

## **Guidelines for the Completion of the Program's Requirements**

### **a. General**

Due to the nature of the program as an intense one-year program comprised of three consecutive semesters, the demands in terms of submission of final papers and completion of other assignments are strict and require adherence to a tight schedule. The following guidelines are intended to assist the students with the completion of all of the program's requirements (except for a thesis for those on the thesis track) in a timely manner within one calendar year.

### **b. Schedule for the completion of courses and other requirements in the program:**

1. Seminar papers cannot be written as part of the required courses
2. Submission of standard final papers in a course (not seminars):
  - a) In courses taught in the fall semester, final papers will be submitted no later than **March 15** of the same year
  - b) In courses taught in the spring semester, final papers will be submitted no later than **July 31** of the same year
  - c) In courses taught in the summer semester, final papers will be submitted no later than **October 1** of the same year
3. Submission of seminar papers:
  - a) **Seminar papers written in courses taught in the fall semester will be submitted no later than April 15 of the same year**
  - b) Seminar papers written in courses taught in the spring semester will be submitted no later than **September 1** of the same year
  - c) Seminar papers written in courses taught in the summer semester will be submitted no later than **October 15** of the same year
4. Students writing a graduation project (on the non-thesis track) will submit it no later than **November 1** in the year following the year in which they started their studies.

### **c. Seminar papers:**

According to the university's general guidelines for M.A. studies, students in Track B (non-thesis) must submit two seminar papers in the course of their studies and students in Track A (thesis) must submit one seminar paper.

1. A seminar paper will be in the length of 5000-7000 words
2. The bibliography list of a seminar paper must include at least 12 items

### **d. Graduation project**

1. According to the university's general guidelines for M.A. studies, students who write a thesis will be exempt from submitting a graduation project

2. A graduation project can be a review of theory or summary of the practicum
3. Students on the non-thesis track will write a graduation project in the scope of 12,000 words, which will include a review of relevant materials covered in the program
4. Students may choose for the graduation project to be an expansion of a final paper in one of their courses or a different topic in consultation with the instructor
5. A graduation project is added to the two seminar papers and does not replace them

**e. Thesis**

1. All students will begin their studies in Track B (non-thesis)
2. In order to transfer to Track A (thesis), students will find an appropriate advisor, secure their agreement to serve as an advisor, and submit a one-page "declaration of intent" describing their general plan for the thesis signed by their advisor no later than **one week after the return from Passover break**
3. A formal thesis proposal will be submitted to the M.A. committee no later than **July 15** on the year in which the student started their studies
4. The thesis proposal will be approved by the M.A. committee on the basis of the recommendations of the advisor and an external reader
5. Guidelines regarding thesis advisors (from the general university guidelines):
  - a) A thesis can be supervised by one or two advisors
  - b) The main advisor (required) will be a faculty member at the University of Haifa with a rank of lecturer or higher in faculty Track A, with an appointment of at least 50% in the one of the departments of the Faculty of Social Sciences
  - c) A co-advisor (optional) may be any faculty member who can serve as a main advisor, as well as any faculty member at another accredited academic institution in Israel or abroad with a rank of lecturer or higher in faculty Track A (or equivalent), and any faculty member with a rank of senior lecturer or higher in faculty Track C at the University of Haifa or another accredited academic institution
  - d) Approval of an advisor or co-advisor or other member of the advisory committee who does not meet the requirements specified above requires a reasoned recommendation by the M.A. committee and approval of the Dean of Graduate Studies

**f. Extensions**

1. All extensions of assignment deadlines specified above must be approved by the instructor responsible for them
2. Extensions of deadlines related to the thesis (declaration of intent, thesis proposal) must be approved by the head of the program.
3. For international students (track A and B), the maximum possible extension without incurring additional fees is two years from the date of starting the program. An extension beyond the two year period will require payment of additional tuition fees.  
**Important note about thesis submission:** A thesis is considered submitted when the advisor has approved its submission. Sending a first draft of the thesis to your advisor does not count as thesis submission. If the advisor's approval is given after

the deadline for maximum extension, the student will be required to pay additional fees.

4. For Israeli students in track B, the maximum possible extension without incurring additional fees is the end of the first semester in the second year after starting the program.
5. Israeli students in track A will need to pay a minimal fee for the 2nd year (and any additional year)