



# Ono Academic Campus – Academic Regulations 2025

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## Part I – General Regulations for Undergraduate Students (pp. 1–20)

### 1. General

#### 1.1

This regulation constitutes the academic study regulation of the Ono Academic College (hereinafter: “the Academic College”). It is intended to regulate the study framework at the Academic College and the rights and obligations framework of all students. The specific provisions relating to the various faculties, as appearing in this regulation, form an integral part of the Academic College regulations (hereinafter: “the Regulation”).

## **1.2**

The Regulation is published in full on the Academic College website (<https://www.ono.ac.il/eng/>). Copies of the Regulation are available in each of the Student Administration offices, in the Students' Association office, and in the library. An outline of the Regulation and a reference to the full version appear in the Information Handbook for Applicants to the Academic College and are distributed to all students during the first week of the academic year.

## **1.3**

The Student Disciplinary Code and the Regulation for the Prevention of Sexual Harassment are published in the same manner as the Academic Study Regulation and form an integral part of this Regulation.

## **1.4**

The Academic Campus is subject to the Student Rights Law; the Regulations on Student Rights and Accommodations for Students Serving in Reserve Duty; the Regulations on Student Rights and Accommodations due to fertility treatments, pregnancy, childbirth, adoption, or placement of a child into custody or foster care; and the Equal Rights in Higher Education Regulations for Persons with Disabilities, as published on the website of the Council for Higher Education (<https://che.org.il/en/>). These provisions form an integral part of this Regulation.

## **1.5**

The application and enrollment procedures for the Academic College—including admission requirements, tuition amounts and payment terms, scholarships, and services provided to students—are detailed in the Information Handbook for Applicants to the Academic College. This handbook is published annually at the opening of registration and is provided to every candidate interested in applying. The Information Handbook is an integral part of this Regulation, and in the event of any contradiction, the provisions of this Regulation shall prevail.

## **1.6**

Studies shall take place at the various campuses, via online learning, or at another location not more than 15 km from each campus location. In addition, studies for the Haredi Campus may take place at a separate facility near the main campuses of the Ono Academic College.

## **1.7**

As part of the registration process in the Faculty of Health Professions, students must complete a health declaration. Students must also comply with Ministry of Health requirements, under which each student is required to present confirmation of completion of all required vaccinations by the end of the first academic year. Completion of all required vaccinations is an explicit condition for beginning clinical training. Instructions for completing the required vaccinations will be sent to accepted students by the faculty administration. In the Nursing department, Certificate of No Sexual Offense Record (Teudat Bagir) from the police must be submitted by the end of the first academic year.

**1.8**

This Regulation has been approved by the governing bodies of the Academic College, and they are authorized to amend it from time to time. Any changes to the Regulation shall apply to all students, including those currently enrolled.

**1.9**

The Dean of Students or the Student Affairs Committee may approve deviations from the Regulation in exceptional individual circumstances or in a general emergency situation, in coordination with the dean of the relevant program or the Higher Teaching Committee, as applicable. An Emergency Appendix constitutes an integral part of this Regulation and is updated periodically according to the circumstances.

**1.10**

The Ono Academic College is equipped with cameras, marked with signs, in classrooms and public areas. The footage will be used for the purposes of protecting the safety of individuals on campus; protecting campus contents and property; preserving the integrity of exams and disciplinary procedures; and enforcing campus regulations.

**1.11**

Students are required to comply with all instructions published by the Security Department of the Ono Academic College. These instructions constitute an integral part of the Regulation, and violation of them constitutes a disciplinary offense. Suspicions of criminal or security-related matters (including suspected acts of hostile sabotage) will be handled by law enforcement authorities in parallel with internal disciplinary proceedings.

**1.12**

Some lectures may be recorded and filmed, and as such, a student's image and/or voice may be captured and/or recorded.

**1.13**

The recordings will be used for the purposes defined in the Ono Academic College Privacy Policy (<https://www.ono.ac.il/eng/privacy-policy-4/>), including for teaching, research, and academic purposes.

**1.14**

The Ono Academic College is the sole and exclusive owner of all intellectual property rights in the recordings and/or any part thereof, including economic and proprietary rights, as well as rights of broadcasting, public performance, distribution, and commercialization of the recordings, in all formats, technologies, and platforms.

**1.15**

The student shall not interfere with the professional or commercial discretion of the Ono Academic College regarding any appearance of the student in the recordings, in any form whatsoever. The Academic College reserves the right not to make any use of the recordings, entirely at its sole discretion.

## 2. Course of Studies

2.1 Studies are conducted over two or three semesters per year (including summer semester), according to the study program and academic year.

2.2 Completion of studies is subject to meeting the academic requirements, payment of tuition and fees, and clearing any financial obligations to the library.

2.3 Duration of studies:

2.3.1 *Faculty of Law* – Undergraduate studies last three to three and a half years, depending on the study track.

2.3.2 *Faculty of Business Administration* – Undergraduate studies last two to three years.

2.3.3 *Accounting specialization* –

2.3.3.1 Study duration is three and a half to four and a half years.

2.3.3.2 Beginning in the second year, students must attend an additional study day for specialization courses; in the third/fourth year the number of study days may change.

2.3.3.3 Specialization in accounting carries additional tuition fees.

2.3.4 *Information Systems specialization* –

2.3.4.1 Beginning in the second year, students must attend an additional study day for specialization courses.

2.3.4.2 Specialization in Information Systems Analysis carries additional tuition fees.

2.3.5 *Faculty of Humanities and Social Sciences* – The degree in Education and Society lasts two to three years.

2.3.6 *Faculty of Health Professions* – Undergraduate studies last three to four years; in the accelerated program for academic retraining, the studies last seven consecutive semesters. A student may extend the period by registering for half-program loads, with prior approval from the program's Student Affairs Committee.

2.3.7 *School of Music* – Undergraduate studies last four years.

2.3.8 *Extension of study period* – The periods above may be extended upon the student's request and approval of the Student Affairs Committee. However, the total duration, including any approved suspension of studies, may not exceed seven years.

2.3.9 *Study suspension* – If a study suspension (as described in section 5.4 below) is approved at the student's initiative, the suspension period will not be counted toward the maximum study period; however, the total period including the suspension may not exceed seven years.

### **3. Conditions for Advancing to a Higher Year**

3.1 A student will not advance to the next academic year, nor remain in the same cohort, if the final grade in three required courses from previous years is “Fail” or “Not attended.”

3.2 In the Faculty of Health Professions’ Nursing program, a student will not advance to the next year nor remain with the cohort if he/she/they have not completed all obligations and passed all courses for that year with the required grade.

3.3 In faculties with practical training, conditions for advancing related to practical studies and their implications will be according to the rules of the faculty.

3.4 A minimum grade average is required for advancement; the requirement varies according to faculty:

3.4.1 Faculty of Law – overall average of at least 70.

3.4.2 Faculty of Business Administration – overall average of at least 65; to enter the third year, the student must have completed all first-year requirements without carrying over compulsory courses.

3.4.3 Faculty of Humanities and Social Sciences – overall average of at least 70. –

3.4.4 Faculty of Health Professions –

3.4.4.1 A student will not advance from Year 1 to Year 2 unless he has passed all courses, including English, with a grade of at least 70.

3.4.4.2 A student will not advance from Year 2 to Year 3, or Year 3 to Year 4, if the final grade in two or more courses is “Fail/Not attended”.

3.4.4.3 In the Nursing program, a student will not advance from Year 1 to 2, 2 to 3, or 3 to 4 if the final grade in one or more courses (including English) is “Fail/Not attended”.

3.4.4.4 In the Nursing program, a passing grade in general courses is 60, and in specialization courses 70.

3.4.4.5 A student will advance from one year to the next only if the overall average is at least 75 (except in the Nursing program).

### **4. Practical Studies**

4.1 As part of the studies in various faculties, students will take part in workshops, clinical practicum, fieldwork, simulations and small-group teaching situations (“practical studies”). These will be an integral part of the semester and the academic course of study. The type, content and scope of practical studies are determined annually and may vary between faculties and academic years.

4.2 Practical studies are held either in parallel to regular classes or during specific weeks devoted solely to practical studies.

4.3 Full physical attendance (100%) in practical studies is mandatory.

4.4 Students receive grades for their achievements during practical studies; these grades appear on the academic transcript.

4.5 If practical studies take place in concentrated weeks, these may occur during the semester, immediately afterwards or between semesters. A student will not have practical studies and exams in the same week, except in the Faculty of Health Professions.

4.6 In the Faculty of Health Professions, a condition for starting and completing clinical placements is completion of preparatory workshops and any course designated as a prerequisite for placements, as determined by the faculty.

## 5. Discontinuation of Studies

5.1 Due to academic reasons:

5.1.1 *Failure to meet the required annual grade average:*

5.1.1.1 In the Faculty of Law, studies are discontinued if the average for the first two semesters of Year 1 is below 70.

5.1.1.2 In Business Administration, studies are discontinued if the average for the first two semesters of Year 1 is below 65.

5.1.1.3 In Humanities and Social Sciences, studies are discontinued if the average for the first two semesters of Year 1 is below 70.

5.1.1.4 In Health Professions, studies are discontinued if the average in any study year is below 75. The student must also participate in the full program as determined by the faculty (except in Nursing).

5.1.1.5 In the School of Music, studies are discontinued if the average for the first two semesters of Year 1 is below 70.

5.1.2 *Repeated failing grades:*

5.1.2.1 Studies are discontinued if the student's grade in the same course is "Fail" four times.

5.1.2.2 In the Accounting specialization, studies are discontinued if the student fails a specialization course twice (consecutively or not). Additional provisions for Accounting/IT specializations and the Health Professions specify that a student may be dismissed from a specialization after failing in several courses; the student may appeal to the dismissal committee, which may transfer the student to another specialization.

5.1.2.3 In the Health Professions, studies are discontinued if a student fails clinical placements twice or fails three or more courses in a year; a student who fails three courses in the first semester may not sit second-semester exams even if they attended all

classes. Studies are discontinued if the student fails to meet the advancement conditions (Section 3) twice.

**5.2 Due to administrative reasons:**

A student who has not completed registration or financial obligations is considered to have notified the College of withdrawal.

**5.3 Due to disciplinary reasons:**

The Academic College judicial authorities may discontinue studies for disciplinary reasons. The full disciplinary regulation on the College website forms an integral part of this regulation and applies to all students.

**5.4 Voluntary discontinuation/suspension:**

A student wishing to discontinue or suspend studies for personal reasons must submit a written request to the Student Affairs Committee. Tuition charges/refunds for discontinuation are governed by the Tuition Fee Regulation.

**5.5 A dismissal committee chaired by the dean of the relevant faculty considers exceptional cases regarding discontinuation and may decide at its discretion**

**5.6 The College may discontinue a student's studies for professional, personal or behavioral incompatibility, in accordance with the guidelines of the faculty teaching committees. In the Health Professions, a student whose studies were discontinued for academic or disciplinary reasons may not return to that program, except in exceptional cases with approval of the departmental admissions committee.**

## **6. Continuity of Studies**

**6.1 A student who discontinued studies without approval may renew studies only by re-registering to the Academic College and meeting the admission requirements (including tuition fees) in effect at that time.**

**6.2 Discontinuation or suspension may not be approved more than once during the studies. The break may not exceed two years. In any case, including a break or suspension, the total duration of studies may not exceed seven years, subject to approval of the Student Affairs Committee.**

**6.3 The Student Affairs Committee may require the student to repeat courses already studied and to complete additional requirements prior to awarding the degree.**

**6.4 A student who does not complete their studies within seven years from the start will be discontinued. In special cases, with approval of the Committee, studies may be extended by one additional year.**

**6.5 A student who voluntarily discontinues or suspends studies for personal reasons must notify the Student Administration and the Finance Department in writing.**

6.6 If discontinuation is for academic or disciplinary reasons, the Student Administration must notify the Finance Department.

6.7 In the Faculty of Health Professions, a student who chooses to study a half program may not progress to the next year or to clinical placements until completing obligations in their cohort. The student must comply with any changes in the curriculum that occur in the cohort they join to complete the program.

6.8 In the Faculty of Humanities and Social Sciences, a student who elects to study under a partial (half-time) program shall not be permitted to advance to the next academic year — including participation in practical training or certificate studies that form part of the degree — until all academic requirements of the year in which the student is enrolled have been completed. The student shall be required to comply with any changes implemented during the academic year of the cohort to which they join in order to complete the second half of the program (including the addition of courses, changes in course formats, etc.).

## 7. Renewal of Studies

7.1 A student wishing to renew studies after an approved break or suspension must submit a renewal request to the Student Affairs Committee at least two months before the beginning of the academic year.

7.2 Renewal of studies after discontinuation or suspension initiated by the student is subject to approval by the Committee and any conditions it stipulates.

7.3 Resumption of studies shall be subject to the conditions in effect during the academic year in which the student returns, including tuition fees and the class schedule.

7.4 The renewal of studies shall be subject to the requirements in effect during the academic year in which the student returns, including, among other things, the required courses. If substantial changes have been made to the courses required for completion of the degree and/or to the curriculum, the Academic College may require the student to complete additional courses and/or to repeat courses already taken.

7.5 In Business Administration, a student in the accounting specialization may postpone studies for up to three years without penalty, provided there are no material changes in regulatory requirements. In any case the total duration of studies may not exceed seven years.

## 8. Recognition of Previous and Concurrent Studies

8.1 A student seeking recognition or exemption for previous studies at another institution must submit a request to the Committee for Recognition of Previous Studies no later than two weeks after the start of studies, including proof of previous studies and course syllabi. Exemptions do not necessarily reduce tuition fees.

8.2 The committee will consider factors including the institution where the course was taken, the grade, time elapsed since it was taken, and the nature and content of the course.

8.3 The Academic College may require the student to pass an exemption exam to demonstrate mastery of the course content.

8.4 Exemptions are granted for relevant academic studies completed within seven years prior to beginning studies at the College. In the Health Professions and in computer courses, the time limit is five years.

8.5 Exemptions for a previous degree may not exceed one quarter of the credit requirements for the new program.

8.6 Recognition of courses for students who began studies at another institution and wish to complete their degree at the Ono Academic College will not exceed one third of the degree requirements; in special cases and with approval of the Supreme Academic Council, this may be extended to two thirds.

8.7 Exemption based on non-academic (post-secondary or external) studies is available only for undergraduate degrees and subject to conditions:

8.7.1 Non-academic studies refer to post-secondary or external studies at an institution of higher education.

8.7.2 The exemption will be granted for relevant courses up to one quarter of the credits for the degree, provided the student submits proof of completion of the non-academic studies within six years of starting the academic program.

8.7.3 Recognition of studies older than six years may be given based on professional practice and experience.

8.7.4 Generally, no exemption will be granted from core/foundation courses unless exceptional circumstances justify it and the academic level is maintained.

8.7.5 In fields requiring a professional license, no exemptions will be granted if they could hinder the student's ability to obtain the license.

8.8 As part of cooperation between the Academic College and other institutions, exemptions may be granted for courses taught by Ono Academic College staff at partner institutions, to the extent determined by the Supreme Academic Council.

8.9 Courses taken at another institution concurrently with studies at the Academic College will not be recognized without prior written approval from Ono Academic College.

8.10 In the Faculty of Health Professions, there is no exemption from clinical placements or their accompanying courses.

8.11 In the School of Music, exemption from instrumental/vocal courses is conditional on a practical exam.

## 9. Completion of Studies (Graduation)

9.1 A student who has fulfilled all academic requirements for the degree is entitled to receive a formal Certificate of Eligibility for the Degree after submitting, via the Academic College website, an online request for degree eligibility confirming that all obligations to the following departments have been satisfied: Finance, Library, and the Office of Student Administration.

9.2 A student shall be deemed to have completed his or her studies at the Academic College upon fulfilling all academic requirements, including required English courses, and receiving a minimum grade of 60 in every course taken.

9.3 In the Faculty of Law, a Certificate of Authorization for Internship (אישור יציאה להתקחות) shall be issued to a student who has completed all coursework required for the degree and fulfilled all academic requirements for the LL.B. degree, with the exception of no more than two outstanding grades. The internship authorization shall not be granted prior to the completion of the minimum period of study required under the student's assigned academic track.

9.4 In the Faculty of Health Professions, in the Departments of Communication Disorders, Occupational Therapy, and Sport Therapy, a student shall be deemed to have completed his or her studies at the Academic College only if all academic requirements have been fulfilled, a minimum grade of 70 has been achieved in every course, and a minimum yearly average of 75 has been achieved for each academic year.

9.5 In the Faculty of Health Professions, Department of Nursing, a student shall be deemed to have completed his or her studies only upon fulfilling all academic requirements, achieving a minimum grade of 60 in all general courses, and a minimum grade of 70 in nursing courses and clinical placements.

9.6 Without derogating from the generality of Section 7.1, eligibility for an Academic College degree shall be granted only to a student who has completed at least one-third of the total degree studies at the Academic College and has taken no less than one-third of the program's required credits at the Ono Academic College, with the remaining credits earned through prior studies that were formally recognized.

9.7 The following degrees shall be conferred upon completion of the respective programs:

9.7.1 A graduate of the Faculty of Law who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor of Laws (LL.B.).

9.7.2 A graduate of the Faculty of Business Administration who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor of Business Administration (B.A.).

9.7.3 A graduate of the Faculty of Business Administration in the Advertising and Marketing Communications track shall be awarded the degree of Bachelor in Advertising and Marketing Communications (B.A.).

9.7.4 A graduate of the Faculty of Humanities and Social Sciences who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor in Education and Society (B.A.).

9.7.5 A graduate of the Faculty of Health Professions, Department of Communication Disorders, who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor in Communication Disorders (B.A.).

9.7.6 A graduate of the Faculty of Health Professions, Department of Occupational Therapy, who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor in Occupational Therapy (B.O.T.).

9.7.7 A graduate of the Faculty of Health Professions, Department of Sport Therapy, who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor in Sport Therapy (B.Sc.).

9.7.8 A graduate of the Faculty of Health Professions, Department of Nursing, who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor of Science in Nursing (B.S.N.).

9.7.9 A graduate of the School of Music who has completed the program and fulfilled all academic requirements under this Regulation shall be awarded the degree of Bachelor of Multidisciplinary Music (B.Mus.).

## **10. Compliance with Academic Requirements**

10.1.1 A student is required to be present at every session scheduled as part of the academic program.

10.1.2 A student may not sit for the final examination in a course, submit a final course assignment, or submit a seminar paper if their attendance in the course amounted to less than 80% of class meetings. A lecturer may establish a different attendance policy for the course or for specific meetings, provided that such policy is stated in advance in the course syllabus and is subject to the approval of the Faculty Teaching Committee.

10.1.3 The attendance requirement for practical courses across the various faculties—including clinical placements, practicums, seminars, and final projects—is 100%. An updated list of practical courses for each faculty is maintained by the designated Office of Student Administration.

10.1.4 In non-practical frontal courses, the lecturer may determine the required percentage of in-person attendance. The remainder, up to the minimum 80% required attendance (as stated in Section 10.1.2), may be fulfilled through participation in real-time remote instruction (synchronous), provided that this option is specified in the course syllabus and approved by the Faculty Teaching Committee.

10.1.5 Course sessions will be recorded by the lecturers and uploaded to the course website. Recordings will remain available until the end of the examination period. Viewing recorded lessons (asynchronously) shall not be counted as attendance unless the lecturer has explicitly stated in the course syllabus that viewing the recording before the following class shall also be considered attendance.

10.1.6 Classes conducted in small groups, or classes built on personal or group processes, shall not be recorded, subject to the approval of the Faculty Teaching Committee.

10.1.7 It is strictly prohibited to download, record, copy, translate, or distribute—whether in print or any other form—course lectures, course readers, or any other materials originating from Ono / Ono faculty and/or Ono lecturers beyond the scope of the course. Any such action constitutes a violation of the lecturer's and/or the Academic College's copyright.

10.1.8 A lecturer or teaching assistant may verify attendance at meetings in any manner they deem appropriate.

10.1.9 A seminar lecturer is required to verify the attendance of every student at every session held.

10.1.10 A student who, for justified reasons, is unable to attend a class meeting in which individual attendance is recorded must notify the lecturer in writing as early as possible (depending on the circumstances) and must attach an explanation and relevant supporting documentation.

10.1.11 In classes where attendance requirements may be satisfied by remote participation, the student must attend with the camera turned on. Attendance with the camera turned off shall not be considered attendance. A student unable to comply must obtain prior approval from the lecturer.

10.1.12 When joining a class with the camera turned on, a virtual background may be used. A neutral background, appropriate dress, and respectful behavior are required.

10.1.13 These provisions are subject to the directives of the Council for Higher Education regarding the Student Rights Regulations (Accommodations Due to Fertility Treatments, Pregnancy, Childbirth, Adoption or Placement of a Child into Custody or Foster Care), ב"ע-2012, and the rights of students performing reserve military service.

## **10.2 Student Obligations**

In addition to physical attendance in class, students are required to read the assigned bibliographic material in preparation for class, participate in oral and written assessments, and prepare and submit assignments as required by the lecturer or teaching assistant.

## **10.3 Seminars**

10.3.1 A student must participate in the number of seminars prescribed in the curriculum of the program in which they are enrolled.

10.3.2 At the discretion of the lecturer, and subject to the approval of the Dean of the relevant faculty, a seminar may be held in the form of individualized instruction for a single student (rather than a group seminar).

10.3.3 The seminar grade shall be determined based on the seminar paper and, at the lecturer's discretion, also based on an oral presentation and the student's meaningful participation in seminar discussions. The grading components shall appear in the course syllabus, and the lecturer shall present them at the beginning of the seminar.

10.3.4 Grades for seminar papers shall be issued no later than 60 days from the final submission deadline.

10.3.5 Once a student has submitted a paper for grading, it shall be presumed to constitute the final version. A claim that the submitted paper was merely a draft shall not be heard.

10.3.6 The seminar grade is final and may not be improved or appealed.

10.3.7 In the Faculty of Humanities and Social Sciences, seminar papers must be submitted no later than the end of the semester following completion of the course.

## **10.4 English Studies**

10.4.1 Placement in English courses shall be determined based on the results of the AMIR or AMIRAM exam, or the English section of the Psychometric Entrance Test.

10.4.2 A candidate with no AMIR/AMIRAM or Psychometric score shall automatically be placed in the lowest level.

10.4.3 Every undergraduate student must reach the level of "Advanced B."

10.4.4 Every student is required to take at least two English courses during the undergraduate degree. The number of courses assigned shall be based on the student's initial placement (as stated in Sections 10.4.1–10.4.3). English courses may consist of language acquisition courses or content courses taught in English.

10.4.5 A student who begins the degree with an exemption level in English shall be assigned two content courses taught in English as part of the degree.

10.4.6 A student who begins the degree at the Advanced B level in English shall take an Advanced B course plus one English-taught content course as part of the degree.

10.4.7 A student who begins the degree at the Advanced A level in English shall be assigned to Advanced A + Advanced B.

10.4.8 Any student who begins the degree below the Advanced A level is required to complete all courses appropriate to their level up to and including Advanced B.

10.4.9 Completion of English requirements is a prerequisite for graduation.

10.4.10 English requirements may be fulfilled in one of the following two ways, at the student's discretion:

10.4.10.1 Online studies (E-Learning courses)

10.4.10.2 Frontal studies (in-class or via Zoom)

10.4.11 Advanced B English courses will only be offered in frontal or hybrid format, and exams for these courses will be held in person.

10.4.12 All English courses, except Advanced B, require an additional payment beyond standard tuition.

10.4.13 The final course — Advanced B — is a 2-credit course and its cost is included in tuition, with no additional charge.

10.4.14 Students must complete Advanced B English by the end of their second year of study.

10.4.15 In the Faculty of Health Professions, students must complete the exemption level (Advanced B) in English by the end of their first year. This course is included in the structured first-year curriculum for all departments in the faculty.

10.4.16 Registration for English courses is the responsibility of the student and must be done through the Academic College website, except for the Advanced B English course, which will be scheduled by the Student Administration upon request by the student.

#### 10.4.17 English level table for exemption:

Test	amir - Level screening test	150-169	170-184	185-199	200-219	220-233	234+
psychometric /amiram		50-69	70-84	85-99	100-119	120-133	134+
Required course	pre-base a	pre-base b	base	advanced a	advanced b / health professions - english A	Exemption for all faculties * except the Faculty of Health Professions, which does not have an exemption from English A.	

- Language study exemption level still requires 2 English content courses.

#### 10.5 Hebrew Studies

A student whose native language is not Hebrew and who completed matriculation examinations in a foreign language, or did not complete matriculation exams in Israel, and who did not perform military, national, or civilian service, shall be required to take a Hebrew placement test at the time of registration. The number of Hebrew courses required shall be determined according to the results of the placement test.

#### 10.6 Prerequisites

10.6.1 Prerequisite requirements shall be specified by the Office of Student Administration, in the course syllabus, and in the student information portal.

10.6.2 If a course has prerequisite requirements, a student shall be permitted to enroll in the course only after fulfilling those requirements.

10.6.3 A student who has completed the examination in a prerequisite course and is awaiting the grade may begin a subsequent (advanced) course on a conditional basis and will be permitted to sit for the examination in the advanced course only if they successfully pass the prerequisite course (with a passing grade).

#### 10.7 Failure in a Course

A student who fails a course shall be required to complete all course assignments again, including examinations, written work, attendance, and presentations. If a written assignment is required, the resubmitted work must be a new assignment. The Committee for Student Affairs may approve an exception to this provision.

## **11. Academic Schedule / Course Enrollment System**

### **11.1 Course Websites**

11.1.1 The student's personal class schedule will be uploaded prior to the start of the semester on the Ono Academic College website.

11.1.2 Every course taught at the Academic College and appearing in the student's personal schedule has an active course website. The course website contains all relevant information, including the syllabus, reading materials, presentations, lecture recordings, and announcements from the lecturer. It is the student's responsibility to review the course website throughout the semester and prior to the examination.

### **11.2 Course Enrollment**

11.2.1 In the Faculty of Law, Faculty of Business Administration, and Faculty of Humanities and Social Sciences:

11.2.1.1 The curriculum consists of compulsory courses and, in some cases, elective courses. The schedule for all compulsory courses is pre-structured and predetermined and is therefore automatically applied for all students.

11.2.1.2 The Student Administration Office shall publish instructions regarding registration for elective courses, legal clinics, seminars, and any other activity that grants academic credit.

11.2.2 Procedures for Elective Course Registration – Registration for courses and creation of the academic schedule takes place prior to each semester or trimester. The Student Administration Office will publish registration dates, and it is the student's responsibility to finalize their course schedule within the assigned timeframe. A student who fails to register in time may find that certain courses have reached capacity. Course scheduling may be arranged through the Student Administration Office. Registering for overlapping courses is strictly prohibited. Any overlapping course will be cancelled and removed from the student's schedule.

11.2.3 Faculty of Health Professions The schedule consists exclusively of compulsory courses; therefore, it is predetermined and registration is automatic for all students.

11.2.4 English Course Registration - Registration for English courses, as required by CHE (Council for Higher Education) regulations, is the responsibility of the student and must be completed via the Academic College website. Placement level will be determined by the student's results on the English placement exam (AMIR, AMIRAM, or Psychometric score).

11.2.5 Repeating Courses In cases where enrollment in a repeated course is required (e.g., failure, absence from an exam, or grade improvement), registration will only be permitted if no scheduling conflict exists.

## 11.2.6 Faculty of Business Administration - Accounting and Computer Science Specializations:

Enrollment in a repeated course due to failure, absence from an exam, or grade improvement is permitted only once, except in extraordinary cases, subject to approval by the Committee for Student Affairs and according to the student's academic standing.

## 11.2.7 Schedule Changes

11.2.8 Changes to the academic schedule may only be made during the first two weeks of each semester.

11.2.9 Requests for schedule changes must be submitted in writing to the Student Administration Office.

11.2.10 A student is not entitled to make changes to the academic schedule in the following cases:

11.2.10.1 The student did not finalize their schedule within the assigned timeframe.

11.2.10.2 The student did not arrange tuition payment on time.

## 11.3 Course Withdrawal

A student may withdraw from a course by submitting written notification of withdrawal no later than two weeks from the start of the course.

## 11.4 Excess Courses

If a student has an excess course listed on their academic transcript, they may request to have it removed, provided that all academic degree requirements have been fulfilled.

## 11.5 Double Specialization within the Degree (Faculty of Business Administration)

The Faculty of Business Administration offers the option of completing two specializations simultaneously, subject to the following conditions:

A double specialization requires payment of an additional fee to be determined from time to time. Registration procedures and rules must be confirmed with the Student Administration Office.

11.5.1 Admission into an additional specialization is subject to prerequisite requirements.

11.5.2 Double specialization will be approved only on a space-available basis.

11.5.3 Approval for an additional specialization after completion of the degree may be granted upon payment of an additional fee.

## 12. Examinations and Assignments

### 12.1 Types of exams – Exams may be held:

- In person at Campus facilities, with human proctors and technological supervision.
- Computerized exams at the Campus's Computerized Testing Center (CTC), according to the computerized exam procedure.
- In person on personal laptops in designated Campus rooms, using secure software that blocks access to other programs.
- Remote online exams, subject to the remote examination procedure detailed in the appendix. In emergencies (e.g. pandemics) exams may be conducted remotely in accordance with Ministry of Health guidelines.

12.2 Eligibility – To be eligible to take an exam or submit an assignment, a student must meet course requirements, including attendance and completion of assignments.

Students who have not paid tuition or who have not fulfilled administrative obligations may be barred from exams.

12.3 Exam schedules and periods – The College publishes exam schedules. There are generally two exam periods per course (*Exam date A* and *Exam date B*). Students must ensure they know the dates. Requests for special scheduling must be submitted in advance.

12.4 Integrity of examinations – Students must comply with exam regulations. Bringing unauthorized materials, copying, cheating or disturbing examinations is a disciplinary offence. Proctors may require students to present identification and to comply with seating assignments. Exams may be monitored by cameras and technological tools.

12.5 Accommodations – Students entitled to accommodations under the Student Rights Law (e.g., due to fertility treatment, pregnancy, birth, adoption, foster care, illness or military reserve duty) may receive adjustments to exam conditions. Details are provided in national legislation and the Academic College guidelines.

12.6 Review and appeal of exam results – Students may request to review their exam papers and may appeal grades within specified deadlines. The appeal must state specific reasons. Appeals are reviewed by the lecturer or a committee. Grades may increase, decrease or remain unchanged.

12.7 Absence from exams – A student absent from an exam for justifiable reasons may take the exam on another date within the exam schedule. For childbirth, the student may postpone exams retroactively to the semester of birth and retain the right to register again without extra fee provided studies are not delayed by more than two years. A spouse or partner is entitled to up to one week's absence due to such an event.

12.8 Remote exams – When exams are conducted remotely, the rules of the remote examination procedure apply. Students must ensure they have appropriate equipment and stable internet. Remote exams may be supervised by proctors and monitoring software.

## 13. Grades

13.1 General principles – Grades are assigned on a numeric scale. Passing grades vary by faculty (usually 60–70). The Campus may use grade normalization (curving) to ensure fairness; details are provided in Appendix A on grade normalization.

13.2 Waiver and improvement of positive grades – Students may waive a positive grade and retake a course or exam to improve their grade, subject to conditions and deadlines. The later grade shall replace the earlier grade—even if the earlier grade was higher, and even if the later grade is a failing grade. The student is not entitled to request that the previous passing grade be taken into account if they failed at a later date.

13.3 Mid-course assignments – Assignments and mid-term tests form part of the final grade. Failure to submit required assignments may result in failing the course.

13.4 Failure in a required course – Failing a required course obligates the student to repeat it and fulfill all course requirements, including attendance, submission of assignments, and oral assessments.

13.5 Failure in an elective course – A student who fails an elective may repeat the course or replace it with another elective, subject to program requirements.

## 14. Honors

14.1 Annual academic excellence scholarships and certificates – Each year, faculties may award scholarships and certificates to students with outstanding academic achievements, according to criteria set by the Ono Academic College.

14.2 Social excellence scholarships (Extracurricular) – The College awards scholarships for social involvement and community service. Criteria and required activities are detailed in Appendix B (Social Involvement).

14.3 Degree completion honors – Graduates whose grade average meets thresholds determined by their faculty may receive a certificate of excellence upon completion of the degree (e.g., *cum laude, magna cum laude*).

## 15. Graduation Ceremony

The College holds a graduation ceremony for graduates. Participation requires completion of all academic requirements and financial obligations. The ceremony is organized by the College; details (date, attire, guests) are announced in advance. Attending the ceremony is not mandatory for receiving the diploma.

## 16. Student Services

16.1 Course websites – Each course has an online site for syllabi, reading materials, assignments, announcements, and recordings.

16.2 Student Administration – Handles registration, tuition, scholarships, examinations, and academic records. Students must address administrative issues through this office.

16.3 Student Affairs Committee – Handles requests concerning academic progress, recognition of studies, suspension, renewal, and appeals.

16.4 Dean of Students – Responsible for student welfare, extracurricular activities, social initiatives and support services.

16.5 Academic Support and Accessibility Center (Matana Center - מטנה) – Provides support for students with learning disabilities, physical or psychological impairments, or other special needs. Services include assessments, accommodations, academic counseling and technological assistance.

## 17. College Website and Email

17.1 Students must regularly check the College website and email for announcements, registration information, exam schedules and other updates. Electronic notifications sent to the College email address are considered official communication.

17.2 To receive a College email account and access credentials for the College website, students must contact the Computer Services Department.

## 18. Social Involvement Project

Undergraduate students are required to perform volunteer activity as part of the Social Involvement Project. Details of the project and approved activities are provided in Appendix B. Completion of the required number of volunteer hours is a condition for graduation.

## Part II – Regulations for Pre-Academic Preparatory Programs (pp. 20–29)

These regulations apply to students enrolled in pre-academic preparatory programs (*mechina*) aimed at candidates who lack a matriculation certificate.

### 1. General

1.1 This regulation is intended to govern the academic studies of students enrolled in the Pre-Academic Preparatory Program (hereinafter: “the Preparatory Program”) at Ono Academic College (hereinafter: “the Academic College”).

1.2 The full text of the regulation is published on the Academic College website (<https://www.ono.ac.il/eng/>). Copies of the regulation are available at each Student

Administration Office, at the Students' Association office, and in the library. An overview of the regulation and a reference to the full text are included in the Information Handbook for Applicants to the Academic College, distributed to all students during the first week of the academic year.

1.3 The Student Disciplinary Regulation and the Sexual Harassment Prevention Code are published in the same manner as this Academic Regulation and constitute an integral part thereof.

1.4 The Academic College complies with the Student Rights Law; the Regulations on Student Rights and Accommodations for Students Serving in Reserve Duty; the Regulations on Student Rights and Accommodations Due to Fertility Treatments, Pregnancy, Childbirth, Adoption, or Placement of a Child in Foster Care; and the Regulations on Equal Rights for Persons with Disabilities in Higher Education, as published on the Council for Higher Education website (<https://che.org.il/en/>). These regulations form an integral part of this document.

1.5 Admission procedures to the Academic College—including admission requirements, tuition fees and payment terms, scholarships, and student services—are detailed in the Information Handbook for Applicants. This handbook is published annually at the beginning of the admissions cycle and is provided to every prospective student. The Information Handbook for Applicants constitutes an integral part of this regulation.

1.6 This regulation was approved by the governing bodies of the Ono Academic College, which are authorized to amend it from time to time. Any changes to the regulation shall apply to all students, including those already enrolled.

1.7 The Head of the Preparatory Program is the sole authority responsible for all matters relating to the program and is solely empowered to approve deviations from this regulation in exceptional cases.

1.8 In all matters covered by this regulation, this regulation shall supersede the general Academic Regulations. In matters not addressed herein, the general Academic Regulations shall apply.

## 2. Target audience

2.1 Applicants for undergraduate studies who do not hold a matriculation certificate are required to enroll in the Preparatory Program.

2.2 Admission to the Preparatory Program is conditional upon passing entrance and placement examinations.

2.3 Additional criteria, such as placement tests and personal interviews, may grant full or partial exemption from participation in the Preparatory Program.

### 3. Course of Study

#### 3.1. General

3.1.1 The Preparatory Program is conducted over one, two, or three semesters, depending on the type of program and the requirements of the Council for Higher Education (CHE). The program is completed prior to the student's integration into academic degree tracks.

3.1.2 Tuition fee arrangements are a mandatory requirement for participation in the Preparatory Program.

3.1.3 Each student must declare the faculty and academic track in which they intend to study no later than one month after the beginning of the program. After this deadline, placement in the requested track is not guaranteed.

3.1.4 Ongoing announcements and changes made to the study program will be published on the Ono Academic College website.

#### 3.2. Recognition of Previous Studies

Previous studies (in whole or in part) completed within other preparatory programs may be recognized if:

- a. They were completed at accredited academic institutions with a final grade of at least 80.
- b. The course syllabi are comparable to those offered at the Ono Academic College.

Recognition of such studies will only be granted following review and approval by the Preparatory Program Admissions Committee (the Registration Office Admissions Committee).

#### 3.3. Fulfillment of Academic Requirements and Conditions for Advancement

The minimum requirements for continuation into an academic degree program are as follows:

3.3.1 Successful completion of all courses included in the Preparatory Program with a grade of at least 60 or 65 (depending on the faculty to which the student is applying). A passing grade on the course exam is a necessary condition for a passing grade in the course.

3.3.2 Attendance of at least 80% in all courses.

3.3.3 A student who fails the Preparatory Program will not be permitted to enroll in another preparatory program at Ono Academic College unless approved by the Exceptions Committee. Requests must be submitted in writing to [times@ono.ac.il](mailto:times@ono.ac.il). The Exceptions Committee will convene to review requests approximately one week after all Preparatory Program grades have been finalized.

3.3.4 A student facing disciplinary proceedings will be required to appear for a hearing before the Head of the Preparatory Program. A student who is convicted in a final decision by the Disciplinary Committee will not be permitted to continue to academic studies at Ono Academic College.

#### 4. Examinations and Assignments

4.1 At the conclusion of each course, a final exam or a final assignment will be administered, according to the course requirements. The weight of the final exam or final assignment in the final course grade shall be specified in the course syllabus, which is published at the beginning of the semester.

4.2 The lecturer is entitled to determine the scope of material included in the final exam, including independently-studied material that was not covered in class. The lecturer will notify the class through the syllabus regarding the required material for the exam.

4.3 The examination format, eligibility to sit for exams and submit assignments, exam dates, examination procedures, accommodations for students entitled to special conditions, as well as procedures for review and appeal of exams and for the publication of grades, are detailed in the Examinations and Assignments Regulations below.

#### 5. Procedure for Submitting Assignments

5.1 Assignments must be submitted through the course submission platforms (Student Information System / Moodle), unless otherwise determined by the Head of the Preparatory Program.

5.2 The student must clearly state on the cover page of the assignment the name of the course, the lecturer's name, the submission date, and the student's ID number.

5.3 The student must retain a personal copy of every assignment submitted.

5.4 Once an assignment is submitted for grading, it is considered the final version. Claims that the submitted file was merely a draft will not be accepted, and replacement of the assignment after submission will not be permitted.

5.5 A student wishing to submit an assignment late due to justified reasons must submit a written request with supporting documentation to the Student Administration Office. The request will be forwarded to the Student Affairs Committee for a decision.

5.6 The assignment submitted must be the student's own independent work.

5.7 The lecturer may summon a student who submitted an assignment to a personal meeting in order to assess the depth and extent of the student's knowledge of the assignment topic.

5.8 It is strictly forbidden to submit the same assignment for more than one course.

## Grades and Academic Credit

6.1 In the event of a failing grade on an exam, a failing grade will be recorded for the course.

6.2 Grades for examinations and assignments shall be provided to students within two weeks from the date of the exam or assignment submission.

6.3 A student may not contact the lecturer directly regarding a grade and must do so only through the Student Administration Office and/or by submitting an appeal as specified above.

6.4 Grades will be published on the academic website.

6.5 Under no circumstances will grades be provided by phone by the Student Administration Office.

6.6 Students who successfully complete the preparatory program may receive academic credit for courses taken during the program, subject to the courses actually completed, and in accordance with the decision of the Head of the Preparatory Program and the approval of the Dean of the relevant faculty. The list of courses eligible for academic credit is updated periodically.

An updated list is available at the Student Administration Office upon request.

## 7. Code of Conduct

7.1 It is strictly prohibited to record classes and/or faculty members without their knowledge and explicit permission.

## 7.2 Attendance and Class Procedures

7.2.1 Classes will begin and end precisely at the scheduled time, and this is the responsibility of the lecturer.

### 7.2.2

The classroom door will be closed (or locked) by the lecturer at the exact start time of the class.

7.2.3 Late students must wait outside the classroom and will be admitted (as a group) only 15 minutes after the class begins. It is strictly forbidden to interrupt the class by knocking on the door. Students who miss the second entry point may enter the classroom only during the break, if one exists.

7.2.4 Entering or exiting the classroom during the lesson will not be permitted for any reason. A student who must leave the classroom may return only during the break (if there is one).

### 7.3 Mobile Phones

The use of mobile phones of any kind, for any purpose whatsoever, during class is strictly prohibited. Students must ensure that their phone is turned off and placed in a closed bag. If a phone rings during class, or if a student uses a phone in any way, the student will be immediately removed from the classroom and permitted to return only during the break (if there is one).

### 7.4 Courtesy and Mutual Respect

7.4.1 The conduct of students and lecturers shall be in accordance with the Academic Disciplinary Code.

7.4.2 Eating and drinking in classrooms during lessons is disrespectful to the facilities and lecturer and is strictly prohibited.

### 7.5 Removal from Class

If a student violates one or more of the behavioral rules stated in this document, the lecturer is authorized to remove the student from class. A student who is instructed to leave must exit immediately, even if they believe the removal is unjustified. (In such a case, the student may address the matter later with the lecturer and/or Student Administration Office.)

A student who refuses to leave the classroom will be referred to the disciplinary authorities and may be suspended from studies for a significant period (removal from the course and, in some cases, from the entire semester. In non-modular courses, such suspension may disrupt the student's schedule for an entire academic year).

If the student continues to refuse, further disciplinary action will be taken.

## 7.6 Remote Learning via Zoom

7.6.1 Students attending classes remotely are required to have their camera on.

Connecting to class with the camera off does not count as attendance. Only a camera that is turned on counts as attendance. In cases of technical issues or valid reasons preventing camera use, approval must be obtained from the lecturer.

7.6.2 During the lesson, the student must remain focused on learning and refrain from eating, smoking, or any activity unrelated to the lesson.

7.6.3 The student must participate from an appropriate environment that enables effective learning.

7.6.4 Students are expected to dress and appear in an appropriate and respectful manner during remote classes.

## 8. Student Services

The Academic Center operates several units dedicated to a wide range of services for the academic and personal welfare of its students. The following is a detailed description:

### 8.1 Student Administration Office

The Student Administration Office provides ongoing assistance to students regarding academic and administrative matters. The office is available during published reception hours. Services include:

- Front-desk reception and telephone support for student inquiries
- Issuance of student certificates
- Handling matters related to IDF Reserve Service
- Scheduling of individual course timetables prior to each semester
- Processing schedule changes during the permitted change period
- Handling exemptions from courses
- Preparing individual academic balance sheets and monitoring eligibility for advancement
- Entering and publishing course grades through official channels
- Coordinating meetings of the Committee for Student Affairs and managing requests submitted to the committee
- Coordinating exam review sessions for proctored exams
- Coordinating meetings between students and disciplinary authorities

## 8.2 Committee for Student Affairs

The Committee for Student Affairs is responsible for reviewing individual requests and academic concerns raised by students at the Academic College. Requests must be submitted in writing to the Student Administration Office of the student's faculty, accompanied by the relevant supporting documentation.

A student may not appear before the committee unless invited to do so for the purpose of discussing their request.

Appeals of committee decisions must be submitted to the Student Administration Office and will be reviewed by the appropriate academic authorities in each department.

## 8.3 Dean of Students

The Dean of Students promotes student welfare across a wide range of areas. The Dean is responsible for publishing and updating regulations in accordance with the Student Rights Law. The Dean both encourages academic excellence and provides assistance with academic and personal difficulties, in close daily coordination with all academic and administrative bodies of the institution.

The services offered include:

- Support and advising on personal or academic issues affecting academic performance
- Referral, when necessary, to external community-based support services; referrals are made discreetly and in accordance with strict ethical standards
- Assistance in resolving academic and administrative difficulties, maintaining communication with both the Student Association and the institution's senior administration
- Handling academic and administrative complaints that were not resolved within the faculty or Student Administration Office
- Participation in the socioeconomic scholarship committee
- Development of programs for student welfare
- Support for students requiring special accommodations and assistance with learning-related difficulties through the Academic Support and Accessibility Center, as detailed below

#### 8.4 Academic Support and Accessibility Center (Matana, מתנ"א)

The Academic Support and Accessibility Center, operating through the Dean of Students, is an interdisciplinary support unit designed to provide counseling, guidance, and academic assistance to students facing learning challenges. Services include:

8.4.1 Lighthouse Program (מגדלור) – Students in the preparatory program may participate in the “Lighthouse” initiative, providing mentoring support in various preparatory courses.

##### 8.4.2 Referral for Diagnostic Assessment

Students seeking support for a suspected learning disability who do not possess a valid updated evaluation will be referred through Matana Center for diagnostic assessment by certified professionals. All referrals and follow-up are handled confidentially.

##### 8.4.3 Exam Accommodations

Students requiring special testing arrangements (e.g., extended time) must submit a request via the student online portal, as described above.

##### 8.4.4 Individual guidance and counseling sessions

##### 8.4.5 Workshops on various topics (learning strategies, test-taking, etc.)

##### 8.4.6 Group mentoring

##### 8.4.7 Information and consultation regarding disability rights for students

##### 8.4.8 Information and support for new immigrant students

### 9. Student Information Services

#### 9.1 SMS Messaging Service

This service enables students to receive text notifications on their mobile phones concerning academic updates, changes to the schedule, exam dates, events, grades, and other important information. Registration to this service is the responsibility of the student and depends on the capabilities of their mobile device.

#### 9.2 Internet Services

9.2.1 The Academic College’s website provides access to: grade updates, personal schedules, Dean of Students services, Matana Center support, the Career Counseling and Placement Center, tuition information, general announcements, messages from lecturers, class cancellations, and Student Association information. Students must regularly check online notifications.

9.2.2 Institution website: <https://www.ono.ac.il/eng/>

9.2.3 To obtain an institutional email account and password for accessing the online services, students must contact the Computing Division.

### 9.3 Course Websites

9.3.1 Every course at the Academic College has an active online course site.

9.3.2 The course website contains relevant course materials, including the syllabus, readings, presentations, and messages from the lecturer. Communication with the lecturer is conducted through the course website. Students are responsible for monitoring the website throughout the semester.

9.3.3 Lecturer responses to student inquiries must be provided within two business days via the course website, taking into account standard availability hours.

## Part III – Regulations for Master of Business Administration (MBA) Students (pp. 29–39)

### 1. General Provisions

1.1. This regulation is intended to govern the studies of students enrolled in the Master of Business Administration (MBA) program at Ono Academic College (hereinafter, the “Academic College”).

1.2. The full text of this regulation is published on the Academic College’s website (<https://www.ono.ac.il/eng/>). Copies are also available at all Student Administration Offices, the Student Association office, and the library. An outline of the regulation and reference to the complete version appear in the Information Handbook for Applicants and is distributed to all students during the first week of studies.

1.3. The Student Disciplinary Code and the Sexual Harassment Prevention Code are published in the same manner as this regulation and constitute an integral part of it.

1.4. The Academic College is committed to the Student Rights Law; the regulations concerning student rights and accommodations for reservists; the regulations regarding rights and accommodations due to fertility treatments, pregnancy, childbirth, adoption, foster placement or legal guardianship; and the Equal Rights for Persons with Disabilities in Higher Education Regulations, as published by the Council for Higher Education (<https://che.org.il/en/>). These regulatory frameworks are an integral part of this regulation.

1.5. The admission procedures of the Academic College, including admission requirements, tuition fees and payment terms, scholarships, and student services, are detailed in the Information Handbook for Applicants. The handbook is published annually at the start of the registration period and is provided to every applicant. The Information Handbook constitutes an integral part of this regulation.

1.6. This regulation has been approved by the authorized bodies of the Ono Academic College, which may amend it from time to time. Any changes will apply to all students, including currently enrolled students.

1.7. The Dean of Students or the Committee for Student Affairs may approve exceptions to this regulation in special cases, subject to coordination with the dean of the relevant program.

1.8. In any matter covered by this regulation, this regulation shall prevail over the general study regulations. On matters not addressed herein, the general study regulations shall apply.

## 2. Course of Study

### 2.1 Duration of Studies

2.1.1. The standard duration of studies for the MBA program is five trimesters, as detailed in the official handbook.

2.1.2. Studies are continuous and include the summer term.

2.1.3. The period specified in Section 2.1.1 may be extended upon student request and with approval from the Committee for Student Affairs. In all cases, the total period of study may not exceed six years.

2.1.4. Completion of studies is subject to fulfillment of all academic requirements, financial obligations, and clearance of all library debts.

2.1.5. Progression requirement between trimesters: Students who are required to complete prerequisite courses for the MBA program must complete these courses no later than the end of the second trimester.

### 2.2 Discontinuation of Studies

A student's studies will be discontinued in any of the following circumstances:

#### 2.2.1 Discontinuation for Academic Reasons

2.2.1.1. A student whose exam grade in a given course is "fail" four times will have their studies terminated.

2.2.1.2. A student who fails to meet the transition requirements (as specified in Section 2 above) twice—whether consecutively or non-consecutively—will have their studies terminated.

2.2.1.3. A dismissal committee, chaired by the Dean or Associate Dean of the Faculty, will review exceptional cases regarding termination of studies and is authorized to make any decision on the matter.

## 2.2.2 Discontinuation for Administrative Reasons

2.2.2.1. A student who fails to complete enrollment properly shall be considered to have withdrawn from studies.

2.2.2.2. A student who does not meet their financial obligations shall be considered to have withdrawn from studies.

## 2.2.3 Discontinuation for Disciplinary Reasons

2.2.3.1. The judicial bodies of the Academic College may order termination of studies for disciplinary reasons. The full Disciplinary Code, available on the Academic College's website, forms an integral part of this regulation and is binding upon all students.

## 2.2.4 Voluntary Withdrawal for Personal Reasons

2.2.4.1. A student wishing to terminate their studies must submit a written request to the Committee for Student Affairs. Tuition charge/refund will be determined in accordance with the Tuition Regulations.

## 2.2.5 Notification of Financial Office

If termination of studies occurs due to academic or disciplinary reasons, the Student Administration Office is responsible for notifying the Finance Department.

## 2.3 Renewal of Studies

2.3.1. A student who wishes to resume studies after an approved interruption must submit a request to the Committee for Student Affairs at least two months prior to the beginning of the academic year.

2.3.2. Renewal of studies following voluntary withdrawal by the student is subject to the approval of the Committee for Student Affairs and any conditions it may require.

2.3.3. Renewal of studies shall be subject to the conditions in effect in the year the student returns, including tuition fees and the course schedule.

2.3.4. Renewal of studies shall be subject to the academic requirements applicable in the year of return. If substantive changes have been made to the required courses for completing the degree and/or to the curriculum, the Academic College may require the student to take additional courses and/or repeat courses already taken.

## 2.4 Continuity of Studies

2.4.1. A student who voluntarily interrupted their studies as stated in Section 3.4 above will not have the interruption counted toward the maximum program duration; however, the total period of studies, including the interruption, may not exceed six years.

2.4.2. A student who discontinued studies without approval as described in Section 3 above may resume studies only by re-applying to the Academic College and meeting the admission requirements then in effect.

2.4.3. Only one approved interruption of studies is permitted during the duration of the degree.

2.4.4. In all cases, the Committee for Student Affairs may require the student to retake previously completed courses and/or to complete additional requirements in order to qualify for the degree.

2.4.5. A student who has not completed all degree requirements within six years from the start of studies at the Academic College will have their studies terminated immediately.

2.4.6. In any case of discontinuation of studies for personal reasons, the student must provide written notification of the discontinuation to both the Student Administration Office and the Finance Department.

## 2.5 Recognition of Prior and Concurrent Studies

2.5.1. A student requesting recognition or exemption for prior studies completed at another institution of higher education must submit a request to the Exemptions Committee.

2.5.2. A maximum of 6 academic credits (ECTS/credit points) may be exempted in total for the entire degree. Exemptions do not entitle the student to a reduction in tuition fees.

2.5.3. Requests for exemptions may be submitted all at once for all courses within the degree during the first two weeks of the first trimester, or separately during the first two weeks of any trimester.

2.5.4. In evaluating requests under this section, the Exemptions Committee will consider, among other factors: the institution where the course was taken, the grade received, the time elapsed since the course was completed, and the nature of the course.

2.5.5. Exemptions are not granted for specialization courses. It may be possible to substitute a previously completed required specialization course with an alternative specialization course, but only with prior approval of the Committee for Student Affairs.

2.5.6. Generally, studies taken concurrently at another institution will not be eligible for credit recognition unless prior approval was obtained from Ono Academic College.

2.5.7. Exemptions may be granted only if all the following conditions are met:

2.5.7.1. The academic studies were relevant and completed no more than ten years prior to the start of studies at Ono Academic College.

2.5.7.2. A minimum grade of 70 was received in the relevant course.

2.5.7.3. The student provides a syllabus containing the institution's logo and official signature.

2.5.8. Responses to exemption requests will be sent by email during the third week of the trimester.

## 2.6 Completion of Studies

2.6.1. A student who has fulfilled all academic degree requirements is eligible to receive an official Degree Eligibility Certificate after completing the online "Clearance Form" on the Academic College website, confirming that all obligations to the following units have been met: Finance Department, Library, and Student Administration.

2.6.2. A student will be considered to have completed their studies at the Academic College if all academic requirements have been fulfilled and a minimum grade of 60 has been achieved in each course taken.

2.6.3. Without limiting the generality of the above, a student is eligible for an Ono Academic College degree only if at least two-thirds of the study period required for the degree was completed at Ono Academic College, and if they have completed courses totaling at least two-thirds of the Ono Academic College curriculum. The remaining third may be recognized based on approved prior studies.

## 2.7 Compliance with Academic Requirements

### 2.7.1 Student Attendance Requirements for Classes, Seminars & Projects

2.7.1.1. The student must attend every scheduled class or project meeting as required by the curriculum. A student who attends fewer than 80% of course or project meetings will not be permitted to take the final exam or submit the final project. A lecturer may require attendance higher than 80% or impose alternative sanctions for insufficient attendance, provided that this requirement is stated in the course syllabus.

2.7.1.2. In non-practical, frontal courses, the lecturer may determine the required percentage of in-person attendance. The remaining portion needed to reach the required 80% attendance (as stated in sub-section 2.7.1.1) may be fulfilled through live (synchronous) online participation, provided this is stated in the syllabus.

2.7.1.3. Classes will be recorded and uploaded to the course website, and recordings will remain available until the end of the examination period. Viewing recorded classes asynchronously does not count as attendance unless the lecturer explicitly states in the syllabus that viewing the recording before the following class will be considered as present.

2.7.1.4. Sessions held in small groups or based on personal or group processes will not be recorded.

2.7.1.5. It is strictly prohibited to download, record, reproduce, translate, or distribute—whether digitally or in print—lectures, course readers, or any content provided by the Academic College, its faculty, or its lecturers, beyond the scope of the course. Any such action constitutes copyright infringement of the lecturer, course, and/or Ono Academic College.

2.7.1.6. A student who, for justified reasons, cannot attend a session where attendance is recorded must notify the lecturer in writing or verbally (as circumstances permit), ideally in advance, and provide relevant documentation.

2.7.1.7. In courses that allow attendance through live remote participation, students must appear with their camera on. Camera-off participation will not count as attendance. A student who has a valid reason for not using the camera must notify the lecturer in advance and receive approval.

2.7.1.8. When attending via live video, students may use a virtual background, provided it is neutral, and must maintain appropriate attire and respectful conduct.

2.7.1.9. In addition to attending class, students are required to complete assigned readings, oral and written assessments, and homework assignments as instructed by the lecturer or teaching assistant. A student who fails to meet these requirements will not be allowed to take the final exam and will need to retake the course in full.

2.7.1.10. A lecturer or teaching assistant may verify student attendance by any method they deem appropriate.

2.7.1.11. A lecturer in a seminar course must record the attendance of each student at every session.

2.7.1.12. All attendance requirements are subject to the Council for Higher Education student rights regulations, including accommodations for fertility treatments, pregnancy, childbirth, adoption, foster care, and reserve military service.

## 2.8 Prerequisites

2.8.1. If a course has prerequisite requirements, the student will be permitted to enroll in the course only after fulfilling those requirements.

2.8.2. Preparatory (bridging) courses for students without an academic background in Business Administration constitute prerequisites for advanced courses. An updated list of such courses is available from the Student Administration Office.

## 2.9 Projects

2.9.1. Each student must participate in the project required within their degree curriculum.

2.9.2. The project grade will be determined based on the final written assignment and, at the lecturer's discretion, the oral presentation and the student's substantive participation in project discussions. The lecturer will present the grading components at the beginning of the project.

2.9.3. The schedule and sequence of project guidance meetings will be determined by the lecturer.

2.9.4. The scope and length of the project will be determined by the lecturer and communicated to students in advance.

2.9.5. The student must retain a personal copy of the submitted project.

2.9.6. The final project must be submitted according to the deadline set exclusively by the Student Administration Office. Each student is obligated to submit the project no later than the final submission date.

2.9.7. A student who fails to submit the final project on time and/or fails to complete required project tasks will receive a grade of 0.

2.9.8. Late submission penalties will apply as follows:

2.9.8.1. A delay of up to one week will result in a deduction of 5 points from the project grade.

2.9.8.2. A second week of delay will result in an additional deduction of 5 points.

2.9.8.3. After two weeks from the official deadline, the project may no longer be submitted. The student will be required to resubmit the project in the following cycle and incur a penalty of 10 points.

2.9.9. Once a project has been submitted for review, it is deemed the final version. Claims that the submitted version was a draft rather than the final submission will not be accepted.

2.9.10. Final project grades shall be issued no later than 60 days from the submission deadline.

### 3. Study Program

#### 3.1 Course Enrollment and Schedule Assignment

Course registration and the creation of the study schedule take place prior to each trimester. The Student Administration Office will publish the schedule to the student portal, and it is the student's responsibility to review their schedule within the designated timeframe. Students are responsible for registering for required courses that they must complete. A student who does not register on time may find that certain courses have reached capacity.

Schedule adjustments may be made through the Student Administration Office. Registration for courses that overlap in class time is strictly prohibited.

#### 3.2 Schedule Changes

3.2.1. Changes to the study schedule may only be made during the first two weeks of each trimester. Requests for schedule changes must be submitted in writing to the Student Administration Office.

3.2.2. A student is not entitled to make schedule changes in the following cases:

- 3.2.2.1. The student did not arrange their schedule within the allotted registration period.
- 3.2.2.2. The student failed to finalize tuition payment on time.

#### 3.3 Course Withdrawal

A student may withdraw from a course by submitting a written request no later than the first two weeks from the start of the course, provided that the course is not a required course for the degree.

#### 3.4 Surplus Courses

If a student has completed a surplus (extra) course that appears on their academic transcript, they may request that it be removed from the transcript - provided that they have fulfilled all academic requirements and completed all obligations toward the degree.

#### 3.5 Additional Specialization

3.5.1. An additional specialization may only be pursued after the completion of the degree.

3.5.2. Admission requirements for the additional specialization are identical to those required for specializations during the degree.

3.5.3. The specialization is subject to a tuition fee to be determined from time to time.

3.5.4. Registration procedures and regulations must be confirmed with the Student Administration Office.

3.5.5. Approval for an additional specialization is subject to availability of space.

## 4. Examinations

4.1. At the conclusion of each course, the lecturer, in coordination with the Dean of the Faculty or Head of Program, will assign one of the following forms of assessment: a final exam, a final paper, or an integrative assignment. The weight of the final exam or final assignment in the course grade will be provided at the beginning of the course and detailed in the course syllabus.

4.2. Examination procedures—including eligibility to sit for exams and submit assignments, exam dates, exam administration, conditions for students entitled to special accommodations, and procedures for grade review and appeals—are detailed in the Examination and Assignment Regulations.

## 5. Grades

### 5.1 General Passing Requirements

5.1.1. The passing grade for a course is 60. A passing grade on the final exam is a mandatory condition for passing the course.

5.1.2. An lecturer may specify additional passing requirements in the course syllabus. These requirements are binding for all students enrolled in the course.

5.1.3. A student whose final grade in a course is a failing grade due to failure in the final exam must re-enroll in the course and fulfill all requirements again.

5.1.4. Grades for exams and assignments will be provided to students within three weeks of the exam or submission date.

5.1.5. Grades for multiple-choice exams will be provided within 15 days of the exam date.

5.1.6. A student may not contact a lecturer directly regarding a grade and must do so only through the Student Administration Office and/or through the appeal process.

5.1.7. Grades will be published on the college website.

5.1.8. Under no circumstances will grades be provided by phone by the Student Administration Office.

### 5.2 Grade Improvement / Waiver of Grade

#### 5.2.1 Grade Improvement for an Existing Course

5.2.1.1. A student who passed the final exam in the first exam period (“Exam date A”) and wishes to improve their grade in the second exam period (“Exam date B”) of the same academic year may do so by registering online up to seven days before the exam. A student may also improve their grade in the third exam period (“Exam date C”) only if such an exam is offered for that course, and only if they have not yet used both exam opportunities.

5.2.1.2. If a student sits for a grade improvement exam, the newer grade replaces the previous one - whether it is higher or lower, including if it is a failing grade. The student may not request that the previous passing grade be reinstated even if the later grade is a fail.

## 5.2.2 Grade Improvement by Repeating a Course

5.2.2.1. A student who failed in the first exam period and passed in the second has used both exam opportunities and cannot improve the grade further in that course. To improve the grade, they must re-register for the course and complete all course requirements again, provided registration occurs within the first two weeks of the trimester.

5.2.2.2. A student repeating a course must complete all tasks and assignments of the new course, unless the Student Affairs Committee approves otherwise. If the committee approves carrying over a midterm grade, its weight will be recalculated according to the new course structure.

5.2.2.3. A student may not improve midterm components alone unless approved by the Student Affairs Committee.

5.2.2.4. As stated above, whenever a student takes an exam for the purpose of grade improvement, the later grade replaces the earlier one - even if lower, including a failing grade.

## 5.3 Midterm Coursework Requirements

5.3.1. Students must complete all midterm coursework as defined by the course lecturer and published in the syllabus.

5.3.2. Midterm grades are combined with the final exam or final assignment according to the weights indicated in the syllabus, provided that the grade on the final exam/assignment is passing. A final course grade will only be considered passing if the combined weighted grade is at least 60, or higher if required by the faculty/program.

5.3.3. In courses where midterm work is graded as "Pass/Fail," and it contributes to the final course grade but its weight is not specified in the syllabus, its weight will default to 10% of the final grade.

5.3.4. A student who does not complete midterm requirements may still sit for the final exam or assignment, but the midterm component will be calculated as zero unless otherwise decided by the Student Affairs Committee.

5.3.5. A student who fails a course due to failure of a midterm component must repeat the course. Midterm assignments cannot be completed separately in another course, except for midterm exams.

5.3.6. A final course grade below 60 (or a higher passing threshold if set by the faculty) is considered a failing grade, and the student must enroll in an additional course.

5.3.7. In courses where the syllabus states that homework, presentations, or similar assignments are a prerequisite for sitting the final exam, the lecturer may bar a student from taking the final exam if such assignments are not completed, unless the Student Affairs Committee decides otherwise.

#### 5.4 Failure in a Required Course

A student who receives a failing grade in a required course must repeat the course the next time it is offered and fulfill all course requirements, including attendance, assignments, and oral tests. In courses with mandatory attendance, the student may submit a request to the Student Affairs Committee for an exemption from attendance. The request must be submitted before the start of the course. Attendance is required until a written exemption is approved. The student is responsible for independently covering any missed course material.

#### 5.5 Failure in an Elective Course

5.5.1. A student registered for an elective course who does not take the exam will receive a grade of "0." The grade of zero will appear on the academic transcript marked with a code for internal use until degree completion. It will be removed from the final academic transcript.

5.5.2. A student who takes the exam for an elective course and fails will have the grade recorded and calculated into their GPA. After the student repeats the course or completes a different course in its place, the failing grade will be removed from the academic transcript.

### 6. Degree Distinction

6.1. A Certificate of Distinction will be awarded to graduates based on their overall academic achievements in the degree program.

6.2. A Certificate of Distinction will be awarded to students whose cumulative GPA ranks within the top 15% of their specialization, and whose final GPA is not lower than 92.

6.3. A Certificate of High Distinction will be awarded to students whose cumulative GPA is not lower than 94.

### 7. Graduation Ceremony

As a general rule, the graduation ceremony will take place during the academic year following the year in which students complete their studies. A student may participate in the ceremony only if their degree eligibility has been approved no later than April 1st of the year in which the ceremony is held.

## Part IV – Regulations for Master of Laws (LL.M.) Students (pp. 40–46)

### 1. General Provisions

1.1. This regulation governs the studies of students enrolled in the Master of Laws (LL.M.) program at Ono Academic College (hereinafter: “Ono Academic College” or “the College”), including all specializations and both the thesis and non-thesis tracks.

1.2. This regulation is supplementary to the College’s General Academic Regulations and does not replace them. It serves as an addition and clarification specifically for LL.M. studies.

1.3. This regulation was approved by the governing bodies of Ono Academic College, which are authorized to amend it from time to time. Any changes to the regulation shall apply to all students, including those currently enrolled.

1.4. With respect to LL.M. students, in the event of an explicit contradiction between this regulation and the General Academic Regulations, the provisions of this regulation shall prevail. In all other matters, the General Academic Regulations shall continue to apply.

### 2. Duration of Studies

2.1. The duration of studies in the LL.M. program is a minimum of four semesters. The duration of studies for students enrolled in the accelerated track is specified below.

2.2. Courses will be held on days and at times published by the College.

### 3. Tuition Fees

3.1. Tuition fees for the LL.M. program will be determined by the College and will be communicated to students prior to the start of the academic year.

3.2. Tuition fees may be modified periodically for candidates who have not yet begun their studies and may be adjusted for inflation for students already enrolled.

### 4. Admission Requirements

4.1. Admission to the LL.M. program requires a minimum grade average of 80 in an LL.B. degree from a recognized institution of higher education in Israel, or an equivalent grade in a law degree from a recognized institution abroad, subject to approval by the Advanced Studies Committee of Ono Academic College (hereinafter: “the Advanced Studies Committee”).

4.2. The Advanced Studies Committee may, subject to the quota approved by the Council for Higher Education (CHE), admit students who do not meet the minimum admission threshold, under conditional acceptance.

4.3. For the purpose of this section, “conditional acceptance” means (unless explicitly stated otherwise for a specific student) that the student must achieve a minimum average grade of 80 during the first semester.

4.4. A conditionally admitted student must take all first-semester examinations at the first scheduled exam date (Exam date A), except in cases of illness, accident, mourning, etc., as approved by the Student Affairs Committee.

4.5. A student who fails to meet the conditions of admission will have their studies terminated immediately and will be refunded for any tuition paid beyond one-quarter of the total program tuition.

## 5. Scope of Studies

5.1. Students in the non-thesis LL.M. track must complete a total of 36 credits.

5.2. Students in the thesis track must complete 36 credits and, in addition, take a Research Methods course and write a master’s thesis.

5.3. Out of the total credits required under Sections 5.1 and 5.2, at least 18 credits must be in courses designated for graduate-level (LL.M.) studies.

5.4. Students pursuing a specialization within the LL.M. must complete at least 14 credits in the specialization area. For this purpose, “courses in the specialization area” refers to courses approved by the Advanced Studies Committee as relevant to that field.

5.5. Students may accumulate up to 8 additional credits beyond the 36 required for degree completion.

## 6. Courses and Seminars

6.1. The LL.M. program includes courses and seminars.

6.2. Course and seminar requirements—including reading materials, type of final exam (open or closed book), grading method (percentage weight of exam, paper, attendance, etc.)—shall be determined by the course lecturer.

6.3. The lecturer may require student attendance in courses and seminars at the master’s level.

6.4. The program will include core courses and may also include elective courses.

6.5. Registration for seminars and elective courses, where applicable, shall be conducted as follows:

6.5.1. The academic office will publish a list of available seminars and elective courses no later than the end of the semester preceding the semester in which they will be offered.

6.5.2. If enrollment is capped, the maximum number of students permitted in a seminar or elective course shall be clearly stated.

6.5.3. Registration for a seminar or elective course shall be permitted until the first day of the semester in which it is offered. Changes in seminar or course registration will be allowed until two weeks after the beginning of the semester and only with approval from the Student Administration Office.

6.6. In any course or seminar with limited enrollment, admission will be granted on a first-come, first-served basis.

6.7. Because graduate studies are held only on certain days and at certain hours, courses and seminars may overlap. In such cases, students may not register for overlapping courses/seminars.

6.8. A student may enroll in an elective course or seminar only if they have fulfilled all prerequisite requirements, including prior coursework (or lack thereof) and any other applicable requirements.

6.9. The College may cancel an elective course or seminar if the number of registered students is below the minimum set by the Advanced Studies Committee. Students whose registration is canceled will be given the option to register for an alternative course or seminar that same semester.

6.10. A student may not take a course that is identical or substantially similar to a course previously taken as part of their LL.B. or LL.M. studies. The Advanced Studies Committee will determine whether courses are identical or similar.

6.11. Students must enroll in at least two seminars during their master's program. Each seminar is worth 4 credits.

6.12. In each seminar, the student must write an independent research paper on a legal topic, analyzing various legal sources. The paper will be written under the supervision of a graduate program lecturer.

6.13. A seminar includes meetings and student presentations, as determined by the seminar lecturer.

6.14. The general regulations regarding seminar paper submission for the LL.B. program also apply to the LL.M. program.

## 7. Examinations

7.1. At the end of each course, there shall be a final examination, final assignment, or integrative assignment, as determined by the lecturer. The lecturer will also determine whether the final exam will be open- or closed-book. The weight of the final exam or assignment in the course grade, as well as the examination format, will be announced at the beginning of the course and listed in the course syllabus.

7.2. The examination format, eligibility to take exams and submit papers, exam schedules, exam procedures, accommodations for students with special needs, and the appeals and grade review process are detailed in the Examination and Assignments Regulations.

7.3. First-session exams (Exam date A) may take place during weeks in which seminar meetings are still held.

7.4. In the LL.M. program, only two exam sessions will be held. Each student is entitled to take both sessions.

7.5. Courses assessed solely by a final paper will have only one submission deadline.

## 8. Joint Semester of Study with a Foreign University

8.1. As part of the LL.M. program, students may be offered the opportunity to participate in a joint academic program with a foreign university (hereinafter: "the University"). This program may take place in Israel, abroad, or partially in both locations.

8.2. The program will be offered only if a formal agreement exists between the University and Ono Academic College.

8.3. Participation in this program requires an additional fee, as determined by the College.

8.4. The joint study semester will last four to six weeks during the summer, during which some of the instruction may take place abroad and some in Israel with visiting international faculty, along with preparatory coursework.

8.5. Participation in the joint semester will grant credit toward the LL.M. degree, as determined by the Advanced Studies Committee, but will not entitle the student to a reduction in tuition for the LL.M. degree.

8.6. Credit will be granted only upon confirmation from the foreign university or its lecturers that the student fulfilled all academic requirements and successfully passed the examinations.

## 9. Accelerated Track

9.1. An LL.B. student at Ono Academic College with a GPA above 90 at the end of their second year may apply to join the accelerated track for LL.M. studies, beginning in the final semester of their LL.B. program.

9.2. This track allows students to accumulate credits equivalent to one semester of LL.M. studies during their undergraduate degree.

9.3. Students in the accelerated track may take up to 8 LL.M. credits during their final undergraduate semester, in addition to their LL.B. coursework.

9.4. Students enrolled in the accelerated track may receive the LL.M. degree only after at least two semesters have passed since completing the LL.B. degree.

## 10. Research Track

10.1. A student may apply for admission to the research track after completing two semesters of LL.M. studies (or for accelerated track students, one semester after completing the LL.B.), provided that the student's average grade in the first two LL.M. semesters is no less than 90.

10.2. Admission to the research track is subject to the approval of the Advanced Studies Committee, or its authorized representative, at its sole discretion, based on its assessment of the student, their academic performance, and research potential.

10.3. The research proposal must be approved by the prospective supervisor, the Advanced Studies Committee, and an external reader who is a tenured faculty member at another recognized institution of higher education.

10.4. The thesis supervisor must be a tenured faculty member at Ono Academic College specializing in law, holding the rank of Senior Lecturer or above.

10.5. Registration in the research track requires an additional payment of 2,000 NIS beyond the regular LL.M. tuition fee, as a condition for approval of the research proposal.

10.6. As a prerequisite for writing the thesis, the Advanced Studies Committee may require the student to take additional courses, such as a research methodology course or any other course determined by the Committee.

10.7. The thesis must be submitted in four printed copies, as well as a digital copy submitted to the Student Administration Office and by email to the thesis supervisor.

10.8. The thesis will be evaluated by three examiners—each holding the rank of Senior Lecturer or above and specializing in law. Two of the examiners must be faculty members at other institutions of higher education.

10.9. A student enrolled in the research track who does not submit the thesis within the required timeframe will instead be eligible for the non-research LL.M. degree.

10.10. A student whose research proposal has been approved may, with supervisor approval, receive credit for the work invested in preparing the proposal. In such a case, the proposal may count as a seminar paper, and the student will receive 4 credits and a grade determined by the supervisor.

10.11. Students in the research track must accumulate 36 credits, including two seminar courses.

10.12. A student in the non-research LL.M. program may apply to transfer to the research track at any point prior to graduation and up to one year after completing their studies, provided their average grade is no less than 90. A student who has already completed the degree and seeks to write a thesis must pay additional tuition equal to half of the total LL.M. tuition fee.

## 11. Final Examination

11.1. The final examination is an exam that covers material studied throughout the LL.M. program and requires students to demonstrate integrative understanding across various areas studied. The exam does not include new material; its purpose is to assess the student's ability to synthesize knowledge from different legal fields into a coherent legal analysis.

11.2. The Advanced Studies Committee may require a final examination as a condition for conferring the non-research LL.M. degree.

11.3. The final exam grade will not be included in the calculation of the final GPA for the degree.

## 12. Transfer Credit and Recognition of Previous Studies

12.1. No exemptions from courses will be granted in the LL.M. program for any reason.

12.2. The following courses may be recognized toward the LL.M. degree:

12.2.1. Courses completed in the Ono Academic College Faculty of Business Administration's master's program, if approved by the Advanced Studies Committee, provided that the total recognized credit does not exceed 4 credits.

## 13. Study Suspension and Maximum Duration of Study

13.1. A student must complete the LL.M. degree (or, in the research track, complete the required credit accumulation) within no more than six semesters.

13.2. A seminar paper may be submitted up to two semesters after the end of formal studies.

13.3. A master's thesis must be submitted no later than two years after the research proposal is approved.

13.4. The Program Director may extend these deadlines, but any such extension will require payment of additional tuition equal to one-quarter of the full LL.M. tuition fee per extended semester or part thereof.

13.5. A student may request to pause ("freeze") their studies for a period not exceeding two years.

13.6. Notice of suspension of studies must be submitted in writing only to both the Student Administration Office and the Program Director. No other form of notice will be accepted.

## 14. Final Grade

14.1. In the research track, the final grade will be calculated as follows:

50% – average of coursework grades

50% – thesis grade

14.2. A student who has fulfilled all requirements and whose final grade is not lower than 75 is entitled to receive the LL.M. degree.

## Part V – Regulations for Master's Degree in Law for Non-Law Graduates (M.A. in Law) (pp. 46–51)

### 1. General

1.1. This regulation is intended to govern the studies of students enrolled in the Master's in Law (M.A.) program at Ono Academic College (hereinafter: "the Academic College"), in the non-research track.

1.2. This regulation supplements the General Academic Regulations of Ono Academic College and does not replace them unless explicitly stated otherwise.

1.3. This regulation was approved by the Academic College's governing bodies, which are authorized to amend it from time to time. Any amendments shall apply to all students, including currently enrolled students.

1.4. With respect to students in the Master's in Law program, in any case of direct contradiction between this regulation and the General Academic Regulations, the provisions of this regulation shall prevail. In all other matters, the General Academic Regulations shall continue to apply.

## 2. Duration of Studies

2.1. The duration of studies in the Master's in Law program shall be no less than four semesters.

2.2. Studies will be held on the days and at the times published by the Academic College.

## 3. Tuition Fees

3.1. Tuition fees for the Master's program shall be determined by Ono Academic College and will be communicated to students prior to the start of studies.

3.2. Tuition fees may be adjusted from time to time for students who have not yet begun their studies, and may also be updated based on changes in the Consumer Price Index for students already enrolled.

## 4. Admission

4.1. Admission requirements for the Master's program include a minimum grade of 80 in a recognized Israeli undergraduate degree or an equivalent academic degree from a recognized foreign university, as determined by the Advanced Studies Committee of Ono Academic College (hereinafter: "the Advanced Studies Committee").

4.2. The Advanced Studies Committee may accept candidates who do not meet the minimum admission threshold on a conditional basis, subject to the conditions and quotas approved by the Council for Higher Education.

4.3. For the purpose of this section, conditional admission means (unless otherwise stated for a particular student) achieving an average grade of no less than 80 in the first semester.

4.4. A student admitted on a conditional basis is required to take all first-semester examinations in Exam date A (subject to exceptions for illness, accident, bereavement, etc., as approved by the Student Affairs Committee).

A student who fails to meet the conditions of admission will have their studies terminated

immediately and will be refunded tuition fees paid beyond one quarter of the total tuition for the degree.

## 5. Scope of Studies

5.1. Students in the Master's in Law (M.A.) program are required to complete 56 credits, consisting of prerequisite courses and Master's-level coursework.

5.2. Prerequisite coursework will total 24 credits, including at least 14 credits of core courses, as well as foundational and additional courses. The Master's-level curriculum will consist of 32 credits.

5.3. If a specialization is offered within the program, a student who chooses a specialization must complete at least 26 credits in the specialization area. For this purpose, courses in the specialization are courses approved as relevant to the specialization by the Advanced Studies Committee.

## 6. Courses and Seminars

6.1. The Master's in Law program includes courses and seminars.

6.2. Course and seminar requirements—including reading materials, examination format (closed- or open-book), and grading components (weight of the exam, written assignments, attendance, etc.)—shall be determined by the course lecturers.

6.3. Lecturers may require attendance in courses and seminars in the Master's in Law program.

6.4. Registration for seminars and elective courses, when offered, will take place as follows:

6.4.1. The administrative office will publish the list of seminars and elective courses by the end of the semester preceding the semester in which they will be offered.

6.4.2. If a maximum number of students is set for an elective course or seminar, it shall be explicitly stated.

6.4.3. Registration for an elective course or seminar shall remain open until the first day of the semester in which the course is offered. Changes in seminar or elective course registration may be permitted within two weeks from the start of the semester and require approval from the Student Affairs Committee.

6.4.4. When a course or seminar has limited enrollment, admission will be granted on a first-come, first-served basis.

6.5. Since the Master's in Law program is offered only on specific days and times, scheduling conflicts between courses and seminars may occur. In such cases, a student may not enroll in overlapping courses or seminars.

6.6. A student may enroll in an elective course or seminar only if they meet the relevant prerequisites, including prior coursework (or lack thereof) and any additional requirements.

6.7. The Academic College may cancel an elective course or seminar if the number of registered students is below the minimum set by the Advanced Studies Committee. Students whose registration is cancelled will be allowed to select an alternative elective course or seminar in the same semester.

6.8. A student may not enroll in a course identical or substantially similar to one previously taken as part of a bachelor's or master's degree program. The determination of whether course content is identical or similar shall be made by the Advanced Studies Committee.

6.9. Each student must complete at least two seminars as part of the Master's in Law program. Each seminar is worth 4 credit points.

6.10. In a seminar paper, the student shall conduct independent legal research on a chosen topic, reviewing relevant legal sources. The paper shall be prepared under the supervision of a faculty member in the master's program.

6.11. Seminars shall include class meetings and student presentations, as determined by the seminar lecturer.

6.12. The provisions of the General Academic Regulations regarding the submission of seminar papers in bachelor's degree programs shall apply, mutatis mutandis, to the Master's in Law program.

## 7. Examinations

7.1. At the conclusion of each course, one of the following will be administered: a final examination, a final written assignment, or an integrative assignment, as determined by the lecturer. The lecturer may also determine whether the examination is closed- or open-book. The weight of the final exam or assignment in the course grade, as well as the examination format, will be provided at the beginning of the course and included in the syllabus.

7.2. Examination procedures, eligibility to sit for exams or submit assignments, exam dates, examination conduct, accommodations for students eligible for special conditions, as well as procedures for reviewing and appealing grades, are detailed in the Examination and Assignments Regulations.

7.3. Examination Period A for master's courses may take place during weeks in which seminar meetings are still being held.

7.4. Only two examination dates (Exam date A and Exam date B) will be held in the Master's program. Students are entitled to sit for both dates.

7.5. In courses where the final grade is based solely on a final written assignment, only one submission date will be offered.

## 8. Final Examination

8.1. A final examination is a comprehensive exam based on material studied during the Master's in Law program. It is designed to assess the student's ability to integrate knowledge from multiple legal fields into a coherent legal analysis. It does not introduce new material.

8.2. The Advanced Studies Committee may require the completion of a final examination and condition the granting of the Master's degree on achieving a passing grade in that examination.

8.3. The grade for the final examination shall not be included in the calculation of the final GPA.

## 9. Exemptions and Recognition of Prior Studies

No exemptions from courses will be granted under any circumstances in the Master's in Law program.

## 10. Study Freeze and Maximum Duration of Studies

10.1. A student must complete the Master's degree in Law (or complete the required credit points in the research track, as applicable) within a period not exceeding five semesters.

10.2. A seminar paper may be submitted up to one semester after the completion of studies.

10.3. The Head of the Program may extend the above periods; however, such an extension shall require an additional tuition fee equal to one quarter of the total tuition cost for the Master's in Law degree for each semester or part thereof.

10.4. A student is entitled to freeze his/her enrollment in the Master's in Law program for a period not exceeding two years.

10.5. Notice of a study freeze must be submitted in writing only, to both the Student Administration Office and the Program Director. No other form of notice will be accepted.

## 11. Final Grade

11.1. The final grade for the Master's in Law degree shall be the average of all course grades in the program.

11.2. A student who has fulfilled all degree requirements and whose final grade is not lower than 75 is entitled to receive a Master's degree certificate.

## Part VI – Regulations for Graduate Studies in Humanities and Social Sciences (pp. 51–61)

### 1. General

1.1. This regulation is intended to govern the studies of students enrolled in the master's degree programs in the Humanities and Social Sciences at Ono Academic College (hereinafter: "the Academic College").

1.2. The full text of this regulation is published on the Academic College website (<https://www.ono.ac.il/eng/>). Copies of this regulation are available at all Student Administration Offices, the Student Association offices, and the library. A summary of the regulation and a reference to the full text appear in the Information Handbook for Applicants and are distributed to all students during the first week of the academic year.

1.3. The Student Disciplinary Code and the Policy for the Prevention of Sexual Harassment are published in the same manner as this regulation and constitute an integral part thereof.

1.4. The Academic College is committed to the Student Rights Law; to the Student Rights Regulations and accommodations for students serving in reserve duty; to the Student Rights Regulations and accommodations for fertility treatments, pregnancy, childbirth, adoption, or foster placement; and to the Equal Rights for Persons with Disabilities in Higher Education Regulations, as published on the Council for Higher Education website (<https://che.org.il/en/>). These documents constitute an integral part of this regulation.

1.5. Admission procedures to the Academic College, including admission requirements, tuition fees and payment terms, scholarship eligibility, and student services, appear in the Information Handbook for Applicants. The handbook is published annually at the opening

of registration and is provided to every applicant. It constitutes an integral part of this regulation.

1.6. This regulation has been approved by the Ono Academic College authorities, which are authorized to amend it from time to time. Any amendments shall apply to all students, including those currently enrolled.

1.7. The Dean of Students or the Students' Affairs Committee may authorize exceptions to this regulation in special cases, subject to consultation with the dean of the relevant program.

1.8. In any matter governed by this regulation, the provisions herein shall prevail over the General Academic Regulations. In any matter not addressed herein, the General Academic Regulations shall apply.

## 2. Course of Studies

### 2.1. Duration of Studies

2.1.1. The duration of studies for the M.A. in Jewish Studies is 3 to 4 trimesters.

2.1.2. The duration of studies for the M.A. in Education is 4 to 5 trimesters.

2.1.3. Studies are continuous and continue during the summer.

2.1.4. The period specified in Section 2.1.1 may be extended upon the student's request and with the approval of the Students' Affairs Committee. However, the total period of study shall not exceed 7 years.

2.1.5. If a suspension of studies is approved at the student's request, as stated in Section 3.4 below, the suspension period shall not be counted toward the total duration of studies. However, the total duration of studies, including the suspension period, shall not exceed 7 years.

2.1.6. Completion of studies is subject to fulfillment of all academic and financial obligations, and clearance of all library debts.

## 3. Termination of Studies

A student's studies may be terminated in any of the following cases:

### 3.1. Termination Due to Academic Reasons

3.1.1. A student who receives a grade of "fail" in the same course more than four times shall have his/her studies terminated.

3.1.2. A student who fails to meet the progression requirements (Section 2 above) twice—either consecutively or non-consecutively—shall have his/her studies terminated.

3.1.3. A Dismissal Committee, chaired by the faculty dean, will deliberate exceptional cases and may make any decision on the matter.

### 3.2. Termination Due to Administrative Reasons

3.2.1. A student who fails to complete registration as required shall be considered to have voluntarily terminated his/her studies.

3.2.2. A student who fails to meet his/her financial obligations shall be considered to have voluntarily terminated his/her studies.

### 3.3. Termination Due to Disciplinary Reasons

3.3.1. The disciplinary bodies of the Ono Academic College may order the termination of studies for disciplinary reasons. The full disciplinary code, published on the Academic College website, constitutes an integral part of this regulation and is binding on all students.

### 3.4. Voluntary Termination of Studies by the Student

3.4.1. A student who wishes to discontinue studies must submit a written request to the Students' Affairs Committee. Tuition charges/refunds shall be calculated in accordance with the Tuition Regulations.

## 4. Resuming Studies

4.1. A student who wishes to resume studies after an approved suspension must submit a request to the Students' Affairs Committee at least two months before the beginning of the academic year.

4.2. Resumption of studies after voluntary suspension is subject to approval by the Students' Affairs Committee and to any conditions it establishes.

4.3. Resuming studies will be subject to the terms applicable during the year of return, including tuition fees and course schedules.

4.4. Resuming studies will be subject to the program requirements as applicable during the year of return. If significant changes have been made to the required courses and/or curriculum, the Academic College may require the student to take additional courses and/or repeat courses previously taken.

## 5. Continuity of Studies

5.1. A student who interrupts studies without the approval described in Section 4 may resume studies only by reapplying for admission and meeting the admission requirements then in force.

5.2. Students may not be granted more than one approved suspension of studies during their degree.

5.3. In any case, the Students' Affairs Committee may require the student to repeat courses already completed and/or complete additional requirements before graduation, as described in Section 4 above.

5.4. A student who has not completed the degree within seven years from the start of studies shall have his/her studies terminated. In exceptional cases and with the approval of the Students' Affairs Committee, studies may be extended by one additional year.

5.5. In all cases of suspension due to personal reasons, the student must notify the Student Administration Office and the Finance Department in writing.

5.6. If studies are terminated for academic or disciplinary reasons, it is the responsibility of the Student Administration Office to notify the Finance Department.

## 6. Recognition of Prior and Parallel Studies

6.1. A student requesting recognition or exemption for prior studies completed at another institution of higher education must submit a request to the Students' Affairs Committee no later than two weeks from the beginning of the academic term, accompanied by certification of the prior studies and a detailed list of completed courses. A student submitting such a request during the admissions stage must submit it through the Admissions Office.

6.2. This provision also applies to studies undertaken concurrently with studies at the Academic College.

6.3. In determining recognition of studies under this section, the Students' Affairs Committee will consider, among other things: the institution at which the course was taken, the grade received, the time elapsed since the course was taken, and the nature of the course.

6.4. Exemptions are granted based on relevant academic studies completed no more than seven (7) years prior to the start of studies at the Academic College.

## 7. Completion of Studies

7.1. A student who has fulfilled all academic requirements for the degree is entitled to receive formal certification of degree eligibility after completing, through the Academic College website, the clearance form confirming the fulfillment of obligations toward the following departments: Finance, Library, and Student Administration.

7.2. A student shall be deemed to have completed studies at the Academic College only if all academic requirements have been met and a minimum grade of 60 has been received in each course taken.

7.3. Without derogating from the foregoing, a student shall be eligible for an Academic College degree only if at least two-thirds of the period of study toward the degree was completed at the Academic College and the student completed at least two-thirds of the program's required coursework at the Ono Academic College, with the remaining coursework completed through recognized prior studies as described above.

## 8. Fulfillment of Academic Requirements

### 8.1. Student Attendance in Classes, Exercises, and Seminars

8.1.1. A student must attend all scheduled course meetings (lectures, seminars, or project sessions). A student will not be permitted to sit for the final examination or submit seminar/project work if attendance falls below 80% of class meetings. A lecturer may require attendance higher than 80% or impose a different attendance-related sanction, provided such requirement is stated in the course syllabus.

8.1.2. In non-practical frontal courses, the lecturer may determine the required percentage of in-person attendance. The remainder of the 80% minimum attendance (as stated in Section 8.1.1) may be fulfilled through real-time online (synchronous) participation, provided that such option is specified in the syllabus.

8.1.3. Class sessions will be recorded and uploaded to the course website. Recordings will remain available until the end of the examination period. Viewing recorded classes asynchronously shall not count as attendance unless the lecturer explicitly states in the syllabus that viewing the recording prior to the following class will be considered attendance.

8.1.4. Classes held in small groups or those based on personal or group processes will not be recorded.

8.1.5. It is prohibited to download, record, copy, translate, or distribute—whether digitally or in print—the lectures, course readers, or any other materials produced by Ono Academic College, its academic staff, or lecturers, beyond the scope of the course. Any such action constitutes a violation of copyright belonging to the lecturer and/or the Academic College.

8.1.6. A student who, for justified reasons, is unable to attend a class in which attendance is recorded must notify the lecturer in writing or orally as early as possible (subject to the circumstances), and provide an explanation and supporting documentation.

8.1.7. When fulfilling attendance requirements via remote participation, the student must keep the camera on. Participation with the camera off will not be counted as attendance. A student who has a justified reason preventing use of the camera must notify the lecturer in advance and obtain approval.

8.1.8. When entering an online class with camera on, a virtual background may be used, provided it is neutral. Students must maintain appropriate dress and respectful behavior.

8.1.9. In addition to attending class, students are required to complete assigned readings, oral and written assessments, and homework assignments as required by the lecturer or teaching assistant. A student who fails to meet these requirements will not be permitted to take the final examination and will be required to repeat the course in full.

8.1.10. A lecturer or teaching assistant may verify student attendance in any manner they deem appropriate.

8.1.11. A seminar/project lecturer may verify the attendance of each student in every session.

8.1.12. A student in Jewish Studies who, for justified reasons, cannot attend a class in which attendance is recorded must notify the Student Administration Office in writing or orally, as early as possible (subject to the circumstances), with explanation and supporting documentation.

8.1.13. All attendance rules are subject to the Council for Higher Education regulations concerning Student Rights (accommodations due to fertility treatments, pregnancy, childbirth, adoption, or foster care) (2012), as well as the Student Rights Law for reservists.

## 8.2. Seminars / Projects

8.2.1. A student shall participate in the seminar or project required by the curriculum of the program in which he/she is enrolled.

8.2.2. The seminar/project grade shall be based on the written seminar paper and, at the lecturer's discretion, on oral presentation and defense (individual or group) and on the student's contribution to discussions during the seminar/project. The lecturer will provide the grade components at the beginning of the seminar.

8.2.3. The order of student presentations will be determined by the lecturer.

8.2.4. Seminar papers must be submitted via the course website. The required length will be determined by the lecturer and communicated in advance.

8.2.5. The student must retain a copy of the submitted paper.

8.2.6. Seminar/project papers must be submitted according to the timetable determined solely by Student Administration. Each student must submit the seminar/project by the final deadline.

8.2.7. A student who fails to submit a seminar paper on time and/or fails to complete seminar/project assignments will receive a grade of 0 for the seminar/project.

8.2.8. A student who submits a late seminar/project paper will be penalized as follows (see also Appendix C):

8.2.8.1. Up to one week late: 5 points deducted from the seminar/project grade.

8.2.8.2. Second week late: an additional 5 points deducted.

8.2.8.3. After two weeks: the student may not submit the paper during that cycle and must submit it in the next cycle, with a 10-point deduction.

8.2.9. Once a student has submitted a paper for grading, it is deemed final. Claims that the submitted document was a draft will not be considered.

8.2.10. Seminar/project grades shall be issued within 60 days of submission.

## 9. Study Program

### 9.1. Course Scheduling

Course registration and construction of the study program are carried out before each trimester.

The Student Administration Office will publish registration dates, and it is the student's responsibility to arrange their timetable within the allotted period.

A student who does not register on time may find that some courses are already full.

The timetable may be arranged through the Student Administration Office.

It is strictly forbidden to register for courses that overlap in their scheduled teaching hours.

Any overlapping course will be canceled and deleted from the study program.

### 9.2. Changes in the Study Program

9.2.1. Changes to the study program may be made only during the first two weeks of each semester. Requests for changes must be submitted in writing to the Student Administration Office.

9.2.2. A student is not entitled to make changes in the study program in the following cases:

9.2.2.1. The timetable was not arranged within the period designated for the student.

9.2.2.2. Tuition fees were not settled on time.

### 9.3. Course Cancellation

A student may cancel registration for a course by submitting written notice of cancellation no later than two weeks from the beginning of the course.

#### 9.4. Surplus Courses

If a student has a surplus course listed on their academic transcript, they may request to have it removed from the transcript, provided they have fulfilled all academic requirements and met all obligations for the degree.

### 10. Examinations

10.1. At the end of each course, one of the following will be administered: an examination, a final assignment, or an integrative assignment, as determined by the lecturer and in coordination with the Faculty Dean / Program Head. The weight of the final examination or final assignment in the overall grade will be communicated at the beginning of the course and will appear in the course syllabus under “Course Requirements.”

10.2. Examination format, eligibility to sit for exams and submit assignments, exam dates, conditions for students entitled to special accommodations, as well as procedures for reviewing and appealing exams and for publishing grades, are detailed in the Examinations and Assignments Regulations.

### 11. Grades

#### 11.1. General Progression Rules

11.1.1. A passing grade in a course is 60. A passing grade in the final examination is a necessary condition for a passing grade in the course.

11.1.2. A lecturer may specify additional passing requirements in the course syllabus, beyond those set out here. Such conditions are binding on all students enrolled in the course.

11.1.3. A student whose final course grade is a failing grade due to failure in the final examination must re-register for the course and fulfill all course requirements again.

11.1.4. Grades for examinations and assignments shall be provided to students within three weeks of the exam date or assignment submission date.

11.1.5. Grades for multiple-choice examinations shall be provided to students within 15 days of the exam date.

11.1.6. A student may not contact the lecturer directly regarding a grade, but only through the Student Administration Office and/or by submitting an appeal in accordance with the relevant procedures.

11.1.7. Grades will be published on the Academic College website.

11.1.8. Under no circumstances will grades be provided by telephone by the Student Administration Office.

## 11.2. Waiver and Improvement of a Passing Grade

### 11.2.1. Waiver and Improvement of a Grade via Exam Retake

11.2.1.1. A student who received a passing grade in the final examination in Exam date A and wishes to improve the grade in Exam date B of the same academic year may do so by registering via the website up to 7 days before Exam date B. Grade improvement is also possible in Exam date C, if such a session is held in that course and only if the student has not yet used both exam opportunities.

11.2.1.2. If a student sits an exam for the purpose of grade improvement, the later grade replaces the earlier grade, even if the earlier grade was higher and even if the later grade is a failing grade. The student may not request that the previous passing grade stand in the event of failure in the later exam.

### 11.2.2. Waiver and Improvement of a Grade via Repeating the Course

11.2.2.1. A student who failed the final examination in Exam date A but passed in Exam date B has exhausted both exam opportunities and may not improve the grade in that course by taking another exam. If the student wishes to improve the grade, they must re-register for the course and complete all course requirements again, provided that registration is completed within two weeks from the beginning of the semester in which the course is offered.

11.2.2.2. A student who re-enrolls in a course as above must fulfill all course requirements in the new course, unless the Students' Affairs Committee decides otherwise. If the Committee approves carrying forward a midterm assignment grade, its weight will be calculated according to the syllabus of the new course.

11.2.2.3. It is not possible to improve only the midterm component, unless specifically approved by the Students' Affairs Committee.

11.2.2.4. Where a student takes an exam for the purpose of grade improvement, the later grade will replace the earlier one, even if the earlier grade was higher and even if the later grade is a failing grade. The student may not request that the previous passing grade remain valid in the event of failure at the later date.

### 11.3. Midterm Assignments

11.3.1. The student must complete all midterm assignments as determined by the course lecturer and published in the course syllabus.

11.3.2. Midterm grades will be combined with the final examination or final assignment grade in accordance with the weights listed in the syllabus, provided that the final exam/assignment grade is a passing grade. The final course grade will be considered valid only if the weighted grade is at least 60, or a higher passing grade if so determined by the faculty/program.

11.3.3. In courses where the midterm assignment is graded on a “Pass/Fail” basis, and the assignment is part of the final course grade but its weight is not specified in the syllabus, its weight will be calculated as 10% of the final grade.

11.3.4. A student who does not complete a midterm assignment will still be allowed to sit for the final exam/submit the final assignment; the weight allocated to midterm assignments will be recorded as zero, unless the Students’ Affairs Committee decides otherwise.

11.3.5. A student who fails a course due to failure in a midterm assignment must re-enroll in the course. It is not possible to complete only the missing midterm assignments in another course, except for midterm exams.

11.3.6. A final course grade below 60, or below any higher passing threshold set by the faculty in which the student is enrolled, constitutes a failing grade, and the student must register for another course.

11.3.7. In courses where the syllabus specifies that homework, presentations, or similar assignments are required as a prerequisite for sitting the final exam, the lecturer may bar a student who has not completed these assignments from taking the final exam, unless the Students’ Affairs Committee decides otherwise.

### 11.4. Failure in a Required Course

A student who receives a final grade of “fail” in a required course must retake the course when it is next offered and complete all course requirements, including attendance, assignments, and oral examinations.

In courses with mandatory attendance, the student may apply to the Students’ Affairs Committee for an exemption from attendance. The request must be submitted before the start of studies. Attendance is required until a positive decision is received. If an exemption is granted, the student is still responsible for independently completing the course material.

## 11.5. Failure in Surplus Courses

A student who sits an exam in a surplus/elective course and fails will have the failing grade recorded and included in the GPA. Once the student has improved the grade or completed another course instead, the failing grade will be removed from the academic transcript.

## 12. Distinction (Honors)

### 12.1. Graduation with Distinction

12.1.1. The following distinctions will be noted on the master's degree certificate upon completion of the degree:

12.1.2. Degree with Distinction – awarded to a graduate whose final GPA is not lower than 94.

12.1.3. Degree with Highest Distinction – awarded to a graduate whose final GPA is not lower than 97.

12.1.4. For the purpose of calculating these averages, only grades for courses and seminars studied at Ono Academic College will be taken into account.

## 13. Graduation Ceremony

As a rule, the graduation ceremony will be held in the academic year following the year in which students have completed their studies.

## Part VII – Regulations for Graduate Studies in Nursing and Health Professions (pp. 62–72)

### 1. General

1.1. This Code of Regulations is intended to govern the studies of students in the master's degree programs in the Health Professions at Ono Academic College (hereinafter: "the Academic College").

1.2. The full text of this Regulation is published on the Academic College website (<https://www.ono.ac.il/eng/>). Copies of the Regulation are available in each Student Administration Office, at the Students' Association offices, and in the library. A summary of the Regulation and a reference to the full version appear in the Information Handbook for Applicants and are distributed to all students during the first week of the academic year.

1.3. The Student Disciplinary Code and the Code for the Prevention of Sexual Harassment are published in the same manner as this Academic Regulation and constitute an integral part of it.

1.4. The Ono Academic College is committed to the Student Rights Law; to the regulations governing rights and accommodations for students performing reserve military duty; to the regulations regarding rights and accommodations relating to fertility treatments, pregnancy, childbirth, adoption, or the placement of a child in foster care; and to the Equal Rights for Persons with Disabilities in Higher Education Regulations, all as published on the website of the Council for Higher Education (<https://che.org.il/en/>). These provisions form an integral part of this Regulation.

1.5. Procedures for admission to the Academic College—including admission requirements, tuition fees and payment terms, scholarships, and student services—are detailed in the Information Handbook for Applicants. This handbook is published annually at the start of the admissions period and is provided to any candidate interested in applying to the Academic College. This handbook constitutes an integral part of this Regulation.

1.6. This Regulation has been approved by the Academic College authorities, which are authorized to amend it from time to time. Any changes to the Regulation shall apply to all students, including currently enrolled students.

1.7. The Dean of Students or the Students' Affairs Committee may approve deviations from this Code in exceptional cases, in coordination with the dean of the relevant Program.

1.8. In any matter regulated by this Regulation, the provisions herein shall take precedence over the General Academic Regulations. In matters not addressed in this Regulation, the General Academic Regulations shall apply.

1.9. The master's degree program in Nursing offers various specialization tracks.

## 2. Course of Study

### 2.1. Duration of Studies

2.1.1. The duration of studies for the master's degree in Nursing and in Health and Rehabilitation Sciences is four semesters. Summer semester courses may also be offered.

2.1.2. The period specified in Section 2.1.1 may be extended upon the student's request and with the approval of the Students' Affairs Committee. However, in any case, the total duration of studies shall not exceed four years.

2.1.3. Completion of the degree is conditional upon fulfilling all academic requirements, financial obligations, and library clearance.

2.1.4. Students required to complete prerequisite courses for the master's degree must complete such courses no later than the end of the third semester of studies.

### 2.2. Discontinuation of Studies

A student's studies shall be terminated under any of the following circumstances:

#### 2.2.1. Discontinuation for Academic Reasons

2.2.1.1. A student whose examination grade in the same course is "fail" four times shall have their studies discontinued.

2.2.1.2. A student who fails to meet progression requirements twice, whether consecutively or not, shall have their studies discontinued.

2.2.1.3. A Dismissal Committee, chaired by the Faculty Dean or the authorized Program Head, shall consider exceptional cases related to discontinuation of studies and is authorized to make any decision on the matter.

#### 2.2.2. Discontinuation for Administrative Reasons

2.2.2.1. A student who fails to complete registration as required will be considered to have notified the Academic College of their decision to discontinue studies.

2.2.2.2. A student who fails to meet their financial obligations will be considered to have notified the Academic College of their decision to discontinue studies.

#### 2.2.3. Discontinuation for Disciplinary Reasons

The disciplinary authorities of the Academic College may decide to terminate a student's studies for disciplinary reasons. The complete Disciplinary Code, available on the Academic College website, constitutes an integral part of these regulations and is binding on all students.

#### 2.2.4. Voluntary Discontinuation of Studies by the Student

A student wishing to discontinue their studies must submit a written request to the Students' Affairs Committee. Tuition obligations or refunds will be processed in accordance with the Tuition Regulations.

2.2.5. If discontinuation of studies occurs for academic or disciplinary reasons, the Student Administration Office is responsible for notifying the Finance Department.

2.2.6. The Academic College may terminate a student's studies due to professional, personal, or behavioral unsuitability, in accordance with the procedure detailed in the appendix to these Regulation, which constitutes an integral part thereof.

### 2.3. Resumption of Studies

2.3.1. A student who seeks to resume studies after an approved interruption must submit a request to the Students' Affairs Committee at least two months prior to the start of the academic year.

2.3.2. Resumption of studies following a voluntary interruption by the student is subject to the approval of the Students' Affairs Committee and to conditions determined by the Committee.

2.3.3. Resumption of studies shall be subject to the terms in effect in the academic year in which the student returns, including tuition fees and course schedule.

2.3.4. Resumption of studies shall also be subject to the curriculum requirements in effect in the academic year in which the student returns. If there have been substantial changes in the required courses and/or study program, the Academic College reserves the right to require the student to complete additional courses and/or repeat courses previously taken.

### 2.4. Continuity of Studies

2.4.1. If a student voluntarily discontinues studies as described in Section 2.2.4 above, the period of interruption will not be counted toward the official duration of study. However, the total period of study including the interruption may not exceed four years.

2.4.2. A student who discontinues studies without approval as described in Section 2 above may resume studies only by reapplying to the Academic College and meeting the admission requirements in effect at that time.

2.4.3. An interruption of studies will not be approved more than once during the degree program.

2.4.4. In any case, the Students' Affairs Committee may require the student to repeat courses already taken and examined and/or to complete additional requirements prior to conferral of the degree.

2.4.5. A student who does not complete the degree within four years from the beginning of studies at the Academic College will have their studies terminated immediately.

2.4.6. In any case of discontinuation for personal reasons, the student must notify the Student Administration Office and the Finance Department in writing.

## 2.5. Recognition of Prior and Parallel Studies

2.5.1. A student requesting credit or exemption for prior academic studies completed at another recognized institution of higher education must submit a request to the Exemptions Committee.

2.5.2. Requests for exemptions may be submitted collectively for all courses in the degree program within the first two weeks of the first trimester. A request for exemption from an individual course may also be submitted within the first two weeks of any trimester.

2.5.3. In considering requests under this section, the Exemptions Committee will take into account, among other factors: the institution in which the course was taken, the grade earned, the time elapsed since the course was taken, and the nature and content of the course.

2.5.4. Exemptions cannot be granted for specialization courses in the master's degrees in Nursing and Rehabilitation. It may be possible to substitute a required specialization course with another specialization course previously completed, but only with prior approval of the Students' Affairs Committee.

2.5.5. As a rule, studies taken concurrently at another institution will not be recognized for credit unless preapproved in writing by Ono Academic College.

2.5.6. Exemptions will be granted only under the following conditions:

2.5.6.1. The prior studies were taken no more than five years before beginning the degree at Ono Academic College.

2.5.6.2. A minimum grade of 80 was earned in the relevant course.

2.5.6.3. A course syllabus bearing the institution's logo and official signature is provided.

2.5.7. Responses to exemption requests will be sent by email during the third week of the semester.

## 2.6. Completion of Studies

2.6.1. A student who has fulfilled all academic requirements for the degree is eligible to receive a “Certificate of Eligibility for Degree” after submitting, through the Academic College website, the “Clearance Form”, confirming completion of obligations to all relevant departments: Finance, Library, and Student Administration.

2.6.2. A student completes studies at the Academic College upon fulfilling all academic requirements and achieving a grade of at least 70 in every course taken.

2.6.3. Without derogating from the above, only a student who has completed at least two-thirds of the total study period at the Ono Academic College and has completed at least two-thirds of the required coursework at the Ono Academic College (with the remainder recognized as prior studies per Section 2.5) shall be eligible for an Academic College degree.

## 2.7. Compliance with Academic Requirements

### 2.7.1. Attendance Policy for Classes, Exercises, and Projects

2.7.1.1. A student is required to attend all scheduled meetings (lectures or project sessions) as part of the study program. A student whose attendance falls below 80% of course or project meetings will not be permitted to sit for the final exam or submit the final project. A lecturer may require a higher attendance rate than 80% or impose an alternative sanction for absences, provided this requirement is stated in advance in the course syllabus.

2.7.1.2. In non-practical, frontal courses, the lecturer may determine the required percentage of in-person attendance. The remaining portion needed to reach the 80% minimum attendance requirement (as stated in Section 2.7.1.1) may be fulfilled through synchronous remote participation, provided this is indicated in the course syllabus.

2.7.1.3. Lecturers will record lessons and upload them to the course website. Recordings will be available until the end of the exam period. Viewing recorded lessons asynchronously does not count as attendance unless the lecturer has explicitly stated in the syllabus that watching the recording by the following class will be considered attendance.

2.7.1.4. Lessons held in small groups or lessons based on personal or group processes will not be recorded.

2.7.1.5. It is strictly forbidden to download, record, reproduce, translate, or distribute—whether digitally or in print—lectures, course readers, or any other content provided by Ono Academic College / Ono faculty / Ono lecturers in any form beyond the scope of the

course. Any such action constitutes a violation of the lecturer's / course's copyright and/or the Academic College's rights.

2.7.1.6. A student who, for justified reasons, cannot attend a session in a course where attendance is recorded must notify the lecturer in writing or verbally as early as possible (depending on the circumstances), and provide an explanation and supporting documentation.

2.7.1.7. In courses where attendance requirements may be fulfilled through remote participation, the student must attend with the camera turned on. Attendance with the camera turned off will not be recognized. A student who, for justified reasons, is unable to attend with a camera open must notify the lecturer in advance and obtain approval.

2.7.1.8. When entering an online class with the camera on, students may use a virtual background, provided it is neutral and appropriate, and they must maintain appropriate dress and respectful behavior.

2.7.1.9. In addition to class attendance, students are required to complete assigned readings, participate in oral and written assessments, and complete homework assignments as required by the lecturer or instructor. A student who does not meet these obligations will not be permitted to take the final examination in the course and must repeat the course in full, including all associated requirements.

2.7.1.10. A lecturer or instructor may verify student attendance in any manner they deem appropriate during course meetings.

2.7.1.11. A seminar lecturer is required to verify the attendance of each student in every session held.

2.7.1.12. The attendance rules specified above are subject to the Council for Higher Education regulations regarding student rights, including accommodations relating to fertility treatments, pregnancy, childbirth, adoption, foster care, and military reserve service (CHE Regulations, 2012).

## 2.8. Prerequisites

2.8.1. If a course has prerequisite requirements, a student is eligible to enroll in the course only if those requirements have been fulfilled.

2.8.2. Completion courses required for students who do not come from a health or nursing background serve as prerequisites for certain elective courses. The list of required prerequisite courses for each elective is available through the Student Administration Office.

## 2.9. Final Projects

2.9.1. Every student must participate in the final project required by their program of study.

2.9.2. The project grade will be based on the final written project and the initial research proposal submitted in the early stages, and will also undergo evaluation by an external reviewer. The lecturer will inform students of the grading components at the outset of the project.

2.9.3. The schedule and order of supervision meetings will be determined by the lecturer.

2.9.4. The required length and format of the project will be determined by the lecturer and communicated in advance.

2.9.5. Students are responsible for keeping a copy of the submitted project.

2.9.6. The final project must be submitted in accordance with the deadlines set exclusively by the Student Administration Office. Each student is obligated to submit the project by the final due date.

2.9.7. A student who submits the project late will incur a grade penalty as follows:

- 2.9.7.1. Up to one week late – 5-point deduction from the project grade.
- 2.9.7.2. Submission during the second week of delay – an additional 5-point deduction.
- 2.9.7.3. After two weeks past the official deadline, the student may no longer submit the project and must resubmit during the next cycle, with a deduction of 10 points from the final grade.

2.9.8. Once a student submits a project for evaluation, it is presumed to be the final version. Claims that the submitted copy was a draft will not be accepted.

2.9.9. Grades for the final project will be issued no later than 90 days after the final submission deadline.

## 3. Academic Schedule / Course Enrollment

### 3.1. Course Scheduling

Course registration and timetable planning occur prior to each semester. The Student Administration Office will upload the schedule to the Academic College website, and it is the student's responsibility to review their timetable during the designated period. Students are responsible for registering for the required courses. Failure to register on time may result in courses reaching maximum capacity. Schedule adjustments may be made

through the Student Administration Office. Registration for overlapping courses is strictly prohibited.

### 3.1.1. Schedule Changes

Schedule changes may only be made within the first two weeks of each trimester. Requests for schedule changes must be submitted in writing to the Student Administration Office.

### 3.1.2. A student is not entitled to make schedule changes in the following cases:

- 3.1.2.1. Failure to arrange their course schedule during the designated period.
- 3.1.2.2. Failure to settle tuition payments on time.

## 3.2. Course Withdrawal

A student may cancel enrollment in a course by submitting written notice no later than the first two weeks from the start of the course, provided the course is not a mandatory course.

## 3.3. Excess Courses

If a student has an additional (non-required) course listed on their academic transcript, they may request to have it removed. This option is available only after the student has fulfilled all academic requirements and completed all degree obligations.

## 4. Examinations and Assignments

4.1. At the conclusion of each course, there will be a final exam and/or final paper and/or integrative assignment, as determined by the lecturer and in coordination with the Dean of the Faculty/Program Head. The weight of the final exam or final assignment in the overall course grade will be provided at the beginning of the course and listed in the syllabus.

4.2. The method of assessment, eligibility to sit for examinations and submit assignments, exam dates, examination procedures, accommodations for students entitled to special conditions, as well as procedures for exam review, grade appeals, and publication of grades, are detailed below in the Examinations and Assignments Regulations.

## 5. Grades and Academic Progress Requirements

5.1. The passing grade for a course is 70. Passing the final examination is a necessary condition for passing the course. In courses that include multiple exams or assignments in addition to the final exam, a passing grade on each exam or assignment shall be no less than 60, provided that the overall final course grade is at least 70.

5.2. A lecturer may specify additional passing requirements in the course syllabus. Such requirements are binding upon all students enrolled in the course.

5.3. A student whose final course grade is “Fail” due to failure in the final exam must re-register for the course and fulfill all requirements again.

5.4. Grades for exams and assignments shall be provided to students within three weeks of the exam date or submission deadline.

5.5. Grades for multiple-choice examinations shall be provided within 15 days of the exam date.

5.6. A student may not contact the lecturer directly regarding grades, except through the Student Administration Office and/or via the formal appeal process described above.

5.7. Grades will be posted on the institution’s website.

5.8. Under no circumstances will grades be provided by phone by the Student Administration Office.

## 5.9. Grade Waiver and Improvement

### 5.9.1. Waiver and grade improvement in an existing course:

5.9.1.1. A student who passed the final exam in the first sitting (Exam date A) and wishes to improve their grade in the second sitting (Exam date B) during the same academic year may register online up to seven days before the exam date.

5.9.1.2. If the student retakes the exam in order to improve their grade, the later grade will replace the earlier one—whether higher or lower—and even if the later grade is a failing grade. The student may not request that the previous passing grade be restored if they fail the later attempt.

### 5.9.2. Waiver and grade improvement through re-enrollment in the course:

5.9.2.1. A student who failed Exam date A and passed Exam date B has exhausted both exam opportunities and may not improve the grade in that course. If the student wishes to

improve the grade, they must re-enroll in the course and meet all course requirements again, provided they register no later than two weeks after the start of the semester.

5.9.2.2. A student who re-enrolls must complete all requirements of the new course unless the Student Affairs Committee authorizes otherwise. If the committee approves transferring a midterm-grade component, its weight will correspond to the structure of the new course.

5.9.2.3. Midterm assignments alone may not be improved, unless specifically approved by the Student Affairs Committee.

5.9.2.4. If the student re-takes a course to improve their grade, the later grade will replace the earlier one—even if the original grade was higher, and even if the later grade is a failing grade. The student may not request that the earlier passing grade be reinstated if the later grade is a fail.

## 5.10. Failure in a Required Course

A student who receives a final grade of “Fail” in a required course must repeat the course at the next available offering and fulfill all course requirements, including attendance, submission of assignments, and oral/written assessments. In courses where attendance is mandatory, the student may submit a request for exemption from attendance to the Student Affairs Committee. The request must be submitted before the start of the course. Attendance remains mandatory until the request is approved. If an exemption is granted, the student remains responsible for completing all course materials.

## 5.11. Failure in an Elective Course

5.11.1. A student registered for an elective course who does not attend the exam will receive a grade of 0. The grade of 0 for non-attendance will be recorded with an internal code and will remain on the student’s academic transcript until completion of the degree. It will be removed from the final academic transcript.

5.11.2. A student who takes the exam in an elective course and fails will have the grade recorded and factored into their GPA. After the grade has been corrected or another course has been completed in its place, the failing grade will be removed from the academic transcript.

## 6. Degree Honors

6.1. A Certificate of Academic Excellence will be awarded to graduates based on their overall academic achievements during the degree.

6.2. Certificate of Excellence – awarded to students whose overall degree average ranks within the top 10% of their specialization, and whose final GPA is not lower than 90.

6.3. Certificate of High Distinction – awarded to students whose final GPA is not lower than 95.

## 7. Graduation Ceremony

As a rule, the graduation ceremony is held during the academic year following the year in which the students completed their studies. A student may participate in the ceremony only if eligibility for the degree has been granted no later than April 1st of the year in which the ceremony is held.

## Part VIII – Regulations for Graduate Studies in the Arts (pp. 73–81)

### 1. General

1.1. This Regulation is intended to govern the studies of students enrolled in the Master’s Degree in Arts at Ono Academic College (hereinafter: “the College”).

1.2. The full Regulation is published on the College’s website. Printed copies are available in each of the Student Administration Offices, at the Student’ Association offices, and in the library. A summary and reference to the full regulation appear in the Information Handbook for Applicants and are distributed to all students during the first week of the academic year.

1.3. The Student Disciplinary Code and the Sexual Harassment Prevention Code are published in the same manner as this Academic Regulation and constitute an integral part of it.

1.4. The College is committed to the Student Rights Law; to the regulations on student rights and accommodations for students serving in reserve duty; to the regulations concerning accommodations due to fertility treatments, pregnancy, childbirth, adoption, foster care or legal guardianship; as well as to the Equal Rights for Persons with Disabilities in Higher Education Regulations, as published on the Council for Higher Education website. These constitute an integral part of this regulation.

1.5. The registration process to the College—including admission requirements, tuition fees and payment arrangements, scholarships, and student services—is detailed in the Information Handbook for Applicants. The handbook is published annually at the beginning of the registration period and is provided to all prospective candidates. It constitutes an integral part of this regulation.

1.6. As part of the registration process for the Master’s Degree in Arts, students are required to complete a health declaration.

1.7. This Regulation has been approved by the governing bodies of the College, which are authorized to amend it from time to time. Any amendments will apply to all students, including currently enrolled students.

1.8. The Dean of Students or the Student Affairs Committee may approve deviations from the regulation in exceptional cases, subject to the approval of the dean of the relevant program.

1.9. In any matter regulated by this document, this regulation prevails over the general academic regulations. In matters not addressed herein, the general academic regulations shall apply.

## 2. Course of Study

### 2.1. Duration of Studies

2.1.1. The standard duration of the Master's program is six consecutive semesters.

2.1.2. Upon the student's request and with the approval of the Student Affairs Committee, studies may be extended beyond the period specified in Section 2.1.1; however, in any case, the total duration of studies may not exceed seven years. It is clarified that an extension may not be used to separate theoretical studies from practical studies, and all committee decisions will be made accordingly.

2.1.3. Completion of studies is contingent upon fulfilling all academic and financial obligations and settling library debts.

2.1.4. Students accepted on condition of completing prerequisite requirements for admission to the degree must do so before the start of studies. If necessary and subject to approval by the Program Director, missing practical art hours may be completed during the first year of studies only.

### 2.2. Discontinuation of Studies

A student's studies shall be discontinued in any of the following cases:

#### 2.2.1. Academic Reasons

2.2.1.1. The studies of a student who was admitted conditionally and did not meet the prerequisite requirements specified in the admission letter shall be discontinued.

2.2.1.2. The studies of a student who has failed the same course exam four times shall be discontinued.

2.2.1.3. The studies of a student who received a final failing grade in two different courses within one academic year shall be discontinued.

2.2.1.4. The studies of a student who has not met the progression requirements to the next academic year may be discontinued or suspended.

2.2.1.5. A dismissal committee, chaired by the Program Director, will review exceptional cases concerning termination of studies and is authorized to make any decision on the matter.

#### 2.2.2. Administrative Reasons

2.2.2.1. A student who fails to properly complete the registration process shall be considered as having withdrawn from studies.

2.2.2.2. A student who fails to meet financial obligations shall be considered as having withdrawn from studies.

### 2.2.3. Disciplinary Reasons

The disciplinary authorities of the College may decide to terminate a student's studies for disciplinary reasons. The full Student Disciplinary Code, available on the College website, forms an integral part of these regulations and is binding upon all students.

### 2.2.4. Voluntary Withdrawal by the Student

A student who wishes to discontinue studies must submit a written request to the Student Affairs Committee. Tuition charges or refunds will be handled according to the Tuition Regulations.

2.2.5. If the discontinuation of studies is due to academic or disciplinary reasons, the Student Administration Office is responsible for notifying the Finance Department.

2.2.6. Ono Academic College reserves the right to terminate a student's studies due to professional, personal, or behavioral unsuitability, in accordance with the guidelines and procedures established by the faculty teaching committees.

## 2.5. Recognition of Prior and Parallel Studies

2.5.1. A student requesting recognition or exemption for prior academic studies completed at another institution of higher education must submit a request to the Student Affairs Committee, accompanied by relevant documentation, including the course syllabus. Exemptions are subject to the approval of the Exemptions Committee.

2.5.2. Requests for exemptions may be submitted as a single consolidated request for all degree courses up to two weeks before the beginning of the first semester.

2.5.3. In considering recognition of prior studies under this section, the Exemptions Committee will take into account, among other factors: the institution where the course was taken, the grade received in the course, the time elapsed since the course was completed, and the nature of the course.

2.5.4. Exemptions will be granted according to the following criteria:

- 2.5.4.1. Relevant academic studies completed no more than five years prior to the start of studies at Ono Academic College.
- 2.5.4.2. A minimum grade of 80 in the relevant course.
- 2.5.4.3. A syllabus bearing the institution's logo and official signature.

## 2.6. Completion of Studies

2.6.1. A student who has fulfilled all academic requirements for the degree is entitled to receive a formal certificate of eligibility for the degree after submitting, via the College website, the “Clearance Form,” confirming completion of all obligations to the following departments: Finance, Library, and Student Administration.

2.6.2. A student will be considered to have completed their studies at the College only if they have met all academic requirements and achieved a minimum grade of 80 in every course taken.

## 2.7. Compliance with Academic Requirements

### 2.7.1. Attendance Regulations for Classes, Workshops, and Projects

2.7.1.1. A student must attend all scheduled sessions included in the study program. A student may not sit for a final examination or submit a final project if attendance falls below 80% of all course meetings. A lecturer may set a higher attendance requirement or apply additional consequences for non-attendance, provided this is stated in advance in the course syllabus and approved by the Program Director.

2.7.1.2. A student who, for justified reasons, is unable to attend a session where attendance is recorded must notify the lecturer verbally or in writing in advance, as far as possible, and provide an explanation and relevant documentation.

2.7.1.3. In non-practical (lecture-based) courses, the lecturer may determine the required percentage of physical attendance. The remaining percentage, up to the required 80%, may be fulfilled through real-time remote participation (synchronous), provided this is specified in the course syllabus.

2.7.1.4. In theoretical courses, lessons will be recorded by the lecturer and uploaded to the course website. Recordings will remain available until the end of the exam period. Watching recordings asynchronously does not count as attendance unless the lecturer has explicitly stated in the syllabus that viewing the recording by the following class will count as attendance.

2.7.1.5. Classes held in small groups or involving personal or group processes will not be recorded.

2.7.1.6. It is prohibited to download, record, or distribute course lectures or any related content in any form beyond the scope of the course. Any such action constitutes a violation of the lecturer’s and/or College’s copyright.

2.7.1.7. In courses where attendance requirements may be fulfilled through remote participation, the student must be visibly present with the camera on. Attendance with the camera turned off will not be counted. A student unable to appear on camera for justified reasons must notify the lecturer in advance and receive approval.

2.7.1.8. When joining class with the camera on, the student may use a virtual background, provided it is neutral and appropriate, and must maintain respectful appearance and behavior.

2.7.1.9. In addition to class attendance, students are required to complete all assigned readings, pass oral and written assessments, and prepare and submit assignments as instructed by the lecturer or teaching assistant. A student who fails to meet these requirements will not be permitted to take the final exam and will be required to retake the course in full.

2.7.1.10. A lecturer or teaching assistant may verify attendance by any reasonable method and is permitted to deduct up to 5 points from the final course grade due to repeated lateness.

2.7.1.11. A seminar course lecturer must record the attendance of every student at every session.

## 2.8. Prerequisites

2.8.1. If a course has prerequisite requirements, the student will be permitted to enroll in the course only after fulfilling those requirements.

## 3. Code of Conduct

### 3.1. Recording

It is strictly prohibited to record classes and/or any faculty member without their knowledge and explicit permission.

### 3.2. Class Schedule

3.2.1. Classes will begin and end at the scheduled time, and it is the responsibility of the lecturer to enforce this.

3.2.2. The classroom door will be closed (or locked) by the lecturer exactly at the start time of the lesson.

3.2.3. Late students must wait outside the classroom and may enter only once, 15 minutes after the class begins. Students may not interrupt the class by knocking on the door.

Students who miss this second entry time may only enter during the break (if one is scheduled).

3.2.4. No entry or exit will be allowed during class for any reason. A student who must leave will be permitted to return only during the break (if there is one).

### 3.3. Mobile Phones

The use of mobile phones of any kind for any purpose is strictly prohibited during class. Students must ensure that their phone is turned off and stored inside a closed bag. If a phone rings in class or if a student is found using a phone, the student will be removed from the classroom immediately and may return only during the break (if one exists).

### 3.4. Courtesy and Mutual Respect

3.4.1. Student and faculty conduct must comply with the Academic College's Code of Discipline.

3.4.2. Eating and drinking in classrooms during lessons is considered disrespectful to campus facilities and to the lecturer, and is strictly prohibited.

### 3.5. Removal from Class

A lecturer is entitled to remove from class any student who violates one or more of the behavioral rules in this document. A removed student must leave the classroom immediately upon request, even if they believe the removal is unjustified. (In such cases, the student may address the issue with the lecturer and/or Student Administration afterward.)

A student who refuses to leave will be referred to disciplinary authorities and may be suspended from their studies for a significant period (removal from the course or even from the entire semester. In non-modular courses, removal may disrupt the study plan for an entire academic year) if the student still refuses to comply.

## 4. Academic Schedule

### 4.1. Course Enrollment and Schedule Assignment

Course registration and schedule planning are completed prior to each semester. The Student Administration Office will publish the class schedule on the College website, and it is the student's responsibility to check their timetable by the specified deadlines.

Students must register for all required courses no later than two weeks before the semester begins. Students who fail to register on time may find that certain courses are already full.

Schedule changes may be arranged through the Student Administration Office. Registering for overlapping courses (time conflicts) is strictly prohibited.

## 4.2. Schedule Changes

4.2.1. Changes to the class schedule may be requested only within the first two weeks of each semester. Requests must be submitted in writing to the Student Administration Office, and enrollment in a course will take effect only after official approval.

4.2.2. A student is not eligible to make schedule changes if:

- 4.2.2.1. They did not finalize their schedule during the allotted registration period.
- 4.2.2.2. They did not meet their tuition payment obligations on time.

## 4.3. Course Withdrawal

A student may withdraw from a course by submitting a written request to the Student Administration Office within two weeks from the start of the course, and may complete the course at a later date, subject to progression requirements.

## 5. Examinations and Assignments

5.1.1. At the conclusion of each course, students will be assessed through one of the following: a final exam, a final paper, or an integrative assignment, subject to the lecturer's decision and in coordination with the Dean of the Faculty or the Department Chair. The weight of the final exam or assignment in the final course grade will be announced at the beginning of the course and included in the course syllabus.

5.1.2. Policies regarding examination format, eligibility, exam scheduling, accommodations for students with special conditions, review and appeal procedures, and grade publication are detailed in the Examination and Assignment Regulations.

## 6. Course Completion and Advancement Requirements

6.1. The minimum final passing grade for graduate-level courses in the Arts program is 80. The minimum passing grade on the final exam is 70.

Midterm assignments may not be counted toward the final grade unless the final exam grade is 70 or above.

In any course where the final grade is based solely on a final exam or final project, the final grade must be at least 80.

6.2. With approval of the Department Chair, lecturers may include additional requirements in their course syllabus. These requirements are binding on all students enrolled in the course.

6.3. A student who receives a failing grade due to failure on the final exam must re-register for the course and complete all requirements again.

6.4. A student who fails a core course may not advance to the next academic year until the course is completed successfully.

6.5. A first-year student who fails Seminar Clinic A or Core Course A in Semester 1 may continue studying until the end of the academic year, but may not participate in Seminar Clinic B or Core Course B. In the following year, all studies will be suspended except for enrollment in a full seminar clinic sequence or a full core course (A+B) only.

6.6. A first-year student who passes Seminar Clinic A in Semester 1 but fails Seminar Clinic B in Semester 2 will have studies suspended the following year, except for completing the full seminar clinic sequence (A and B). This clause applies similarly to core courses.

6.7. A student in an advanced year whose practical training has been terminated may not continue studies until the matter has been reviewed, according to faculty policy and the reason for termination.

6.8. A student who receives a failing final grade in any course must retake the course the next time it is offered and fulfill all course obligations, including attendance, assignments, and oral assessments.

In courses with mandatory attendance requirements, a student may submit a request to the Student Affairs Committee for an attendance exemption. The request must be submitted before classes begin, and attendance remains mandatory until written approval is granted. If an exemption is approved, the student is still responsible for completing all course material.

## 7. Grade Improvement

### 7.1. Retaking an Exam

7.1.1. A student who passed the final exam in the first exam session (Exam date A) and wishes to improve their grade may take the second exam session (Exam date B) of the same academic year, provided they register via the website at least seven days before the exam.

7.1.2. If the student takes the exam to improve their grade, the later grade replaces the earlier grade, even if the later grade is lower or failing. The student may not request reinstatement of the original grade.

7.1.3. A student who failed the first exam session (Exam date A) but passed in Exam date B has used both permitted exam opportunities and may not attempt to improve the grade unless they re-enroll in the course and complete all requirements again.

### 7.2. Retaking a Course

7.2.1. A student who passed a course but has exhausted all exam sessions may improve their grade by re-registering for the course, provided enrollment occurs at the beginning of the semester.

7.2.2. A student who re-enrolls must complete all course assignments unless the Student Affairs Committee grants otherwise. If previously completed midterm work is carried over, its weight will be recalculated according to the requirements of the new course.

7.2.3. Midterm components alone may not be repeated for grade improvement unless explicitly approved by the Student Affairs Committee.

7.2.4. If the student re-takes the course to improve their grade, the new grade replaces the previous grade, even if the previous grade was higher or the new grade is failing. The student cannot request reinstatement of the earlier passing grade.

## 8. Graduation Ceremony

As a general rule, the graduation ceremony will take place in the academic year following the year in which studies were completed. A student may participate in the ceremony only if they meet all degree requirements no later than April 1st of the year in which the ceremony is held.

# Part IX – Examination and Assignment Regulations (pp. 81–94)

## 1. General

1.1. At the end of each course, a final exam / final paper / integrative paper will be administered, as determined by the lecturer and coordinated with the Dean of the Faculty / Head of the Program. The weight of the final exam or final paper in the final grade will be communicated at the start of the course and will appear in the course syllabus under “course requirements.”

1.2. A lecturer may change the weight of the final exam in the course grade up to one month before the end of the semester, provided that the change is approved in advance by the relevant Faculty Dean and that the students are notified.

1.3. A lecturer may determine the scope of the material included in the final exam, including independent study material that was not taught in class. The lecturer will inform the class in the syllabus of the required material for the exam.

1.4. The lecturer will upload a sample exam and its solution to the course website. The structure of the sample exam will resemble the structure of the actual final exam.

1.5. A student may participate in examinations subject to meeting the following requirements:

1.5.1. Completion of the academic requirements and obligations of the course as indicated in the syllabus and/or communicated by the lecturer.

1.5.2. Full payment of tuition fees required by the date of the exam. A student who does not attend an exam due to non-payment of tuition will be considered as having not taken the exam, with all implications thereof.

1.5.3. The student is not barred from taking the exam due to a disciplinary decision made by any disciplinary authority.

## 2. Methods of Examination

Examinations may be administered in the following formats:

2.1. In-person written exams held at one of Ono Academic College's campus facilities.

Exams will be supervised by proctors and supported by technological monitoring tools.

2.2. Exams in the Computerized Testing Center of Ono Academic College (hereinafter: "CTC"). Exams will be supervised by human proctors and technological monitoring systems, and will be administered according to the Computerized Exam Regulations.

2.3. Exams on personal laptops at campus facilities using special software that blocks access to files and programs during the exam. Students must follow installation and operation instructions in advance. For full instructions regarding these exams, students should contact Student Administration.

2.4. Remote online exams subject to the Remote Examination Policy detailed in the Remote Exam Appendix, which forms an integral part of this regulation:

2.4.1. Online take-home exam with remote proctoring.

2.4.2. Online take-home exam without proctoring, with a unified start time and a fixed duration from the published start time.

2.4.3. Online take-home exam open for 24 hours or more from the time of publication, time-limited from moment of entry. (Meaning: the student chooses when to begin, and from that moment the exam remains open only for the time allotted, e.g. 3 hours.)

2.4.4. Online take-home exam open for 24 hours or more.

2.4.5. Individual oral online exam via Zoom (in Hebrew language courses).

2.5. A student who, for medical reasons, cannot take an in-person exam or cannot complete a remotely administered online exam may submit a request to the Medical Advisory Committee through the Dean of Students, together with relevant documentation, to find an alternative solution.

2.6. During a pandemic, exams will be administered in accordance with Ministry of Health guidelines and the procedures established in the Remote Examination Appendix.

## 3. Eligibility to Take Exams and Submit Assignments

3.1. Every student who has met the course requirements is entitled to take each exam twice.

3.2. The registration procedure for exams (excluding exams administered in the CTC) is as follows:

3.2.1. Registration for the first exam date ("Exam date A") is automatic.

3.2.2. Registration for second/third exam dates ("Exam date B" / "Exam date C") is the

responsibility of the student and must be completed through the Info-System website, and only on the dates listed. If a student does not register, entry to the exam room will not be permitted and the student will forfeit their right to take the exam.

3.2.3. Registration for Exam date B / Exam date C will be allowed up to 5 days before the exam (except as specified in section 3.5 below).

3.3. For CTC exams, exam windows (slots) will be published over a period of 6–8 weeks. The student may choose two slots to take the exam.

3.3.1. Registration for the chosen exam slot must be completed by the student no later than 12 hours prior to the published exam time.

3.3.2. Registration for a second slot as Exam date B is only permitted after the grade for Exam date A has been published. If the student wishes to appeal the grade, registration for an additional slot (Exam date B) will only be allowed after submitting the appeal, as detailed below in Section 11.2 “Review and Appeal for CTC Exams.”

3.3.3. A student who chooses Exam date A in one of the exam slots scheduled during the last two weeks of the published exam period may lose eligibility for a second slot. If an additional exam opportunity is needed, the student will be required to re-enroll in the next available course.

3.4. Under no circumstances will a student be allowed to take more than two exam attempts for a course, for any reason, including system malfunctions.

3.5. A student entitled to exam accommodations (as detailed in Section 9 “Exams for Students Eligible for Special Conditions”) must, in addition to registering for the exam, reserve their needed accommodations (typing, reader, scribe, separate room, desk, etc.) no later than 10 days before the exam date through the Center for Academic Support and Accessibility (Matana Center). Because accommodations can only be reserved after exam registration, students must complete exam registration at least 11 days before the scheduled exam date.

Additional instructions for students with approved accommodations appear in Section 9.

3.6. Cancellation of exam registration:

A student may cancel their exam registration through the Info-System up to one hour before the exam.

CTC exam registrations may be canceled up to 12 hours before the published exam time. A student with approved accommodations who reserved accommodations but cannot attend the exam must cancel the accommodation according to the instructions in Section 9.

3.7. A student who registered for an exam but did not cancel as stated will be considered as having taken the exam even if they did not attend. Therefore, to preserve eligibility for an additional attempt or to retain a previous grade when registering solely for grade improvement, the student must cancel their registration.

3.8. A student who fails both exam attempts is not entitled to an additional attempt, even if they submit medical documentation that they were unwell during the exam. In such a case, the student must re-enroll in the course and fulfill all academic requirements again.

3.9. A student registered for courses from different tracks and/or academic years who has conflicting exam dates must take each exam on the different scheduled dates listed in the exam calendar. A student will not be allowed to take two exams scheduled for the same day and time.

#### 4. Exam and Assignment Dates

4.1. In the Faculties of Law, Business Administration, and Humanities & Social Sciences (excluding the specializations listed in Section 4.2), the exam schedule will include three exam dates for each course.

For exams administered in the CTC system, multiple dates will be published for self-scheduling.

From all the published exam dates, each student may take only two attempts.

4.2. In the following programs:

- Business Administration specializing in Accounting or Computer Science
- Faculty of Health Professions
- Faculty of Humanities & Social Sciences specializing in Education & Society
- School of Music
- Master's programs in Law
- Pre-academic preparatory programs

The exam schedule will include only two exam dates per course.

The student must take the exam on the first date (Exam date A). Exam date B is only for students who failed Exam date A, students seeking to improve their grade, or students who were unable to attend Exam date A.

4.2.1. A student who:

- Took Exam date A, failed, and did not take Exam date B for justified reasons, OR
- Did not take Exam date A for justified reasons, took Exam date B and failed, OR
- Did not take any exam in the course for justified reasons,

may submit a request for a special exam date to the Student Affairs Committee within 7 days of Exam date B (if absent) or within 7 days of grade publication (if failed), accompanied by relevant documentation.

Absence due to illness is not considered a justified reason unless it involves hospitalization or a serious or contagious illness, and only if supported by a detailed medical certificate issued by the treating physician during the absence.

Retroactive medical notes or automated digital health fund certificates will not be accepted.

4.2.2. At the School of Music, students will perform a Midterm Recital at the end of the second year and a Final Recital at the end of the third year.

Eligibility for the Midterm Recital requires 4 semesters of instrument/voice study and performance.

Eligibility for the Final Recital requires 6 semesters of instrument/voice study and performance.

4.2.3. In the School of Music, a student who does not intend to take Exam date B must notify the Student Administration at least one week before Exam date B.

4.3. A student will be entitled to an additional exam date (according to the academic exam calendar) if they were unable to participate in an exam due to any of the following:

- a. The student's wedding occurring within one week before or after the exam date.
- b. The student being in the first week of mourning (Shiva) due to the death of a first-degree relative.
- c. A student after childbirth or a student after adoption, subject to the Parenthood Policy.
- d. A student serving in reserve duty, subject to the Military Reserve Policy.

In these cases, the student must submit a request to the Student Affairs Committee with supporting documentation.

In other exceptional cases where a student is unable to attend an exam, they may submit a detailed request with documentation to the Student Affairs Committee for consideration of eligibility for an additional exam date.

4.4. In the Business Administration – Accounting specialization, special exam dates will only be held during the summer semester.

4.5. In courses where a final paper replaces an exam, there will be only one submission deadline.

4.6. If a student fails the final paper, they must re-enroll in the course. In exceptional cases, with relevant documentation, a student may submit a request through the Student Administration to the Student Affairs Committee for permission to submit a new paper.

4.7. In seminar papers and projects, students must comply with faculty guidelines as specified in the academic regulations applicable to them.

## 5. Exam Days

The Academic Center Ono does not guarantee that exams will be held on the same days or during the same hours as the regular class schedule of the student's program.

## 6. Examination Procedures

### 6.1. Procedures for In-Person Exams and CTC Exams:

6.1.1. The student must take the exam only in the exam room to which they were assigned. The room assignment will appear on the student portal up to two hours before the exam. The exam room can also be located by using the mobile app or scanning the QR code posted throughout the campus. For CTC exams, the room assignment is based on the student's prior registration.

6.1.2. The student must enter the assigned exam room 10 minutes before the published start time. Late entry will only be allowed with special approval and must not exceed 30 minutes from the beginning of the exam. Lateness will only be permitted twice over the course of the degree.

6.1.3. Upon entering the exam room, the student must present one of the following to the proctor: an ID card, a driver's license with a photo, or a student ID card. Without one of these documents, the student may not take the exam. Photos of ID documents on a cell phone are not accepted.

6.1.4. Upon entering the room, the student must place all personal belongings against the wall at the front of the classroom, including mobile phones and smartwatches (set to silent mode), as well as any other device connected to a communication network.

For CTC exams, belongings must be stored in the lockers outside the CTC rooms. The student may only bring into the exam room items that are permitted for use in the exam. Claims such as "I brought it but didn't use it" will not be accepted.

Food is not allowed in CTC exams. A sealed drink bottle is permitted.

6.1.5. During the exam, students are prohibited from speaking with others—including about technical matters—copying, or sharing any study materials. They are also prohibited from holding any study material in the exam room or nearby unless such material was officially permitted. Claims of "I had it but didn't use it" will not be accepted.

6.1.6. To reduce noise, students may use earplugs or borrow headphones from the library. The student must sit in the seat assigned by the proctor and remain silent.

6.1.7. A student who enters the exam room and receives the exam is considered to have taken the exam. A student who chooses not to complete the exam will receive a grade of "0" (fail).

They may leave the room only after 30 minutes have passed, and only after submitting the exam booklet with personal details completed.

In CTC exams, once the student enters their ID number and the exam loads, they are considered to have taken the exam. If they stop before completing it, the grade will be "0" (fail). The student may leave the room immediately.

6.1.8. Exam booklets are graded anonymously. The student must write their details only on the detachable cover sheet of the exam booklet. In CTC exams, identification is done through the system using the student ID number and an identification code. Beyond that, the student must not identify themselves in the exam booklet.

The student must also follow all instructions on the exam sheet, including time limits and answer length limits. Exam booklets will not be accepted after the allotted time has ended.

6.1.9. Students must comply with all instructions given by proctors. Failure to comply, or any behavior or expression that harms the proctors physically, verbally, or materially, constitutes a disciplinary offense.

6.1.10. Only one restroom break is permitted per exam, and only after the first 30 minutes and before the last 30 minutes of the exam.

For exams lasting up to two hours, no restroom breaks are allowed at all.

For this rule, exam length is defined according to the exam instructions—not including extra time accommodations. Exceptions are permitted only when special accommodations have been approved in advance.

6.1.11. Exams must be written in pen. Pages must not be torn from the exam booklet. Notes and drafts must be written inside the exam booklet, not on separate sheets. Any separate notes will not be scanned or reviewed, and drafts may not be taken out of the exam room.

In CTC exams, draft-writing options will be provided according to faculty guidelines.

6.1.12. Students must write answers only on the front side of each page of the exam booklet. Answers written on the back of a page will not be graded.

6.1.13. Answers must be written legibly. A student whose handwriting is not readable may request permission from the Accessibility & Support Center (Matana Center) to type the exam on a personal computer, subject to the institution's computer use rules during exams. No additional time will be granted for typing the exam.

## 6.2. Rules for Exams Administered Remotely

Rules for remote exams are detailed in the Remote Exam Appendix, which constitutes an integral part of these regulations.

## 7. Integrity of Examinations

Any breach of examination integrity will be handled with severity by one of the disciplinary authorities of Ono Academic College. Investigation procedures, responsible authorities, powers, and appeal procedures are detailed in the Disciplinary Code.

## 8. Defense Interviews

8.1. Some students taking exams or submitting assignments will be randomly summoned for an oral defense interview. Significant discrepancies between the student's written answers and their oral responses may serve as grounds for canceling the exam or

assignment and referring the student to a disciplinary committee. The oral defense interview will take place within three business days from the date of the exam, or within three business days from the published submission deadline for assignments.

8.2. If plagiarism or copying is suspected, the student will be summoned to an oral defense interview within two weeks from the discovery of the suspicion.

8.3. If the student cannot attend the proposed dates, one additional date may be scheduled, up to two weeks from the originally offered date.

8.4. A student who is required to attend a defense interview and does not respond to the proposed dates as stated above will have their exam invalidated, and the matter will be referred to the disciplinary authorities.

## 9. Exams for Students Entitled to Special Accommodations

9.1. A student requiring special exam accommodations (extra time, etc.) must submit their request through the student portal to the Academic Support & Accessibility Center (Matana Center) with valid and relevant diagnostic evaluations and/or medical documentation.

(See the Matana Center accommodation request procedures on the Ono Academic College website.)

Requests must be submitted no later than one month after the beginning of the semester. Students who submit requests late will receive approved accommodations only in the following semester.

9.2. Students eligible for special accommodations during exams (typing, reading aloud, scribe, separate room, desk, etc.) must reserve their accommodations at least 10 days before the exam date to allow the Exam Office to prepare accordingly. Reservations are made through the Student Information System under “Academic Support & Accessibility Center (Matana Center) – Exam Accommodation Request.”

9.3. A student who requested special accommodations and later decides not to take the exam must cancel the request at least 3 days before the exam:

- Cancellation 10+ days before the exam: via the accommodation reservation system in the student portal
- Cancellation after 10 days but before 3 days: by email to [hatamot@ono.ac.il](mailto:hatamot@ono.ac.il)
- Cancellation during the final 3 days before the exam: only in the case of a serious and unexpected medical event, with appropriate documentation

9.4. A student who reserved an accommodation requiring special arrangements and fails to attend the exam without prior notice will be charged a 300 NIS fine, and future eligibility for accommodations will be reevaluated.

9.5. In online exams, extra time will be added automatically.

(Students can see this under “Online Exams” where the exam duration column will include the additional time if applicable.)

For take-home exams submitted via the “Assignments” submission system, the system will automatically create a delayed submission record based on the approved extension.

Students must verify at least 24 hours before the exam that the extra time appears.

If it does not, they must contact Matana Center immediately through the student portal.

9.6. In take-home exams submitted through Moodle, extra time is NOT added automatically. If you are eligible for extra time, you must contact the lecturer at least 48 hours before the exam and provide your official accommodations approval.

The lecturer may choose to extend the exam time for the entire class to avoid technical complications.

9.7. A student with approved special accommodations who fails the first exam and needs to take an additional exam must notify the Exam Office in advance so arrangements can be made for the second exam.

9.8. A student approved to take exams using a computer will take the exam on a laptop provided by Ono Academic College (either in a computer classroom or via a laptop). The procedures for computer-based examinations are available from Matana Center and must be followed.

9.9. If no “rewriting” accommodation was approved but the exam cannot be graded due to illegible handwriting:

9.9.1. The lecturer must submit a request to the Exam Office for a rewriting session.

9.9.2. The student must attend the rewriting session within one week of receiving notice from the Exam Office.

9.9.3. A student who confirmed attendance for a rewriting session (whether during the exam or at a later scheduled time) and fails to attend without prior notice will be charged a 300₪ fine, and the exam will not be graded.

## 10. Publication of Grades

10.1. Grades for exams evaluated by a grader will be published to students within 21 days from the exam date.

10.2. In the Faculty of Business Administration, grades for exams evaluated by a grader will be published as follows:

- Exam date A: within 21 days from the exam date
- Exam date B & C: within 14 days from the exam date

10.3. Grades for multiple-choice exams automatically checked by the scanning system will be published within 14 days from the exam date.

10.4. Grades for exams held in the Computerized Testing Center (CTC) will be published on the day of the exam, by midnight. For exams held on Fridays, grades will be published in the afternoon.

10.5. Grades for a final assignment will be published within 28 days from the submission date.

For all other assignments, grades will be published within 21 days from the submission date.

10.6. Grades will be published on the college website.

10.7. Grades will not be provided by telephone by the Student Affairs Office.

## 11. Procedure for Exam Review and Appeals

### 11.1. Review and Appeal – Open-Ended Exams

11.1.1. Exam booklets for open-ended exams will be scanned and uploaded to the student portal along with the exam solution written by the lecturer, but without the exam questionnaire.

The scanned exam will be available for review within 26 days from the exam date. Subject to approval by the heads of the relevant departments, confidential exams will not be scanned.

11.1.2. Appeals must be submitted within 7 days from the date the scanned exam is uploaded. After this period, no appeal will be accepted for any reason.

11.1.3. The appeal must be submitted only through the designated appeal section in the student portal.

An appeal submitted directly to the lecturer or Student Affairs Office will not be reviewed.

11.1.4. Exam booklets that were scanned will be shredded after 3 months from the scan date.

### 11.2. Review and Appeal – Exams Conducted in CTC

11.2.1. For exams held in the CTC, dates for review and appeal will be published. Appeals will take place in the CTC facilities.

11.2.2. A student wishing to review or appeal must select one of the published sessions and register in advance.

The student must register for a date close to their exam date, and the review must be scheduled within one week of the exam.

11.2.3. A response to the appeal will be given within one week from the appeal date. Registration for another exam date is not permitted before receiving the appeal response. A student who delays registration until the last two weeks of the exam period may not be guaranteed a place in a review session.

11.2.4. A student registered for Exam date B and then decides to file an appeal on Exam date A must cancel the Exam date B registration in order to register for the review and appeal. After receiving the appeal response, they may re-register for Exam date B.

11.2.5. A student may appeal within one week of the grade publication.

11.2.6. A response to the appeal will be given within one week from the appeal date; no registration for an additional exam date is permitted before receiving the response.

11.2.7. During the review, the student is subject to all examination conduct rules, including identification at the entrance with an ID card, depositing phones, smartwatches, and personal belongings in the lockers.

Failure to comply with these rules constitutes a disciplinary offense.

11.2.8. Bringing study materials into the review room or removing them is subject to faculty guidelines.

### 11.3. Review and Appeal – Multiple-Choice Exams or Open Exams Not Scanned

11.3.1. For multiple-choice exams, including combined exams with more than 10 multiple-choice questions, only the student answer sheet and lecturer's solution will be scanned (without the questionnaire) and uploaded within 15 days from the exam date.

A review day will then be scheduled by the Student Affairs Office.

11.3.2. For combined exams with 10 or fewer multiple-choice questions, no review day will be held. Only the open-ended portion will be scanned and uploaded (without the questionnaire). Appeals must be submitted through the student portal.

11.3.3. For open-ended exams not scanned by approval of the department head, a review day will be scheduled.

11.3.4. Review time during a scheduled review day will be no less than 60 minutes and will take place under supervision.

11.3.5. All examination conduct rules apply during review sessions, including identification, depositing electronic devices at the entrance, and prohibition on removing or copying the exam. Failure to comply constitutes a disciplinary offense.

11.3.6. The student must bring two printed pages: their own answer sheet and the lecturer's answer sheet (as uploaded). At the end of the review, these pages must be submitted to the supervisor along with the appeal form without any identifying information other than ID number.

Appeals that include identifying information directly to the lecturer will not be reviewed.

11.3.7. Bringing study materials into the review room or removing them is subject to faculty guidelines.

11.3.8. The appeal form must be submitted to the supervisor on the same day, no later. Any appeal submitted directly to the lecturer will not be reviewed.

11.3.9. A student may submit an appeal via the website for a multiple-choice exam without attending the review, provided they meet the published deadlines.

11.3.10. Exam booklets that were not scanned and assigned a review day will be shredded three months after the review day.

## 11.4. General Review and Appeal Rules

11.4.1. Notes or drafts written on separate paper will not be scanned with the exam and will not be available for review.

11.4.2. Appeals must be specific and well-reasoned. General or irrelevant appeals will not be reviewed.

11.4.3. The lecturer's response to an appeal will be given within one week from the review date or appeal submission date, and before the next exam date in that course.

11.4.4. The lecturer will review whether an error occurred in grading. An appeal is not a re-evaluation of the entire exam. However, the lecturer may choose, when appropriate, to re-check the exam and adjust the grade (increase or decrease).

11.4.5. If the lecturer accepts or rejects the appeal, they must provide written explanation on the appeal form.

11.4.6. The lecturer's response is final and cannot be appealed again. Students are prohibited from contacting the lecturer or Student Affairs Office regarding the grade outside of the formal appeal process.

11.4.7. For online take-home exams, a written and reasoned appeal must be submitted through the course website (“Submit Appeal”) no later than 7 days after the grade is published.

## 12. Procedure for Submitting Assignments and Appealing Assignments

12.1. Assignments must be submitted through the Assignment Submission system in the course website, unless the lecturer gives explicit instructions allowing a different submission method.

12.2. The student must clearly indicate on the title page: the course name, the lecturer's name, submission date, and the student's ID number.

Assignments must be typed. Handwritten submissions will not be accepted except in rare cases where prior approval was given.

12.3. The submitted assignment must be the result of the student's own independent work. If it is determined that this requirement was not met, a complaint will be submitted to the Disciplinary Committee.

12.4. The use of Artificial Intelligence tools to assist in academic assignments is permitted, subject to the guidelines of the Faculty Dean, unless the lecturer specifies otherwise in the task instructions.

12.5. The student must keep a personal copy of every assignment submitted.

12.6. Once an assignment has been submitted for evaluation, it is presumed to be the final version. Claims that the submitted file was a draft will not be accepted, and replacement of the assignment after submission is not allowed.

12.7. All submitted assignments undergo originality checking. A low originality score may result in disciplinary action.

12.8. A student requesting to submit an assignment late due to justified reasons must submit a written request to the Student Affairs Office, including supporting documents. The request will be forwarded to the Students' Committee for review.

12.8.1. A request to submit an assignment late cannot be made after the assignment solution has been published. In such cases, if the committee deems it appropriate, an alternative assignment may be approved.

12.9. An appeal regarding an assignment grade may be submitted within two weeks of the grade publication. After this period, no appeal will be accepted for any reason. Appeals must be submitted through the website.

12.10. An appeal on a mid-term assignment is allowed only if the assignment is worth more than 10% of the final grade (not including 10%).

12.11. The lecturer must respond to the appeal within one month from its submission date. The lecturer may raise or lower the grade. The lecturer's response is final and cannot be appealed again.

12.12. In the Faculties of Law and Business Administration, it is not permitted to appeal the grade of a seminar paper, final project, or practicum assignment.

12.13. The lecturer may summon the student to a personal meeting or oral defense of the assignment in order to assess the student's understanding of the work. A significant gap between the level of knowledge demonstrated in the assignment and the student's actual understanding will result in a failing grade and may lead to a disciplinary complaint.

12.14. It is strictly forbidden to submit the same assignment in more than one course.

## Part X – Library Regulations (pp. 94–96)

### 1. Right to Use the Library

1.1. The following are eligible to use the library: regular and conditional students of Ono Academic College, preparatory program students, and academic and administrative staff.

1.2. The right to borrow books is personal and non-transferable.

1.3. Students who are not enrolled at Ono Academic College must obtain approval from the library administration to use its facilities.

### 2. Borrowing, Renewals, Returns, and Reservations

2.1. It is possible to borrow textbooks, reference books, readers, booklets, films, CDs, and more.

2.2. Highly requested books will be loaned for shorter periods, at the discretion of the librarians. Up to 5 items may be borrowed simultaneously with an ID card.

2.3. Reference books (dictionaries, encyclopedias, etc.), serial publications, journals, bound volumes, law reports, and special books designated by the librarians as non-circulating, may not be borrowed. Likewise, reserved books marked with a blue-red stripe may not be borrowed.

2.4. A borrower may not transfer a borrowed book to another reader.

2.5. Book renewals are done automatically by the system. If a renewal is not possible, an email notification will be sent two days before the due date.

2.6. Loan records may be monitored independently through the library website.

2.7. A student may renew a borrowed book for up to 16 consecutive weeks, subject to demand.

2.8. Books must be returned by the due date.

2.9. The information recorded in the library catalog is binding regarding return dates, borrower status, item status, loan details, late returns, and fines.

2.10. In special cases the library may require the return of a book before the scheduled due

date.

2.11. Books must be returned by 18:00 (6:00 PM) on the due date, and on Fridays by 11:30 AM.

2.12. Late return of reserved items on Fridays, beyond the time stated above, will incur a fine of 5–10 NIS per hour or part of an hour, depending on the type of item.

2.13. A book is considered returned when it is handed directly to a librarian at the desk and recorded in the system, or alternatively, when it is returned on time to the book return box of the same library from which it was borrowed, found in the box on the due date by the staff, and recorded in the system.

2.14. A book may be reserved for borrowing if all copies are currently on loan. Reservations may be made at the library desk and/or via the online catalog.

2.15. The library staff will make every effort to prevent delays in fulfilling reservations. Students are required to cooperate and avoid late returns in order to prevent harm to others waiting for the item.

2.16. A student who no longer needs a reserved book must notify the library.

### 3. Fines

3.1. Borrowers who are late in returning books will be charged fines for each day of delay, including Saturdays, holidays, and vacations.

3.2. In cases of repeated delays and/or failure to return books and/or failure to settle fines, the student will be blocked from borrowing and will not be able to receive a certificate of completion of studies until the debt is settled.

3.3. In special cases, access to the information station may be blocked until the debt is settled.

3.4. The fine rates are as follows: textbook – 10 NIS per day of delay; enrichment book – 5 NIS per day of delay.

3.5. The loan of reserved books for in-library use is limited to one hour and will be made only after the item has been processed at the circulation desk, upon presentation of a reader/student card and leaving a deposit acceptable to the staff member.

3.6. A borrower who is late in returning an item taken for on-site use, for a class or for an exam, will be fined 5 NIS for each hour of delay. A reader who has lost or damaged a book must purchase an identical copy and deliver it to the library within two weeks. If the book cannot be obtained, they will pay its value according to a rate determined by the library management.

### 4. Students on Reserve Duty or Students Who Fell Ill

4.1. A student is entitled to a special loan for the period of reserve military service. To exercise this right, the student must present a reserve service order when borrowing the item. If they are late in returning a book due to reserve service, they must present to the librarians a reserve service confirmation indicating the end date of the service period.

4.2. During exam periods, the library will exercise discretion in lending required textbooks for extended periods.

4.3. A student who has served in reserve duty will be given priority in borrowing books from the library during the period immediately following the service (not exceeding two weeks from the date of discharge). They may also borrow books beyond the standard quota.

## 5. Termination of Loan Services

5.1. A student who has received a “clearance form” signature from the library (on the institutional checkout form) will be blocked from borrowing books and receiving library services, including access to electronic databases.

5.2. A graduate of Ono Academic College is entitled to continue using library services, for a symbolic subscription fee and a deposit (not including access to electronic databases).

## 6. Additional Services: Brief Information

6.1. A request for information retrieval from electronic resources may be submitted using a special form available at the desk or on the library website, and a time for receiving the response will be coordinated with the librarians.

6.2. You may register at the librarians’ desk for one-on-one instruction in the use of databases.

6.3. Students are allowed to enter the library with bags. For those interested, a locker may be borrowed in the Haifa Campus library for a period of up to one month.

6.4. Laptops and electronic dictionaries are available to students for short-term loan (a few hours).

## 7. Library Procedures and Rules of Conduct

7.1. Mobile phones must be turned off before entering the library.

7.2. The use of mobile phones is strictly prohibited in all library areas.

7.3. Failure to comply with this instruction will result in disciplinary measures.

7.4. When borrowing books, one must present a valid student card or ID card.

7.5. Group study in the library is permitted only in the designated area. In the computer area, students must speak in a whisper.

7.6. The library management is not responsible for valuables left in bags.

7.7. It is strictly forbidden to bring drinks into the library.

7.8. It is strictly forbidden to write or mark in books, to tear out or fold pages.

7.9. The use of computers and the internet is for relevant academic purposes only.

7.10. Sitting and studying in the library must be done in attire appropriate to an academic library.

## 8. Changes to Procedures

8.1. The library reserves the right to change its procedures from time to time according to changing needs.

8.2. Any change will be announced on the library notice board and on the library website, and will be binding on all library users.

8.3. Please make sure to follow the information posted on the notice boards in the library.

## Part XI – Sexual Harassment Prevention Regulation (pp. 97–104)

1. Ono Academic College takes the issue of sexual harassment very seriously and acts to ensure a workplace and learning environment free of sexual harassment.
2. In any case of harassment or retaliatory conduct of a sexual nature, a complaint should be submitted to the Complaints Commissioner, who will handle the complaint.
3. Sexual harassment and retaliation on a sexual basis violate human dignity, liberty, privacy, and gender equality.
4. On September 20, 1998, the Prevention of Sexual Harassment Law, 1998 came into effect. From this date, sexual harassment and retaliation are criminal offenses, grounds for civil lawsuits, and constitute a violation of equal employment opportunities.
5. According to the Prevention of Sexual Harassment Law, 1998, sexual harassment is defined as any of the following:
  - 5.1. Extortion to perform a sexual act.
  - 5.2. An indecent act.
  - 5.3. Repeated sexual propositions, even after the recipient has indicated they are not interested. Lack of explicit refusal does not need to be proven when there is an abuse of authority in employment, in academic studies, or in relationships involving dependence, minors, vulnerable persons, or patients.
  - 5.4. Repeated sexual remarks, even after the recipient has indicated they are not interested. Again, explicit refusal does not need to be proven in the situations described section 5.3 above.
  - 5.5. Degrading or humiliating treatment relating to a person's gender or sexual orientation.
6. Retaliation is defined as:
  - 6.1. An employer or supervisor harming an employee or job applicant when the harm stems from sexual harassment.
  - 6.2. An employer or supervisor harming an employee or job applicant because they filed a complaint or legal action regarding harassment or retaliation.
  - 6.3. An employer or supervisor harming an employee or job applicant because that person assisted another employee with a complaint or legal action related to harassment or retaliation.
7. This policy is intended to clarify the main principles of the law and regulations for preventing sexual harassment. In any conflict between this policy and the law or its official regulations, the law and regulations take precedence.
8. Ono Academic College has appointed a Sexual Harassment Complaints Commissioner to handle complaints:
  - 8.1. Commissioner: Dr. Rivi Cohen, Vice President. Office located at the Main Campus, 6th floor, Administration Offices. Phone: 03-5311841

8.2. Deputy Commissioner – Jerusalem Campus: Dr. Hanna Ornoy, office located on the 3rd floor, Administration Offices. Phone: 03-5316318

8.3. Deputy Commissioner – Haifa Campus: Dr. Hala Khoury-Bisharat, office located in Palmer Building 4, 2nd floor, Room 209. Phone: 03-5157328

9. Complaints may be submitted verbally or in writing.

## 10. What is sexual harassment and retaliation?

10.1. What is sexual harassment?

10.1.1. Although in most cases sexual harassment is committed by a man against a woman, sexual harassment may also occur when a woman harasses a man, and sometimes even between two men or two women. The law applies to all such situations.

10.1.2. According to the law, sexual harassment is defined as one of five prohibited behaviors:

10.1.2.1. Extorting a person to perform a sexual act. Example: An employer threatening to fire an employee if she refuses to have sexual relations with him. A lecturer threatening a student that if she does not comply with his sexual demands, he will fail her.

10.1.2.2. An indecent act. Example: A supervisor or employee touching a female employee's intimate body parts for sexual purposes without her consent. A lecturer or student exposing themselves to a student without her consent.

10.1.2.3. Repeated sexual propositions directed at a person who has clearly demonstrated that they are not interested. Example: A lecturer repeatedly asking a student to spend a weekend with him in a hotel despite her clear refusal. However, there is no need to prove refusal in cases involving abuse of authority in the workplace — for example, a supervisor taking advantage of authority over an employee.

10.1.2.4. Repeated remarks directed at a person that focus on their sexuality, after that person has indicated they are not interested. Example: repeated comments about a person's sexual appearance despite their objections. In cases involving abuse of authority in the workplace, the person being harassed does not need to express refusal.

10.1.2.5. Degrading or humiliating treatment directed at a person regarding their sex or sexuality, including sexual orientation, whether or not they expressed objection. Example: an employer calling an employee sexually degrading names. In such cases, the law does not require the person to show that the behavior bothered them.

### 10.2. Lack of consent:

10.2.1. In general, a person must express that they do not consent to the sexually harassing act. This requirement does not apply to harassment involving extortion, degrading or humiliating behavior, or abuse of authority at work.

10.2.2. A person must express their lack of interest in words or through clear behavior.

10.2.3. There is a difference between absence of consent and absence of desire. In some cases, a person may consent to sexual behavior but still not want it. Example: An employee agrees to a sexual relationship with her employer because she fears losing her

job if she refuses. She may have consented, but she did not *want* the relationship and made that clear.

#### 10.3. What is not considered sexual harassment?

Despite the legislature's attempt to define sexual harassment precisely, there will always be gray areas. For example, it may be difficult to determine what counts as "degrading" or "humiliating." The prohibition on sexual harassment does not forbid friendly, mutually welcome romantic interest or courtship. The law also does not deal with harassment that is not sexual in nature.

#### 10.4. What is retaliation?

10.4.1. Under the Prevention of Sexual Harassment Law and the Equal Employment Opportunities Law, retaliation is any form of harm caused as a result of sexual harassment, or due to a complaint or legal action filed following sexual harassment.

10.4.2. In the context of employment, harm based on sexual harassment is any harm related to the workplace when the reason for the harm is one of the following:

10.4.3. Sexual harassment of an employee or job applicant committed by the employer, a supervisor, or another employee. Example: An employer who refuses to promote or fires a qualified employee because she rejected his sexual advances. It is important to emphasize that even a one-time comment or offer can be grounds for retaliation. For this clause, repeated harassment is not required. A single sexual proposal that is followed by dismissal already constitutes retaliation.

10.4.4. A complaint or lawsuit filed by an employee or job applicant concerning harm related to sexual harassment.

10.4.5. Assistance or support provided by an employee to another employee in connection with a complaint or legal claim regarding sexual harassment. Example: An employee testifies about the retaliation of a supervisor toward another worker, and as a result, her own working conditions are worsened.

#### 10.5. What is considered a "workplace setting"?

According to the Prevention of Sexual Harassment Law, sexual harassment or retaliation "within the framework of employment" exists in any of the following circumstances:

10.5.1. At the workplace.

10.5.2. At any location where employer-sponsored activity takes place. Examples: An employer's information booth at a fair; a professional training course held outside the workplace; during work-related activities.

10.5.3. During work, when authority in an employment relationship is being abused, regardless of location. Example: sexual harassment occurring at a supervisor's home.

### 11. Consequences of sexual harassment, retaliation, and harm related to sexual harassment in the workplace

11.1. Sexual harassment, retaliation, and harm based on sexual harassment are illegal behaviors.

11.2. Sexual harassment, retaliation, or harm based on sexual harassment constitutes:

11.2.1. A criminal offense that may result in imprisonment and/or fines for the harasser or retaliator.

11.2.2. A civil wrong (tort) for which a civil lawsuit may be filed. In such a lawsuit, the harasser or retaliator may be required to pay financial compensation, including punitive damages without proof of damage, as well as other temporary or permanent remedies. In some cases, a lawsuit can also be filed against the employer. Lawsuits against an employer for workplace sexual harassment must be filed in the Labor Court.

11.3. If a complainant chooses to act through one of the legal channels in subsection (a), this does not prevent them from pursuing other options listed in this section simultaneously.

11.4. Sexual harassment and retaliation constitute disciplinary offenses under the Student Disciplinary Code.

11.5. Sexual harassment or retaliation committed by a student within the framework of Ono Academic College activities constitutes a serious disciplinary offense under the Student Disciplinary Code.

## 12. Policy and responsibility of Ono Academic College

12.1. Sexual harassment, retaliation, and harm based on sexual harassment contradict the policy of Ono Academic College.

12.2. Sexual harassment, retaliation, and harm based on sexual harassment are unacceptable to Ono Academic College. The College will act and fight to ensure a learning and working environment free from these behaviors.

## 13. Responsibility of Ono Academic College

13.1. The Prevention of Sexual Harassment Law imposes special responsibility on employers and academic institutions for the actions of their employees and supervisors.

13.2. Under this law, Ono Academic College is regarded as the employer, lecturers are considered employees or supervisors on behalf of Ono Academic College, and students are considered employees. For example: if a lecturer sexually harasses a student at Ono Academic College, this will be treated as harassment between a supervisor and an employee. If sexual harassment occurs between two students, it will be considered harassment between two employees.

13.3. The law exempts an employer from this special responsibility if the employer fulfilled their legal obligations under the Prevention of Sexual Harassment Law. The primary obligations include taking reasonable measures to prevent sexual harassment and retaliation, effectively addressing any incident brought to its attention, preventing recurrence, and correcting the harm caused to the complainant as a result of the harassment or retaliation.

## 14. Prevention of sexual harassment, retaliation, and harm based on sexual harassment

The following sections clarify how Ono Academic College works to prevent sexual harassment and retaliation in its activities—and if such acts occur, how they will be addressed.

### 14.1. Preventive measures

14.1.1. Ono Academic College requires every employee, lecturer, supervisor, and student to refrain from committing sexual harassment, retaliation, or harm based on sexual harassment in the framework of the College's activities.

14.1.2. Ono Academic College requires every employee, lecturer, supervisor, and student to do everything within their ability to prevent sexual harassment and retaliation, in order to create a working and learning environment free of sexual harassment and retaliation.

14.1.3. Ono Academic College encourages and will allow, within reasonable time frames, every employee, lecturer, supervisor, and student to participate in organized educational activities on the subject of sexual harassment, provided that this does not disrupt normal academic or administrative operations at the College.

14.1.4. Ono Academic College requires every employee, student, and supervisor to participate in all educational and training sessions organized by the College on the subject of sexual harassment and its prevention.

### 14.2. Access to information

14.2.1. Every employee, student, and supervisor of Ono Academic College is entitled and invited to review and receive a photocopy of any of the following:

14.2.1.1. The Prevention of Sexual Harassment Law, 1998.

14.2.1.2. The Regulations for the Prevention of Sexual Harassment (Employer Obligations), 1998.

14.2.1.3. The Ono Academic College Sexual Harassment Prevention Policy.

14.2.1.4. Information about Ono Academic College's training and educational programs relating to the prevention of sexual harassment.

14.2.1.5. A student of Ono Academic College may obtain these documents from the Sexual Harassment Prevention Officer, Vice President Dr. Rivi Cohen.

### 14.3. What should you do if you were sexually harassed or retaliated against?

A person who believes they have been sexually harassed or retaliated against has several legal options, separately or simultaneously:

14.3.1. Internal handling within Ono Academic College: If the harassment or retaliation occurred within the framework of Ono Academic College's activities (whether in employment or academic settings), a complaint may be submitted to the Sexual Harassment Officer. The procedures for this are detailed in Section V.

14.3.2. Filing a police complaint.

14.3.3. Initiating civil legal proceedings.

14.3.4. Ono Academic College recommends that anyone harmed by sexual harassment or

retaliation contact the Sexual Harassment Officer at the College in any case, in order to allow the institution to act to prevent recurrence—regardless of whether the victim decides to pursue legal action simultaneously.

## 15. Procedure for Submitting a Complaint of Sexual Harassment or Retaliation and Handling the Complaint within Ono Academic College

### 15.1. Who may file a complaint, and under what circumstances?

A complaint may be submitted by any of the following:

15.1.1. A person claiming to have been sexually harassed or retaliated against within the framework of Ono Academic College activities, whether they are a student, employee of Ono Academic College, job applicant, supervisor on behalf of Ono Academic College, an employee of a manpower or subcontracting company assigned to work at Ono Academic College, or any other person.

15.1.2. Another person acting on behalf of someone listed in subsection (a). In such a case, it is recommended to provide proof that the victim consents to the filing of the complaint (for example, a letter signed by the complainant).

### 15.2. To whom is the complaint submitted?

15.2.1. Any complaint of sexual harassment or retaliation occurring within the framework of Ono Academic College activities must be submitted to the Sexual Harassment Officer, Vice President – Dr. Rivi Cohen.

15.2.2. If the complainant feels uncomfortable approaching the Officer (for example, because they wish to file a complaint against them or believe the Officer has a personal connection to the matter or to those involved), the complaint shall be submitted to the designated substitute.

15.2.3. In the absence of both the Officer and the substitute, the complaint may be submitted to the CEO's Assistant, who will forward the matter to the appropriate authority.

### 15.3. Content of the complaint

The complaint shall include a description of the incident, including:

15.3.1. Identification of the individuals involved in the incident, and any witnesses;

15.3.2. Details of the circumstances of the incident(s) (e.g. place, time);

15.3.3. In cases where sexual harassment is alleged:

15.3.3.1. Details of whether the complainant clearly expressed to the harasser that the behavior was unwanted.

15.3.3.2. Details of whether there was any relationship of dependence, authority, etc. between the harasser and the complainant.

### 15.4. Method of submitting the complaint

15.4.1. It is preferable to file a written complaint, but an oral complaint is also permitted.

15.4.2. If the complaint is submitted orally –

15.4.2.1. The Officer will write down the content of the complaint;

15.4.2.2. The complainant will sign the written record to confirm its accuracy;

15.4.2.3. The Officer will provide the complainant with a copy of the complaint.

## 15.5. Procedure for investigating the complaint

15.5.1. Upon receiving a complaint, the Officer will take the following steps –

15.5.1.1. Inform the complainant of the legal options available (as stated in Section 11 of this policy).

15.5.1.2. Conduct an investigation of the complaint. To this end, the Officer will hear the complainant, the respondent, and any witnesses if applicable, and thoroughly review all relevant information.

15.5.1.3. The Officer shall not handle the investigation if they have a personal conflict of interest regarding the complaint or those involved. In such cases, the complaint will be transferred to the designated substitute.

15.5.1.4. The investigation shall be conducted without delay.

15.5.2. The Officer shall act with maximum protection of the dignity and privacy of the complainant, respondent, and any witnesses, including –

15.5.2.1. The Officer shall not disclose information obtained during the investigation unless necessary to conduct the investigation or required by law;

15.5.2.2. The Officer shall not ask questions about the complainant's sexual history that is unrelated to the respondent, nor consider such information. This restriction does not apply if the Officer believes that failure to ask such questions would result in irreparable injustice to the respondent.

15.5.3. Ono Academic College will protect the complainant during the investigation from harm relating to employment or studies as a result of filing the complaint, or from any other harm within the academic or employment framework that may interfere with the investigation. Among other actions, the College will act to separate the respondent from the complainant as much as possible and as appropriate under the circumstances.

15.5.4. At the conclusion of the investigation, the Officer shall promptly submit a written summary and reasoned recommendations regarding further handling of the complaint, including any issue listed in Section 17.

15.5.5. If the complaint is against a student enrolled at Ono Academic College, the summary shall be submitted to the Dean of Students.

15.5.6. If the complaint is against an employee of Ono Academic College, a supervisor on its behalf, or any other person, the summary shall be submitted to the CEO of Ono Academic College.

15.5.7. If the respondent is an employee of a manpower or subcontracting company assigned to Ono Academic College, the summary shall also be submitted to the respondent's formal employer.

15.5.8. If Ono Academic College becomes aware of a case of sexual harassment or retaliation within the academic or employment framework, and no complaint is filed, or the complainant withdraws the complaint, the case shall be forwarded to the Officer for inquiry. In such a case, the Officer shall investigate the matter to the extent possible

according to this section, with necessary modifications, and if the complainant has withdrawn the complaint, the Officer shall also investigate the reason for the withdrawal.

## 16. Handling of Sexual Harassment or Retaliation Cases by Ono Academic College

16.1. After receiving the summary and recommendations of the Sexual Harassment Officer as stated in Section 15.5.4, the CEO of Ono Academic College shall decide, within no more than seven working days, on the exercise of his/her authority regarding any of the following:

16.1.1. Issuing instructions to the employees and students involved, including guidelines for proper conduct within the academic or employment environment, separating the respondent from the complainant, and taking measures relating to employment or academic status, all for the purpose of preventing the recurrence of sexual harassment or retaliation, or repairing the harm caused to the complainant as a result of the harassment or retaliation.

16.1.2. In the case of sexual harassment by a student of Ono Academic College, initiating disciplinary proceedings in accordance with the Student Disciplinary Code.

16.1.3. Taking no action.

16.2. Ono Academic College will act without delay to implement the decision of the authorized authority as per subsection (a), and shall provide a written, reasoned notification of the decision to the complainant, the respondent, and the Sexual Harassment Officer. The complainant and respondent shall also be entitled to review the Officer's summary and recommendations.

16.3. Ono Academic College may, due to a change in circumstances, modify its decision under subsection (a) or delay its implementation, and will provide a written, reasoned notification of such change to the complainant, the respondent, and the Officer.

16.4. Notwithstanding the above, Ono Academic College may postpone, delay, or alter its decision due to the existence of legal or disciplinary proceedings related to the matter in question. In such a case –

16.4.1. A written, reasoned notice shall be sent to the complainant, the respondent, and the Officer;

16.4.2. As long as the proceedings have not concluded, Ono Academic College shall act according to the provisions of Section 16(e).

16.5. Once the proceedings are concluded, Ono Academic College shall make a final decision pursuant to subsection (a).

16.6. If the respondent is physically employed at Ono Academic College but is formally employed by a manpower or subcontracting company, Ono Academic College may, in agreement with the respondent's employer, determine which of them will carry out the provisions of this section, in whole or in part.

## Appendix A – Grade Normalization

### Grade Normalization Policy – Faculty of Law

1. As a rule, in all courses offered by the Faculty of Law at Ono Academic College (excluding English courses, Computer Skills courses, non-faculty courses, midterm exams, midterm assignments, and final papers), in all exam periods (except those in which fewer than 25 students participated), an adjustment shall be applied such that the final course average (after calculating all grade components, including midterms, assignments, etc.) will fall between 76 (upper limit) and 82 (lower limit). The maximum adjustment (upward or downward) shall not exceed 10 points.
2. For the purpose of calculating the course average prior to normalization, all exam grades below 50 will be excluded.
3. In the case of an upward adjustment due to normalization: the number of points added in the Exam date B or Exam date C may not exceed the number of points added in the Exam date A of the same course.  
Similarly, in the case of a downward adjustment: the number of points deducted in Exam dates B or C may not exceed the deduction applied in the Exam date A.  
In any case, if no normalization was applied in the Exam date A, no normalization shall be applied in Exam dates B or C.
4. Under no circumstances shall normalization result in a student who scored below 50 prior to normalization receiving a passing grade solely due to the adjustment, nor shall a student who passed the course fail solely as a result of a negative adjustment. Likewise, a student who achieved a grade higher than 95 shall not have their grade reduced.

### Grade Normalization Policy – Faculty of Business Administration

5. In all courses offered by the Faculty of Business Administration at Ono Academic College (excluding the final project, excluded courses in Accounting and English, and final written assignments), in any exam session with at least 20 participants, an adjustment shall be applied such that the final course average (after calculating all grade components including midterms, assignments, etc.) will fall within the range of 74–84.
6. For the purpose of calculating the course average prior to normalization, all exam grades below 40 will be excluded.
7. Normalization will be applied by cohort, based on all student groups taught by the same lecturer in the same semester/trimester who sat for the same final exam in that course.

8. In the case of an upward adjustment due to normalization: the number of points added in Exam dates B or C may not exceed the number of points added in the Exam date A of the same course.  
In the case of a downward adjustment: the number of points deducted in Exam dates B or C may not exceed the deduction applied in Exam date A.
9. Under no circumstances shall normalization result in a student who scored below 50 prior to normalization receiving a passing grade solely due to the adjustment, nor shall a student who passed the course fail solely as a result of a negative adjustment.  
The lecturer and program head may exercise discretion regarding the application of a negative adjustment to grades above 95.

## Appendix B – Social Engagement

Pursuant to the Student Encouragement of Social and Community Involvement Law, 2018

Social involvement and community engagement are an integral part of Ono Academic College's mission, alongside academic study and research. There are various ways in which students may contribute to the community. Field-based experience, combined with academic knowledge acquired during studies, provides students with new skills that benefit them on their academic and professional paths.

Ono Academic College encourages student contribution to society and the community; therefore, recognized volunteer activity is eligible for academic credit as part of the degree requirements.

The following provisions govern the Social Engagement Program at Ono Academic College:

1. All undergraduate students at Ono Academic College are required to complete volunteer activity during their studies, except in programs that include mandatory practical training as part of the curriculum or in special degree programs exempt from volunteering.
2. The Student Administration Offices, in cooperation with the Student Association, are responsible for developing the social engagement program, including the organizations approved for volunteer service, implementation procedures, and publication of guidelines at the beginning of each academic year.
3. The Student Administration Offices are responsible for assisting and advising students in the execution of their social engagement requirement.
4. Students are subject to the procedures published for the academic year in which the volunteer activity is performed.

5. The student is required to complete 36 hours of volunteer service. In exceptional circumstances, and subject to required approvals, a student may submit a request to substitute the volunteer requirement with an alternative course of equivalent credit value.
6. Registration for social engagement activities with the approved organizations published by the Student Administration Office is the responsibility of the student.
7. A student who has fulfilled the social engagement requirement will be awarded 4 academic credits, one time only, during the course of the degree.
8. Exemptions from social engagement may be granted in the following cases:
  - a. A graduate of a recognized academic institution who completed their first degree within five years prior to beginning undergraduate studies at Ono Academic College.
  - b. A student who has completed at least 10 days of reserve military duty during a single academic year.
  - c. A student who has performed volunteer service as part of an approved scholarship program within two years of their first academic year at Ono Academic College (e.g., Perach, Ofek, Impact, Mifal HaPais).
  - d. A student actively serving in security or emergency forces during their studies, including Magen David Adom, ZAKA, Israel Prison Service (correctional officers), active security service positions, or Ministry of Defense positions of a security nature.

Requests for exemption must be submitted in writing to the Student Administration Office of the relevant faculty, accompanied by supporting documentation. A written response will be sent to the student following review of the request.

9. Amendments:

This appendix constitutes an integral part of the Ono Academic College Academic Regulations. The College reserves the right to amend this policy, subject to the provisions of the Student Encouragement of Social and Community Involvement Law, 2018.

## Appendix C – Student Rights

### Parental Accommodation Procedure

Accommodations for Study and Examination Conditions in Accordance with the Student Rights Regulations (Adjustments Due to Fertility Treatments, Pregnancy, Childbirth, Adoption, Placement for Custody or Foster Care), 2012

The following provisions outline the application process and institutional policy for supporting pregnant students and students following childbirth, adoption, custody

placement, or foster care, through adjustments to study and examination conditions during their academic studies at Ono Academic College (hereinafter: “the College”).

A student requesting accommodations must submit an application to the Student Affairs Committee of their faculty. The earlier the request is submitted relative to the qualifying event, the more effectively the College can offer tailored solutions and consider alternative methods for completing coursework or course requirements.

The application must include medical documentation or any other relevant documents, as well as a detailed list of courses, workshops, practical training, assignments (such as exercises, seminar papers, and projects), and/or examinations that will be missed during this period. The application shall be forwarded to the Parent Support Coordinator in the Student Administration Office.

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#### A. Pregnancy

**Definition of a Qualifying Event:** A pregnant student is entitled to the following accommodations:

1. **Absence** – The student is entitled to be absent from up to 30% of class meetings, subject to sections E(2)–(3).
2. **Extended Exam Time** – A pregnant student is entitled to an additional 25% testing time. Requests must be submitted to the Parent Support Coordinator in the Student Administration Office.
3. **Restroom Breaks** – A pregnant student may take restroom breaks an unlimited number of times during an exam, except during the first and last 30 minutes of the exam.
4. **Exposure to Hazardous Materials** – Pregnant students may postpone participation in courses, practical training, or laboratory classes if there is risk of exposure to hazardous substances.
5. **Seating Arrangements** – Appropriate seating will be allocated in classrooms to ensure comfort during class and exams.
6. **Parking** – Where parking spaces are owned and operated by the College on a paid basis, a pregnant student is eligible for a parking permit from the seventh month of pregnancy until one month after childbirth.

## B. Fertility Treatments and Pregnancy Bed Rest

### Definition of a Qualifying Event:

A student who is on pregnancy bed rest or undergoing fertility treatments is entitled to the following accommodations:

1. **Absence** – The student is entitled to be absent from up to 30% of course sessions, subject to sections E(2)–(3).
- A student on pregnancy bed rest is entitled to all rights granted to pregnant students as listed in Section A above. In addition, if the student was required to miss at least 21 days during the semester due to the qualifying event, she will also be entitled to the additional accommodations listed below.
- A student undergoing fertility treatments who was required to miss at least 21 days during the semester due to the qualifying event will be entitled to the following accommodations:
2. **Absence from Exams** – A student who missed an exam due to a qualifying event may take an additional exam within the standard examination framework of the relevant faculty.
3. **Submission of Assignments** – A student who was unable to submit assignments on time due to a qualifying event will be entitled to an extension of up to 7 weeks from the end of the permitted absence period, or to receive alternative assignments, subject to approval by the Student Affairs Committee and in coordination with the course lecturer.
4. **Absence Over 30%** – If a student's absence exceeds 30% of course sessions, she may cancel her course registration and retake the course at a later date without additional payment.
5. **Prerequisite Course Requirement** – A student who missed the exam in a prerequisite course or a course required for advancement to the next academic year may enroll conditionally in the advanced course or next year, provided she completes all required assignments for the missing course. Recognition of the advanced course grade and the completion deadlines will be determined by the faculty, taking into account the nature of the missing course and the submission timeline.
6. **Course Withdrawal** – A student may withdraw from a course even after the regular withdrawal deadline, provided she has not yet taken the exam. The replacement course will be provided free of charge.

7. Extension of Study Period – A student who was absent for more than 30% of her studies due to a qualifying event and therefore canceled her courses will be entitled to extend her studies by up to two semesters without additional tuition cost, subject to College regulations.
8. Completion Deadline for Degree – The deadline for completing the degree will be extended based on the permitted absence period, for up to one year beyond the standard completion deadline at the College, without additional payment.
9. Spouse / Partner – A spouse or partner is entitled to up to one week of absence from classes due to a qualifying event.

## C. Childbirth, Adoption, Legal Custody or Foster Care Placement

### Definition of a Qualifying Event:

A student who has given birth within 14 weeks of the date of delivery, or a student who is absent during the period immediately following adoption or the assumption of legal custody or foster care of a child (up to 14 weeks from the qualifying event, including absence required for travel abroad for the purpose of adoption), shall be entitled to the following accommodations:

1. Absence from Classes:
  - 1.1. Childbirth – A student who has given birth is entitled to be absent from up to 40% of class meetings during the 15 weeks following the birth, or to be fully excused from courses for six weeks from the date of birth—whichever is greater—subject to Sections E(2), (3), and (4). The choice between these options shall be determined based on course requirements, the timing of the birth relative to the semester, and is subject to approval by the Student Administration Office.
  - 1.2. Adoption, Legal Custody, or Foster Placement – A student will be entitled to be absent from up to 30% of class meetings during the 15 weeks following the qualifying event, subject to Sections E(2)–(3).
2. Absence from Exams – A student who missed an exam held within 14 weeks of the qualifying event may take an additional exam during the standard examination periods of the Academic Center.
3. Submission of Assignments – A student who could not submit course assignments on time due to a qualifying event is entitled to an extension of up to 7 weeks from the end of the permitted absence period, or to receive alternative assignments, subject to approval by the Student Affairs Committee and in coordination with the course lecturer.

4. Additional Exam Time – A student who has given birth is entitled to 25% extra time on exams for up to three months following the birth. Requests must be submitted to the Parenthood Coordinator in the Student Administration Office and include medical documentation.
5. Prerequisite Courses – A student who missed the exam in a course designated as a prerequisite for advancement to another course or academic year is entitled to conditionally enroll in the advanced course or following year, provided that all requirements for the prerequisite course are ultimately completed. Final approval and recognition of the advanced course grade will be subject to faculty decision, taking into account the nature of the missing course and the timeline for completion.
6. Course Withdrawal – A student may withdraw from a course after the official withdrawal deadline, provided the exam has not yet taken place. The replacement course will be provided without additional tuition.
7. Extension of Studies – A student who was absent due to a qualifying event is entitled to extend their studies by up to two semesters without additional tuition payment, subject to Academic Center policies.
8. Degree Completion Deadline – The deadline for completion of the degree will be extended in accordance with the permitted period of absence, for up to one additional year beyond the standard completion date, without additional cost.
9. Study Freeze – A student who has given birth may retroactively freeze their studies for the semester in which the birth occurred and retain the right to re-enroll without additional tuition, provided that the delay does not exceed two years.
10. Partner of a Student – A partner of a student who has given birth and who missed an exam scheduled within three weeks of the birth is entitled to an additional exam date, subject to the exam schedule of the Academic Center.
11. Partner Leave – A spouse or partner is entitled to up to one week of absence from classes due to a qualifying event.

#### D. Stillbirth / Miscarriage

##### Definition of a Qualifying Event:

A stillbirth or miscarriage occurring from the 22nd week of pregnancy shall be treated as childbirth for the purpose of eligibility for all rights and accommodations afforded to postpartum students, as detailed in Section C above.

## E. General Provisions

1. Accommodations Coordinator – The Student Administration Offices shall appoint an Accommodations Coordinator (“Parenthood Coordinator”), who will be responsible for coordinating and implementing accommodations, as well as handling student complaints related to the implementation of accommodations. The Coordinator will maintain ongoing communication with representatives of the Student Dean’s Office across all campuses.
2. Absence from Practical Training / Workshops / Laboratory Courses – The Academic Committee of the relevant faculty may determine which assignments, courses, workshops, practical training, internships, or similar activities may be exempted from attendance requirements, and which cannot be completed without attendance. A student who is absent without approval will be required to repeat the activity. A list of required tasks and courses will be published at the beginning of each semester and updated as needed.
3. Completion of Practical Training / Workshops / Laboratory Courses – A student wishing to complete a practical training component, workshop, or laboratory course must submit a request to the Student Affairs Committee. Approval of the request and the method of completion are subject to the decision of the faculty.
4. Absence from an Intensive (Condensed) Theoretical Course – A postpartum student is entitled to be absent from up to 50% of an intensive theoretical course taught in a continuous marathon format.
5. Scholarships and Awards – Prizes, scholarships, and merit-based awards granted by Ono Academic College that are based on the duration of studies will be adjusted proportionally to the period of absence due to a qualifying event.
6. Lactation Rooms – Dedicated breastfeeding rooms are available on every campus.
7. Exposure to Hazardous Substances – Nursing students may defer participation in courses, practical training, or laboratory work if there is a risk of exposure to hazardous materials.
8. Printing Allowance – A student who was absent due to a qualifying event is entitled to 20 printed pages for each missed day of study.
9. Appendices – Internal decisions issued by each faculty at Ono Academic College constitute an integral part of this Accommodations Procedure.
10. Amendments – Ono Academic College reserves the right to amend this procedure in accordance with faculty requirements and subject to the provisions of the Student Rights Law (Accommodations Due to Fertility Treatments, Pregnancy, Childbirth, Adoption, Legal Custody or Foster Care), 2012.

## **Appendix D - Examination Regulations – Remote Examinations**

### **1. Remote Examination**

A lecturer may decide that the exam in their course will be conducted online in one of the following formats, provided that approval was granted by the Faculty Dean:

- 1.1. A remotely proctored online take-home exam.
- 1.2. An online take-home exam without supervision, requiring a unified start time and limited in duration from the moment the exam begins.
- 1.3. An online take-home exam available for 24 hours or more from the time of publication, but timed from the moment the student begins it (i.e., the student chooses when to start, and from that moment the exam remains open for a set duration specified by the lecturer—for example, 3 hours).
- 1.4. A take-home exam available for 24 hours or more without time limit once opened.
- 1.5. An individual oral online exam conducted via Zoom (in Hebrew language courses).

### **2. Examination Procedure**

#### **2.1 Remote Proctored Online Examination**

2.1.1. For remote proctored exams via Zoom, the lecturer will inform students in advance and send a link to the “exam room.” Students must enter the link 30 minutes before the exam for registration and identification.

2.1.2. The exam will be uploaded to the course website under “Assignment Submission” or “Online Exams.” The lecturer will specify the start and end times for each exam section. At the same time, the lecturer will upload a Zoom link to accompany the exam.

The student must ensure they received two separate links:

- A link to the exam
- A link to the Zoom proctoring session

2.1.3. The student must ensure in advance that they have the necessary equipment and that it is functioning properly. Required equipment includes:

- Computer (desktop or laptop) with charged battery and power source
- Microphone (built-in or external)
- Camera (built-in or external)
- Mobile phone or another internet-connected device with a camera

In addition, the student must arrange a quiet and private location.

2.1.4. Each student must enter the Zoom link at least 30 minutes before the scheduled start time for identity verification and technical instructions.

2.1.5. The exam must be conducted using two cameras. The student connects to Zoom using a computer and an additional device:

- The computer must have a front-facing camera adjusted according to proctor instructions.
- A second device with a camera must be placed beside the student, positioned according to proctor instructions.
  - \* In exceptional cases, an exam may be approved using only a side camera and Zoom without a front-facing camera (front Zoom open for chat only).

2.1.6. The student must identify themselves on Zoom to the proctors, including presenting an ID card / student card / driver's license and confirming identity with Zoom records. At the same time, the student must update their Zoom display name as follows:

- On the computer: "Student Name + ID – Front"
- On the second device: "Student Name + ID – Side"

2.1.7. Late entry to Zoom is not allowed. A student who enters Zoom after the start time (45 minutes after the Zoom link opens) will not be allowed to take the exam and must take the next exam date instead.

2.1.8. In parallel with entering Zoom, the student must also access the exam site according to the instructions provided in advance by the lecturer. The exam form will become active only at the official exam start time (the page must be refreshed at the start time or shortly after for the link to activate).

2.1.9. The first part of the exam will include a signed declaration by the student committing to maintain exam integrity and to comply with all exam instructions and conditions.

2.1.10. Technical support for students during the exam will be provided by submitting a support ticket via the following link:

<https://web2.ono.ac.il/ZoomStudentCalls/OnlineExamCalls.asp>

2.1.11. The exam will take place with microphones muted and both cameras (front and side) on in Zoom, with no virtual backgrounds permitted.

2.1.12. Apart from the front-facing camera setup and the secondary device with a camera, the student may not have any additional computer or mobile device in the exam room. Use of permitted study aids will follow the lecturer's explicit prior instructions.

2.1.13. It is strictly forbidden to use a mobile phone during the exam other than for the side camera and Zoom connection, unless explicit permission was given by the proctors for contacting the teaching or technical team.

2.1.14. The use of headphones or any audio device is prohibited during the exam. Earplugs are permitted, but the student must remain available to teaching assistants and proctors if needed.

2.1.15. Questions for the teaching staff during the exam must be asked in a private chat message (from the front Zoom connection). Questions unrelated to understanding the exam questions will not be answered.

2.1.16. Bathroom breaks are allowed only after notifying and receiving approval from the proctors. The student must return within five minutes. Bathroom breaks are allowed only after the first 30 minutes of the exam and up until the last 30 minutes. In exams lasting up to two hours, no bathroom breaks are allowed. For this purpose, the exam duration is based on the time set by the lecturer on the exam form, even if the student is entitled to extra time accommodations.

2.1.17. Anonymous proctors will monitor exam integrity throughout the exam. At the end of the exam, the proctors will submit a detailed report of any suspicious behavior and will provide the Zoom recording of the exam session.

2.1.18. A student who enters the exam link in the online system and exits without submitting the exam will be considered as having taken the exam and will receive a grade of zero. The student may leave the Zoom proctoring room only after 30 minutes from the beginning of the exam.

2.1.19. In courses where the online exam is taken via the "Online Exams" function in the system, the exam will automatically lock at the exam end time. Therefore, the exam must be submitted at least one minute before the time limit expires.

2.1.20. At the end of the exam, the student must send proof of submission to the exam proctors via the Zoom chat. The student must then wait an additional minute and only afterward may disconnect from Zoom and turn off the cameras. If the Zoom report or proctor report shows that the student left Zoom or turned off the cameras before submitting the exam, the exam will be disqualified and the student will receive a grade of zero.

2.1.21. For exams that require scanning and submitting the completed exam via the "Assignment Submission" system, the student must stop writing immediately at the official end time and begin scanning and submitting the exam through the website.

2.1.22. For exams requiring scanning and uploading the solution, immediately at the end of the exam students must photograph the exam using their mobile phone and send it to a designated email address or WhatsApp number. This step is only for backup and identification purposes and does not constitute an official submission.

2.1.23. For exams requiring scanning and uploading the solution, a 15-minute window will be provided to scan and upload the exam. During this time, the Zoom session and both cameras must remain active. If the camera or Zoom is closed before submission, the exam will be disqualified.

2.1.24. The official submission of the exam via upload to the website is permitted only within the assigned submission time (exam end time + 15 minutes). Submission after this time will not be accepted and the exam will not be graded.

A student who finishes early must send a private chat message to one of the proctors to receive permission to scan and submit the exam. Only after receiving that approval may the student use their phone to begin scanning. The scanned exam must be submitted within 15 minutes of the proctor's approval.

2.1.25. For scanning exams, students must prepare in advance and use the Turboscan app on a mobile device, and ensure sufficient storage space for photos. The exam must be scanned as one clear PDF file (including all solution pages in order of the questions, and all draft pages at the end). Scanning must be performed while the Zoom camera is active. If the student turns off Zoom during scanning, the exam will be disqualified.

2.1.26. The student may not write their name or any identifying details anywhere on the exam solution. The uploaded file name must be the student's ID number only.

2.1.27. If a technical problem occurs during submission (scanner failure, upload failure, etc.), the student must immediately notify the proctors via WhatsApp or email and simultaneously ensure that the full exam file is sent via email or WhatsApp within the 15-minute submission window. If no version of the exam is received within that 15-minute window, the exam will not be graded.

2.1.28. During the exam the student is prohibited from speaking with others, copying, or sharing any material with other students in any format. The student may not have any study material within reach during the exam unless explicitly permitted. Claims such as "I brought the material but didn't use it" will not be accepted.

Using mobile phones, smartwatches, or any other communication device during the exam is strictly forbidden (except for accessing the exam platform and Zoom proctoring).

2.1.29. During the exam the student is forbidden from turning off the cameras, moving out of camera view, or performing any action that prevents proctors from seeing them. Any non-approved absence from camera view will be considered an exam integrity violation, resulting in exam disqualification and possibly disciplinary proceedings.

2.1.30. Entering the online exam platform without connecting to the proctoring link with both required cameras will lead to immediate disqualification and referral to a disciplinary committee.

## 2.2. Remote Online Exam Without Proctoring

(Requires a uniform start time, with a time limit based on the official start time)

2.2.1. Instructions regarding the exam format and scheduled time will be provided in advance by the lecturer or by the Student Administration Office.

2.2.2. For exams designated as online exams, access is through the Student Information System under “Exams and Assignments → Online Exams”, or through a link sent by the lecturer.

2.2.3. For exams defined as take-home exams, access to the exam is through the Student Information System under “Exams and Assignments → Assignment Submission.”

2.2.4. The exam will open on the website for a limited duration. The timer begins at the published start time and will automatically close when the allocated time ends.

2.2.5. A student who enters the exam website and receives the exam but decides not to complete it will be considered as having taken the exam, and the grade will be “0” (fail).

2.2.6. For exams defined as online exams, questions to the lecturer during the exam may be submitted via private chat in a Zoom link that will be sent by the lecturer.

2.2.7. For exams defined as take-home exams, questions to the lecturer during the exam may be submitted via the course website.

2.2.8. A technical support service is available to assist students who are unable to access the system or encounter difficulties while using the online exam platform. To request support, please complete the form at [www.ono.ac.il/go](http://www.ono.ac.il/go), select the option “I am currently taking an online exam,” and a support representative will contact you.

2.2.9. You may practice using a sample exam on the system in advance. We highly recommend doing so to ensure that during the real exam you can focus on answering questions rather than operating the system.

## 2.3. Online Exam Available for at Least 24 Hours, Time-Limited from Moment of Entry

2.3.1. Access to the exam is through the Student Information System under “Exams and Assignments → Online Exams.”

2.3.2. The exam will be posted on the website for a time period determined by the lecturer (e.g. 24 hours). Within that time period, the student may choose the most convenient hour to enter and begin the exam.

2.3.3. Once the student enters the exam, the countdown begins based on the time limit set by the lecturer and published on the course website, provided that the exam is completed within the overall time window defined.

2.3.4. While the exam is available on the website, students may send questions to the lecturer through the course website's messaging system.

2.3.5. The lecturer will provide responses at least twice during the exam window. These response periods will be published in advance on the course website. The total response time available will be equal to the exam duration but will not exceed 3 hours. (Students may still take the exam outside these periods, but without lecturer support.)

2.3.6. A student who enters the exam website and receives the exam but decides not to complete it will be considered as having taken the exam, and the grade will be "0" (fail).

2.3.7. A technical support service is available to assist students who experience difficulties accessing or using the online exam system. To receive assistance, please complete the online form at [www.ono.ac.il/go](http://www.ono.ac.il/go), select the option "I am currently taking an online exam," and a support representative will contact you.

#### 2.4. Take-Home Exams Available on the Website for 24 Hours or More

2.4.1. Access to the exam is through the "Assignment Submission" menu on the course website.

2.4.2. The exam will be posted on the website for the period defined by the lecturer. The student may enter the exam at any time during this period.

2.4.3. During the exam window, students may contact the lecturer with questions via the "Contact Lecturer" function on the course website.

2.4.4. Lecturer responses will be provided on the course website during at least two time slots that will be determined and announced in advance. The total response time available from the lecturer will be approximately 3 hours (students may continue taking the exam outside these times but without lecturer support).

2.4.5. A student who enters the exam website and receives the exam but chooses not to complete it will be considered as having taken the exam, and the grade will be "0" (fail).

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