

Dated: August 14, 2017

## **Policy for Postdoctoral Research Fellows**

### **1. General**

1.1 This policy applies to all postdoctoral fellows at Bar-Ilan University in all faculties, subject to the laws of the State of Israel, and in the case of a fellow coming from overseas, subject also to the laws of their country of origin, to the extent that these apply outside their country.

#### **1.2 Aim of the fellowship**

The aim of the postdoctoral fellowship is to enable young scientists who have completed their Ph.D. to undertake scientific research under the guidance of a senior scientist.

#### **1.3 Applicants**

To apply for a postdoctoral fellowship, the candidate must have received their Ph.D. degree from a recognized institution of higher education in Israel or abroad no more than five years previously.

Candidates who have completed a Ph.D./M.D. and members of the IDF Academic Reserve (Atuda) who have completed their doctoral studies may submit an application up to ten years after completion of their degree, unless they have received an academic appointment at Bar-Ilan University, and with the Rector's approval. Notwithstanding the above provisions of this paragraph, a candidate who has a Ph.D. and is employed in the context of a temporary research contract may submit an application only up to three years after completing their doctorate.

A doctoral candidate who has only submitted a dissertation for judgment is permitted to apply for a postdoctoral fellowship. Final acceptance to the fellowship is contingent upon approval of the dissertation.

As a rule, a postdoctoral fellow will not be mentored by their Ph.D. supervisor. However, a postdoctoral fellow may be mentored with their Ph.D. supervisor, provided that the duration of the fellowship does not exceed one year.

#### **1.4 Areas of study**

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

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## **2. Application for and approval of a postdoctoral fellowship**

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

A researcher interested in mentoring a postdoctoral fellow should apply to the head of the relevant department to obtain the status of postdoctoral fellow for the candidate. The application form (Application to Accept a Postdoctoral Fellow)\* should include the following information:

- The candidate's CV
- Three letters of recommendation
- List of publications, if any
- The name of the institution in which the candidate completed their doctoral studies and the date of approval or conferment of their Ph.D.
- Dissertation research topic
- The subject of the proposed research for the postdoctoral fellowship
- The sources of funding for awarding the fellowship to the fellow, and the authorization from the party responsible for funding at the university
- Proof of medical insurance.

Following approval from the head of the department, the application will be submitted to the Finance Department for approval and to the dean of the relevant faculty.

### **2.2 Approval from the dean**

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

### **2.3 The dean will not approve a scholarship for a fellow before securing sources for its funding, signed by the authorized signatories as required by the university.**

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

### **2.4 Medical insurance**

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

**\* The supervisor must send a copy of the application form, signed with all the details filled in, to the office of the Academic Secretary and to the Study Programs and Supervision Office (Talam).**

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### 3. The fellowship program

#### 3.1 Registration of the fellow and tuition fees

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

**\* The applicant must submit this form, signed with all the details filled in, to the Study Programs and Supervision Office (Talam).**

#### 3.2 The essence of the program

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

#### 3.3 Duration of the Postdoctoral Fellowship

Fellowships are awarded for a period of up to three years. The fellowship may be extended for an additional year following a request accompanied by a detailed explanation from the supervisor, contingent on approval of the head of the department / dean, subject to budgetary approval.

#### 3.4. The fellowship is a full time position

3.4.1 The fellow is expected to devote most of their time and energy to the fellowship program. The fellow may teach as a paid employee of the university but nowhere else, based on the department's needs, with the approval of the supervisor and head of the department, up to 4 weekly hours. The scope of the exceptional employment is contingent on the supervisor's approval and submission of the appropriate form.

3.4.2 A postdoctoral fellow may register to audit classes after receiving their supervisor's approval.

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#### 4. Scholarships and stipends

##### 4.1 Eligibility

A postdoctoral fellow may receive an annual scholarship that will be paid out during the year, in accordance with the terms of the document to be signed by the fellow prior to commencement of the fellowship and in accordance with university policies. The fellow is entitled to an exemption from tuition fees in respect of the study program (hereinafter jointly: "the scholarship") subject to the fellow's compliance with all the conditions of the fellowship.

A scholarship will not be granted to an individual who already holds any post at Bar-Ilan University following completion of their Ph.D. for a period exceeding one year.

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

##### 4.3 Duration of scholarship

The scholarship will be awarded for one year and may be extended for two additional periods of one year each, for a total of three years, based on the research report to be submitted by the fellow to their supervisor at the end of each academic year regarding the fellow's activities and achievements in the past year, and with the dean's approval. Upon completion of the fellowship, the fellow retains no right to continue for a further fellowship at the university or any other activity or employment therein, except in accordance with the needs and policies of the university.

##### 4.4 The amount of the scholarship

The maximum amount of a postdoctoral fellowship scholarship awarded by the Vice President for Research may vary from time to time at the discretion of the vice president, and will be published publicly and transparently by the Office of the Vice President for Research.

##### 4.5 Budget Sources

Obtaining resources for funding the scholarship is the responsibility of the supervisor. Possible sources of funding include:

- The fruits of a facultative or university fund established for this purpose;
- a donation designated for granting a scholarship or scholarships to fellows;
- An earmarked allocation in the budget of a research agreement;
- Outside foundations designated for this purpose.

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#### 4.6 No Employee-Employer Relationship

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

**The fellow must sign this policy document.**

#### 4.7 Termination of study / cancellation of a scholarship

The fellow is subject to the Bar-Ilan student disciplinary code, and the university may order the suspension of the fellowship in accordance with the disciplinary committee's decision, or if the fellow has not fulfilled their obligations under this policy. The aforesaid applies if the fellow was given advance notice following which s/he did not rectify the fault, and if an appropriate opportunity to present arguments before the appeals committee was provided to the fellow before the dean made the decision. Termination of the fellowship will result in the suspension of the scholarship accordingly. A fellow who wishes to terminate their fellowship in the middle will notify their supervisor and the dean at least one month prior to leaving. The fellow will receive their scholarship in accordance with the period of the fellowship that was actually performed and will sign a document stating that s/he waives the balance of the payments.

The fellow will submit an orderly research report to their supervisor prior to leaving.

### 5. Reporting

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

In addition, the fellow will submit to the supervisor at the end of the fellowship, prior to leaving, an orderly report summing up the research. The report will be sent to the Dean.

### 6. Certification of fellowship

At the end of the fellowship, and subject to compliance with all the conditions of the fellowship, the dean will provide the fellow with a certificate, **signed and authorized by the academic secretariat**, that the fellow participated in the program, noting the duration of the fellowship and the subject of research. A copy of the certificate will be sent by the faculty to the Academic Secretariat.

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## 7. Assistance in orientation

7.1 The **receiving faculty/department** is responsible for contact with the fellow, from the initial stage of orientation up to integration into the university. This includes conveying information about the terms of the fellowship, assistance in finding housing at the fellow's expense, providing a room in the department, a computer, an entrance permit for vehicles, library services, etc.

7.2 The **Office of the Academic Secretary** will help international fellows obtain all the necessary permits for their entry and stay in Israel, visas for their stay in Israel, etc., subject to the guidelines that appear on the website of the Academic Secretary, and the supervisor's responsibility.

## 8. The fellow is subject to all university regulations and policies

### 8.1 General regulations and policies

A postdoctoral fellow is subject to all the university's administrative and academic policies and regulations as followed from time to time, including disciplinary provisions.

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

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

### 8.2 Patents, discoveries and confidentiality policy

The university will apply the patent and discovery regulations that were in effect in the university prior to the commencement of the fellowship. As a condition for commencement of the fellowship, the fellow will sign a form noting that s/he consents to the content of the Patents, Discoveries and Confidentiality Policy and a non-disclosure agreement. Responsibility for this lies with the supervisor.

### 8.3 Publications

Any papers published in the context of the fellowship or the research conducted as part of it must note that it was written as part of a post-doctoral fellowship at Bar-Ilan University and the name of the department.

Publication of the results of the post-doctoral research will be done only with the supervisor's approval. Publication without the supervisor's approval may lead to legal action being taken by Bar-Ilan University.

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**Declaration:**

I acknowledge reading the regulations and I agree to them.

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

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

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