

## Faculty of Law Regulations

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### **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.](#)
- 1.2. Teachers may check student attendance in their classes in any way they deem fit to do so.
- 1.3. In case the schedule determined for a condensed course by TAU Law collides with the schedule determined for another course, and in this case only, a student may be absent from the other course in order 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 failed 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 whatsoever. 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 prior to 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 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's 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 Supervisor [the Associate Dean for Academic Affairs, via the secretary office]. The Supervisor will ask the lecturer to respond. The Supervisor's decision will be final and cannot be appealed.
- 2.5. If an appeal is submitted and the Supervisor'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 Supervisor may cancel an elective course if less than 10 students registered, and to cancel a seminar if less than 8 students registered. Students who registered to courses or seminars that were cancelled will be granted the option to choose a different elective course or seminar being offered that year.

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### **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 there are three or less students in attendance. The lecturer will report such cancellation to the Supervisor.
- 4.2. Should several classes of the same course be cancelled 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.

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### Exams and Papers

#### 1. Exams

- 1.1. A computerized final exam will be held upon the completion of 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 will be graded anonymously, using each student's ID number.
- 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 Supervisor [via the program's secretary] with supporting documents. The recommended adjustments require the approval of the Supervisor.

#### 3. Final Exams

- 3.1. For some of the courses, there are two exam dates (exam A, exam B). For these courses only, a student who wishes to retake the exam, can do so in the second date. In such a case, the last grade will be the final grade (even if the grade is lower than the first one).
- 3.2. You may also choose to take only Exam B. Note that in this case, you will not have a second opportunity to take the exam.
- 3.3. 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.
- 3.4. Students may not take the final exam for one course more than twice.
- 3.5. 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!

#### 4. Special Additional Exam Time

##### 4.1. **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:

- 4.1.1. The student will supply a medical note issued during the time s/he was sick.
- 4.1.2. The student attended at least one of the two times scheduled for the exam (Exam A or Exam B).

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4.1.3. The total number of approvals granting eligibility for a special exam time due to sickness will be limited to two per semester.

### 5. Exam Conduct

- 5.1. Upon entering an exam room, the student **must** submit a form of identification to the exam proctor.
- 5.2. A student who entered the exam room and received the exam questionnaire or who logged-in to the exam using a computer software, will be considered as having taken the exam at that time. 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 the time it commenced, and after having submitted the exam with the exam form.
- 5.3. During an exam, midterm or written test, a student may not talk with other students, copy from them or use any aiding materials, which were not explicitly approved in advance by the lecturer.
- 5.4. Each exam will be conducted using the computerized software.
- 5.5. During the exam, a student may not pass aiding materials that were allowed to other students and may not receive such materials from another student.
- 5.6. Students must refrain from revealing their identity in final exam, and must refrain from including any information which is not relevant to the exam in the exam itself.
- 5.7. No students will be allowed to enter the exam room after 30 minutes have passed from the exam commencement time.
- 5.8. Subject to the provisions of subsection 5.1. above, students may exit the exam room only upon completing the exam and delivering the exam notebook and form to the proctor, or as instructed by the proctor.
- 5.9. In exceptional cases a student will be allowed to temporarily step out from the exam room, but only with the proctor's approval and in accordance with the conditions determined by them.
- 5.10. The student must return the exam notebook, or 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.
- 5.11. The student must follow the instructions appearing on the exam notebook and those provided by the proctor.

### 6. Grades

- 6.1. The final grade in a course will be on a scale of 0- 100. Any grade lower than 60 will be considered as a "fail".
- 6.2. Any course in which more than 25 students submitted a paper or took an exam must meet the grading curve requirements. Grading average should be between 77 and 81 (86 for condense courses). The final course grade includes all the grade components,

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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.

- 6.3. For the purposes of calculating the average course grade, and for these purposes alone, any grade lower than 50 will be considered as 50.
- 6.4. 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 is more than one adjustment method, and each lecturer may decide which method to use.
- 6.5. Official final grades will be published in the Student Personal Information portal.

### **7. Grade Components**

- 7.1. 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, in which case the midterm grade 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 in the course, must be approved by the Supervisor, and will be shared with the students.**

- 7.2. 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 authorized an exception to these guidelines.
- 7.3. Any final exam, midterm, written test and home assignment can also include materials which 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.

### **8. 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:

- 8.1. The total sum of bonus points granted by the course lecturer will not exceed half the number of students registered for said course.

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- 8.2. 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.
- 8.3. The bonus grade will be granted as close as possible to the last teaching session in the course, and no later than prior to the publishing of the grades achieved in Exam A.
- 8.4. The bonus grades will be published on the notice board or Moodle.

### **9. Publishing Grades and Exam Notebooks**

- 9.1. The final grades awarded in courses and seminars can be viewed through the University's text message (SMS) service, if students updated their local telephone number, and online at: <https://www.ims.tau.ac.il/Tal/default.aspx>
- 9.2. The grade components, including the final exam, and take home assignment scores will be provided to students on Moodle.
- 9.3. The secretary's office will not offer any information concerning grades over the phone.
- 9.4. Exams done through the computerized system can be viewed on the software's website (if the exam is not classified as confidential).
- 9.5. Separate guidelines will be published for viewing exams classified as confidential.

### **10. Appealing a Grade**

- 10.1. Student may appeal a grade awarded in a final exam, a final course paper, a take-home exam and a seminar paper.
- 10.2. An appeal should be submitted by email to [appeals@tauex.tau.ac.il](mailto:appeals@tauex.tau.ac.il) using the [grade appeal email form](#).
- 10.3. An appeal may be submitted within 5 days after receiving the grade. Students shall take into account that they may not receive an answer before the time of Exam B. In such cases, it is the student responsibility to decide whether to take Exam B.
- 10.4. It is the student's responsibility to maintain **anonymity** throughout the process. A student may not approach a lecturer directly regarding an appeal. Any appeal or inquiry concerning a grade submitted by a student to a lecturer, which includes personal identifying information or personal comments, will not be processed and may result in a disciplinary hearing.
- 10.5. As part of the appeal, the lecturer may only check whether there was a calculation error or a part of a question which was not checked. **The exam will not be reevaluated.**
- 10.6. Any decision made by the lecturer to accept or reject the appeal will be accompanied by an explanation written on the appeal form.
- 10.7. 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 Supervisor. The Supervisor may decide, at his or her sole and reasoned discretion, whether to accept or reject the lecturer's recommendation, in its entirety or in part. The decision concerning an appeal is final.

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10.8. A student wishing to appeal against the grade awarded in a seminar, will submit to the secretary's office 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.

### **11. Home Assignments**

- 11.1. Home assignments will be handed in on the date determined by the lecturer.
- 11.2. 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.
- 11.3. Home assignments will be returned to students no later than one month after the deadline for their submission, unless the Supervisor has granted an extension for special grounds.

### **12. Seminar Papers**

- 12.1. All the seminar papers must be individual original works.
- 12.2. Any reference or quote, including from online sources, must be marked as such, with direct reference to the source.
- 12.3. 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.
- 12.4. A student may not submit a home assignment or seminar paper identical or similar to another paper they submitted in a different course.
- 12.5. 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 (1 inch).

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 both to the lecturer and to the secretary's office. A lecturer interested in receiving printed copies (whether exclusively or in addition to the electronic format) will inform the students of such in class, on the course website and through the secretary's office. In this case, the students must submit the printed copy of the paper to the secretary's office. The student is responsible for saving a copy of their paper as it was submitted to the lecturer and the secretary's office, 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.



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### **13. Timeframe for Submitting and Returning Seminar Papers**

- 13.1. In the 2019-2020 academic year, the seminar papers for classes taught in the first semester **must be submitted by Sunday, April 26, 2020**, and seminar papers for classes taught in the second semester and for annual courses must be submitted by **Thursday, September 24, 2020**.
- 13.2. For seminar papers, a lecturer may approve an extension of up to two weeks after the time specified in sub-section A. Any late submission must be accompanied by the lecturer's written approval.
- The Supervisor 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.
- 13.3. **The submission of seminar papers after the times specified above requires the approval of the Supervisor. Such a delay may also cause a delay in the student's degree entitlement date and/or in the date on which the student receives their degree.**
- 13.4. Seminar papers will be returned to students within three months of their official submission date.

### **14. Graduation**

- 14.1. The final average grade in the degree will be based on courses and seminars grades.
- 14.2. Only a student who has completed all duties will be eligible to the LL.M degree. The diploma will be issued in mid-January of the following year.
- 14.3. A "Magna Cum Laude" notice will be awarded to students who have graduated with an average final grade of 90 and above, provided that they are among the 15% students who have the highest grades in the same class.
- 14.4. A "Summa Cum Laude" notice will be awarded to students who have graduated with an average final grade of 95 and above.

## **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 wide and rich perspective of the field of law in the global age.
- 1.2. In these courses, students will be obligated to attend at least 75% of the classes in order to be eligible to submit a final paper or attend the final exam in the course. This obligation will be strictly enforced.
- 1.3. The above procedure for Exams and Papers will apply to the courses taught by visiting professors, subject to the following changes:
  - 1.3.1. In a condensed course offered by a visiting lecturer from abroad, the lecturer may decide that a final paper will be submitted instead of an exam. The paper will be submitted within three weeks of the condensed course end date, unless the Supervisor 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.
  - 1.3.2. **There will be only one test date (Exam A) in condensed courses taught by visiting lecturers from abroad.**
  - 1.3.3. The exams in condensed courses taught by visiting lecturers from abroad may 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 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. **It is not possible to convert a numeral grade to a "pass/fail" grade in these courses.**