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Applies from April 26, 2022

## **Postdoctoral Fellowship Policy**

### **1. General**

- 1.1 This policy applies to all postdoctoral fellows at Bar-Ilan University in all departments, subject to the laws of the State of Israel, and in the case of a fellow coming from overseas, s/he is also subject to the laws of their country of origin, to the extent that these laws apply outside their country.
- 1.2 This policy applies equally to women and men without distinction.
- 1.3 “Department” in this policy refers to any academic unit, including a faculty or school in the context of which postdoctoral training is held.
- 1.4 As a rule, a postdoctoral fellow will not be mentored by their PhD supervisor. However, a postdoctoral fellow may be mentored by their PhD supervisor, provided the duration of the fellowship does not exceed one year.
- 1.5 Both the postdoctoral fellow and the supervisor will sign this policy to demonstrate that they are aware of all its terms and conditions and agree to them.

### **2. Aim of the fellowship**

The aim of the postdoctoral fellowship is to enable young scientists, whose eligibility for the receipt of their PhD/MD degree (hereinafter: “post-graduate degree”) has been certified, to undertake scientific research under the guidance of a senior scientist. The advanced training is aimed at further advancement of the postdoctoral fellow, to expand and diversify their knowledge and experience in research and train them to serve as a researcher within the academy or beyond.

### **3. Candidates and supervisors**

The following may apply for a postdoctoral fellowship:

- A. A person whose eligibility for the receipt of a graduate degree from a recognized institution of higher education in Israel or abroad was certified no more than five years previously.
- B. A person who enlisted in the IDF immediately upon confirmation of their eligibility for a postgraduate degree may apply for up to five years following the completion of their IDF service, but no more than ten years after receiving the aforementioned confirmation, provided they have not received an academic appointment at Bar-Ilan University.
- C. A person who has submitted a dissertation for judgment but has not yet received confirmation that their dissertation has been approved may submit an application for a postdoctoral fellowship. The final decision on the application will be made only after the dissertation has been approved.
- D. An applicant who has submitted a dissertation for adjudication and completed all other Ph.D. requirements, and has submitted an authorization to that effect, may be accepted and be given the status of a **conditional** postdoctoral fellow for a maximum of one year from the date of their enrollment for postdoctoral studies, during which time they must present authorization of having completed all Ph.D. requirements, including approval of their

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dissertation by the institution in which they studied. It is the supervisor's responsibility to verify the approval of the dissertation, to see whether all the fellow's Ph.D. requirements have been completed and to send the authorization to the Academic Secretariat. A fellow may retain their "conditional" status and receive a scholarship (subject to eligibility) for a period of no longer than one year from the date of enrollment in the fellowship. After presenting authorization of eligibility for their Ph.D., the fellow's status will be changed to that of postdoctoral fellow and the year when the fellow's status was conditional will be considered to have been the first year of the fellowship. If by the end of the year, no certificate of eligibility for a Ph.D. (Including the approval of the dissertation) has been produced, the fellow's studies will be discontinued and their status as a postdoctoral fellow will be revoked.

#### **4. Areas of study**

A candidate may be accepted for a fellowship in the field in which they specialized in their doctoral studies, subject to this policy. A fellowship in an area other than the area of specialization of the candidate's PhD dissertation is contingent upon the postdoctoral supervisor's consent.

#### **5. Postdoctoral fellowship application and approval**

##### **5.1 Submission and approval of the application**

It is the responsibility of the supervisor interested in supervising a postdoctoral fellow to submit an application to accept the candidate for the postdoctoral fellowship in the relevant department. The application ("Application to Accept a Postdoctoral Fellow" form) should include the following information and documents:

- The candidate's CV
- At least one letter of recommendation
- List of publications, if any
- The name of the institution in which the candidate completed their doctoral studies and the date of approval or conferment of their PhD
- Dissertation research topic
- The subject of the proposed research for the postdoctoral fellowship
- When a fellowship grant is proposed: The sources of funding for awarding the fellowship grant to the fellow, and the authorization from the party responsible for funding at the University

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- Fellowship without a grant: Confirmation from the candidate that they are aware that the fellowship does not include a grant and their agreement to that term
- A medical certification, for a postdoctoral fellow from abroad only, to be presented to the relevant department before the start of the fellowship
- Confirmation from the candidate and supervisor that they have read this policy and that they agree with all its provisions and terms

After receiving approval from the department head, the application will be forwarded to the relevant faculty Dean for further approval.

### 5.2 Dean's approval

Upon receipt of the application, the Dean will review the material submitted, decide whether to approve or reject the application and notify the supervisor and head of the department of the decision.

The Dean will not approve a grant for a fellow before sources for its funding have been secured, signed by the authorized signatories as required by the University.

Postdoctoral fellowship status may also be granted without a living stipend, subject to the fellow's written consent.

### 5.3 Medical insurance

It is the fellow's responsibility to ensure that s/he has health coverage, and insofar as s/he is a foreign resident, s/he must fulfill all the requirements for foreign residents residing in Israel to receive medical insurance coverage in Israel.

Commencement of the fellowship is contingent on the provision of proof of medical insurance to the department (section 5.1).

## 6. Fellowship program

### 6.1 Fellow's registration and tuition fees

The fellow will register at the University as a postdoctoral fellow ("Application to Register as a Postdoctoral Fellow" form). This status will also be recorded when attending conferences. A postdoctoral fellow will have the status of a student. **S/he is exempt from payment of tuition fees** for the duration of the fellowship, but may be charged tuition fees in any other case that requires payment of tuition fees as per University rules (for example, for studies towards another degree).

### 6.2 Registration in the "Ilanet" student system and for courses

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- 6.2.1 The supervisor and fellow will submit the application form to the office of the relevant department, which will forward the signed form with all necessary details along with this signed policy to the office of the Academic Secretary.
- 6.2.2 If this is the fellow's first year, a photocopy of their passport or ID card, including its addendum, should be attached.
- 6.2.3 After receipt of approval from the Academic Secretary, the Office of the Academic Secretary will forward the application form to the Supervision Office (Talam) (section 5.1), and a copy will be sent to the relevant department and faculty.
- 6.2.4 The office of the relevant department will confirm that the fellow is registered in the "Ilanet" student system and will notify the fellow in writing that s/he has completed the postdoctoral fellow registration process. Procedures for the granting of a living stipend will commence only after the registration process as described in this section has been completed.
- 6.2.5 If the fellow's participation in courses is required, s/he must register as required. The supervisor will provide the fellow with guidance in this matter.

### **7. The essence of the program**

At the center of the fellowship program is a research project that is part of the activities of the supervisor and the department in which the fellowship is held. The fellowship will take place in accordance with the accepted rules in the department and the academy, pursuant to the supervisor's instructions. In addition, in coordination with the supervisor and at the supervisor's discretion, the fellow will be expected to actively participate in seminars and courses for research fellows in the department in which s/he is doing their fellowship, as well as in the departmental colloquia.

### **8. Duration of the Postdoctoral Fellowship**

The duration of the fellowship is three months to five years.

### **9. The fellowship is a full time position**

- 9.1.1 The fellow is expected to devote most of their time and energy to the fellowship program. The fellow may teach as a paid employee of the University, but nowhere else, based on the department's needs, with the approval of the supervisor and head of the department, up to 4 weekly hours.
- 9.1.2 A postdoctoral fellow may register to audit classes after receiving their supervisor's approval and in accordance with University procedures.

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### **10. Scholarships and the awarding of scholarships**

#### 10.1 Eligibility for a scholarship

A postdoctoral fellow may receive an annual scholarship that will be paid out during the year, in accordance with the terms of this document and University policies.

A fellow employed by Bar-Ilan University in any position or appointment after completion of their PhD will not be granted a scholarship for a period exceeding one year.

It is hereby clarified that to the extent taxes or mandatory payments apply to the scholarship, the amounts of those taxes or mandatory payments will be deducted from it.

#### 10.2 Duration of the scholarship

The scholarship will be awarded for one year and can be extended for two additional fellowship periods of up to two years each, for a total of up to five years, based on the research report submitted to the supervisor at the end of each academic year describing the fellow's activities and achievement in each previous year, and with the approval of the Dean. Upon completion of the fellowship, the fellow retains no right to continue for a further fellowship at the University or any other activity or employment therein, except in accordance with the needs and policies of the University.

#### 10.3 The amount of the scholarship

The maximum amount of a postdoctoral fellowship will be determined by the Vice President for Research, and will be updated by the Vice President periodically and at Vice President's discretion, and will be published regularly on the website of the Academic Secretary.

#### 10.4 Budget Sources

10.4.1 Obtaining funding from all the sources listed below is the supervisor's responsibility:

a. Sources of internal University funding:

- The income of a faculty or University foundation established for this purpose;
- A donation earmarked for the granting of a scholarship or scholarships to postdoctoral fellows;
- A dedicated allocation in the budget of a research agreement;

b. Sources of non-University funding:

- External foundations designated for the granting of a grant to a postdoctoral fellow;
- Support from the Ministry of Aliya and Absorption for a postdoctoral fellow who is a new immigrant /returning resident.

10.4.2 The fellow must report any additional scholarships or grants received from outside sources to their supervisor.

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### **11. Exceptions Committee**

11.1 Notwithstanding the provisions of this policy, the Exceptions Committee is authorized to make an exception to the provisions of this policy based on a reasoned decision, on the following subjects:

- Additional employment for an applicant who is receiving a scholarship, which departs from the policy as stated above, up to 4 working hours per week.
- Start dates or completion dates of post-doctoral studies.
- Requests to exceed the scholarship ceiling by up to 20%.
- Additional exceptions that are not included in the areas listed above.

11.2 The members of the Exceptions Committee: The Rector and the Academic Secretary.

### **12. No Employee-Employer Relationship**

Nothing in this document or in the status of the fellow, including the granting of a scholarship or fulfillment of academic obligations, constitutes an employer-employee relationship with the University.

### **13. Discipline**

13.1 The fellow is subject to the Bar-Ilan Student Disciplinary Code.

Without derogating from the generality of the provisions of the Student Disciplinary Code, it is clarified that making an incorrect statement or providing incorrect details, failure to report or to knowingly conceal information regarding the postdoctoral fellowship and the obligations the fellow is subject to under the Code constitute a breach of the provisions of the University authorities and a disciplinary offense.

13.2 The University will be entitled to order the termination of the fellowship as well as a refund of the scholarship monies, in whole or in part, in accordance with the decision of the Disciplinary Committee. The fellow may appeal the decision before the Appeals Committee.

### **14. Termination of the fellowship program**

14.1.1 The University may order the termination of the fellowship program in the event that the fellow does not meet the requirements of the fellowship or any other of their obligations pursuant to this policy. The termination of the fellowship as noted here will be carried out in accordance with the Dean's decision conveyed by means of written notification explaining the termination, at least one month prior to the termination. Before a decision is made, the supervisor and/or the Dean will inform the fellow, in a letter of explanation, that the

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termination of their fellowship is being considered, and will give the fellow the opportunity to convey their comments on the matter in writing to the Dean.

14.1.2 A fellow who wishes to terminate their fellowship before completion will notify their supervisor and the Dean at least one month in advance.

14.1.3 It is hereby clarified that the fellow will receive the scholarship in accordance with the actual period of study, and in any case in which the fellowship is discontinued, either at the initiative of the University or at the initiative of the fellow, the scholarship will also be terminated, accordingly.

14.1.4 In any event, the fellow will submit an orderly research report to their supervisor before completion/termination of their fellowship as noted in Section 14.

14.1.5 A copy of any notices sent and of any decisions made will be forwarded simultaneously to the Office of the Academic Secretary and to the fellow's personal file.

### 15. Reporting

At the end of each academic year, the fellow is required to submit an annual research report, to be approved by their supervisor. Copies of scientific papers should be attached to the report, if any such papers have been published. The report will be sent to the Dean.

In addition, the fellow will submit an orderly research report to their supervisor prior to leaving.

### 16. Certification of Postdoctoral Fellowship

16.1 The fellow will send the following pieces of information to the Office of the Academic Secretary, with the supervisor's authorization.

- The fellow's name and ID/passport number
- Fellowship period
- The supervisor's name and name of department/faculty
- Subject of the research
- The number of weekly hours

16.2 At the end of the fellowship period and subject to compliance with the fellowship conditions, the Dean will grant the fellow **signed certification authorized by the Academic Secretary** that the fellow participated in the fellowship program.

16.3 The office of the relevant department will arrange the termination of the fellow's status in the "Ilanet" registration system.

16.4 The authorization will be sent from the Office of the Academic Secretary to the relevant faculty for the signature of the supervisor and Dean; after they have signed, the authorization will be returned to be signed by the Academic Secretary. After keeping a copy of the authorization in the Office of the Academic Secretary, the signed authorization will be sent to the faculty and given to the fellow.

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16.5 A fellow who wishes to receive a copy of the authorization of their postdoctoral fellowship in English should indicate this in advance in their request.

### **17. Assistance with the fellow's orientation and processing**

17.1 The department is responsible for maintaining contact with the fellow, from the initial exploration stage, discussion of the terms of the fellowship, assistance in finding housing at the fellow's expense, arranging an office for the fellow in the department, a computer, an entry sticker for the fellow's vehicle, library services, etc.

### **18. The fellow is subject to all University regulations and policies**

#### **18.1 General regulations and policies**

A postdoctoral fellow is subject to all the University's administrative and academic policies and all its regulations as practiced, including disciplinary provisions (Student Disciplinary Code).

The fellow must inform their supervisor and the department of any absence. Any absence of two weeks or longer must be approved by the supervisor, at least one month in advance.

Without derogating from the generality of the aforesaid, the following provisions also apply:

#### **Patents and Discoveries Bylaws**

The University's Discoveries Bylaws that were in place before the start of the fellowship apply to the fellow. As a condition for commencement of the fellowship, every fellow will sign a form noting that s/he consents to the content of the Patents and Discoveries Bylaws and a non-disclosure agreement. The supervisor is responsible for ascertaining this.

#### **Publications**

Any papers published or research conducted in the context of the fellowship must note that they were written as part of the fellow's post-doctoral fellowship at Bar-Ilan University, and include the name of the department. Publication of the results of the post-doctoral research will be done only with the supervisor's approval.



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### Agreement to and acceptance of all the terms of the 2020 Postdoctoral Fellowship policy

#### Supervisor's Declaration:

I hereby confirm that I have read the Postdoctoral Fellowship Policy and agree to all its terms.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Postdoctoral Fellow's Declaration:

I hereby confirm that I have read the Postdoctoral Fellowship Policy and agree to all its terms.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### For use as part of the online admission and registration process

#### Approval by Department Head

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Approval by Dean of Faculty

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Approval by Academic Secretary:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_