



# **International Bachelor's Degree in the Liberal Arts:**

**B.A. in Liberal Arts**

**Double Major in Management & Liberal Arts**

**Dual Degree (Joint) Program with Columbia University**

## **Academic Handbook**

**2025-2026**

The Lester and Sally Entin הפקולטה למדעי הרוח

ע"ש לסטר וסאלי אנטין Faculty of Humanities

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## I. University Regulations

### Definition of Student

To be considered a student at Tel Aviv University, one needs to have received an offer of admission by the official university registrar, and/or to have been allowed to pursue his/her studies according to university and faculty rules, or the rules of his/her respective department, and to have fulfilled the academic requirements, including course registration and tuition payments. Processing tuition requirements also apply to students who are partially or fully exempt from tuition payments.

### Remittance of Payment

Tuition fees for each year must be paid in full by the end of the first semester, unless a deferred payment plan has been coordinated with the Finance Department. Failure to do so will result in withholding of academic records or dismissal from the program. Regarding any further payment issues or questions, students can refer to the letter of agreement and find the required and relevant details.

### Accreditation

For FFELP purposes, Tel Aviv University is registered with the Department of Education (Title IV Code 008373-00 or electronic G08373). In Israel, Tel Aviv University is accredited by the Department of Education and the Council for Higher Education.

### Official Transcripts and Diplomas

Eligibility to graduate and/or receive an official transcript is granted only to students who have completed their academic requirements and have finalized tuition and other debts.

Upon successful completion of all courses, an official transcript from Tel Aviv University will be sent to the address you request by mail, several months after graduation.

Students may order additional official transcripts at any time for a modest fee. Information is available in the Liberal Arts office.

## II. Program Structure and Degree Requirements

The International Bachelor's Degree in the Liberal Arts includes three different programs of study ("Paths to the Degree"):

- A. **International BA in Liberal Arts** (3 years)
- B. **International Double Major in Management and Liberal Arts** (formally called "Joint Program") (3 years)
- C. **International BA in Liberal Arts in the Dual Degree (Joint) Program with Columbia University** (4 years)

Students in all three programs receive the following Degree: **BA in Liberal Arts**, followed by the name of their individual program.

### General Program Information

#### Curriculum

The Liberal Arts Program courses include those created especially for its students as well as courses taught in English throughout the University that the Program has determined to be appropriate for its curriculum. These latter include courses in Management, English Literature and Culture, Middle-Eastern Studies, Jewish Studies, and classes taught in the Lowy International School Overseas Program (OSP). All courses can be found in the TAU Course Catalogue (*yedion*) and on [the Program website](#) under Academics.<sup>1</sup>

#### Transfer, AP, and IB Credits

Credits for courses earned at previous institutions of higher learning or by Advanced Placement (AP) or International Baccalaureate (IB) examination *may* be transferred to the 3-year Program in Liberal Arts or the Double Degree Program in Management and Liberal Arts provided that: 1) the previous institution is recognized by Tel Aviv University for the purposes of accreditation, 2) the course(s) fit the curriculum, and, specifically, the major, minor or basic tracks chosen by the student, and 3) the grade awarded is equivalent to a B/82 or higher, AP score of 4 or above, or IB score of 5 or above. Transfer credits will not be included in the student's cumulative GPA.

Students enrolled in the 3-year Program in Liberal Arts must earn at least a third of her/his credits from TAU, including senior seminars in the major and minor tracks, and be enrolled at TAU for at least one full year (=40 credits).

Students in the 3-year double degree in Management and Liberal Arts program *may* receive transfer credits for previous courses or AP or IB examinations in either Liberal Arts and/or Management. Students must request an assessment of their record from advisors in both the Management and LA, and must be enrolled at TAU for at least one full year.

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<sup>1</sup> Courses not specifically created by and staffed by Liberal Arts faculty may adhere to different administrative policies regarding attendance and late assignments (see below). To avoid confusion, students should consult with their Academic Advisor.

Students in the Dual Degree (Joint) Program with Columbia University may choose to be exempt from required courses based on AP, IB, or grades earned in previous college-level classes, but *do not* receive transfer credit.

In all cases, students must alert their academic advisor or the Program Director about possible transfer credits or exemptions before or at their first advising consultation. The advisor will create a Credit Transfer form indicating which and how many credits may be transferred and the minimum number of semesters the student must matriculate and/or pay tuition in order to graduate.

## Course Registration

At the beginning of each academic year, prior to the beginning of the fall semester, the Academic Advisors of the program will meet with students individually and build their annual course program, based on the student's chosen tracks. Dates and times of course registration meetings are announced in advance by the office.

In addition, students are welcome to consult with their advisor at any time.

## Add/Drop Week

During the first two weeks of each semester, students will have a chance to add/drop courses in their schedule, by approval of the academic advisor. Dates for making these changes will be announced at the beginning of each semester. Please note that courses taken from the Overseas Program (TAU International: *OSP*) *can only be dropped (and not added)* after the start of the semester.

## Course Materials and Moodle

Students have access to Moodle, the online course management system used at Tel Aviv University. Users can access course materials and activities, grades, and communicate with lecturers and other students in the program. Login information will be provided to students during orientation week. Note that students who register late may not have immediate access to Moodle.

All courses must have a written syllabus designed by the lecturer. The syllabus will specify the reading materials for the course and describe the assignments and requirements, how the grade will be assigned, the form and date that assignments should be submitted, and the availability of the lecturer outside of class. Students should note that the syllabus, not Moodle, is the official record for the course; instructors might make small changes to the Moodle as the semester progresses.

Course materials are generally available to students via the Moodle system and/or the university libraries, yet some courses may require purchasing books (most of them can be purchased online). Textbooks in a limited number of classes are provided to the registered students.

## Core Curriculum

The “Core” is a series of introductory courses intended to acquaint students with major academic fields and approaches. Most courses in the Core are interdisciplinary and/or foundational for a Liberal Arts degree. Taken mostly during the first year, these courses introduce students to history, philosophy, the social sciences, literature, science and academic writing.

## Majors, Minors, and Basic Tracks

The curriculum is divided into subject areas or “tracks.” All students choose a major and a minor track, usually during their first or second semester. These tracks are comprised of “Required” and “Elective” courses; in general, students must complete required courses before they can enroll in electives. During the final year of their TAU program, students complete a seminar in both their major and minor fields. Seminars are small-group discussion classes that culminate in a lengthy final paper, either a seminar-length paper or, in limited cases, a shorter *referat* (see table below under “Final Course papers”). In addition, students in the BA in Liberal Arts and the Joint (Dual) Degree with Columbia University complete courses in two other tracks. Students in the Double Major with Management complete the management courses together with their Liberal Arts major and minor. (See individual programs, below, for more information on majors, minors, and basic tracks).

### A. B.A. in Liberal Arts

The BA in Liberal Arts is designed to be completed as a full degree program over the course of three years. Transfer credits from AP and IB courses, as well as those courses taken from an accredited university within 5 years of admission, may be applied to shorten the time in residence with approval of the Academic Advisor.

**Courseload:** To graduate, students are required to complete 120 credits, with an average of 19-21 credits and a limit of 24 credits each semester.

A full degree is composed of the following:

**Core curriculum** (24 or 26 credits): (Note that as part of the Core, students study either two or four credits of academic writing depending on prior experience. The academic writing class will be determined by their prior experience and their academic advisor.)

In addition to the Core curriculum, students choose four of the following eight tracks:

- Psychology
- Middle Eastern Studies
- Jewish & Israel Studies
- Digital Culture & Media
- Philosophy
- Literature & Creative Writing
- Entrepreneurship & Innovation (available as a minor or basic track only).

**Major** (36 credits). Students choose one of the four elective tracks to pursue in the greatest depth. In this track the students will also participate in a senior seminar in their final year of studies. Students will declare their major at the end of the first year.

**Minor** (24 credits). This track will also involve a senior seminar.

**Two basic tracks** (18 credits each, or 18 and 16 credits depending on the number of core curriculum credits completed).

Students are eligible to participate in the exchange program through the TAU Exchange Office in their second (preferred) or third year of the program upon approval by the Academic Advisor

and acceptance to an agreed-upon course of study at a limited number of international universities. If students are interested in studying abroad, they should discuss the possibility with their Academic Advisor as early as possible.

The program structure of the B.A. in Liberal Arts is summarized below:

Tracks	Credits
Core	24*
Major track	36
Minor track	24
Basic track I	18*
Basic track II	18*

\*Students with 26 Core credits due to 4 credits Acad. Writing may choose 16 credits in one basic track.

Hebrew/Arabic in the B.A. in Liberal Arts Program: Students may study Hebrew or Arabic as part of the program. Credit for these classes may be applied towards the Middle Eastern Studies or Modern Jewish & Israel Studies tracks. Hebrew Ulpan is not included in the GPA.

A maximum of 9 language credits can be applied to the degree.

## **B. Double Major in Management & Liberal Arts**

Students in the B.A. in Management & Liberal Arts earn a Tel Aviv University bachelor's diploma with two majors.

To graduate, students are required to complete 60 Liberal Arts credits and 74 Management credits, for a total of 134 credits.

Students take Management courses in a fixed cohort schedule over six semesters while also completing requirements for a major and minor in Liberal Arts. AP, IB, and accredited university credits within 5 years of admission may be counted toward the required credits upon approval by the student's Academic Advisor. Management-related transfer credits are approved by the Program Coordinator of the Management Program.

Students are eligible to study abroad in their fifth semester upon approval by the Academic Advisor and the Program Coordinator of Management, and acceptance to an agreed-upon course of study at a limited number of international universities. Study abroad may lengthen the time to degree.

### **Year 1:**

Liberal Arts Core (18-20 credits): A series of introductory courses that acquaint students with the academic disciplines and approaches fundamental to the Liberal Arts. The courses introduce



students to history, philosophy, the social sciences, and literature. Additionally, students study either two or four credits of academic writing (depending on prior experience).

Management courses (27 credits): Students take a fixed curriculum of management courses along with their Liberal Arts Core courses. They should be in contact with the Program Coordinator of Management with questions.

### **Years 2 & 3:**

In the Liberal Arts, students choose two of the following six academic tracks: Psychology; Middle Eastern Studies; Jewish & Israel Studies; Digital Culture & Media; Philosophy and Literature & Creative Writing. Note that students take elective classes in Entrepreneurship & Innovation as part of their Management program.

Major track (20 credits): Students choose one subject area to pursue in greatest depth. This track includes foundational (required) courses, a range of elective courses, and a senior seminar course. The major seminar requires a final paper of 28-40 pages/7000-10000 words.

Minor track (20 credits): This track also involves required and elective courses and a seminar. For this seminar, students will write a senior *referat* rather than seminar-length paper.

<b>Mgmt.</b>	<b>LA Core</b>	<b>LA Major</b>	<b>LA Minor</b>
74	20	20	20

**Hebrew/Arabic in the Double Major in Management and Liberal Arts Program:** Students may study Hebrew or Arabic as part of the program. Credit for these classes may be applied towards the Middle Eastern Studies or Modern Jewish & Israel Studies tracks. Hebrew Ulpan is not included in the GPA.

A maximum of 9 language credits can be applied to the degree.

## **C. Dual Degree (Joint) Program with Columbia University**

In the Dual BA Program students earn two Bachelor's diplomas – one from Tel Aviv University and one from Columbia University. Students work on the two degrees simultaneously, spending the first two years in residence at TAU where they complete 80 credits, and the second two years at Columbia University, completing at least 64 additional credits in residence. Up to 60 eligible credits taken at TAU will be counted toward their chosen major at Columbia and the Columbia Core requirements.<sup>2</sup> In addition, 40 eligible credits taken in residence in New York will count toward the TAU requirements, for a total of 120 TAU credits and 124 Columbia credits.

Joint TAU-Columbia BA Program students will follow the standard TAU International Liberal Arts Program during years one and two. The TAU degree is broken down into five parts: Core curriculum, Major, Minor, and two Basic Tracks (Arts and Humanities and Global Social Studies).

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<sup>2</sup> Note that the TAU and the Columbia Core requirements are not identical. See the relevant websites of the two universities for the respective list of courses that satisfy the two different programs.

Students choose from seven tracks for their major and minor: Psychology, Middle Eastern Studies, Jewish & Israeli Studies, Digital Culture & Media, Philosophy, Literature & Creative Writing, and Entrepreneurship & Innovation. (Note that Entrepreneurship & Innovation can be taken as a minor only.) First-year students concentrate on the TAU Core curriculum, which provides the academic foundation of the program. This includes broad courses in political philosophy, critical theory, Israeli history, the history of ideas, Western literature, modernity and academic writing. Please refer to the table below for a summary of the program structure and more information on credit allocation.

**Courseload:** To graduate from TAU, students are required to complete 120 credits, with an average of 19-21 credits and a limit of 24 credits each semester.

<b>Tracks</b>	<b>Credits to be completed at TAU</b>	<b>Credits to be completed at Columbia toward TAU Liberal Arts degree</b>	<b>Total credits required for TAU Liberal Arts degree</b>
<b>TAU Core Curriculum</b>	18	6	24
<b>Major</b>	24*	12	36
<b>Minor</b>	24*	0	24
<b>GSS (Global &amp; Social Sciences)</b>	8**	10**	18
<b>H&amp;A (Humanities &amp; Arts)</b>	6**	12**	18
<b>Total</b>	80	40	120

\* Including a seminar class in both the major and minor in the second year

\*\*GSS and H&A credits may be reversed under specific circumstances and approval by the academic advisor; total must equal 18 for each.

**Hebrew/Arabic in the Joint (Dual) Degree Program with Columbia:** TAU does not have a language requirement but students may choose to study Hebrew or Arabic as part of their program. Credit for these classes may be applied towards a major or minor in Middle Eastern Studies or Jewish & Israel Studies tracks, or to one of the two basic tracks. A maximum of 9 language credits can be applied to the degree. Hebrew Ulpan is not included in the GPA.

In addition, these credits can be used to fulfill the language requirement at Columbia.

### Transferring from the BA Liberal Arts Program to the Joint (Dual) Program

Liberal Arts students interested in transferring to the Joint (Dual) BA Program with Columbia University can request approval to apply to transfer from the Vice Head of the program or their Academic Supervisor. Note that a very limited number of students are given approval. Students may only apply to do so in the second half of their first year of the program.

## III. Attendance Policy

One of the abiding principles of the Liberal Arts program is to provide an *interactive learning environment* where *student contributions are a key part* of what happens in the classroom. As such, students are responsible for attending classes.

**Authorized Absences:** The University and the Liberal Arts Program recognize a limited number of scenarios in which absences are necessary. For these cases, students should apply to the Liberal Arts office at least one week in advance, or as soon as feasibly possible, and inform each of their professors once the absence has been officially authorized. These events include:

- Wedding of an immediate family member
- Bereavement for an immediate family member
- Mandatory Israeli army service (*miluim*)
- Birth/adoption of a child
- Official appointments arranged through TAU International (i.e., at Ministry of Interior)
- Participation in Model UN (one session per semester)

**Additional Allowable Absences:** The Program understands that there are occasions on which it is not possible for students to attend classes and/or that unplanned events such as illness and outside commitments can prevent students from reaching campus. For this reason, *if absolutely necessary*, we allow students to miss up to four (4) sessions for each 4-credit Liberal Arts course per semester (course number beginning with 1662) and up to two (2) sessions for each 2-credit Liberal Arts course, beyond those officially authorized above. (For courses in OSP, Literature, or Management, ask your instructor for specific absence policy.) *These 2 or 4 allowable absences do not need to be authorized by the Liberal Arts office*, but students should inform each of their instructors as soon as they know they will need to be absent. Note that this allowance *includes* short-term illness, *even with presentation of a doctor's note*. Therefore, students should plan carefully for any expected absences during the semester to allow for possible illness later.

**Penalties for Other Absences:** Because of the program's commitment to class engagement, students who exceed 2 absences for a 2-credit course or 4 absences for a 3 or 4 credit course *for any other reason than the 4 university recognized events specifically listed above* will face a grade penalty, and in extreme cases may not be able to complete the course/submit the final assignment or exam. Note that individual instructors *are not authorized* to allow any additional absences. In cases of confusion, students should contact the Liberal Arts Office.

**2-credit courses:** Students who miss three (3 out of 13) classes will receive 3 points off the final course grade. Students who miss four (4 out of 13) classes will receive 5 points off the final course grade. Students who miss five (5 out of 13) or more classes will not be able to complete the course and will receive a grade of 260 (Incomplete) on their transcript.

**4-credit courses:** Students who miss five (5 out of 26) classes will receive 3 points off the final course grade. Students who miss six (6 out of 26) classes will receive 5 points off their final course grade. Students who miss seven or more (7 out of 26) classes will not be able to complete the course and will receive a grade of 260 (Incomplete) on their transcript.

	<b>3 absences</b>	<b>4 absences</b>	<b>5 absences</b>	6 absences	7 absences
<b>2-cr. Course</b>	3 pts off	5 pts off	No credit		
<b>4-cr Course</b>			3 pts off	5 pts off	No credit

There may be occasions where long-term illness or other prolonged absence will result in students needing to withdraw from a semester in order to recover. Students should contact the Liberal Arts Office if they find themselves in this situation.

## IV. Assignments and Exams

All courses require ongoing participation and the submission of assignments throughout the course, including final assignments which take place at the end of each term.

### Midterm Exams and Assignments

Midterms are exams/assignments that take place during the term of the course at regular class time, and count as part of the academic requirements for the course. Students can expect to receive grades within two weeks of the due date.

### Final Course Assignments

Only students who have fulfilled all academic requirements for the course (including attendance requirements), and have paid their tuition according to program regulations, will be eligible to attend final exams or submit final course assignments.

Final course assignments take place during the exam period immediately following the respective semester/ year of the given course. Final course assignments can be in-class exams, take-home exams, or final term papers. The Liberal Arts Program posts exam dates and deadlines for submission of take-home exams and final papers on its [website](#) before the start of the academic year and students are responsible for checking these dates before making other commitments following the semester. Any students who have received permission to enroll in courses outside of the regular Liberal Arts program are responsible for learning the dates of exams and paper submission in those courses and planning appropriately.

Students must plan to remain on campus until *after the last of their in-class exams*.

### In-Class Exams

B.A. students may attend a final exam on two dates: the original exam date [*mo'ed aleph*] and the makeup exam date [*mo'ed bet* (see below)] during the semester in which they attended the course, on dates set by the University. No exceptions can be made to the published dates. *Neither Individual lecturers nor the Liberal Arts Program are authorized to make exceptions.* Students should plan their vacation schedules in accordance.

Exam rooms are published only on the morning of the exam, at the entrance to the Humanities building (Gilman).

### Take-Home Exams

Take-home exams count as final exams for a course and will take place during the respective exam period (they too have *original* and *makeup dates*). The exam will be distributed at the scheduled date and time (please refer to the exam schedule) and must be submitted by the due date and time given. No exceptions can be made to the published dates. *Neither individual lecturers nor the Liberal Arts Program are authorized to make exceptions or grant extensions.*

### Makeup (Mo'ed Bet) Exams

Makeup exams apply only to in-class and take-home exams. **Papers do not have makeup dates.**

A student is automatically registered for the makeup exam in the following cases. The student should simply attend the makeup exam at the designated time and place:

- If the student failed to attend the original exam date, for any reason;
- If the student received a failing grade on the original exam.

In addition, a student who passed the original exam but wishes to improve her or his grade may attend the make-up exam date. (Note that the later grade, not necessarily the higher one, will become official.)

To improve a grade, a student must register in advance via the Personal Information page on the student portal [https://www.ims.tau.ac.il/Tal/Default\\_eng.aspx](https://www.ims.tau.ac.il/Tal/Default_eng.aspx) AND via email to the Liberal Arts office, stating his/her student ID number and course number, and the request to attend a makeup exam to improve a grade.

### Special (Mo'ed Gimel) Exams

The University sets strict guidelines regarding students who are eligible for a special exam date (*mo'ed gimel*) or to receive a special date for the submission of a seminar paper. These exceptions are very rare and *lecturers are not entitled to authorize such requests under any circumstances*. Students who believe they might be eligible for a special exam date or seminar submission date must submit an Academic Committee Request Form to the program's academic committee, via the Liberal Arts office. Forms are available on the website for the program (<https://liberal-arts.tau.ac.il/>) under Academics: Student Forms. This request should be submitted as soon as possible after the second exam date/deadline and no later than two weeks after receiving the grade of the second exam.

## Final Course Papers

A final paper is any written assignment including course term paper, seminar paper, or *referat* (see table below).

The mode of submission can be any of the following: via Moodle, e-mail attachment, or a printed copy handed in person to the professor. Students should check the syllabus, Moodle and/or with their instructor to determine the mode of submission.

In addition, **seminar papers** (and *referat* papers in the final year of their minor track for Management and L.A. students only) must be submitted by *email to the Liberal Arts office as well as to the course instructor* by the due date, according to the guidelines sent from the program office.

Final course papers have a single due date (*no makeup date*) as set and announced by the program; students must check the program [website](#) and the class Moodle to consult the relevant dates.

See table below for lengths of written assessments:

	2-credit course	4-credit course	Seminar	<i>Referat</i> <sup>3</sup>
<b>Midterm</b>	2 pages	4-5 pages	6-8 pages	6-8 pages
<b>Final Paper</b>	5-6 pages	10-12 pages	28-40 pages	14-20 pages
	(1250-1500 words)	(2500-3000 words)	(7000-10000 words)	(3500-5000 words)

## Extensions

*Professors are not entitled to authorize extensions for a final paper under any circumstances.* Students wishing to apply for an extension must submit an Academic Committee Request form to the Liberal Arts office *at least three days before the published deadline* unless there are specific reasons as to why this was not possible and have been agreed upon by the student's Academic Advisor. The Academic Committee Request for an extension can be found on the website for the program (<https://liberal-arts.tau.ac.il/>) under Academics: Student Forms.

Extensions can typically be granted for the following reasons:

- Documented illness
- Wedding of an immediate family member
- Bereavement for an immediate family member
- Mandatory Israeli army service
- Birth/adoption of a child

Other reasons are unlikely to be acceptable.

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<sup>3</sup> A *referat* is written by Management and LA students in their minor seminar and by any students requesting to register for an additional seminar in any of their tracks. Students in the latter category must consult with their academic advisor before registering.

## Late Papers

Papers submitted late will be penalized in the following manner:

Up to 1 hour late	2-point deduction
Up to one day late	5-point deduction
Up to two days late	10-point deduction
Up to five days late	20-point deduction
More than five days late	Paper will not be accepted

## Right to Appeal

Students have the right to appeal the results of a written examination *within five days from the day that the grade was posted on the MyTAU*. If there has been no appeal during that period, the grade is final. The last grade given will be the determining grade (even if the grade received after the appeal is lower than that given for the exam/paper). To appeal a grade, go to the Program website under Student Forms ([https://liberal-arts.tau.ac.il/student\\_forms](https://liberal-arts.tau.ac.il/student_forms)). Completed form should be delivered to the Liberal Arts Office.

During the appeal period, students may not take their original papers/exams out of the office but may examine their papers and make a copy if allowed by the program administration.

## V. Course Grades

Final course grades are posted on the student's "Personal Information" page on MyTAU within two weeks of the date the final assignment is due or, in the case of seminar and *referat* papers, within two months of the final deadline.

While grading an assignment, the instructor or TA must provide the correct answers to the test or write comments as to why s/he graded the paper or test accordingly.

In case of a makeup exam, the last grade received is the final grade for the course

Exam booklets are not returned to students. Students may review their booklets during a scheduled meeting with the professor or teaching assistant.

Final course papers and seminar papers shall be returned directly to the student or left at the Liberal Arts office (where students can pick them up at their convenience). Papers left in the office will be kept until the end of the following semester.

## Grading System

At the beginning of every course, students will be informed by the professor regarding the assignments required for the course, and their respective grade percentages. Students should check both the syllabus *and* the Moodle for each class.

The following is the grading system used at Tel Aviv University:

95-100% = Excellent  
85-94% = Very Good  
75-84% = Good  
65-74% = Satisfactory  
60-64% = Sufficient  
59-0% = Failure

## GPA

Students' GPAs are calculated in the following way:

Liberal Arts and Dual (Joint) Degree with Columbia Programs:

All non-seminar classes, weighted according to number of credits <sup>4</sup>	80% of GPA
Seminar classes	20% of GPA

Liberal Arts component of the Double Major with Management:

Seminar paper	20% of GPA
All other courses (including <i>referat</i> paper) weighted according to number of credits	80% of GPA

## Academic Probation

Students are expected to complete a minimum of ten credits in each fall and spring semester. Failure to make adequate academic progress will result in academic probation. Failure to improve during the probation period will result in removal from the program. Students should consult with their academic advisor if having difficulty during the semester.

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<sup>4</sup> Hebrew classes do not contribute to the GPA.



## VI. Academic Integrity

Plagiarism, in any form, is taken very seriously by the University in general and the B.A. in Liberal Arts program in particular. There are strict guidelines regarding the definition of plagiarism and its consequences.

According to TAU regulations, plagiarism is defined as any form of fraud or violation of instructions referring to an exam, take home paper or exam, seminar paper, final paper or any other assignment given to a student within the framework of their studies, including any violation regarding behavior in a written or oral exam.

*Any work submitted by a student must be the result of their own individual work.*

Students must understand that using the work of others without giving credit constitutes plagiarism and must refrain from engaging in any of the following activities:

- Submitting the work of another writer, in part or in whole, as the student's own.
- Submitting a written assignment generated by AI, in part or in whole, without specific permission of the instructor.
- Using the ideas of another writer without giving credit.
- Taking any number of words from the work of another writer without using quotation marks and citing the source.
- Using material found on the internet, or in published sources, without giving proper credit.
- Submitting work done for another course.
- Submitting group work for an individual assignment.
- Using unauthorized materials during an exam.

In addition, the use of Artificial Intelligence Software (AI) in any of its evolving forms (ChatGPT, etc.) unless allowed specifically by your instructor can be a form of plagiarism and will be treated as such by the program.

Once a student has submitted work to a professor, the professor may summon him/her to authenticate knowledge of the materials, thus verifying that the submitted assignment is the result of the student's own work.

A student may not submit the same assignment in more than one course.

Students are also expected to protect their work from plagiarism by refraining from sharing assignments with other students.

***Consequences for violation of these rules will include, at minimum, a failing grade on the assignment without the chance to resubmit; violations may also result in a failing grade for the course and, subject to the ruling of the University's disciplinary committee, suspension or dismissal from the program and the University.*** Special Accommodations and Contacts

## VII. Special Accommodations and Contacts

### Accessibility at Tel Aviv University

Tel Aviv University believes that all of its students and staff should be entitled to equal access to university facilities, resources and activities, regardless of physical, sensory or mental limitations and disabilities. TAU strives to provide a safe and welcoming environment for people with disabilities and makes accessibility a priority in designing and upgrading the TAU campus.

In order to allow students with learning disabilities an equal chance to succeed in their studies and exams, such students are eligible for special accommodations.

Students with special needs must bring official documentation from their home country (translated into English by a notary if in another language) to the Liberal Arts office. The office staff will then take care of the process and inform the student of the accommodation they are eligible for at TAU.

Please be sure to contact the office as soon as possible. The process takes a few weeks. In order to arrange accommodations prior to final exams, *official documentation will be accepted only until the third week of each term.*

### Academic Writing in English: TAU Center for Language Excellence

TAU's Center for Language Excellence in the Division of Foreign Languages gives students the opportunity to improve their academic writing skills in English at any stage of their studies and writing. The division offers individualized sessions with professional, experienced tutors in a supportive peer-based environment. During these sessions, tutors will address personal and academic writing strengths and challenges, empowering students to improve academic performance at all levels.

For more information, please visit the CLE [website](#). Students who are interested in receiving writing tutoring should contact the Liberal Arts program office. A limited number of vouchers for free sessions are available in certain cases.

### The Division of Foreign Languages at Tel Aviv University

**Foreign Language Courses:** The Division of Foreign Languages offers courses in a wide range of languages. These full year (two-semester) courses are offered on two levels, beginners and advanced, both consisting of 4 class hours a week for the entire academic year. The Division of Foreign Languages also offers intensive one-year courses in French, German and Spanish. Foreign languages can be credited towards the Global Core track for Dual BA students. Foreign language classes (excluding Hebrew and Arabic) *cannot* be credited for Liberal Arts students and must be registered independently through the department in question. Students should discuss their interest in enrolling in a course outside the program with their academic advisor.

### Student Affairs and Contacts

Students should contact their professors on all matters related to their course. Professors' office hours and means of communication are provided by them at the beginning of the academic year. All meetings with professors should be scheduled in advance between the student and the relevant professor – either in person or via email.

**Program Head** – students who wish to consult with the program head, Prof. Noam Reisner, can attend his office hours.

**Program Director and/or Student Affairs Coordinator** – on administrative matters relating to studies in the program, please do not hesitate to contact the student coordinator and/or program director in the Liberal Arts office. (We work in full cooperation so there is no need to send materials twice).

**Program Vice Head and/or Academic Advisors** – for general academic issues or for those which your course professor has not resolved, please book an appointment with the program vice head, Dr. Deborah Bergman Deitcher, or your assigned academic advisor.

**TAU International Offices** – any matters stated under 'Student Services – TAU International', as well as regarding Student ID cards or medical insurance.

**Dean of Students** – any matters stated under 'Student Services – Student Union – Dean's Services'.