	Procedure Name: Research Grant at the School of Graduate Studies		Procedure No.: 13-003
			<u>Approved on: 9.01.13</u> <u>Last approved on: 26.11.13</u>
<u>Edited by: Liora Ilaroy</u>	<u>Version: 8</u>	<u>Page : 1 of : 8</u>	<u>Last updated: 18.7.16</u>

1 General

Ariel University (henceforth “The University”) aims to promote Graduate study programs and attaches great importance to nurturing the research students. In this capacity, the University provides research grants and tuition scholarships to these students.

2 Procedure Objective

To define the proper procedure, with maximum transparency and clarity, for submission of applications for research grants and the criteria for acceptance.

3 Application

The procedure applies to research students and their advisors, in research programs of the School of Graduate Studies of the University.

4 Definition

4.1 Research student – a student studying at the University towards a graduate degree, recommended by an advisor from the senior faculty of the University and approved by the Scholarship and Research Grants Committee.

4.2 Advisor – A senior faculty member of the University who is supervising the research. The responsibility for performing the research and providing the means to accomplish the research goals lies with him.

4.3 Research grant – A grant given by the University for performing active research at the University and for achievements during a given academic year, for full-time dedication to the research. In this procedure, only a full-time research student is eligible for the grant.

4.4 Tuition scholarship for recipient of research grant – A tuition scholarship granted solely to an internal research student, enrolled in a thesis program who has been approved for a research grant.

4.5 Stage – A phase in monitoring the research student’s progress compliance in the thesis.


4.6 Fiscal year – Begins on 10/1 and ends on 9/30.

4.7 Standard time to degree – Compliance with the standard number of years for each degree, two years for a master’s degree and four years for a doctorate.

5 Authority and Responsibility

5.1 University Managers Forum – responsible for determining policy concerning research grants.

5.2 Dean of Graduate studies – responsible for implementing the research grants procedure.

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5.3 Scholarships and Research Grants Committee – Authorized to approve research grants. Committee members: the Rector, Vice President and Dean of R & D, and the Dean of Graduate studies.

5.4 Departmental Committee – Responsible for approving each of the progress stages of the research student.

6 Method:

6.1 Criteria for submitting an application for a research grant

6.1.1 The university has the infrastructure which corresponds to the research needs of the graduate student.

6.1.2 For students studying in the thesis program only and during the standard time to degree.

6.1.3 Submitting an application form to the School of Graduate studies signed by the student, advisor and department head/program head, accompanied by the documents as stated on the application form.

6.1.4 Approval of the department head/program head/ thesis chairman who has interviewed the student and his recommendation to grant the research grant-transferring appendix 1 to form 586 –“Recommendation of applicant for research grant” to the School of Graduate studies.

Note: The Scholarship and Research Grants Committee will not consider an application without a recommendation form signed by the department head/program head/ thesis chairman.

6.1.5 The application must be submitted on the dates published on the website, applications which will be submitted after the deadline will not be considered by the committee.

6.1.6 These conditions are prerequisites, the university has no obligation to approve the application.

6.2 The application will be brought before the Scholarship Committee which will determine the eligibility and the grant sum.


6.3 A research student which has been approved for a research grant will be eligible in addition to receive a tuition scholarship according to the criteria which appears on the tuition section of the website at:

<http://www.ariel.ac.il/applicants/financialdepartment/scholarships/7556>

6.4 A research student who has exercised his right to the tuition scholarship will not be eligible for an entry scholarship as defined in the “Graduate studies entry scholarship”. To clarify, multiple scholarships are not permitted.

6.5 The committee’s decisions are final and cannot be challenged.

6.6 The graduate student will receive a reply within 14 business days of the committee’s decision, copies will be sent to the department heads and the advisors.

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6.7 Duration of eligibility and conditions for receiving the grant and tuition scholarship:

- 6.7.1 The eligibility for receiving the research grant and tuition scholarship is for the duration of the standard time to degree.
- 6.7.2 Tuition scholarship and research grant will be given only after the graduate student provides a completed and signed promissory note to the School of Graduate studies.

- 6.7.3 Receipt of the grant is dependent on the advisor's approval of the steps as detailed on the university's website at:

<http://www.ariel.ac.il/applicants/on-line/graduate/scholarship>

In exceptional cases where the student does not demonstrate progress in the research, the Departmental Committee will convene and report to the scholarships supervisor who will decide on the continuation of the research grant. The grant sum will be determined each year based on the budget, the tuition scholarship sum will correspond to the standard tuition as published on the university's website.

- 6.8 The grant will be paid each month subject to the approval of:

- 6.8.1 Scholarships Committee once a year on form 586.
- 6.8.2 Advisor on form 726/727, quarterly research activity approval on the research progress.


- 6.9 The research grant will not be suspended for an eligible female student due to bed rest or maternity leave.

At the end of the research grant period (two years for master's degree/ four years for doctorate) if the research has not been completed, the student will be eligible for an extension of the research grant for a period equal to the number of weeks when she was on bed rest or maternity leave during the research grant period (up to 14 weeks), subject to submitting an application to the committee upon termination of the standard time to degree.

6.10 Cancelations

- 6.10.1 The Scholarships and Research Grants Committee may stop providing the grant and tuition scholarship and demand reimbursement of the reward and tuition scholarship if the student did not meet the requirements including:

- A. Termination of studies by the research student or the university.
- B. Switching to a program with no thesis by the research student or the university.
- C. The research student did not meet the academic requirements of the department.

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- D. The research student did not complete his studies during the framework of the standard time to degree.
- E. The advisor did not approve his eligibility at the end of a stage and/or end of quarter.
- F. The student exceeded the income limit (scholarships, grants, tuition) and/or the teaching assistant hours as determined by the university's policies and as detailed in the application form.
- G. Research student has reported becoming employed.
- H. The university reserves the right to demand a reimbursement of the research reward and/or the tuition scholarship from a research student who does not comply with these requirements.

6.11 Reviews


- 6.11.1 The School of Graduate studies will ensure that monitoring and reviews are carried out once every quarter for the research student in the following areas:
- 6.11.2 Research student's number of hours of assistant teaching.
- 6.11.3 Research student's total revenue.
- 6.11.4 Advisor's approval after each step.
- 6.11.5 Advisor's approval of research student's research activity during the standard time to degree.

6.12 Schedule:

- 6.12.1 Deadlines for submitting acknowledgement as a researcher application for the purpose of receiving the research grant:
Master's degree – Starting from September and through the end of November.
Additional deadline for submitting applications for Master's degrees for spring semester students only: From the beginning of February and through the end of March of each year.
Doctorate Degree – During the entire year.

7 References

- 7.1 Appendix 1 to this procedure – Research student's commitment.
- 7.2 Appendix 2 to this procedure – Advisor's roles.
- 7.3 Work directive No. 2 – Reviews.
- 7.4 Work directive No. 9 – Research grant applications and candidacy for research student/advance studies student.

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- 7.5 Work directive No. 17 – Collecting research grant and tuition.
7.6 Document No. 18 – Implementing scholarships and academic review for doctorate degree.
7.7 Document No. 19 – Implementing scholarships and academic review for Master’s degree.

8 Forms

- 8.1 Form No. 586: “Research grant application”.
8.2 Appendix 1 to research grant application form No. 586: “Recommendation of applicant for research grant”.
8.3 Appendix 2 to research grant application form No. 586: “Research grant applicant letter of commitment”.
8.4 Form No. 726: “Advisor’s approval for Master’s student-research activity”
8.5 Form No. 727: “Advisor’s approval for Doctorate student-research activities”.


In order to obtain the following forms go to the following link and select the relevant form:

<http://www.ariel.ac.il/applicants/on-line/graduate/forms>

- 8.6 Promissory note: will be sent to the research student by email by the scholarship supervisor when sending a positive response to the application.

9 Approvals and Signatures

	<u>Full name</u>	<u>Function</u>	<u>Date</u>	<u>Signature</u>
<u>Procedure writer</u>	XXXX	<u>Senior scholarship supervisor</u>		
<u>Unit manager / Procedure reviewer</u>	Ilarov Liora	<u>Head of management</u>		
<u>Procedure approved by</u>	<u>Prof. Shmuel Sternklar</u>	<u>Dean of the School for Graduate Studies</u>		


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Appendices to the submitting application for research grant procedure

Appendix No. 1

1. Research student's commitment:

- 1.1 Any media or academic publication resulting from the research requires reference to the University in the main body of the publication as the institution which supported the research (according to the department's guidelines).
- 1.2 A research student who received a research grant which originated from a donation must reference the donor's full name in his thesis/doctorate in the title page (which will be delivered by the Resource Development Department).
- 1.3 The research student is obligated to reference the University in his thesis on the title page as the institution which supported the research (according to the department's guidelines).
- 1.4 Any media or academic publication resulting from the research requires reference to the donor's full name in the main body of the publication, in the acknowledgments section as the institution which supported the research (which will be delivered by the Resource Development Department).
- 1.5 The research student must commit to the studies and full attendance in the laboratory, and is not permitted to be employed during his studies, apart from teaching at the university (up to 6 hours per week).
- 1.6 The total sum of the research student's income (scholarships, grants, teaching assistant) will not exceed the amount determined for that year as detailed in the application form.
- 1.7 A research student receiving a **full scholarship** from another institution is not permitted to submit an application for a research grant.
- 1.8 In case of an immediate family relation between the advisor and the research student, they are obligated to report this to the School of Graduate studies and to request a special authorization from the scholarship committee.
- 1.9 Part of the research student's training will include assistant teaching of students (the number of hours varies between 2 to 6 hours per week), based on

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the university's needs. Compensation will be carried out separately as is customary at the university.

- 1.10 Any change in the status of the research student and/or the advisor must be reported to the scholarship supervisor using the "Advisor change/addition request form".
- 1.11 Once every quarter, the research student will deliver a research activity approval form (form No. 726/727) completed and signed by the advisor to the department supervisor.
- 1.12 At the beginning of each academic year starting from the second year, the research student will deliver a yearly "Progress report" signed by the advisor.
- 1.13 Upon graduation the research student will settle any debts according the university's policies.


In order to obtain the following forms go to the following link and select the relevant form:

<http://www.ariel.ac.il/applicants/on-line/graduate/forms>

Appendix No. 2

2. Advisor's functions:

- 2.1 The advisor must ensure an available quota for the research student prior to accepting the student.
- 2.2 The quota for master's/doctorate degree is up to 5 pupils per advisor at any one time.
- 2.3 The advisor is responsible for the research being carried out by the research student and for supplying all the necessary means for carrying out the research,

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including laboratory equipment and infrastructure needed to perform the experiments when required.

- 2.4 The supervisor will ensure that the student's curriculum is adapted to the research.
- 2.5 The advisor is required to confirm, once every quarter, that the student is active and progressing with the research using form 726/727.
- 2.6 The advisor is responsible for instructing the student on the writing of the essay, editing it and submitting it according to the guidelines and policies which appear on the university's website.
- 2.7 The supervisor will report on the research student's progress, at the beginning of each academic year, the research student will complete a progress report which will be accompanied by the advisor's review.
- 2.8 If for any reason the advisor cannot perform his duties he is responsible for the appointment of a replacement advisor, and for his approval by the department head and the Scholarships and Research Grants Committee.
- 2.9 In the case of a prolonged absence (over one month) of the research student, the School of Graduate studies must be notified.

In order to obtain the following forms go to the following link and select the relevant form:

<http://www.ariel.ac.il/applicants/on-line/graduate/forms>