

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 2022/23.

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 2022/23. These instructions are in addition to other University publications and constitute part of the agreement between the Hebrew University and its students.

Table of Contents

■ **Chapter 1: Services of the Student Administration Division**

■ **Chapter 2: The Dean of Students' Office**

■ **Chapter 3: Computer Services at the University**

■ **Chapter 4: Hebrew University Libraries**

■ **Chapter 5: Disciplinary code of conduct**

■ **Chapter 6: Pre-Academic Preparatory Program (Mechina)**

■ **Chapter 7: The Hebrew University Student Association**

■ **Chapter 8: Hebrew University Sports Centers**

■ **Chapter 9: The Unit for Office Services**

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 us 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@savion.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 and student card from the Personal Information website

>Personal Information Website and App

The Hebrew University website and HUJIapp 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 HUJIapp 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 HUJIapp includes: personal information, courses and grades, class schedule, exam schedules, student card, and tuition.

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

Access the site and HUJIapp using your passport number (8 digits, without the check digit) and one-time PIN code or through your HujiMail account.

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

>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. Adam Nir adam.nir@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 Appeal Committee](#).

>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.











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 students coping with academic difficulties in cooperation with the academic and administrative units at the University. For our students' convenience, the DSO runs local support centers on each of the various 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 in challenging financial circumstances to help finance their study 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 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, Mount Scopus.

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, ADHD clinic, and ongoing assistance services related to exam accommodations. Students with learning disabilities may obtain individual support provided by the unit team of learning disability experts. Topics covered are organization, time management, study management, and learning strategies in an academic setting. Students are also offered workshops (academic writing, time management, exam prep, mindfulness, and more) and academic mentoring. This unit operates support centers on all university campuses that include a workshop space, and quiet and accessible study spaces.

Targeted program for ASD (autism spectrum disorder) students

Our unit operates a targeted program for diagnosed ASD students providing personalized accommodations for each student. Our multifaceted support includes tutoring, individual social function mentoring, group work for social skills acquisition, group leisure activity, assistance in realizing National Insurance benefits, student housing accommodations, and career counseling.

Additional information is available on the website of the Learning Disability Diagnosis and Assistance Unit

Unit director: Dr. Liat Zarfati

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

Send your questions to the unit office at: ldd@savion.huji.ac.il

Accessibility

The Accessibility Unit provides assistance and counseling to students with **chronic diseases and physical, mental, or sensory disabilities**.

The unit provides a range of services to help these students cope better with the challenges of attending university. Services provided: ongoing counseling, academic mentoring, individual support, mediation with faculty and administration, quiet and accessible study spaces on each campus, parking permits, student housing accessibility and accommodations, assistive technology and aids (adjustable desks, hearing aids), study and exam accommodations, targeted program for students with mental disability (NATAN), mediation with welfare, security, and National Insurance authorities to assist in realizing right, targeted career counseling (Taasuka Shava).

Eligibility for these services is determined based on current documentation from a specialist doctor. **Information submitted to the unit is held in strict confidence and is not passed to any other party in or outside the university.**

If you are coping with a health or mental-health related disability please contact the accessibility unit to receive the accommodations you need. Additional information is available on the unit website.

Unit director: Dr. Liat Zarfati

Contact information:

Accessibility coordinator: Ms. Lior Levin, negishut@savion.huji.ac.il , Meiersdorf Dormitories (Resnik), Building 10, Mount Scopus. Tel. 02-5880178

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.

Maiersdorf 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 are: short term crisis intervention, long-term individual therapy, group workshops for exam anxiety. Services are offered on all four campuses.

To apply, fill in the online form on the Counseling Services page on the Dean of Students website. 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 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 multifaceted support services including: 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

To apply, fill in this [form](#).

Tel.: 02-5880263

email: asep@savion.huji.ac.il

> Support programs for graduates of ultra-orthodox schools

> **Support programs for members of the** Ethiopian community

> **Support programs for students** from periphery areas, new immigrants, and dropout prevention

To apply, fill in this [form](#).

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. Revital Hadad, 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. Revital Hadad, 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. Revital Hadad, 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

Use of University digital communications resources is subject to the regulations published on the Computer Services Division website under [Rules for using University digital communications resources](#).

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 shown on your Personal Information website and in your notice of admission.

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

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 which you will receive when you enroll. Access is via a dedicated website rishum-net.huji.ac.il. To change your PIN code, visit the Department for Computer Services website.

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 address or ID number and one-time PIN code, or via your HujiMail account. See additional information at <https://ca.huji.ac.il/DB>.

e-learning

Most courses use online, either synchronous or asynchronous 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 one-time PIN code, or via your HujiMail account).

You will receive a University Zoom registration email before the semester opens at your HujiMail address. Please make sure to register correctly.

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 log in remotely at any time to applications that are installed on the public computers and no special installation is required.

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 for 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, Moodle, and more. [Read more online.](#)

Microsoft Azure Dev Tools for Teaching is a cloud environment that provides free of charge software and training services to STEM (science, technology, engineering, and mathematics) students. You are given access to an online portal with all the applications and training materials in one place. Access to the Azure cloud platform is through this same portal. [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,
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](#)



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 respectful, egalitarian environment that nurtures studying, personal, professional, and social growth, exchange of ideas and knowledge, research and employment. 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](#) which is available on the University website, and at the offices of the schools and departments.

We ask all members of the Hebrew University community to be alert and to report any suspected case of sexual harassment. Any student wishing to file a sexual harassment complaint to report a harassment incident may contact the Commissioner for prevention of sexual harassment or her deputies on campus. The Commissioner and her deputies are also available for consultation, even when not filing a complaint.

Sexual Harassment Prevention Commissioners are Prof. Naomi Ori and attorney Maya Zemah, please call 054-8820889, or email: hatrada@savion.huji.ac.il

Information of the Commissioner's deputies and the Commissioner's assistants as well as other pertinent information is available on the Commissioner's website.

Chapter 6: Pre-Academic Preparatory Program (Mechina)

Tuition

Annual tuition in 2022/23 is about NIS 14,000.

Scholarships for Pre-Academic Preparatory Program Students

Pre-Academic Preparatory Program Students (prep program) students may apply for the following scholarships:

- **Ministry of Defense scholarships:**

Post-military or national service candidates meeting the definition of discharged soldier may apply for Ministry of Defense tuition and subsistence scholarships specific to the preparatory program.

Discharged soldiers are defined as persons who at the date of registration to the preparatory program are discharged from compulsory military service and up to five years from discharge. Candidates in the professional army must count from their date of discharge from compulsory service. Lone soldiers and candidates serving in military reserve (depending on the number of days in reserve duty) will be recorded at the Discharged Soldiers Fund for 10 years as eligible for this benefit. Candidates serving in military reserve and discharged from compulsory service over five years ago may apply to the Discharged Soldiers Fund to find out how long they are entitled to the benefit.

Discharged combatants with a gold certificate from the IDF are entitled to a full waiver of tuition when presenting a combat unit certificate (gold) and military discharge (or discharge with honor) papers. Subsistence scholarships are granted based on socio-economic status of parents or partner (see below).

Students who belong to any of the following groups are automatically entitled to a Ministry of Defense tuition and subsistence scholarship on presenting supporting documentation: ultraorthodox, Ethiopian immigrants, lone soldiers, Druse/Moslem/Christian/ Bedouin, new immigrants to Israel (up to 7 years in Israel). Married candidates without children are eligible for a tuition scholarship when presenting a marriage certificate (applications for subsistence scholarships will be considered based on socioeconomic status of the parents).

Students who do not belong to any of the above groups: Applications for financial aid from the Ministry of Defense (tuition and subsistence scholarship) or Committee of Procedure and Budget scholarship (tuition scholarship only) will be considered based on the parents' socioeconomic status. Married candidates with one or more children will be considered based on their partner's income.

- **Committee of Procedure and Budget scholarships:**

Candidates who are not discharged soldiers are entitled to apply for a tuition scholarship (not a subsistence scholarship).

This scholarship is granted by the Council for Higher Education according to parent socio-economic status and requires submitting appropriate documents for review by an internal committee. If the candidate is married with one child or more, the application will be considered based on the partner's income.

- **Donor scholarship funds:**

The prep program is able to provide scholarships funded by other sources to those of its students who are eligible for aid due to socio-economic status. Some of these scholarships have additional terms such as study track or military service. The prep program makes the decision based on criteria established by the donors, socio-economic status, and academic achievements in the program. Most scholarships are given out during the second semester..

The donation-based scholarship program also considers students who apply for any of the above scholarships, or who apply following an unforeseen event, or change in family, medical, or other circumstances during the course of studies at the prep program, and which have caused loss of income or significant financial difficulty.

- **Forms**

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

- **Mandatory attendance**

According to the rules of the parties granting scholarships, attendance in class is mandatory. Unjustified absences (i.e. not due to 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 in which they undertake to comply with this requirement.

Schedule for Withdrawal from the Prep Program in 2022/23

Cancelation date	Payment due
By Aug. 15 2022	No charge
From Aug. 16, 2022 to Sep. 15, 2022	NIS *1752
From Sep 16, 2022 to Nov. 6, 2022	NIS *3503
From Nov. 7, 2022 to Mar. 26, 2023	50% of full tuition+the additional fees
From Mar. 27 2023 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 above), 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 students wherever necessary at the University, local authorities, and government agencies, and acting to promote our common goals. Together we have the power to influence our academic environment—standing up for our rights on the one hand, and enforcing, expanding, and helping shape them on the other. Together we can influence our own well-being and that of the urban university community in areas like public transport, housing, and campus life. Together we can become a strong, influential, meaningful community that shapes its own space in any sphere we choose. Being a member of the SA means being able to influence and build a robust and meaningful student community, locally and nationally. As a member you are entitled to vote and be elected, join your departmental committee, become a leader of your department's student body, and enjoy so many awesome benefits.

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

1. The SA represents students and promotes their interests with the authorities at University, city hall, and government offices.
2. SA representatives in each department provide assistance to the student body and to individual students and promote academic programs.
3. The SA works to improve conditions in student housing and the rights of residents.
4. The SA represents all students in the national student association.
5. Free administrative services: lawyer, municipal tax, National Insurance, municipality, income tax. Available right on campus.
6. Discounted tickets to performances and parties on Student Day.
7. Reduced prices on vacations in Eilat during the Funjoya student festival.
8. Subsidies for missions abroad.
9. Access to the study bank: free download from a massive database of class notes, exams and solutions.
10. Coffee funds and microwaves .
11. Superstar Program offers a wide selection of attractive benefits to students called to IDF reserve duty, young parents, and bereaved students.
12. Discounts on study marathons and supplementary crash courses.
13. Discount vouchers for Academon stores.
14. Discounts on exam collections with solutions by top students.
15. The SA assists and represents students at disciplinary hearings.
16. Tutor board listing tutors selected specifically for students at the Hebrew University, at excellent prices.
17. Free entrance to cultural and enrichment events on campus and in the city.
18. Lending library: Borrow textbooks for a semester or a year for a nominal fee.
19. Study spaces around the city during exam periods.
20. On-campus services for cyclists: lockers, showers, bicycle routes, etc.
21. Sports events and activities.

22. Counseling and assistance with academic-related issues.
23. The SA promotes student-friendly public transportation and a friendlier process for issuing bus passes (Rav Kav).
24. Supervised prices at campus cafeterias.
25. Volunteer opportunities in social projects.
26. Recycling services and advocating sustainability on campus.
27. Advocacy of accessibility and rights of under-represented or special populations.
- 28.
- 29.

*Services vary between campuses.

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*There may be differences in services between campuses.

*SA membership is subject to 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 over 100 aerobic machines (2020 Technogym and Precor models and advanced 2022 strength-building machines), a heated indoor short-course swimming pool, with a large well-maintained lawn, a new studio offering a range of classes and a new studio for machine Pilates, 10 tennis courts, futsal court, and indoor basketball courts. Students can also

enjoy a dairy cafeteria, 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. 02-5882772

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 gym with over 100 top-quality Technogym workout stations (including 2022 treadmills) 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 offers the only Outrace module in Israel for functional fitness training, , an international-standard athletics stadium, three highest-quality tennis courts and squash halls, and movement classes in the studio. . On site is Café Ha'Ivrit .

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

Open exclusively to Edmond J. Safra campus (excluding students of two campuses) 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 use of the swimming pool, tennis courts, and parking.

Membership for students wishing to use the supervised car park is NIS 1,600 (limited to 30 subscribers on a first-come-first-served, limited to 3 hours a day).

Tel. 02-6584287, 02-6584358

Open hours: Sundays: 11:00am-6:00pm, Mondays-Wednesdays: 09:00am-1:00pm, 3:00pm-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 offers a large swimming pool with a water slide and toddler pool, a large gym with state-of-the-art aerobic workout machines, including Technogym treadmills, elliptical trainers, recumbent and upright bikes. Complementing these are 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 1:00pm-6:00pm, Mondays-Thursdays 10:00am-6:00pm, Fridays (during the summer only) 9:00am-1:00pm. rehovot@cosell.co.il

Additional Rules and Guidelines

This arrangement is only available to full-program 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, 2023. 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).

Students are asked to present identification (ID card, driver's license, passport) together with the app. Once the academic year opens students must switch from the app to a magnetic access card (information will not be stored in a biometric database).

Membership is individual and non-transferable. Students who give their pass to another person will be blocked and required to pay full membership (NIS 1,600). 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.

