

TAU Law has detailed policies regarding some aspects of studying at TAU Law.

Please see the guidelines below. Any questions, please contact the Program's Academic Coordinator for clarifications.

Attendance in Courses, Tutorials and Seminars

1. Student Attendance

- 1.1. Students must attend every meeting (class, tutorial, or seminar) included in their course schedule and complete all the tasks assigned by the lecturer before the meeting, subject to the provisions of Section 2.
- 1.2. Teachers may check student attendance in their classes in any way they deem fit.
- 1.3. In case the schedule determined for a condensed course by TAU Law collides with the schedule defined for another course, and in this case only, a student may be absent from the other course to attend the condensed course. It is the student's responsibility to inform the lecturer of their absence.

2. Illegibility to Attend a Final Exam or Receive a Grade in a Seminar

- 2.1. A student who fails to attend 30% or more of the classes will not be allowed to take the course's final exam. Out of these 30%, the student can miss 10% of the classes for any reason. An additional 20% of these 30% may be justified for a reason based on proper documents submitted to the lecturer.
- 2.2. The list of students not allowed to take the final exam will be posted no later than seven days before the exam day or the day of the last class in the course. This timeframe will not apply to condensed courses in English.
- 2.3. In any case, if a lecturer decides to expel a student from a seminar or not to grade the student for their seminar, the lecturer will deliver a notice informing the student about the lecturer's decision, with a copy submitted to TAU Law secretary office for system updating purposes.
- 2.4. A student who was not allowed to take the final exam or submit a seminar paper may appeal against such decision to the Assistant Dean for Teaching and Student Affairs via the Program's

Academic Coordinator. The Assistant Dean for Teaching and Student Affairs will ask the lecturer to respond to the appeal. The decision of the Assistant Dean for Teaching and Student Affairs will be final and cannot be appealed.

- 2.5. If an appeal is submitted and the Assistant Dean for Teaching and Student Affairs's decision is not issued by the time of the exam, the student may take the exam on a conditional basis that should their appeal be accepted, their grade will count.

3. Minimal Number of Students

- 3.1. The Assistant Dean for Teaching and Student Affairs may cancel an elective course, workshop or seminar if fewer than 10 students are registered. Students who register for canceled courses will be granted the option to choose a different elective course offered that year.

4. Cancellation of a Course or a Seminar due to Student Absence

- 4.1. A lecturer may cancel any meeting scheduled with the class if three or fewer students attend. The lecturer will report such cancellation to the Assistant Dean for Teaching and Student Affairs.
- 4.2. Should several classes of the same course be canceled during one academic year, the Teaching Committee may decide to cancel elective courses or seminars also during the academic year due to low student attendance.

Exams and Papers

All exams in the Faculty are conducted on the student's personal computer using a dedicated exam software (DigiExam) according to the Faculty's procedures. Students who do not own a personal computer should contact the Exams Secretariat or the Program's Academic Coordinator, which will provide them with a laptop for the exams.

1. Exams

- 1.1. A computerized final exam will be held upon completing studies in all courses, excluding workshops, seminars, and courses for which a different final assignment will be specified in the course syllabus.
- 1.2. All final and midterm exams at TAU Law will be conducted under supervision and graded anonymously.
- 1.3. Final and midterm exams will not be conducted orally.
- 1.4. There will be no option to submit a final paper instead of taking a final exam unless decided otherwise in specific cases.

2. Extra Time/ Adjustments in Exams

- 2.1. Students with learning disabilities or for medical reasons who need a special time extension or other adjustments in exams must contact the Assistant Dean for Teaching and Student Affairs via the Program's Academic Coordinator with supporting documents. The recommended adjustments require the approval of the Assistant Dean for Teaching and Student Affairs.

3. Oral or written tests

- 3.1. A lecturer in a course, workshop, or seminar may administer either written or oral tests during the course. The lecturer has the authority to specify beforehand whether passing these tests is a prerequisite for taking the final exam, obtaining a grade in the course, or receiving a bonus grade.

4. Final Exams

- 4.1. For some of the courses, there are two exam dates (exam A and exam B). For these courses only, a student who wishes to retake the exam can do so on the second date. In such a case, the last grade will be the final grade (even if the last grade is lower than the first).
- 4.2. A student may also choose to take only Exam B. In this case, the student will not have a second opportunity to take the exam.
- 4.3. Students who took Exam A and wish to take Exam B must register for the exam online through the Student Personal Information portal no later than four days before the exam date.
- 4.4. Students may not take the final exam for one course more than twice.
- 4.5. Students who have taken the exam and have **waived their passing grade** may not rescind such waiver. The last grade received will be the determining grade.

5. Special Additional Exam Time

5.1. Special exam time due to at least three sick days

A student who failed to attend an exam due to at least three sick days will be entitled to an additional exam time subject to the following rules:

- 5.1.1. The student will supply a medical note issued when s/he was sick.
- 5.1.2. The student attended at least one of the two times scheduled for the exam (Exam A or Exam B).
- 5.1.3. The total number of approvals granting eligibility for a special exam time due to sickness will be limited to two per semester.

6. Exam Conduct

- 6.1. Upon entering an exam room, the student **must** submit a form of identification to the exam proctor.
- 6.2. A student who entered the exam room, logged in using the computer software, and opened the exam will be considered as having taken the exam. Should the student decide not to take the exam, their grade will be "0", and they will not be allowed to leave the exam room before half an hour has passed from when it commenced and after submitting the exam.

- 6.3. During an exam, midterm, or written test, a student may not talk with other students, copy from them, or use any aiding materials that were not explicitly approved in advance by the lecturer.
- 6.4. Each exam will be conducted using the computerized software.
- 6.5. During the exam, a student may not pass aiding materials allowed to other students and may not receive such materials from another student.
- 6.6. Students must refrain from revealing their identity in the final exam and must refrain from including any information that is not relevant to the exam in the exam itself.
- 6.7. No students will be allowed to enter the exam room after 30 minutes have passed from the exam commencement time.
- 6.8. Subject to the provisions of Section 5.1., students may exit the exam room only upon completing and submitting their exam into the software or as instructed by the proctor.
- 6.9. In exceptional cases, a student will be allowed to step out from the exam room temporarily, but only with the proctor's approval and in accordance with the conditions they determined.
- 6.10. The student must submit the exam through the computer software, within the time allotted for the exam. No corrections may be made once the exam has been submitted.
- 6.11. The student must follow the instructions on the exam and those provided by the proctor.

7. Grades

- 7.1. The final grade in a course will be on a scale of 0- 100. Any grade lower than 60 will be considered a "fail."
- 7.2. Any course in which more than 25 students submitted a paper or took an exam must meet the grading curve requirements. The grading average should be between 77 and 81 (86 for condensed courses). The final course grade includes all the grade components, including partial and bonus grades, if awarded. The grading curve applies to all students in the course. This grading curve does not apply to seminars and workshops.
- 7.3. For the purposes of calculating the average course grade, and for these purposes alone, any grade lower than 50 will be considered as 50.

- 7.4. The course lecturer may adjust the final average grade of the course to the level of difficulty of the final exam, even if less than 25 students attended the exam at that time. There are multiple adjustment methods, and each lecturer may decide which method to use.
- 7.5. Official final grades will be published in the Student Personal Information portal.

8. Grade Components

- 8.1. A lecturer in a course or seminar may determine that the final course grade will be calculated as a weighted average of the grade awarded for the final exam or seminar paper and a midterm grade, given for a different task determined by the lecturer, such as: midterm quiz, written exams, midterm paper, presentation and so on. The lecturer may also determine that the midterm grade will be a protective grade, which will be included in the calculation only if it is higher than the grade the student achieved on the final exam. A notice concerning a task, its weight, and whether or not its grade will be a protective grade will be published in the course syllabus or on the Faculty's website or in the assigned reading list provided by the lecturer no later than the first lesson of the course.

Any change made in the grade components listed in the course syllabus after the first lesson must be approved by the Assistant Dean for Teaching and Student Affairs and will be shared with the students.

- 8.2. In any case, the weight of the course's final exam will not constitute less than 60% of the total grade, and the weight of take-home assignments will be no more than 25% of the overall grade unless the Teaching Committee authorizes an exception to these guidelines.
- 8.3. Any final exam, midterm, written test, and home assignment can also include materials that were not covered in class (based on reading assignments including books, articles, and rulings done by the students), provided this was published reasonably in advance.

9. Bonus Grade for Active Participation

A lecturer may provide up to five grade points per student for their active participation and contribution in class, provided the following rules are kept:

- 9.1. The final grade average in each of the exam dates in the course will not exceed the limit set in Section 6.
- 9.2. The total sum of bonus points the course lecturer grants will not exceed half the number of students registered for said course.

- 9.3. The bonus points will be independent of the student's achievements in the final exam or any other test or writing assignment for which a separate grade component has been determined.
- 9.4. The bonus grade will be granted as close as possible to the last teaching session in the course and no later than before the publishing of the grades achieved in Exam A.
- 9.5. The bonus grades will be published on the notice board or Moodle.

10. Publishing Grades and Exam Notebooks

- 10.1. The grade components, including the final exam and take-home assignment scores, will be provided to students on Moodle.
- 10.2. The secretary's office will not offer any information concerning grades over the phone.
- 10.3. Exams done through the computerized system can be viewed on the software's website (if the exam is not confidential).
- 10.4. Separate guidelines will be published for viewing exams classified as confidential.

11. Appealing a Grade

- 11.1. Students may appeal a grade awarded in a final exam, a final course paper, a take-home exam, and a seminar paper.
- 11.2. An appeal should be submitted via the Student Personal Info portal with the exception for condensed courses in English. Response to the appeal will be posted on the student's Personal Info portal next to the exam's grade.
- 11.3. The appeal shall not exceed 250 Words.
- 11.4. An appeal may be submitted within 5 days after receiving the grade or from the day the exam was released. Students shall take into account that they may not receive an answer before Exam B. In such cases, it is the student's responsibility to decide whether to take Exam B.
- 11.5. It is the student's responsibility to maintain anonymity throughout the process. A student may not approach a lecturer or teaching assistant directly regarding an appeal. Any appeal or inquiry concerning a grade submitted by a student to a lecturer or teaching assistant, which includes personal identifying information or personal comments, will not be processed and may result in a disciplinary hearing.

- 11.6. As part of the appeal, the lecturer may only check whether there was a calculation error or a part of a question that was not checked. The exam will not be reevaluated.
- 11.7. Any decision made by the lecturer to accept or reject the appeal will be accompanied by an explanation written on the appeal form.
- 11.8. Should the lecturer conclude that the published grade should be changed (up or down), they may recommend making said change – with the proper explanation provided – to the Assistant Dean for Teaching and Student Affairs. The Assistant Dean for Teaching and Student Affairs may decide, at his or her sole and reasoned discretion, whether to accept or reject the lecturer's recommendation, in its entirety or part. The decision concerning an appeal is final.
- 11.9. A student wishing to appeal against the grade awarded in a seminar will submit to the Program's Academic Coordinator a printed detailed breakdown of their objections attached to the original paper, including the grade and notes provided by the lecturer, within two weeks of the publishing of the grade.

12. Home Assignments

- 12.1. Home assignments will be handed in on the date determined by the lecturer.
- 12.2. A lecturer will postpone or cancel the next home assignments if, at the time determined for the submission of the assignment, two home assignments or more have been submitted but have yet to be returned to the students.
- 12.3. Home assignments will be returned to students no later than three weeks after the deadline for their submission unless the Assistant Dean for Teaching and Student Affairs has granted a special extension.
- 12.4. Assignments must be completed independently, without collaboration with partners. Unless otherwise directed by the lecturer, students are allowed to utilize text generated by ChatGPT or any other AI tool, provided prior approval from the lecturer is obtained. Additionally, any such usage must be explicitly and comprehensively cited, detailing the manner in which it was used and specifying the portions of the work where such utilization occurred.

13. Seminar Papers

13.1. All the seminar papers must be individual original works.

13.2. In the absence of alternative instructions from the lecturer, partial or full utilization of text generated by ChatGPT or any other AI tool is allowed, provided that prior approval from the lecturer is obtained, along with explicit and comprehensive citation of the manner of use and the specific segments of the work where such usage was applied.

13.3. Any reference or quote, including from online sources, must be marked as such, with direct reference to the source.

13.4. Any argument, idea, analysis, and so on presented and based on another source, including an online source, must be accompanied by a footnote or a similar note referencing the relevant source.

13.5. A student may not submit a home assignment or seminar paper identical or similar to another paper they submitted in a different course.

13.6. The format for submitting pro-seminar and seminar papers in the Faculty will be as follows:

Font: David, **Size:** 12, **line spacing:** 1.5 lines.

Top and bottom margins: 2 cm, **side margins:** 2.5 cm on each side.

The headline of a seminar paper's cover page will include the name of the course, the name of the lecturer, the submission date, the name of the student, their ID number, and the number of words in the paper (including footnotes).

The format for submitting home assignments and take-home exams is as stated above but without a cover page. Only an ID number should be included.

Students will submit seminar papers in an electronic format to the **lecturer** and the **Program's Academic Coordinator**. A lecturer interested in receiving printed copies (whether exclusively or in addition to the electronic format) will inform the students of such in class and on the course website. In this case, the students must submit the printed copy of the paper to the Program's Academic Coordinator. The student is responsible for saving a copy of their paper as it was submitted to the lecturer and the Program's Academic Coordinator in case the paper is lost. After evaluating the seminar papers, the lecturer will return them to their students in an electronic format with their comments included.

14. Timeframe for Submitting and Returning Seminar Papers

14.1. Parasol International LL.M. students and Exchange Students must submit their Seminar Paper not later than a month after the end of their current Academic Year.

14.2. For seminar papers, a lecturer may approve an extension of up to two weeks after the time specified in Section 13.1. The lecturer's written approval must accompany any late submission.

The Assistant Dean for Teaching and Student Affairs may approve an extension of two weeks in addition to the extension approved by the lecturer for students, proving the existence of grounds justifying such an extension of the submission deadline. The Faculty has no authority to offer additional extensions above those specified above.

14.3. Submitting the seminar paper beyond the specified deadline requires the approval of the faculty's academic committee. Submitting a paper after the completion of the student's current academic year, even if approved, will incur additional tuition fees in accordance with the university tuition regulations. Such a delay may also lead to postponement of the date when the student becomes eligible for the degree and/or the date of degree conferment.

14.4. Seminar papers will be returned to students within two months of their official submission date.

15. Graduation

15.1. The final average grade in the degree will be based on course and seminar grades.

15.2. Only a student who has completed all duties will be eligible for the LL.M. degree. The diploma will be issued in mid-January of the following year.

15.3. A "Magna Cum Laude" notice will be awarded to students who have graduated with an average final grade of 90 and above, and a "Summa Cum Laude" notice will be awarded to students who have graduated with an average final grade of 95 and above, provided that they are among the 15% of students with the highest grades in the same class.

Exams and Papers in Condensed Courses

1. Courses Offered by Visiting Lecturers from Abroad (course number 1411XXXX50)

- 1.1. The Zvi Meitar Center for Advanced Legal Studies offers a range of courses taught by visiting lecturers from abroad. These courses provide students with the opportunity to enrich their legal knowledge while being taught by some of the leading legal scholars from abroad, providing a broad and rich perspective of the field of law in the global age.
- 1.2. The courses offered by visiting lecturers are primarily designed for Master's and PhD students. Nonetheless, undergraduate students will be able to enroll in these courses, with priority admission granted to International Master's students and students of the Zvi Meitar Center for Advanced Legal Studies.
- 1.3. In these courses, students must attend at least 75% of the classes to be eligible to submit a final paper or attend the final exam in the course. This obligation will be strictly enforced.
- 1.4. The above procedure for Exams and Papers will apply to the courses taught by visiting professors, subject to the following changes:
 - 1.4.1. In a condensed course offered by a visiting lecturer from abroad, the lecturer may decide that a final paper or take-home exam will be submitted instead of a final exam. The paper will be submitted within three weeks of the condensed course end date unless the Assistant Dean for Teaching and Student Affairs has approved an extension at their sole discretion. The grade awarded for a paper written instead of an exam as part of a course taught by a visiting lecturer from abroad cannot be improved by taking another exam or submitting another paper.
 - 1.4.2. **There will be only one test date (Exam A) in condensed courses taught by visiting lecturers.**
 - 1.4.3. The exams in condensed courses taught by visiting lecturers will be graded in accordance with the common practice in the lecturer's home institution.

2. Condensed Courses Taught in English by Israeli Lecturers (course number 1411XXXX01)

TAU Faculty of Law Regulations

TAU Law offers a range of courses taught in English by Israeli lecturers. These courses provide TAU Law's students with the opportunity to experience studies in the English language and provide visiting students from abroad with the opportunity to get acquainted with Israeli Law.