

1. **Definitions**

<b>The “University”</b>	Tel Aviv University.
<b>“Another Institution”</b>	A recognized academic institution in Israel or abroad that is not Tel Aviv University.
<b>“Fellow”</b>	A postdoctoral fellow.
<b>“Fellow Scholarship”</b>	A scholarship to be granted to a Fellow as stated in section 9 of this Guideline.
<b>“Advisor”</b>	The senior researcher advising the Fellow in his/her fellowship.
<b>The “Committee”</b>	The committee as stated in section 7 of this Guideline.
<b>The “Unit”</b>	The basic academic unit in the organizational structure of the Faculty (department or institute, or barring these, the division, and barring this the school or faculty).
<b>The “Program”</b>	The Postdoctoral Fellowship program forming the subject of this Guideline.

2. **Objective of Guideline:**

The objective of this Guideline is to regulate the issue of postdoctoral Fellows at Tel Aviv University.

3. **Objective of Fellowship:**

3.1 The objective of a postdoctoral fellowship is to enable young researchers, approved as eligible to receive a third degree from Another Institution, the opportunity to conduct advanced scientific research, either as part of a well-based research team or in an established field of research, under the supervision of a member of the senior academic staff.

The fellowship is designed to advance the Fellow and to train him/her as a researcher, either in or out of academia.

3.2 In exceptional cases and with the approval of the Committee, permission will be granted to the following persons to conduct a postdoctoral fellowship:

3.2.1 Also those persons who have completed their third degree at the University, provided however that the fellowship is performed in a different Unit, and that the Advisor is not connected to the research team in which the doctoral research is being conducted.

3.2.2 Also those persons continuing their studies in the same laboratory in which the doctoral research was conducted, provided however that the fellowship period does not exceed one year.

3.3 The Committee's approval as stated in sections 3.2.1 and 3.2.2 will be granted on special grounds to be recorded in the minutes of the Committee.

4. **Candidates:**  
(January 17, 2018)

A candidate for admission as a postdoctoral Fellow can be any researcher regarding whom five years has not elapsed since his/her eligibility to receive a doctoral degree was approved.

Notwithstanding the foregoing, persons holding an M.D. or M.D/Ph.D. degree and soldier-students who are inducted into the IDF after receiving their Ph.D. will be entitled, with the approval of the Committee, to be conferred with the status of postdoctoral Fellow for a period of ten years from the date of their eligibility for their degree (M.D. or M.D./Ph.D., according to the earlier of the two), provided however that during this period they were not granted an academic appointment of the rank of lecturer or above.

5. **Fields of Fellowship Studies:**

A candidate may be accepted to a fellowship in his/her field of expertise as part of his/her doctoral studies, in the broadest sense of the term.

6. **Requests:**

6.1 A candidate seeking the status of postdoctoral Fellow, whether his/her request includes a request for a scholarship from the University or whether he/she received a scholarship from an external entity, will prepare a request to include, *inter alia*, his/her curriculum vitae, a list of publications, the names of three referees, the details of the Unit willing to accept the candidate and a brief

description of the fellowship Program as agreed with his/her Advisor. The request will be submitted to the Unit head.

- 6.2 The head of a Unit willing to accept the candidate will submit a request for the approval of the Committee, together with a copy to the Dean of the Faculty, noting the source of funding.
- 6.3 If, by the date of submission of the request, the candidate has been unable to find a suitable accepting Unit, he/she will be entitled to attach to his/her request the fellowship Program in which he/she is interested, and the Committee will attempt to find him/her a fellowship Unit.

**7. The Committee:**

7.1 A University Committee will be established for postdoctoral Fellows.

**7.2 Composition:**

The Committee will be composed of the Vice Rector – Chairperson, Vice President for Research and Development and one representative from each faculty.

**7.3 Appointment:**

The faculty representative on the Committee will be appointed by the Dean, with the approval of the faculty council, for a term of office of two years with the option of appointing him/her for two consecutive terms of office.

**7.4 Chairperson:**

The Vice Rector will serve as chairperson of the Committee by virtue of his/her position.

Should a Vice Rector not have been appointed at the University, the Rector will appoint a chairperson to the Committee, upon coordination with the Vice President for Research and Development.

**7.5 Powers:**

(January 17, 2018)  
(April 4, 2019)

The Committee:

- 7.5.1 Will decide on the suitability of the candidate to be awarded the status of postdoctoral Fellow at the University.
- 7.5.2 Will be entitled, at the Advisor's request, to make a Fellow's admission contingent on a trial period of up to three months, provided however that prior written notice thereof is given to the candidate.
- 7.5.2 Will recommend the award of scholarships to Fellows from the sources specified in sections 9.1 to 9.4 (inclusive).
- 7.5.3 Will confirm there is a correlation between the scientific field the candidate Fellow is seeking to investigate and the field of the accepting Unit and that the candidate can be suitably integrated within this Unit.
- 7.5.4 Will act to find a suitable research Unit willing to accept a candidate who has submitted a fellowship Program without being able to find an accepting Unit.
- 7.5.5 Will approve the fellowship Program to be determined upon consultation between the candidate and the Advisor.
- 7.5.6 Will approve the transfer of the Fellow to another suitable Unit in circumstances where it becomes apparent that the fellowship Program is inconsistent with the options in the Unit that accepted him/her.
- 7.5.7 Will receive a yearly report on the Fellow's research activity (as explained in section 13 below).
- 7.5.8 Will decide on an extension of the fellowship for a second, third and fourth year, and in exceptional cases the Committee will decide on an extension of the fellowship for a fifth year. An extension for a fifth year will be permitted for Fellows who have not completed their doctoral dissertation at Tel Aviv University.
- 7.5.9 Will decide on the award of a fellowship certificate to Fellows who have completed their fellowship.
- 7.5.10 Will recommend the approval of exceptions before the Rector.

**8. Fellowship Program and its Length:**  
(January 17, 2018)

(April 4, 2019)

- 8.1 The focus of the Fellow's fellowship Program will be on a research project to be integrated within the activity of the Unit in which the Fellow is conducting the fellowship.
- 8.2 In addition to this research activity, the Fellow will actively participate in seminar classes.
- 8.3 As a post-doctoral researcher, the Fellow will be granted as much freedom as possible to determine his/her research objectives.

Nothing stated in the foregoing will derogate from the power of the Advisor or the right of the research team in which the Fellow is integrated, to determine to which scientific purposes their resources available to them will be allocated.

- 8.4 A scholarship will be awarded for one academic year. The Committee may decide to grant a scholarship for a second academic year, and for a third and fourth year in reliance on the Fellow's activity and achievements in the previous year, and pursuant to the University's Guidelines and budgetary options.
- 8.5 In exceptional cases, the Committee may decide on awarding a scholarship for a fifth fellowship year. Extension for a fifth year will be permitted for Fellows who did not complete a doctoral dissertation at Tel Aviv University.

**9. Sources of Funding**

(January 17, 2018)

(April 4, 2019)

The Fellow Scholarships, in cases where it is decided to award them, will be funded from the following sources:

- 9.1 A donation to the University or a designated allocation from University sources, earmarked for the award of a scholarship or Fellow Scholarships.
- 9.2 A designated allotment in the budget of a Unit belonging to the faculty participating in the project.
- 9.3 A designated allotment in the research budget of the member of the academic staff advising a Fellow.

9.4 An allotment to a Fellow from institutions or funds supporting postdoctoral Fellows, or from any other source.

**10. Scholarship Amounts**  
(January 17, 2018)  
(April 4, 2019)

10.1 The scholarship amounts granted by and through the University and their payment arrangements will be determined by the University administration from time to time. Administration decisions about the amounts will be set forth on the website of the Research Students Division.

10.2 Notwithstanding the provisions of sections 8.4, 8.5 and 10.1 above, in cases where a scholarship is awarded to a Fellow by external funding, the amount and the duration of the scholarship will be determined by the entity awarding the scholarship, provided however that the length the scholarship is awarded or the length of the Fellowship period does not exceed five years, and nonetheless, the scholarship amount will not exceed the maximum amount set forth on the Academic Secretariat's website.

**11. Research Grants:**

A Fellow may participate in a request for a research grant to be submitted by a member of the academic staff. The submission of an independent request to receive research grants from internal or external funds will be contingent on the approval of the Vice President for Research and Development.

12. A Fellow will not be employed during his/her fellowship period in any employment whatsoever (either in the University or otherwise) and will dedicate all his/her time and effort to the fellowship throughout the period of the fellowship.

Notwithstanding the foregoing, a Fellow will be entitled to engage in teaching, for no more than four teaching hours a week during the academic year, in cases where this is required by the Unit and approved by the Committee.

Wages will be paid in consideration for teaching, as determined by the University authorities.

**13. Reporting:**

At the end of each academic year the Advisor and the Fellow will submit to the Committee a brief report on the Fellow's academic activity in the course of the year. The

report will be accompanied by copies of scientific papers, regardless of whether or not they were published.

(If there is an obligation to report annually to an external source of funding, a copy of the report will be transferred to the Committee).

**14. Intellectual Property:**

A postdoctoral Fellow will be subject to all the University procedures on matters of intellectual property.

**15. Student Card and Other Rights:**

15.1 A postdoctoral Fellow will be entitled to a student card.

15.2 Upon completion of the fellowship, the Fellow will be entitled to a certificate attesting to his/her participation in the Program and on the length of the fellowship, subject to the provisions of section 7.5.6 above.