

Guidelines for filling out the form "Authorizing Research - Grant Activity"

Dear PhD student - please note the following:

In order for the research grant to be transferred to you in an orderly fashion every month:

You need to fill out "Form Authorizing Research - Grant Activity" signed and approved by your advisor at the end of every four months, and forward it to the School of Graduate Studies.

For your convenience the three periods are:

- October – January
- February – May
- June – September

Guidelines for filling out the form:

1. Fill out your personal details in Section 2.
2. Forward the form to your advisor to sign and approve.
3. The signed form should be forwarded to the Ph.D. coordinator by the 1st of the month in which the period ends.

For example: For the period that ends on the 31/01, you should submit the form by 1/01 to the coordinator.

Please note: A form that is submitted by fax or scanned by email will only be accepted if it is legible and clear!

Form Authorizing Research-Grant Activity (PhD)

Approval for period – Indicate the relevant period

- October – January**
- February – May**
- June – September**

1. The Ph.D. student is responsible for submitting this form, filled out and signed, to the Ph.D. coordinator of the School of Graduate Studies at the end of each period, no later than the 1st of the month indicated in the table.
2. **Personal details** – to be filled out by the research student

I.D./ Passport No.	Name of the Ph.D. student	Department

Academic year <i>A/B/C/D/E</i>	Date of commencement of studies <i>—/—/—</i>	Grant recipient Yes/No

First part – To be filled out by the student

Brief description of progress, and specify in a few sentences your future tasks:

Second part – To be filled out by the thesis advisor

Advisor's Declaration:

The student had fulfilled his obligations and made progress in the research during the above period according to the rules determined by the School of Graduate Studies, and according to the academic schedule as specified in the table below.

I am satisfied with the student's progress: **yes / no**

If the advisor is unsatisfied with the progress of the research, he is requested to submit an accompanying letter to the School of Graduate Studies.

The advisor is requested to describe the progress of the student in the course of the current period:

	Ph.D. year A/B/C/D	Report to be submitted	Type of activity	Target	When implemented	Remarks
1	A	Submission of approval of research activity - 1 st third	Form no. 727	Up to 6 months from beginning PhD studies		
2		Stage 1 - Submission of approval of research activity – 2 nd third - Literary review				
3		Submission of approval of research activity – 2 nd third	Form no. 727	Up to 12 months from beginning PhD studies		
4		Stage 2 - Submission of approval of research activity – 3 rd third - Submission of the research proposal				
5	B	Submission of approval of research activity - 1 st third	Form no. 727	Up to 18 months from beginning PhD studies		
6		Stage 3 - Submission of approval of research activity – 2 nd third- Approval of the proposal and determination of "good standing" status				
7		*Register for course 1 and 2	Form no. 727	Up to 24 months from beginning PhD studies		
8		Stage 4 - Submission of approval of research activity – 3 rd third - Update progress in implementation of the research				
9	C	Submission of approval of research activity - 1 st third	Form no. 727	Up to 30 months from beginning PhD studies		
10		Stage 5 - Submission of approval of research activity – 2 nd third - Update progress in implementation of the research				
11		*Register for third course	Form no. 727	Up to 36 months from beginning PhD studies		
12		Stage 6 - Submission of approval of research activity – 3 rd third - Writing of the doctoral thesis				
13	D	Submission of approval of research activity - 1 st third	Form no. 727	Up to 42months from beginning PhD studies		
14		Submission of approval of research activity – 2 nd third				
15		Stage 7 – Submission of the dissertation after advisor's approval that the dissertation is worthy of being submitted for review	Submit to the School of Graduate Studies with the advisor's approval	Up to 48 months from beginning PhD studies		
16		Presentation at the department's research seminar	Advisor's approve to the Ph.D. coordinator via email			
17		Submission of approval of research activity – Final	Report			
18		Issuance a certification of eligibility	Stage 8			

*Please be sure that during the course of your PhD you take the required three courses

Student's name: _____ Student's signature: _____ Date of signature: __ / __ / __

Advisor's name: _____ Advisor's signature: _____ Date of signature: __ / __ / __