awarding of the degree

- The degree will be awarded at the ceremony for undergraduate students at the Faculty of Management. For the Department of Management and the Department of Accounting, the ceremony is held at the end of the academic year.
- Students who complete their studies at the Faculty of Law together with the Department of Management will be awarded the LL.B. degree and a BA degree in Management in the format of a post-degree major. The Management award will be conferred only after approval of eligibility for the degree in Law.
- Students who have completed a double-major will be awarded the degree by the Faculty of Management, except for the following combinations: with the Faculty of Exact Sciences, the Faculty of Life Sciences, and the Department of Communications. In these cases, the degree will be awarded by the second faculty. Accordingly, students are advised to follow the instructions concerning submission of recognition of completion of studies in these faculties. Invitations will be sent to graduates by the faculty awarding the degree close to the date of the ceremony.



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Completion of studies magna cum laude and summa cum laude – in the 2020-2021 academic year

- The criteria for receiving a grade magna cum laude or summa cum laude will be determined by each of the departments every year and will be published at the beginning of the academic year.
- The eligibility for completing studies magna cum laude or summa cum laude will be examined for each department separately and will be noted in the confirmation of eligibility for the degree and the degree certificate next to the name of the relevant department.
- The final grade determined in the Department of Management for magna cum laude is 90 and for summa cum laude it is 95. It will be calculated according to the courses in the record of studies that have a numerical grade. It should be noted that courses with a grade of 200 (pass) or 210 (participated and completed requirements) are not taken into account in calculating the average but are taken into account in calculating the quota required for completing the degree. Accordingly, students with an average of 90 and above and 95 and above can be seen as completing their studies magna cum laude and summa cum laude, respectively, even if they have triple-digit grades in their record of studies.
- These criteria apply to all graduates at the award ceremony held in the 2020-2021 academic year.



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Regulations Governing “A Semester Abroad”

Regulations governing the Student Exchange Program – BA in Management

1. General

As part of their studies in the Department of Management, students can take a semester of studies abroad at one of the leading schools of business administration in the world, within the framework of the Faculty of Management's network of international connections.

2. Rules for participating in the program

- Students are permitted to participate in the Student Exchange Program once only. In exceptional cases, two semesters will be permitted, provided they do not exceed 12 semester hours of studies.
- The Department of Management will recognize courses studied abroad up to a maximum of 12 semester hours (and this after inspecting the courses and syllabuses).
- Even though some of the universities abroad may require students to take more than 12 semester hours of studies, extra points will not be approved.
- If within the framework of their BA studies at the Department of Management, students are required to take less than 12 semester hours of studies, only the quota required of electives will be taken into account, according to the program of studies in the Department of Management.
- Students have the right to take the last semester of their studies abroad on condition that they only have 8 semester hours of studies to complete in order to be eligible for the degree.
- Courses that students have already taken or will take at Tel Aviv University's Department of Management will not be approved.
- Students may take only elective courses abroad, and this subject to the approval of the head of the Department of Management at Tel Aviv University (each course will be examined on its own merits). Students must obtain advance approval for the courses they wish to study abroad from the head of the Student Exchange Program.



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- Language courses will not be recognized as part of the student's academic degree requirements.
- Students have the right to study abroad during the first or second semester.
- The first semester abroad is usually held from August to December.
- The second semester abroad is usually held from January to May.
- The list of exchange universities changes from year to year and will be published on the Faculty of Management website.
- Students who are unable to sit for exams of courses they have taken at Tel Aviv University's Department of Management due to being abroad will be allowed to take the exam on the next consecutive date, provided the courses they have studied are offered again.

3. Recognition of courses

Before going abroad:

- Courses studied abroad will be recognized as part of the students' academic degree only if they are approved by the head of the Department of Management at Tel Aviv University, and on condition that their detailed syllabuses are attached.
- Students are required to send the syllabuses of the courses to the head of the Student Exchange Program before they go abroad.
- It is important to remember that as the process of approving courses takes several days, it should be started as early as possible.
- The Department of Management does not guarantee that it will approve every course studied abroad.
- Students may take courses only after receiving approval.



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After returning from abroad:

- Students will fill out a recognition of courses form and send it to the head of the Student Exchange Program.
- The host university will send the original record of studies of the student by mail to the Department of Management.

4. Notes

Courses studied abroad will be recognized as part of the students' academic degree requirements only if they are approved by the Student Exchange Program.

- Courses abroad recognized as part of the students' academic degree requirements will be recorded in the record of studies as exemptions without a grade. That is, the grades will not be taken into account in the grade average but will be recognized as part of the elective studies quota.
- The calculation of the academic units for each course will be done as follows. Students will be required to report the number of hours they have studied in each course (and to present the appropriate confirmations). The calculation will be carried out as follows:
10-17 hours = 1 semester hour, 18-26 hours = 2 semester hours, 27-35 hours = 3 semester hours, 36-44 hours = 4 semester hours.
- The head of the Student Exchange Program will carry out the conversion and will be the final arbiter on the issue.
- Students will be obliged to present the syllabus or description of the course.
- Courses for which the grades abroad are given as A or B will be recognized, as will only one course with a grade equivalent to Faculty of Management grades in the range of 60-69.
- Courses will be recognized only after submission of the exchange summary and the record of studies.
- Students participating in the exchange program will finance their stay abroad (accommodation, living expenses, flights, and so on).



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- Tuition fees will be paid to Tel Aviv University only. Students should ensure that they have made an advance payment before they go abroad. Students who have not made an advance payment will have their studies suspended. When they return from abroad, students will receive a payment slip for the rest of the courses. At the end of studies abroad, students will submit to the head of the Student Exchange Program a record of studies giving details of the courses they have taken and the grades obtained. After approval of the record of studies by the head of the Student Exchange Program, the scope of studies recognized by the head of the Department of Accounting will be recorded in the student's record of studies.