

Dear students!

We warmly welcome our new and returning students, and wish you a productive, enjoyable, and successful year.

In this booklet we have assembled information from various university regulations in order to provide you with current information about all tuition matters and student services for the academic year 2020/21.

We have made every effort to provide you with clear and accurate information. We are also anxious to hear about any difficulty, comments or requests you may have and promise to give them our full attention. Please contact us using the information below and we will do our best to help.

cordially,

the Hebrew University

The university has made an effort to provide you with all the correct information you need for this academic year. However, occasionally the regulations, procedures, or other information must be changed. In some cases the changes will apply to some students and in others to all students.

University authorities are entitled to decide to operate the university at a partial capacity or close it, cancel a service, department, or unit temporarily or permanently under unexpected circumstances and/or practical constraints and/or special conditions that are outside the control of the university and which prevent the continued operation of the university (e.g. budget cuts). Without detracting from the above, in view of the COVID-19 pandemic, some or all of the instruction, exams and/or assignments may be offered online or in any other format the University decides on. There may also be changes in the dates of terms and/or exams. Please note that such decisions do not constitute a breach of the University's obligations to its students. The university directors reserve the right to make changes to the syllabus and course list, as well as announce that courses are canceled. If such a decision is made, the university will notify the students in question and will specify the ramifications of the decision. The rules and instructions listed in this booklet are binding conditions which apply to Hebrew University students during the academic year 2020/21. These instructions

are in addition to other University publications and constitute part of the agreement between the Hebrew University and its students.

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Chapter 1: Services of the Student Administration Division

Introduction

The Student Administration Division centrally manages all aspects of student life from first inquiries and admission through to graduation. The division helps students with academic, tuition, student card, termination, and career counseling related matters.

If you have any questions about enrollment, admission, academics, or tuition, contact the Division through <https://studentsadmin.huji.ac.il/contactheb> by phone: 02-5882888 by WhatsApp: 054-8820830.

Link to the Division's website: <https://studentsadmin.huji.ac.il>

Director of the **Career Center**: Miri Korenman careercenter@savon.huji.ac.il

The **Division** team works hard to provide candidates and students with courteous professional service.

If you have any comments or questions about the Student Guide please contact Ms. Mali Hasid at 02-5882891 or maliha@savon.huji.ac.il

Updating your Personal Information

To change your personal information such as your address, phone number, etc., log in to the **Personal Information** site.

To change your first or last name or your number of passport
, send a scanned copy of you ID card to the Department of Curriculum and Student Payments via the Contact system on the Personal Information site.



> Student Card

New students who have paid Installment No. 1 or have filed a class schedule and uploaded a photograph will receive a student card by mail delivered either to the address listed in Personal Information or to the Department of Curriculum and Student Payments, as they prefer.

Please upload a photo for your student card to the Personal Information website or use the University app. Your student card grants you an entry permit to the University grounds, entitles you to borrow books from the University libraries, and other services. If your card is lost or stolen, contact the Department of Curriculum and Student Payments via the Contact system on the Personal Information website.

Returning students will receive a validation sticker at the start of every academic year which they must attach to their student card.

Until your class schedule has been filed and you have a permanent certificate of enrollment and student card, you may download a temporary certificate of enrollment from the Personal Information website

> Personal Information Website and App

The Hebrew University website and HUJlapp were designed to make it easier for you to obtain information from the University.

Once you have been admitted, you will be given access to the website and to HUJlapp which remains valid until you graduate.

Information available on this site includes: notice of admission, curriculum and grades, tuition, scholarships, loans, and the option to view graded exam papers.

The site's homepage displays important messages and we recommend logging in frequently.

The information shown on HUJlapp includes: personal information, courses and grades, class schedule, exam schedules, student card, and tuition.

You can download HUJlapp for your mobile phone at: <http://new.huji.ac.il/hujiapp>

Access the site and HUJlapp using your Number of passport (8 digits, without the check digit) and PIN code.

You will also be able to contact various University services through the Contact system, from the [website](#) and from HUJlapp.

> National Insurance and Health Insurance

The University submits a list of all students (name, ID number, and address) to the National Insurance Institute so that National Insurance and National Health Insurance fees can be collected on the dates and at the reduced student rate established by law. Students are responsible for paying National Insurance and National Health Insurance themselves.

Teaching Policy and Procedures

> Introduction

The Teaching Policy and Procedures (NAHAL) were designed to regulate most administrative-academic matters that are common to all bachelor and master University students. The procedures were established by the NAHAL committee which is the University Committee for Teaching Affairs. Other procedures affecting individual faculties are established and published by those faculties.

The complete [University Code of Regulations](#) is available on the Student Administration Division's website.

> NAHAL committee

The NAHAL Committee chairperson also serves as the appeal authority on faculty or school decisions that are related to teaching and studies. You may approach the chairperson about any teaching-related matter after having pursued other avenues of relief within the faculty or the school.

Secretary of the NAHAL Committee, Ms. Agnes Arbeli via the [link](#).

NAHAL Committee chairperson, Prof. Boaz Yuval boaz.yuval@mail.huji.ac.il



Tuition

>How to communicate with the Department of Curriculum and Student Payments

You can make general inquiries and get in touch in several ways:

Call-center for information and service: 02-588-2888 Sun.-Thu. 8:30am-4:30pm.

[Contact Us](#) under Personal Information: Use this system to submit inquiries in writing.

Tuition appeals may be submitted to the [Tuition Committee](#) in compliance with [Committee procedure](#).

>General tuition regulations

Tuition is a complex topic so please read this Student Guide carefully.

A student's signature on the online certificate of enrollment or the course registration form constitutes a commitment to pay tuition according to regulations,

Non-attendance at classes or exams does not exempt a student from paying tuition.

Pay tuition on time to avoid holds on your Personal Information account as well as arrears and linkage charges.

Students who receive notification of eligibility for a scholarship, grant, or merit award must arrange tuition payments on schedule, regardless of the date the scholarship/ grant/ award is received. Grant/prize money will be taken into account at a later date.

Tuition rates

>Tuition

Base tuition for this year has been set by the Council for Higher Education (CHE) based on the cost of living index of July 2020.

Tuition rates are:

Bachelor degree, per year: 10,198 NIS

Other degrees, per year: 13,781 NIS

Students receiving full or partial funding from a non-university party, and students who are not Israeli citizens are required to pay an additional 25% over the base tuition. Non-Israeli citizens who are enrolled in a research-track graduate program or in a postgraduate program are exempt from this additional fee.

These rates apply to a full academic program (100%). Actual tuition charges are adjusted for each student's individual academic program.

> **Mandatory fees: Studying Hebrew or English as a Foreign Language**

Basic level (level 3) costs NIS 1,572.

Advanced A (level 2) costs NIS 1,047.

Advanced B (level 1): Exemption applies to students in their standard undergraduate years only.

> **Other payments**

Security fee: A NIS 580 mandatory, fixed, and non-refundable security fee, irrespective of study scope, track, or duration.

The security fee is subject to change by decision of the Council for Higher Education.

National Student Association fee: NIS 10, mandatory for bachelor and master's students.

Other paid services are listed on the University website.

> **Elective fees: security, wellness services, and Student Association membership fees**

Wellness services and Student Association membership dues are elective fees that entitle you to certain benefits.

In addition to the benefits listed below, students who pay both fees (wellness services fee and Student Association fee) are entitled to free entry to the swimming pools at the Cosell sports centers and a discounted subscription to the gym at the center. Visit the [Cosell website](#) to read more about sports services offered to students.

a. Wellness services fee

The NIS 120 wellness services fee (NIS 38 for Ph.D. students) goes toward covering student wellness services. The wellness services fee is fixed irrespective of study scope, duration and track, and the charge can be cancelled.

Services provided to students paying the wellness services fee:

1. Free shuttle service between campuses.
2. Text message notifications to mobile phones (Mirs devices not included) (cancelled classes, grades, etc.).
3. Modems for students on IDF reserve duty.
4. Free intake interview at the Counseling Services.
5. Free first session at the Unit for Learning Disabilities.
6. Participation in the university's sports team which competes in the ASA league.
7. Participation in exam preparation and time management workshops, and similar workshops.

Cancelling your Wellness Services Fee:

If you would like to waive the wellness services fee and forfeit the wellness services please notify the Department of Curriculum and Student Payments by the first semester's changes deadline (Ph.D. students: one month from their date of registration) by sending an online request form through the Contact Us system in [Personal Information](#) > Student Administration > Cancelling wellness and student association fees.

Students who start studying in the second semester may submit their cancellation by the changes deadline for the second semester.

b. Student Association fee

The NIS 252 (NIS 98 for PhD students) Student Association (SA) fee allows the Student Association to provide students with services and benefits. Wellness services fee is a fixed fee, irrespective of study scope, duration, and track, and the charge can be cancelled.

SA fees are collected by the University and transferred to the SA.

A list of services provided to students paying the SA fee is available on the [Student Association](#) website or [Facebook](#) page.

Cancelling your SA fee:

If you want to cancel your SA fee, please notify the Department of Curriculum and Student Payments by the first semester's changes deadline (Ph.D. students: one month from date of registration) by sending an online request form through the Contact US system on [Personal Information](#) > Student Administration > Cancelling wellness and student association fees.

Students who start studying in the second semester may submit their cancellation by the changes deadline for the second semester.



Calculating Tuition for a Bachelor Degree

The standard number of years for completing a bachelor degree is 3 years. At the end of these three years, a student is required to have accrued 300% to be eligible for a degree.

However, some academic programs deviate from this rule:

Faculty/ Discipline	Minimum Required for Degree (%)	Standard Number of Years for Degree
Nursing	400	4
Engineering	400	4
Pharmacology	370	3.5
Law	350	3.5
Accounting	300 Starting 2020/21: 350	3 3.5 Starting 2020/21
Occupational therapy	350	3.5
Law in combination with another major	425 Starting 2020/21: 412	3.5
Social work in combination with another major	400 Starting 2020/21: 375	4
Law and social work: double degree	487	4-5
Registered nurses track	200	2
Pharmacology retraining	270	3
Social work retraining	200	2
Nursing for paramedics	400	3
ATIDIM teaching certificate program	400	3
ATIDIM Public Administration Program	400	3
Double program: Double degree in law, economics, and philosophy	487	4.5

*When transferring to the master's program tuition will be calculated according to your individual academic program and the master's program tuition rates.

Some specialized academic programs may be unrepresented in this table.

> Calculating tuition

In general, students who have accrued the required number of credits during a standard duration of study will not be charged more than the required minimum cumulative tuition.

Students who have notified the University that they have completed their studies but have not accrued 300% of the standard tuition will be charged according to their class schedule but not less than the amount required to reach 300%.

Tuition is calculated according to the number of annual hours in which a student has enrolled.

The calculation is made by multiplying the hour value by the number of annual hours. Credit hours for each course are listed in the University [course catalog](#).

However, several academic programs have fixed tuition fees which are not determined by the number of courses in which a student is enrolled.

> Academic programs with fixed tuition:

Tuition in the following academic programs is 100% for each of the standard years: medicine, dentistry, AMIRIM program, ETGAR program, pharmacy, occupational therapy, computer science and computational biology, cognitive science, pharmacology retraining, REVIVIM program, social work with an additional major (double degree in law and social work not included).

> Academic programs with variable tuition that is schedule-dependent:

a. Hour-value by faculty/school:

In the non-experimental disciplines (humanities, social sciences, law, social work, education, business administration) 1 academic hour equals 5% of full bachelor tuition.

Example: A student in the Faculty of Social Sciences (e.g. Political Science) who is taking 20 hours a week annually will pay 5% of the standard tuition for every hour. This means tuition of 100% ($5\% \times 20$).

Students in the empirical disciplines (natural sciences and mathematics, agriculture) 1 academic hour equals 4% of full bachelor tuition.

Example: A student in the Faculty of Mathematics and Natural Sciences (e.g. life sciences) who is taking 20 hours a week annually will pay 4% of the standard tuition for each hour. This means tuition is 80% ($4\% \times 20$).

b. Hour-value in certain specific tracks:

Agricultural economics - 5%

Hotel management and food resources - 5%

Double major in accounting - 4%

c. Language skills courses

The hour-value of one academic hour in a bachelor language skills course is 5% of full bachelor tuition

> Banked courses

A bachelor degree student who is taking banked master's courses will be charged an hour-value of 5% of the full bachelor's tuition for these courses.

This payment will not count toward their bachelor degree tuition, and these courses will be banked toward a master's degree. Should the student begin a master's degree, and if the banked courses are recognized toward this degree, the student will be credited with the relative amount paid for these banked courses and this amount will count toward the cumulative master's tuition.

Consequently, the student will then be required to pay the difference between the bachelor hour-value paid for the banked courses and the required master's hour-value.

> Conversion courses

These courses are preparatory courses for master's programs, for students who did not take these courses as part of their bachelor degree. Hour-value is calculated as 5% of the full master's tuition.

A student taking conversion courses concurrently with a master's program is required to pay tuition for these hours in addition to the master's tuition.

These hours do not count toward the master's cumulative tuition. A student studying less than 50% of a full-time program will be required to pay an additional [Overhead](#) (an additional 10% over their individual tuition for a part-time program).

Calculating Tuition for a Master's Degree

The minimum cumulative tuition for a master's degree is 200%.

Students taking a master's degree with internships may be required to pay more than 200%. The calculation is made according to the actual number of hours studied.

Students may extend their program over 4 years at most. In this case they will be charged according to their class schedule, and no less than 50% of annual tuition each year.

>Charging tuition

In general, students who have accrued the required number of credits during a standard duration of study will not be charged more than the required minimum cumulative tuition.

A first-year student studying more than a 100% program will be charged only 100% tuition and the remainder will be charged the following year. If such a student does not continue to their second year, they will be required to pay the unpaid balance that would otherwise have been transferred to the following year.

If you choose to study less than 50% of a full-time program, you will be charged 50% of full tuition for every year of study (at least 4 years) up to an accrued 200%. After this, you will be charged by number of hours+10% [overhead](#) (an additional 10% over your individual tuition for a part-time program).

A student who has not completed his or her academic obligations and has already accrued the full standard tuition, is required to pay based on his or her submitted program and an additional 10% overhead (see Chapter 7).

Students who have notified the University of completing their studies but have not accrued 200% of the standard tuition will be charged according to their class

schedule but not less than the amount required to reach 200%. If their program is under 50%, there will be an additional overhead fee of 10% of full tuition.

Tuition is calculated according to the number of annual hours in which a student has enrolled. The calculation is made by multiplying the hour value by the number of annual hours.

However, several academic programs have fixed tuition fees, which are not dependent on the number of courses in which a student is enrolled.

> Academic programs with fixed tuition:

Tuition in the following academic programs is 100% for each of the standard years:

- Veterinary medicine
- Brain sciences: computation and information processing in the brain
- Specialization in the study of rationality
- Psychology (100% in first year only. Starting with the second year, tuition is calculated according to the number of annual hours in which the student has enrolled).

> Hour-value by academic program:

Non-thesis master's degree:

- Students in the faculties of: accounting, business administration, social work, and education. An academic hour is worth 8% of master's full tuition.
- Students in the faculties of: social sciences, law, natural sciences and mathematics, and agriculture. An academic hour is worth 10% of master's full tuition.

Thesis master's degree:

- Students in the faculties of: accounting, business administration, social work, and education. One academic hour is worth 10% of master's full tuition.
- For students studying in the faculties of social sciences, law, natural sciences and mathematics, and agriculture the value of one academic hour is 12% of the master's full tuition.

> Final examinations and papers

Students are entitled to take their final exams only once they have paid all dues and have accrued at least 200% of standard tuition.

Students who have completed their studies and payments and have only a final examination and/or final paper remaining must file a class schedule and pay 10% of standard tuition (overhead) unless both the following conditions apply:

- The final paper (post-revisions) will be submitted by December, 31, 2020.
- The final exam will be held by February 28, 2021.

If you submit your final paper on January 1, 2021 or later or your final exam takes place on March 1, 2021 or later you will be required to file a class schedule and pay tuition for the 2020/21 academic year.

> Exemption for thesis-track master

Master's students who are members of a research group in one of the experimental sciences, devote all their time to research, have received a research grant, and have not refused a teaching post offered them are exempt from 200% master's tuition.

Students who are entitled to this exemption will receive a tuition scholarship for their first two years of study.

Students in their first year of study are required to pay the NIS 962 advance payment through Personal Information and are not required to pay Installment No 1 / full tuition.

Students in their second year of study are required to pay Installment No. 1 (NIS 962) which only includes non-tuition payments.

After their scholarship is updated in the system, students should check their tuition status. If there is a remaining balance due, it must be paid via Personal Information, and if there is a credit the student's bank account will be credited on or after December 15, 2020.



PhD Degree (Research Students)

PhD students are charged fixed tuition irrespective of actual scope of courses.

A research student commencing studies in the first semester is required to pay for Phase 1 and Phase 2 40% of standard tuition in each of the first two years (of 100% of full master's tuition - NIS 13,781 in 2020/21) regardless of the number of courses in which the student is enrolled.

A research student commencing studies in the second semester is required to pay 20% in the first year, 40% in the second year, and 20% in the third year.

After completing four semesters, doctoral students will be charged 10% tuition for every additional year, until they have graduated.

A research student submitting his or her thesis in the year after completing payment of the minimum tuition and no later than December 31, 2020 is not required to pay tuition for that year.

> Graduate conversion students / research interns

Students with this status are required to pay tuition separately from the charges for their doctoral studies. These students' class schedule will be charged at an hour-value of 10% of the standard master's tuition. Students will be charged an additional 20% for submitting a final paper. Courses that students take beyond the requirements of their specialization and that are recognized as part of their doctoral program will not count toward accrued tuition. All research students are required to file a class schedule at the beginning of every year.

> Doctoral direct track

Direct-track students are required to pay 100% of the master's program tuition in their first year. Direct-track students who take courses during an additional semester are required to pay for these courses by the hour. Direct-track students who take courses for an additional year (i.e. have not advanced to candidacy) must pay tuition as master's students (including regular payment for first-year courses).

> Post-doctoral researchers

Post-doctoral training does not entail tuition and is intended solely for research. Post-doctoral students who choose to take University courses or some other

program, are exempt from paying tuition for up to 8 credits. Any courses over 8 credits will be charged at 10% per credit hour of the full master's tuition.

Tuition for Special Programs

> Teacher certificate

Studies for a teacher's certificate last two years, requiring payment of 50% for each year. Payment of at least 100% tuition is a prerequisite for receiving the teacher's certificate. Hour-value is calculated as 5% of standard master's tuition. Students who take longer than two years to complete the program will be classified as time-limit extenders and will be charged by number of hours with an additional overhead (10%).

> Teacher certificate - art instruction jointly with Bezalel

Students of the Hebrew University and Bezalel Academy of Arts joint art-instruction program will be charged by the number of hours studied at the Hebrew University plus security, wellness services, and SA fees, based on a credit hour value of 5% of standard master's tuition. The remaining hours will be paid to the Bezalel Academy of Arts.

> Fourth-year accountancy

Tuition for a full-time program in 2020/21 is NIS 21,500.

Part-time students or those repeating courses will be charged 5% of full program tuition per annual credit hour.

Students studying in parallel for another degree at the University must pay separately for each of their programs, according to their course registration form.

A student in this program is not eligible for tuition discounts or grants, and is not entitled to an employee/child of employee waiver.

> Joint programs with the Jerusalem Academy of Music and Dance

Undergraduate degree (Bachelor) Students in this program are required to pay 50% of bachelor tuition for each of the program's 3 years (150% tuition at least). From their fourth year, students will be charged according to University rules and their filed class schedules.

Graduate degree (Master): Students in this program will be required to pay 50% of standard master's tuition for two years. From their third year, students will be

charged according to the number of courses in which they are enrolled and according to University rules.

> Visiting students

A student studying at a different university who is taking a small number of courses at the Hebrew University will not be required to pay security, wellness services, SA membership, or overhead fees.

Credit hour value by degree:

Bachelor degree: annual credit hour is 5%.

Master's degree/diploma: annual credit hour is 10%.

PhD degree: no charge for first 2 credit hours, any additional credits from the third on up are charged 5% of standard tuition.

> Graduate conversion year in social work

Students taking conversion courses toward a master's degree in social work will be required to participate in professional training at a cost of NIS 10,000 in addition to their filed class schedule.

> High school students

High school students are required to enroll via the [Hebrew University Youth Division](#).

High School Academy – hsacademy@savion.huji.ac.il

High school students enroll as Special status students and are charged tuition according to number of hours; they are not charged non-tuition fees, security fee, or the overhead for programs under 50%.

A high school student may continue in this status after graduating high school while on compulsory military service, national service, or deferred military service. Students must provide the Department of Curriculum and Student Payments with a certificate of service.

High school students enrolled in academic courses that are designated for high school students are required to pay NIS 400 per course. If the course is funded by a party outside the University, the students are exempt from payment. Also these

students are not charged non-tuition fees, security fee, or the overhead for programs under 50%.

A high school student wishing to change their status to that of regular bachelor or master's student must apply to the Academic Secretariat of their faculty.

> Studying during compulsory military service

Students on compulsory military service are exempt from the overhead for programs under 50%. This exemption is not automatic; to receive it students must provide the Department of Curriculum and Student Payments with a certificate of service.

Graduate students in a research track in an experimental science discipline who are on compulsory military service are exempt from tuition while they are in compulsory service. Students must provide the Department of Curriculum and Student Payments with a certificate of service.

> Studying for two concomitant degrees

Students studying towards two degrees or two parallel programs are required to pay tuition according to the combined charges for each separate program.

Students of medicine and dentistry, who are conjointly studying for a master's degree and who will continue studying without a break are not required to accrue 200% of the master's tuition fees, but will be required to pay the master's program's hourly rate, and no less than 100%. This is contingent on them continuing their medical school program without interruption.

> Special status students

Special status students are students who are not studying for a university degree. Such students will be charged 5% of standard master's tuition per credit hour and additional fees (security, wellness services, and SA membership).

Special status students studying less than 50% of a full-time program will be charged the overhead fee.

Courses taken on this basis do not count financially toward an academic degree. Students wishing to change their status to that of regular bachelor or master's students must apply to the Committee for Teaching Affairs at their faculty.

> MALEH Program

MALEH is designed for people over 35 who are interested in a bachelor's degree from the Faculty of Humanities or the Faculty of Social Sciences.

Students in the MALEH program are required to pay 5% of standard tuition (13,863 in 2020/21) per credit hour and will be charged the additional fees (security, wellness services, and SA membership fees).

Students with this status studying less than 50% of a full-time program will be charged the overhead fee. MALEH students over the age of 60 will be charged half the individual tuition plus security, wellness services, and Student Association membership fees.

MALEH students wishing to change their status to that of regular bachelor or master's students may do if they meet the following requirements:

- complete first-year academic obligations in the departments in which they want to graduate
- accrue 20 annual credit hours and 40 credits, exclusive of English language requirements, foreign languages, and supporting studies.
- achieve grades of at least 75-85 in each of the courses and as required by the departments in the student's program.
- achieve exemption level in the Hebrew/English language exam

> Student exchange

Tuition for students on exchange programs is calculated as follows:

Full-year exchange program: 25% of tuition only.

One semester exchange program: at least 25% of tuition + additional fees (security, wellness services, and National Student Association).

- On returning from overseas, you will be charged per hour for every credit received.

- Tuition will be charged at 25% or by the hour, the higher of the two.
- Students in their final year (who have declared their intention to graduate): tuition is calculated per hour but no less than the amount making up to the minimal accrued tuition, the higher of the two.
- If, as a result of participating in a student exchange program in the third year, you miss a compulsory course for which there was no equivalent course at the host university, you will have to take this course in a fourth year of studies. You will either be charged for that course in your fourth year, or will make up to the minimum cumulative tuition for your degree, the higher of the two. In your fourth year you will not be charged overhead, wellness services, and security fees, provided you are only enrolled in one compulsory course.
- If due to the exchange program you are forced to over-extend your studies beyond the standard number of years for that degree, you will not be charged the security fee and over-extension fees for the additional year.



How to pay tuition

> Paying tuition in advance

Until your individual class schedule is filed in the system, the default charge is for a full-time (100%) program.

Tuition can be paid by credit card on the Personal Information website, with a postal bank voucher, or by standing order.

- This payment includes the compulsory fees (security fee and national student association fees) and the additional fees for wellness services and SA fees (which can be cancelled [here](#) according to the regulations).
- If you pay for a program of at least 100% by September 15, 2020 will receive a 2.5% discount (excluding fourth-year accounting students and students of the pre-academic preparatory program).

This discount will be revoked if your final academic program is under 100%.

- Charges for English/Hebrew language courses are not included in this and will be charged after you file your class schedule.
- Students eligible for a scholarship, grant, merit award, or tuition waiver must arrange for payments on schedule, regardless of the date the award is received.
- Scholarship funds will be taken into account when they are updated in the system, and you will receive a refund if necessary.

> Payment plan

Installment No. 1: due by September 15, 2020, NIS 4393/NIS /4403 (bachelor and master).

Installment No. 2: due by November 15, 2020; making up to 35% of full tuition.

Installment No. 3: due by December 15, 2020; making up to 45% of full tuition.

Installment No. 4: due by January 15, 2021; making up to 55% of full tuition.

Installment No. 5: due by February 15, 2021; making up to 65% of full tuition.

Installment No. 6: due by March 15, 2021; making up to 80% of full tuition.

Installment No. 7: due by April 15, 2021; making up to 90% of full tuition.

Installment No. 8: due by May 15, 2021; making up to 100% of full tuition.

Students required to pay tuition that is higher than 100%, will have their installments calculated by the percentages specified above of their individual tuition instead of the standard tuition.

Students required to pay tuition that is less than 100%, will have their installments calculated by the percentages specified above of the standard tuition. This means that these students pay in fewer installments and will be finished paying earlier.

Example:

Students studying part-time at 65% will finish paying by February 15, 2021.

Students studying part-time at 89% will finish paying by April 15, 2021.

Students who commenced their studies in the second semester will pay tuition in three installments, on March 15, 2021, April 15, 2021, and May 15, 2021.

> Paying by standing order

To pay tuition by standing order, students must download the [standing order form](#) from the [Department of Curriculum and Student Payments](#) website, get it signed by their bank, and return the signed form to the Department of Curriculum and Student Payments using the [Contact form](#) on the Personal Information website (Student Administration, Submit a signed standing order form).

If you are a returning student and have an existing standing order for tuition, your standing order will be activated automatically at the start of the present year (2020/21) starting with the second installment. It is your responsibility to ensure that the standing order is active and in order. If you wish to pay tuition in one lump sum or also pay Installment No. 1 by direct debit, you must check this option on the Personal Information site.

According to Bank of Israel instructions, standing orders that have been inactive for two years are automatically cancelled, so students must arrange a new one.

You will receive an email with the amount to be charged about two weeks before your standing order is charged. You are responsible for paying on time, even if the notification email is not sent.

If you find an error in the information listed in the email, as in the bank account information or the amount to be charged, please contact the Department of Curriculum and Student Payments no later than the 9th of that month unless the collection notification sent by email says otherwise.

If your complaint is accepted after your account was charged, a refund will be transferred to your bank account.

If, for any reason, the bank does not honor a payment, students will be required to pay linkage and interest on arrears, in addition to a NIS 30 administrative charge.

If the bank rejects a standing order twice, the student will be notified and will have to provide a new standing order from the bank.

The same bank account number provided in the standing order is used for payment of tuition, dormitory rent, additional University fees, and refunds for tuition overpayment.

> Paying by credit card

In order to pay by credit card students must log in to Personal Information>Credit Card Payments. Tuition can be paid in one lump sum or in several interest-free installments. Students may also pay by credit-card company payment plan.

Students who choose to pay tuition by credit-card payment plan, must pay Installment No. 1. After that, students must log in every month (November 2020 to May 2021) and pay the portion for that month.

Each installment can be paid in one lump sum or by credit-card company payment plan (3-18 instalments with interest as set by the credit card company).

> Payment using the discharged soldier's deposit

To use your Deposit, go to the Personal Information website homepage and click the tab Pay with IDF Deposit. After you send the application, you will get an immediate confirmation message that it was received. Click the link in the confirmation message to go to the Ministry of Defense website, and confirm the payment.

> Paying by postal bank voucher

Students may pay tuition using a postal bank voucher. Log in to Personal Information>Payment by voucher. Your voucher will be emailed to your University email address only.

Tuition can be paid in one lump sum or in several installments (linked to Consumer Price Index).

Students who choose to use the payment plan, must request the voucher for Installment No. 1.

After that, students must log in every month (November 2020 to May 2021) and request a voucher for the following payment. Students may request a voucher for the entire remaining balance at any time.

> Paying tuition with a general student loan

The Hebrew University allows students to receive a bank loan at preferential terms once a year. Students repay the bank, but are not charged interest or linkage to cost of living index. The University will defray these costs to the bank.

Students are eligible for one loan every academic year in the amount listed under Personal Information.

The bank retains the right, at its own discretion, to refuse a loan to any student.

After completing procedures at the bank, the loan amount is deposited into the student's bank account. The student is required to repay it according to the terms established by the bank.

To apply for a loan, log in to Personal Information > Student Accounts > Apply for a Loan.

> Rules for paying tuition for students starting their studies in the second semester

All procedures listed in this booklet also apply to students beginning their studies in the second semester, except for the discount on advance payment.

Students must file their class schedule on the date indicated by their faculty and no later than the second semester changes deadline.

Standing orders for tuition will start charging on March 15, 2021, provided a class schedule has been filed. The third (and final) payment will be charged on May 15, 2021. Students who delay payment beyond this date will be charged interest on arrears on the entire balance of their debt.

> New immigrant students (Olim)

New immigrants subsidized by the Ministry of Immigrant Absorption pay tuition according to the standard tuition regulations and dates.

New immigrant students for whom the Ministry of Immigrant Absorption, or any other party, wishes to transfer tuition directly to the University will be charged an additional 25%, in accordance with regulations.

After each payment, students will submit the confirmation of payment to the Ministry for Immigrant Absorption in order to receive the subsequent payment.

Additional Fees

> Overhead fee

The University charges an overhead fee of 10% of standard tuition in the following cases:

- a. A student has over-extended his or her studies beyond the standard number of years for that degree.
- b. A student's calculated tuition is less than 50% of the standard tuition. However, students whose calculated tuition falls in the range of 41% to 50% will be charged a reduced overhead, so that their total payment will not exceed 50% of standard tuition.

Example: A humanities bachelor pays:

For 7 credits hours: $7 \text{ credit hours} \times 5\% = 35\% + 10\% \text{ (overhead)} = 45\%$;

For 10 credits hours: $10 \text{ credit hours} \times 5\% = 50\% \text{ (no overhead fee)}$.

A student submitting two separate class schedules (two separate programs) is charged overhead fees separately for each application, if the conditions listed above apply.

The overhead fee does not count toward the student's accruing tuition.

> Confirmation of tuition payment

Students can print confirmation of tuition payment for the current academic year from their Personal Information site. Until the class schedule is filed, a temporary certificate of payment can be downloaded from the Personal Information site.

Issuing tuition payment confirmations for previous years costs NIS 30. This cannot be done from the site, but must be applied for using a [form](#) available on the Department of Curriculum and Student Payments website.

> Cost of English as a foreign language courses

Students studying English at Level 2 or 3 are required to pay an additional amount over and above tuition.

Beginner-Level 3: In 2020/21 the cost for a 6-hour single-term course is NIS 1,572.

Advanced A-level 2: In 2020/21 the cost for a 4-hour single-term course is NIS 1,047.

Advanced B-level 1, students are exempt from paying for this course.

> Cost of Hebrew language courses

Students in their first year of studies toward any University degree who are required to study Hebrew language, are exempt from paying for this course. Students not studying toward a degree are not eligible for the exemption from tuition for Hebrew language courses and will therefore be required to pay for them from their first year.

Students from their second year and onward who are still required to take a Hebrew language course will be charged tuition for this course.

The cost of a Hebrew course (up to 4 hours) is NIS 1,047 and for a course of more than 4 hours is NIS 1,572. Each course will be charged separately.

> Health insurance for foreign students

Students who are not Israeli citizens must have health insurance while they are students of the Hebrew University. Health insurance can be arranged through the Hebrew University or independently.

Students who choose to arrange health insurance through the University must fill out a Statement of Health form (women must also complete the pregnancy appendix) and submit it to the Department of Curriculum and Student Payments

via the Contact form on the Personal Information website. Once the Statement of Health form is completed, the student's account will be charged accordingly, and the medical insurance information will be included in the insurance policy that is sent to the student.

Students who choose to waive health insurance through the University must fill out the waiver form and submit the waiver and a certificate confirming private medical insurance to the Department of Curriculum and Student Payments via the Contact form on the Personal Information website.

[The forms you will need are available on the Department of Curriculum and Student Payments website.](#)

> Interest

Any payment made after the last date stipulated will be charged interest on arrears at a rate of 0.0001663% per day, linked to the CPI (Consumer Price Index). Interest will be calculated from December 15, 2020 and will apply to all tuition payments, including security, wellness, and SA fees, starting with the first installment.

> Cost of repeating courses and late submission of papers

Repeating a course or exam from a previous year is counted as an addition to your degree program and is charged separately. If you receive academic approval for late submission of a paper from a previous year or for repeating an exam, include the course in your class schedule and your tuition will include this course's hours.

Only papers from a previous year (revised papers) submitted by December 31, 2020 with the approval of the Committee for Teaching Affairs will not be included in the class schedule and will not be charged an additional fee. A paper submitted with the approval of the Committee for Teaching Affairs after this date must be included in the class schedule and will be charged tuition, as appropriate.

> Refund for credit transfer

Students who have studied at recognized academic institutions in Israel or overseas and are continuing their studies at the Hebrew University toward the same degree in the same discipline may request a tuition refund. Reimbursement

may be commensurate with the number of credits recognized by the faculty. Students must apply to their faculty when the academic year begins and obtain written confirmation of the number of recognized and approved transfer credits. Reimbursement will not exceed the number of hours for which they have received credit from the Hebrew University.



Tuition Discounts

Students who choose to expand their academic education are entitled to a discount on tuition if they meet the conditions described in this section.

> Excess courses

The Hebrew University encourages its students to take courses over the quota required for their degree (excess courses). Unlike other universities, we grant students full exemption from tuition for excess courses up to a certain scope.

Bachelor students are entitled to enroll as regular students in excess courses, i.e., submit assignments, take the exam, and have the courses listed in their transcripts in a separate category for excess courses. These course grades are not included in the final average grade. However, they may be recognized for advanced degrees, depending on the academic regulations, or by specific work places for continuing education credit. Students receive full exemption from tuition for excess courses up to 8 credits (in non-experimental sciences which require 120 credits for a bachelor degree) or up to 10 credits (in the experimental sciences which require about 150 credits for a bachelor degree), if completing the bachelor degree within three years, and half that amount (4 credits in non-experimental sciences and 5 credits in experimental sciences) if completing their degree in more than three years.

The accrued credit of up to 4 credits (non-experimental sciences) or up to 5 credits (experimental sciences) over the standard duration of a degree will become available when the student's program exceeds 100%, and the additional 4 or 5 credits (non-experimental/experimental sciences, respectively) become available in the student's third year if the student has declared the intent to graduate and has completed the minimum required credits toward a degree.

> Auditing

Bachelor degree students are entitled to participate in University courses as auditors free of charge. Auditing courses does not include submitting assignments and exams, and is not reflected in the student's transcripts.

> First fail

If you fail a bachelor course in your first year and enroll in the course a second time the same year or the following year, you will be credited the tuition for that course.

You will be credited for the course with the highest number of credits at which you failed.

This credit is only valid for one course, is credited retroactively to the previous year, and will be visible in the current year (in which you repeat the course) as a previous credit.

This credit does not apply to students in tracks with fixed 100% tuition (regardless of class schedule).

Tuition Waiver

> Hebrew University employees

Employee eligibility for tuition waiver is described in [Administrative Directive 05-017](#).

To apply for a 2020/21 tuition waiver, submit the form [University Employee Statement](#), also available on the Department of Curriculum and Student Payments site, by the beginning of the academic year:

- new Students
- students admitted to another/new degree
-
- Tuition waivers granted to returning students who have submitted a statement form before, remain valid the following year.

Eligibility for tuition waiver will be reviewed in November/December 2020. Following this examination, there may be changes in tuition charges. Students are responsible to ensure that they do not have any tuition debt to the University after they have enrolled in courses, and if there is they are responsible for paying it immediately.

For your information:

- Tuition waivers do not include payment for English/Hebrew courses and do not include the additional fees: security, wellness services, and SA membership fees.

- Any student entitled to this waiver must pay Installment No. 1 which covers the additional fees. See Chapter 6 for a full list of additional fees, mandatory fees, and elective fees.
- Students who receive an employee/child of employee tuition waiver may receive an additional tuition waiver provided the total waivers do not exceed individual tuition. The individual tuition ceiling does not apply in case of a tuition waiver granted to honors students.

> External tuition waiver

Please submit a scanned copy of the funding party's pledge to the Department of Curriculum and Student Payments by September 15, 2020 (via the Contact page on the Personal Information site).

Eligibility for tuition waiver will be reviewed in November/December 2020. Following this examination, there may be changes in tuition charges.

It is the student's responsibility to confirm on the Personal Information site that after enrolling in courses there is no remaining tuition debt. If such a debt exists, it must be defrayed immediately.

If the funding party fails to pay tuition for any reason, partly or in full, or if the pledge is delayed, the student is responsible for paying tuition on schedule and for defraying the debt.

For your information:

Tuition waivers do not include payment for English/Hebrew courses and do not include the additional fees: security, wellness services, and SA membership fees.

Any student entitled to this waiver must pay Installment No. 1 (NIS 952/962) which covers the additional fees for security (compulsory), wellness services, and SA membership. Wellness and SA fees can be cancelled according to tuition regulations.

Students who receive an employee/child of employee tuition waiver may receive an additional tuition waiver provided the total waivers do not exceed their individual tuition.

The funding party's pledge must be submitted not later than the start of the academic year. Submitting the form later in the academic year entails charges for interest and linkage differences.

> Teaching aides, instructors, and assistants

Tuition waivers for teaching aides, instructors, and assistants and their family members are detailed in Administrative Directive 05-017, including arrangements for imputing income for this waiver.

A waiver cannot exceed 100% of standard tuition. If a student's academic program exceeds 100% tuition, the student must pay the difference themselves.

Teaching aides', instructors' and assistants' tuition waivers are automatically updated according to their hours of employment as stated in their letter of appointment, only after their first salary is paid, so the student must make all required payments on time until the waiver is updated.

A teaching aide whose appointment begins in the second semester, is required to make payments as usual until the beginning of his or her employment in the second semester. If failing to pay, interest and linkage charges will apply to first semester payments.

Teaching aides who are fourth-year accounting students are entitled to a waiver of up to 50% of the standard bachelor tuition. The waiver is commensurate with their working hours. To receive the waiver, please apply to the Department of Curriculum and Student Payments.

If applying for an employee spouse waiver, complete the University Employee Statement and submit it to the Department of Curriculum and Student Payments by the beginning of the year.

Students eligible for a tuition waiver are required to pay security and national student association fees (compulsory) and wellness and SA fees, which can be cancelled according to tuition regulations. Hebrew/English language courses (if required to take them) must be paid for as well.

The University Employee Statement must be handed in by the beginning of the academic year. Submitting the form later will entail charges for interest and linkage differences.

> Reimbursement for overpayments

Students who have finished paying tuition and have a positive balance in their account will be refunded that balance, linked to the latest published CPI. The refund will be automatically transferred to the bank account listed in the system for crediting an account.

Reimbursements are transferred to the bank twice a month, starting December 15, 2020 (after the changes deadline in the first semester).

A positive balance in the tuition account or a refund does not indicate that all accounts have been settled, because there may be changes later which will give rise to a new debit balance.

Due to repeated changes in tuition during the changes period in or the second semester, it is possible that reimbursements will only be made once a month.

The bank details for reimbursement and the date of reimbursement will be posted under Personal Information > Tuition and Payments > Balance. All students are required to make sure that their bank information is correct.

> Digital holds on information due to outstanding debt to the University

Holds will be applied in the following cases:

- Student has not made payment in full for that month (according to the payment plan).
- There is an outstanding library debt.
- There is an outstanding debt for rent at the dormitories.
- There is an unpaid fine.
- There is an outstanding debt in the Division of Human Resources' salary system

Students who have incurred a tuition debt higher than NIS 1,500 will be barred from filing a class schedule for 2020/21.

Note that once the hold is in place, students will not have access to information about exam grades and will not be able to obtain certificates of enrollment.

The hold will be activated after a 10-day notice by text message to the student's mobile phone, email to the student's University mailbox, and the student's Personal Information account.

The University is entitled to block a student with an outstanding debt from using University facilities, including the library and dormitories, taking exams, and graduating.

Terminating or Canceling your Studies

1. Students who have decided to cancel/terminate their studies must notify the Department of Curriculum and Student Payments in writing via the Contact Us system in the Personal Information site.
A letter to the faculty or any other party does not constitute an official notice of termination.
2. Fees for programs with fixed tuition will be calculated according to 50% of the program's full tuition for the first semester, and 50% of the program's full tuition for the second semester.
3. Non-attendance at classes or exams does not constitute study termination. Study termination will be applied from the date that the student has officially notified the Department of Curriculum and Student Payments in the manner described above.
4. Students who registered for the academic year and submitted an exceptions application to a Committee for Teaching Affairs at the faculty and/or were granted conditional admission, but have failed to meet the condition, will be subject to termination of their studies by the faculty and will be charged tuition according to termination procedures. The determining date for such students will be the date of the faculty decision to terminate their studies.
5. Students whose studies have been terminated by order of a disciplinary committee will be charged according to the date of study termination, which will be the date of the disciplinary committee ruling or the date of suspension/disqualification, the later of the two.
6. Students who filed two class schedules at two faculties or for two degrees and wish to withdraw from only one of the programs must explicitly note in their notification from which of the two programs they wish to withdraw, and they will be charged for the cancelled program according to the termination procedures.
7. Students who cancel registration to one of two study programs before the end of the first semester's changes deadline will not be charged for the cancellation.
8. Late admissions and/or registrations will be subject to the cancellation procedures listed in the tables of fees below.

9. A student who has not enrolled in any courses (except for students exempt from auditing, or who are academically ineligible to enroll) up to the last day of late enrollment for courses in that semester will be considered to have notified the University of cancellation on that date, even if no notification has been submitted. This student will be charged a realization fee.
10. Students canceling studies who have also studied English as a foreign language and/or Hebrew will be charged the full tuition for each semester for English and Hebrew courses, in addition to the charge for termination.
11. Cancellation procedures also apply to University employees and their family members. Income imputation will be applied according to cancellation procedures and cancellation date.
12. Students submitting notice of study termination after the changes deadline for the first semester will be charged an overhead or overextending fee, depending on the tuition procedures for the degree in question.
13. At termination, the University is entitled to require a student to return all or part of any scholarship according to a schedule established by the University.

The University is entitled to change its withdrawal procedures from time to time. In any event that changes are made, the information on the website will be updated accordingly.

Second-year students and higher who have not filed a class schedule and have not paid the Installment No. 1 will not be charged a termination fee.

> Charges for students starting in the first semester

Cancelation date	Payment due
By Aug. 15 2020	-
from Aug. 16, 2020 to Sep. 15 2020	NIS 1720 *
From Sep 16, 2020 until Nov. 1, 2020	NIS 3441 *
From Nov. 2, 2020 until Mar. 28, 2021	Tuition for the student's first semester courses + half

	the annual hours + the additional fees**/**
From Mar. 29 2021 until the end of the academic year	Tuition for the student's first semester and second semester courses + the additional fees**

*If the class schedule has been filed, no more than individual tuition will be charged. If a class schedule has not been filed, the charge will be half/full realization fee depending on the date of cancelation.

**If a class schedule has been filed, no more than personal tuition plus additional fees will be charged. If the class schedule has not been filed, the charge will be the realization fee only.

***In any case, no more than 50% of full standard tuition (100%) will be charged.

Despite the above, after Aug. 15, 2020, a new student who notifies the University of cancelation up to 14 days from the date of paying the realization advance fee will be charged a handling fee only of NIS 350.

Master's students who have not paid the realization fee and have sent notice of cancelation up to 14 days from the date of filing a class schedule will be charged a handling fee of NIS 350.

> Charges for students starting in the second semester

Cancelation date	Payment due
By Jan. 1 2021	No charge
By Feb. 28 2021	NIS 1720 *
From Mar. 1, 2021 until Mar. 27, 2021	NIS 3441 *

From Mar. 28, 2021 until the end of the academic year	Full amount of tuition that was charged + additional fees
-------------------------------------------------------	-----------------------------------------------------------

*If the class schedule has been filed, no more than individual tuition will be charged. If the class schedule has not been filed, the charge will be half/full realization fee depending on the date of cancelation.

*If the class schedule has been filed, no more than individual tuition will be charged + additional fees. If the class schedule has not been filed, the charge will be the realization fee only.

> Research students: Cancelation/ termination procedure

Research students wishing to terminate their studies must notify the Authority for Research Students and the Department of Curriculum and Student Payments. Research students giving notice of cancellation within one month of registering will not be charged tuition. Later withdrawal will be charged the full individual tuition, but no more than the realization fee plus the additional fees.

Students on a break approved by the Authority for Research Students will not be charged for the break period.

Research students applying to resume their studies after a break and whose request is approved by the Authority for Research Students will be charged tuition starting in the year in which studies are resumed.

Research students who apply to resume their studies after several years during which the research progressed without them having been enrolled, will have their studies retroactively renewed for all the years in which they were not enrolled and they will be charged tuition for those years.

Research students who switch mentor and restart their program mid-program, but whose existing research will serve the new research will not be required to pay tuition again. The University will take into account the tuition that has already been paid. The Authority for Research Students will make the decision about continues research activity.

To restart their studies, students must apply for admission through the online registration system.

Research students who do not send a notice of termination by the dates required according to Department of Curriculum and Student Payments guidelines, and did not receive mentoring throughout the year will be considered a University student and will be charged tuition. In cases with extenuating circumstances, please apply to the Committee for Tuition Exceptions for a tuition waiver.

> Tuition appeal committee

This committee addresses special requests to modify tuition charges due to study termination, withdrawal from courses, canceling overhead, and late submission of papers due to health-related reasons or other unusual or unexpected circumstances. To appeal, students must submit the appropriate form explaining the circumstances (available on the [Office of the Dean of Students'](#) site) and include substantiating documents. Applications without substantiating documentation will not be considered.

Applications must be sent to: revaha@mail.huji.ac.il



Chapter 2: The Dean of Students' Office

Introduction

The Dean of Students Office (DSO) is a core institution of the University and is responsible for students' wellbeing. The DSO's role is to provide a response to students' needs and create conditions that will allow any student to realize their potential.

The DSO staff is ready to reach out to students and help resolve personal, social, and financial problems, and assist student coping with academic difficulties in cooperation with the academic and administrative units at the University. In 2020/21, the DSO will be running local support centers on the University campuses.

Dean of students: Prof. Guy Harpaz, Assistant Dean of Students Ms. Irit Harat

Frank Sinatra Building, Mount Scopus, Tel: 02-588-1833, Fax. 02-5812738

Submit applications [via the DSO website](#)>Requests and Complaints>[Write to the Dean](#)

We urge you to turn to the coordinators and make use of the support services that have been developed for our students.

The Unit for Scholarships and Financial Assistance

> General information

The Unit for Financial Assistance is responsible for granting scholarships to students who are experiencing difficulty financing their university expenses.

These scholarships are intended for undergraduate and advanced degree students: master's students, medicine, dental medicine (clinical years 4-6), and veterinary medicine.

> Scholarship terms

Eligibility is determined by socioeconomic status which is evaluated based on monthly income per capita in the student's family, and based on compliance with academic requirements (university admission requirements, and compliance with requirements for passing each year).

> Bachelor scholarships

General aid scholarships - are funded from a budget allocated by the University administration. Scholarships usually amount to NIS 4,500-5,000.

Special Purpose Scholarships - Scholarships from earmarked funds and donations based on specific requirements such as study discipline, ethnicity, place of residence, etc. Scholarship amounts vary and in some cases cover full tuition and subsistence.

> Advanced degree scholarships

These scholarships from earmarked funds and donations are awarded based on fund-specific requirements such as study discipline, ethnicity, place of residence, etc. Scholarship resources for advanced degrees are usually limited, so scholarships/awards/tuition waivers granted by other parties will be taken into account when determining scholarship eligibility.

> Applying for a scholarship

To apply for a scholarship log in to your Personal Information account

[Personal Information](#)> Scholarships

> Scholarship Application Deadlines

New admissions: within 30 days of admission.

Returning students: during March-July of current academic year for the following scholarship year.

> Contact Us

Dean of Students, Unit for Financial Assistance, Frank Sinatra Building, ground floor.

Tel. 02-5882881, open office and phone hours: Sun.-Thu. 9:00am-1:00pm.

Online application system: http://pnyot.huji.ac.il/mador_siua



The Learning Disability Diagnosis and Assistance Unit

This unit provides counseling, support, diagnosis, and ongoing assistance services related to exam accommodations. Through this unit, students may obtain guidance, aid, individual support, and mentoring while they are studying at university. This unit operates support centers on the university campuses. Contact information for these centers is available on the Dean of Students website.

Unit director: Dr. Liat Zarfati

Maersdorf Dormitories (Resnik), Building 10, Mount Scopus, tel. 02-5881342.

For counseling and other questions email: lds@support@savion.huji.ac.il

For diagnosis please write to the diagnostic center: ldd@savion.huji.ac.il

Accessibility

The Accessibility Unit provides assistance and counseling to students with physical, sensory, mental, and cognitive disabilities. Areas of care include advising students about their rights, processing requests for accommodations, testing accessibility of structures, etc.

Accessibility coordinator: Ms. Tesa Kabeda email: negishut@savion.huji.ac.il

Accessibility unit offices:

Maersdorf Dormitories (Resnik), Building 10, Mount Scopus, tel. 02-5880178/18

Edmond J. Safra Campus, Support Center counter (near the synagogue), tel. 02-5494982

In the Ein Kerem Campus and in the Faculty of Agriculture, Food, and Environment Rehovot campus, services are provided at the support centers.

Students Coping with Psychological Difficulties

Support program for students coping with psychological difficulties. The program provides mentoring with 4 hours a week of academic and personal assistance.

Maersdorf Dormitories (Resnik), Building 10, Mount Scopus, tel. 050-6822234

email: nathan.huji@gmail.com

Counseling Services

The Counseling Services offer assistance to students in crisis situations or who are coping with various personal problems. Available service: short term crisis intervention (6-8 sessions), learning disability and exam anxiety counseling, long-term individual therapy, and group therapy. The unit also offers a variety of workshops.

The unit employs a team of psychologists, and all applications are kept in strict confidence. .

Director of Counseling Services Dr. Eyal Eliash, Maiersdorf (Resnik) Dormitories, Building 10, Mount Scopus, tel. 02-5882685, email: psyserv@mail.huji.ac.il

Study Center for Blind and Visually Impaired Students

This study center provides blind and visually-impaired students with technological assistance and individual counseling in various areas. The center has individual study rooms, accessible technological equipment, custom-designed study programs, read-aloud assistance, and offers a variety of courses.

Center director: Mr. Moshe Oved, Mount Scopus Campus, lower access forum, tel. 02-5882155

email lcb@savion.huji.ac.il

The Unit for Equal Opportunities

The Unit for Equal Opportunities encourages students to fulfil their personal and academic potential on the road to academic excellence. The Unit's coordinators can provide personal, group, social, and cultural context assistance, individually adjusted to student needs. The Unit's goal is to allow each and every student to successfully graduate the Hebrew University and encourage them to continue to advanced degree programs.

The unit offers comprehensive support programs such as: individual counseling, summer prep programs (One Step Ahead and an English language course), academic mentoring, social mentoring, workshops fostering master's degrees, cultural events, employment workshops, hi-tech employment opportunity programs, dropout prevention program for struggling undergraduates, and more.

Unit director: Ms. Dakar Shimshon

> Support programs for students from the Arab community

Frank Sinatra Building, Room 460, Mount Scopus

tel.: 02-5880263 email: asep@savion.huji.ac.il

> Support programs for graduates of ultra-orthodox schools, Ethiopian community, students from periphery areas, new immigrants, and dropout prevention

Frank Sinatra Building, Room 458, Mount Scopus

tel.: 02-5880067 email: equality.huji@gmail.com

Gender and Parenthood

Students are invited to obtain individual assistance and information about rights of parents and new mothers, and the services and facilities available to students who are parents.

Please submit applications via the Dean of Students website: studean.huji.ac.il > Parenthood and gender > Contact us

For counseling or to coordinate a meeting, please contact the coordinator Ms. Maya Gonen , tel. 02-5881833

Military reserve duty

The reserve-duty coordinator advises students absent on reserve duty about their rights and benefits, assists with submitting applications to the reserve-duty coordination committee and appealing committee decisions if necessary, provides

information about eligibility for 2 credits, issues photocopying vouchers to help with catching up on missed material, and more.

Please submit applications via the Dean of Students website: studean.huji.ac.il
> Military reserve duty > Contact us

For counseling or to coordinate a meeting, please contact the coordinator Ms. Maya Gonen, tel. 02-588183

Tuition Appeal Committee Coordinator

The committee coordinator advises students on tuition-related matters and addresses requests for extenuations in cases of canceled courses for health-related reasons or other extenuating circumstances.

Applications must be submitted online specifying the reasons for the application. Please include substantiating documents with the application. The application will not be considered without the substantiating documentation.

Submit applications via the DSO website: studean@huji.ac.il > Requests and Complaints > [Tuition Appeal Committee](#).

For counseling or to coordinate a meeting, please contact the coordinator Ms. Maya Gonen, tel. 02-5881833

Religion Coordinator

The religion coordinator assists members of all persuasions with obtaining counseling, guidance, and religious services at the University.

Arie Salomon, Hecht House, Mount Scopus, tel. 02-5883886

email: aries@savion.huji.ac.il

Public Activities Coordinator

Students interested in holding regular public activity on campus during the academic year may register as a Cell, in compliance with the [Code of conduct of public activity](#). A large number of student cells with political or social agendas operate at the University every year.

Room 325, Frank Sinatra Building, Mount Scopus, tel. 02-5881578,
email: studentcells@savion.huji.ac.il

The Social Initiatives Unit

The Unit serves as a home for thinking about, discussing, and engaging in activity that promotes a society of equal opportunity and solidarity. Students form small study groups and engage in scholarship-granting community projects.

The unit also arranges social initiatives for which bachelor degree students may be awarded 2 credits.

Unit director: Ms. Yifat Cohen Hadad, Frank Sinatra Building, Mount Scopus, Tel: 02-588-1833,

email: yifatch@savion.huji.ac.il

Coordinator of credits for social initiatives: volunteering@savion.huji.ac.il

Dormitories

There are a number of housing options on Hebrew University campuses. These include single-occupancy, family, and shared rooms, giving students a choice of housing based on their preferences and financial circumstances, and on room availability. Students living in the dorms are offered maintenance and operational services, as well as laundry services, study halls, computer stations, clubs, etc.

Director of the dormitories: Adrian Kramer, Frank Sinatra Building, Mount Scopus, tel. 02-6758784

Write to the dormitory representative at: hujidorms@savion.huji.ac.il

Shuttle

The University runs a shuttle service between the campuses and some of the dorms. The shuttle is free with a student card.

Shuttle supervisor: Mr. Itzik Cohen tel. 02-6758784, email: yizikc@savion.huji.ac.il

Hebrew University Ombudsman

The student ombudsman has the discretionary authority to address complaints submitted by students and applicants regarding academic, administrative, and personal matters. Complaints may be submitted also regarding discrimination (for national affiliation, gender, religion, political opinions, etc.).

Complaints to the ombudsman may be submitted after all other avenues of relief have been exhausted under the relevant department or administrative unit and including the Dean of Students.

[The Full Student Ombudsman's Code of Regulations](#) is available on the [Hebrew University website](#):

Hebrew University Ombudsman: Prof. Udi Shavit.

Complaints to the ombudsman must be submitted in writing via the [online form](#).



Chapter 3: Computer Services at the University

Using University Computer Resources

Computer resources including networks, communication equipment, hardware, software, and files is subject to the regulations published on the Computer Services Division website under [Rules for using University computer resources](#).

PIN code

At the start of your registration process, you will receive a PIN code that the various university systems use to identify you throughout your studies.

You can reset or change your PIN yourself on the [Personal Information](#) site.

You can get assistance from the computer farm support teams, or from the technical help desk at: 02-588-3450. 02-5883450.

Some students are given a one-time password (OTP) card: the password generated by this card replaces the PIN code.

Personal University Email Address: HujiMail

When you are admitted, the University provides you with a personal university Gmail account. This email remains available to students throughout their studies and official correspondence from the University will be sent to this address.

All electronic communication between the Hebrew University and students will be conducted through this email box.

Your email address is also printed on Voucher No. 1 in your payment booklet and on your admission notification from the University.

The initial password for your new email account will be listed on the [Personal Information](#) website.

Your initial password can be changed by logging in to mail.huji.ac.il.

In addition to email, this account also provides students with cloud storage (unlimited volume) with the option to create and edit documents, file sharing, survey tools, an online calendar, and more.

Students who graduate from Hebrew University can continue using this email account.

Students who do not complete their degree program will be notified that their email box is about to be closed about one year after they were last registered as students.

Additional guidelines and information about your [HujiMail](#) are available on the [Department for Computer Services website](#).

Enrolling in Courses

You will access the course enrollment systems in [Rishum-Net](#) using your ID number (8 digits, without the check digit) and PIN code. Access is via a dedicated website rishum-net.huji.ac.il

Connecting to a Wireless Network on Campus

Students on campus and at the dorms may connect to two networks:

a guest network (HUJI-guest, no identification required and no access to knowledge bases)

and eduroam a university network. You can use your eduroam code to access the secure network remotely (e.g. access knowledge bases and applications on the public computers), and the Wi-Fi of other universities overseas.

To learn how to connect please contact <https://ca.huji.ac.il/wifi>

Access to Databases

You are entitled to access knowledge bases that the University is subscribed to for the duration of your studies. This access is granted for one additional year after you graduate to help you complete your academic obligations.

Access is available from public computers with a login, over the eduroam wireless network, or from home using your university email or ID number and PIN code. See additional information at .

e-learning

Most courses use online, either synchronous or asynchrony learning to some extent.

At the heart of this is Moodle (<https://moodle.huji.ac.il>), through which all students access learning material, assignments, recordings, and Zoom meetings. You will access Moodle using your University credentials (ID number and PIN code, and later with your University email and password).

You will receive a University Zoom registration email before the semester opens at your HujiMail address. Please make sure to register correctly so that you can attend classes.

We also recommend equipping yourselves with a computer with camera and headphones and that you test the internet connection in your learning space ahead of time.

Additional user guides are available on the Department for Computer Services and on the Moodle login page.

Public Computers

Each campus offers public computers and access points for student use. Most of the computer stations and classrooms designed for group instruction are located on a computer farm (at least one on each campus) and in the libraries. All the public computers are installed with the software required for studying, access to a personal drive for storing files, access to knowledge bases, printing and scanning services, and more. You will need an [AD code](#) to access the public computers. You

are given this code when you enroll. You can change or retrieve your code at pm.cc.huji.ac.il. See further information about [public computers](#) on the [Department for Computer Services](#) website.

Remote Access to Applications that are Installed on Campus

Hebrew University students can login remotely at any time to applications that are installed on the public computers and no special installation is required.

The system was upgraded in 2020 and now students have remote access over Azure or may access the secure network by activating [Samba](#) VPN > Navigate to <https://myplace.huji.ac.il>

In any case, use the [code and AD password](#) that you use for the public computers. For additional information see: <https://ca.huji.ac.il/farmremote>

Office 365

All students at Hebrew University are entitled to a free copy of Office, which they may install on up to five different devices. This benefit is personal and non-transferable. [Read more online.](#)

Downloading Software and the Azure Dev Tools Teaching Program

The Department for Computer Services website provides students with free download of additional software such as SPSS, Matlab, JMP, ArcGIS, Mathematica as well as information about using instructional applications like Moodle. [Read more online.](#)

Azure Dev Tools is a Microsoft program for active students of STEM (science, technology, engineering, and mathematics) disciplines. The program allows you to download a copy and license key of over 200 Microsoft applications free of charge, including operating systems, servers, and development tools. [Read more online.](#)

Technical Support

In addition to the computer farms' support teams, you may get support at the [Computer Services support center](#).

Support services can be reached by phone 02-5883450, by WhatsApp 052-588-6733,

by email: ITHuji@savion.huji.ac.il on Facebook: [HujiPCSupport](#)

or via the online help system: sysaid.huji.ac.il

Department for Computer Services website

Visit the Department for Computer Services website for more information and user guides: ca.huji.ac.il.



Chapter 4: Hebrew University Libraries

Most of the University libraries belong to the [Library Authority](#). University libraries encompass all knowledge domains and disciplines taught and researched on Hebrew University campuses.

Our modern-design libraries offer study equipment, a wide range of services, individual and group study spaces, rest and lounge areas, and rich collections.

Library services are available to all who enter the Hebrew University, students and researchers, during all hours of scheduled classes. During examination periods the libraries are open for longer hours.

Opening hours are listed on the libraries' individual homepages. Library services include lending, consulting services, workshops about searching for information, tutorials about using external e-resources. In addition to this, the libraries serve as spaces for discipline-related social activities for the faculty and students. Under this umbrella, libraries host lectures, seminars, conferences, movie screenings, and professional panels.

The libraries are early-adopters of new technology; their activity is based on centralized use of advanced technologies and a significant portion of their procured resources is in digital format. These resources constitute the backbone of academic instruction and research. All students and faculty members are entitled to remote access to library-owned e-resources, which means they can tap into library resources from any place at any time.

Special emphasis is given to student workshops at the beginning of the academic year. Workshops are domain-specific and include training to use research authoring tools. Workshops and tutorials at every library are arranged by discipline and adjusted to students' needs.

Website of the Library Authority lib-authority.huji.ac.il

University libraries are located on the four Hebrew University campuses:

Mount Scopus Campus

[Bloomfield Library for the Humanities and Social Sciences](#)

[The Education and Social Work Library](#)

[Faculty of Law Library](#)

[The Library of the Institute of Archaeology](#)

[The Younes and Soraya Nazrian Pre-Academic Library](#)

[The Library of the Rothberg International School for Overseas Students](#)

Edmond J. Safra Campus

[Harman Science Library](#)

[The Mathematics and Computer Science Library](#)

Ein Kerem Campus

[The Berman Medical Library](#)

Rehovot Campus

[The Faculty of Agriculture, Food, and Environment Library](#)



Chapter 5: Disciplinary Code of Conduct

Student Disciplinary Code of Conduct

The University ascribes supreme importance to ethical conduct and academic integrity,

and holds a strict position on disciplinary violations in general, and on study-related violations in particular.

[Full text of disciplinary code of conduct](#)

Preventing Sexual Harassment

The Hebrew University strives to be a mutually respectful environment that is egalitarian and appropriate, a fertile ground for studying, for personal, professional, and social growth, for exchange of ideas and knowledge, and for research and work.

The University's goal is to eliminate sexual harassment, and it has adopted a zero-tolerance approach to infractions in this area.

The University has established a [Code of practice for preventing sexual harassment](#) and there are University community forums which discuss increasing awareness of prevention of sexual harassment and encouraging reporting of suspected violations. We ask members of the Hebrew University community to be alert and report suspected cases of sexual harassment.

Students wishing to file a sexual harassment complaint must contact the Commissioner for prevention of sexual harassment or her deputies on campus. The Commissioner and her deputies are available for consultation also when not filing a complaint.

The code of conduct for preventing sexual harassment is available [on the University website](#), at faculty, and at the department offices.

Sexual Harassment Prevention Commissioner Prof. Lili Anglister, tel. 02-6758450,
attorney Maya Zemah tel. 02-5881043

mobile: 054-8820889, email: hatrada@savion.huji.ac.il

[Online information about the commissioner's deputies and staff](#)

For additional information: <http://hatrada.huji.ac.il>

Chapter 6: Pre-Academic Preparatory Program (Mechina)

How to Pay Tuition

Annual tuition in 2020/21 is about NIS 14,000.

Scholarships for Pre-Academic Preparatory Program Students

Prep program students may apply for the following scholarships:

- **Ministry of Defense scholarships:**
Post-military or national service candidates may apply for Ministry of Defense tuition and subsistence scholarships specific to the preparatory program.

Discharged soldiers up to five years from discharge on the date the prep program's begins.

Discharged soldiers with a gold certificate who have served at least 50% of their military service in a combat unit are entitled to a full waiver of tuition when presenting a combat unit certificate (gold) and military discharge (or discharge with honor) papers.

These scholarships are granted at Ministry of Defense discretion only.
- **Committee of Procedure and Budget scholarships:**
Prep program students aged 19-26, who are not discharged soldiers (Arab community students aged 18-26) are entitled to apply for a tuition-only scholarship (not a subsistence scholarship). This scholarship is granted according to socio-economic status and requires submitting appropriate documents for review by an internal committee. Scholarship eligibility criteria are established by the Council for Higher Education.
- **Donor scholarship funds:**

The prep program is able to provide students who are eligible for aid due to socio-economic status with scholarships funded by other sources. Full information is provided at the beginning of the year.

- Forms

Scholarship application forms are available on the prep program's registration website. Please upload forms and application to the registration website as early as possible, and no later than the opening of the academic year.

- Mandatory attendance

According to the rules of the parties granting these scholarships, attendance in class is mandatory. Unjustified absences (i.e. not hospitalization or reserve duty) will result in the scholarship being terminated immediately. If this happens, the student will be required to pay tuition. Students must sign a form confirming that they agree to comply with this requirement.

Schedule for Withdrawal from the Prep Program in 2020/21

Cancelation date	Payment due
By Aug. 15 2020	No charge
From Aug. 16, 2020 to Sep. 15, 2020	NIS *1720
From Sep 16, 2020 to Nov. 1, 2020	NIS **3441
From Nov. 2, 2020 to Mar. 28, 2021	50% of full tuition+the additional fees
From Mar. 29 2021 to the end of the academic year	full tuition+the additional fees

When a student notifies the University of withdrawal from studies (or if the prep program terminates the student's studies, see below), any scholarships received will be cancelled and the student will be required to pay the balance of tuition according to the date of cancellation.



Chapter 7: The Hebrew University Student Association

The following information is provided by the Student Association and under its responsibility:

The SA is the voice of all students at the University representing each student at the University, local authorities, government agencies, and commercial companies. The SA also operates in the academic, community, and wellness arenas, maintaining student rights and interests and caring for their wellbeing. In addition to providing all students with staunch representation, SA membership entitles its members to benefits such as discounts on textbooks, free swimming pool subscription, reduced gym rates, legal counseling, reduced price tickets to events, and other goodies.

Some of the benefits of being a member of the Student Association:

Right to vote in SA elections and influence what happens on campus

Free administrative services: lawyer, municipal tax, National Insurance, municipality, income tax. Available right on campus.

Access to the study bank: free download from a massive database of class notes, exam questions and answers.

Lending library: Borrow textbooks for an entire semester or year for a nominal fee.

Tutor board that lists tutors selected specifically for students at the Hebrew University, at excellent prices per session.

Coffee funds and microwaves for student use located around campus.

Discounts on past exam collections with solutions by some of the best brains at the University.

Discounts on study marathons and auxiliary courses arranged by the SA.

Discounted vouchers for purchases at the campus cafeterias and Academon stores.

Supermarket vouchers at a value much higher than the price paid by the student.

Free entrance to a variety of cultural, enrichment, and sports events on campus, in the city, and online.

On-campus pubs and student clubs.

Study spaces around the city during exam periods.

Counseling and assistance with academic-related issues, and representing students at disciplinary committees.

Superstar Program offers a wide selection of attractive benefits to students called to IDF reserve duty, young parents, and bereaved students.

Promoting student-friendly public transportation and streamlining the process of issuing bus passes (Rav Kav).

Promoting accessibility and rights of under-represented or special populations.

Career counseling, spotlight days, and career fairs with top employers.

Programs for developing social and commercial enterprises.

Discounted prices for extracurricular enrichment classes at First Class.

Subsidies for missions abroad.

Significant discounts to performances and parties on Student Day (including FUNJOYA!).

Group purchasing options for a variety of popular products at unprecedented prices

Supervising prices at campus cafeterias.

Recycling services and developing sustainability on campus.

On-campus services for cyclists: lockers, showers, bicycle routes, etc.

Guided urban tours and nature hikes.

Variety of social projects and volunteer opportunities.

Our strong student community draws its energy from all of you through departmental representatives, student forums, and from student action for our common goals.

Follow us on:

Facebook [האגודה הסטודנטים באוניברסיטה העברית](#) Hebrew University Student Union

Instagram [huji_aguda](#) and web [aguda.org.il](#)

*There may be differences in services between campuses.

*SA membership requires payment of SA fees as outlined in the tuition procedures

Chapter 8: Hebrew University Sports Centers

The Hebrew University sports facilities are available only to bachelor and master's students who have paid the wellness services fee and SA membership and to PhD students as outlined below. Payment for the sports facility services is done electronically. Students can sign up for sports facilities directly at the sports centers.

Lerner Family Student Sports Center on Mount Scopus

The Lerner Family Sports Center on Mount Scopus is one of the best-equipped and most advanced sports centers in Israel. The Center includes a state-of-the-art gym with 100 aerobic machines (Technogym and Precor 2020 models), a heated indoor short-course swimming pool, with a large well-maintained lawn, that is open year-round, studios, 10 tennis courts, futsal court, and indoor basketball courts. Students can also enjoy a dairy cafeteria, a sports store, nutrition clinic, sports medicine clinic, physiotherapy, and tennis and swimming schools. There is a large car park available to all members.

> Membership in the Lerner Family Sports Center at Mount Scopus:

Available to all students at the Hebrew University of Jerusalem.

- Swimming pool only membership (included in the wellness services and SA fees).
- Additional charge for using the gym is NIS 720 a year.
- Available hours: listed on the website.

Tel. 02-5881234, Fax 02-5881006

Open hours: Sundays: 11:00am-6:00pm, Mondays-Wednesdays: 09:00am-6:00pm, Thursdays: 09:00am-5:00pm. email: lerner@cosell.co.il

Edmond J. Safra Sports Center (Givat Ram)

The sports center in Givat Ram is the most advanced center in Israel. It covers 10 acres, and offers a new state-of-the-art gym, and over 100 top-quality Technogym workout stations arranged in four activity spaces, reflecting a revolutionary approach to physical fitness. The renovated swimming pool is the largest in Jerusalem.

The sports center also houses highest-quality tennis courts and squash halls. The sports center also offers movement classes in the studio. On site is Ha'lvrit, a dairy restaurant.

> Membership at the Edmond J. Safra Sports Center at Givat Ram:

Open exclusively to Edmond J. Safra campus and medical school (Ein Kerem) students

- Swimming pool services (included in the wellness services and SA fees).
- Additional charge for using the gym is NIS 720 a year.
- Available hours: listed on the website.

Bachelor and master's students studying on other campuses or in a combined program (studying on Edmond J. Safra campus and another campus) - must add NIS 1,440 a year for using the gym. The terms of this membership include unrestricted hours and use of the swimming pool, tennis courts, and parking (limited to 30 subscribed members, limited to 3 hours).

Membership for students wishing to use the supervised car park is NIS 1,440 (limited to 30 subscribers, limited to 3 hours).

Tel. 02-6586611, Fax 02-6586714

Open hours: Sundays: 11:00am-6:00pm, Mondays-Wednesdays: 09:00am-6:00pm, Thursdays: 09:00am-5:00pm.

email: safra@cosell.co.il

**Elsa Bunem Sports & Recreation Center, Faculty of Agriculture,
Food and Environment, Rehovot**

The Elsa Bunem Sports & Recreation Center in Rehovot provides you with a sport and recreation experience. The center was renovated and upgraded and it now also offers a renovated swimming pool. In addition, the gym at the sports and recreation center has been upgraded and now houses state-of-the-art aerobic workout machines, including Technogym treadmills, elliptical trainers, recumbent and upright bikes. Complementing these are more than 20 new Technogym body-building workout machines and a free-weights and plate-loaded area. The gym now has renovated, well-appointed changing rooms.

The center also has a grass soccer field, futsal and basketball courts, revamped tennis courts, sauna, children's swimming pool with water slides, and large lawns that create a unique leisure experience.

The Center offers a massage clinic, a dance studio (jazz, hip-hop, ballet and breakdance), a tennis school, water aerobics classes for adults, and the largest swimming school in the area.

> Membership in the sports center at the Faculty of Agriculture:

- Swimming pool only membership (included in the wellness services and SA fees).
- Available hours are listed on the website.
- Additional charge for using the gym is NIS 720 a year

Tel. 08-9489850, Fax 08-9489645

Open hours: Sundays 11:00am-6:00pm, Mondays-Thursdays 09:00am-6:00pm, Fridays (during the summer only) 08:30am-1:00pm. rehovot@cosell.co.il

Additional Rules and Guidelines

This arrangement is only available to bachelor, master, preparatory program, medicine, and dentistry students. Membership for bachelor and master's students who have not paid wellness and SA fees is NIS 1,600 a year, membership valid until September 30, 2021. Membership can be paid in up to eight installments.

PhD students: The arrangement applies to students in their first three years, as follows:

PhD student who is part of the Authority for Research Students.

PhD student who is in a research track approved by the Authority for Research Students and whose academic program at the Hebrew University is 40% or more.

PhD students in the categories listed above will be able to purchase a combined subscription only (which includes the swimming pools and gym) for NIS 720.

Membership is for one specific center, as described in the terms of registration.

Students cannot freeze or cancel their membership during the year and no partial memberships will be offered during the year.

Other leisure services provided by the sports association are not included in this arrangement (monthly membership prices, one-time and multiple-entry tickets, and squash court, tennis courts, and dance studio memberships).

Membership is individual and non-transferable. Students who transfer their membership in another person's name will be blocked and required to pay full membership (NIS 1,600 in Jerusalem / or NIS 1,600 in Rehovot). In addition a complaint will be filed against them at the Hebrew University disciplinary committee.

Students who cancel their wellness services or SA fees will be required to pay the full membership up to the amount of NIS 1,600.

Membership of students who are permitted to use the swimming pool (wellness services) and make excess use of the gym facilities will be blocked and required to pay for full membership (1,600 in Jerusalem, 1,250 in Rehovot). In addition a complaint will be filed against them at the Hebrew University disciplinary committee.

Validation for the swimming pool facilities - will be done at the office of each sports center, after the student has filled out a registration form.

A supplementary membership for the gym costs NIS 690, which can be paid in up to four installments.

Additional information can be found on the [website of the Cosell Association](#)

[Join the Hebrew University Sports Centers](#)



Chapter 9: The Unit for Office Services

The Unit for Office Services was established to provide University students and employees with a fast, readily available, and economical solution to their graphic design and printing needs.

The Unit has four branches, on the Edmond J. Safra campus, Ein Kerem campus, Rehovot campus, and Mount Scopus campus (central branch).

The unit's printing services include printing booklets, books, business cards and stationary, brochures, postcards, invitations, signs, and posters. The unit also provides a passport photo service, sells photocopying cards, and more.

It is also possible to order online on the University website. The printed material can be picked up at any of the four branches within 2 hours of ordering (for orders placed before 2:00pm) or the next morning (for orders placed after 2:00pm).

[Link for online orders.](#)

The unit employs graphics artists who are available to assist with producing PR material.

