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Procedure for post-doctoral (PD) research fellows

1. PD fellowship regulations

- 1.1. The goal of the PD fellowship is to help the fellow progress toward independence in his/her research for advancement in his/her future profession.
- 1.2. A PD fellow may begin his/her PD fellowship after receiving his/her doctorate. A doctoral student who has fulfilled all the doctoral obligations, submitted his/her thesis for judging, and presented the confirmatory documents, may be accepted as a PD fellow. A fellowship, prior to the final approval of the Ph.D. thesis, has a temporary status and is limited to the period of one year. In such a case, the continuation of the fellowship for a second year is contingent upon the confirmation of the doctoral degree and the presentation of an original Ph.D. certificate to the Kreitman School. In exceptional cases, the Dean of the Faculty and the Dean of the Kreitman School may extend the interim fellowship period.
- 1.3. A PD fellowship will not be approved to anyone who has already held an academic position following receipt of his/her doctorate.
- 1.4. A PD fellowship may only be supervised by an active faculty member (at the level of a lecturer or above), or an emeritus faculty member, or a researcher with an 'immigrant-scientist' status. The guidance of a PD fellow by an academic staff member with a "parallel path" status may only be approved as an exception, and requires a recommendation from the Head of the Department, confirmation by the Dean of the Kreitman School, and the Rector's approval.
- 1.5. The PD fellowship may begin no later than 6 years after the date of the confirmation of the Ph.D. degree.
- 1.6. The status of a PD fellow may be granted for a limited period of time, not surpassing 4 years, and not less than 4 months. To clarify, this refers solely to the academic status. In regard to the scholarships, see section 2 of these regulations.
- 1.7. A fellow interested in replacing his/her supervisor may do so on condition that the entire fellowship remains on schedule, following the obligatory, aforementioned timetable (see 1.5 and 1.6 above). Changing the Department requires re-registration for the PD fellowship.
- 1.8. The Kreitman School is responsible for accepting the fellows, for duly registering them in the student administration system and for sending out the official acceptance letters, after receiving all the scanned registration documentation by Email. Documents may only be submitted in Hebrew or English; in the case of documents in other languages, they must be accompanied by translations either into Hebrew or English that have been approved by a notary-public. The following are the documents required for registration:
 - A completed registration form approved by the supervisor, Head of the Department, the Faculty Administrative Director, and the Dean of the Kreitman School.
 - The doctoral certificate or official confirmation of the submission of the Ph.D. thesis and fulfillment of all doctoral obligations.
 - A copy of the Israeli I.D. card or the foreign passport (for non-Israeli fellows).
 - For Israeli fellows - in addition to the registration form, online registration is required at the BGU registration website
- 1.9. The fellowship candidates must present the original documents at the Department Office for verification (I.D./passport, Ph.D. certificate/confirmation of thesis submission), as a prerequisite for actually beginning the fellowship.

- 1.10. Non-Israeli fellows must arrive in Israel with a suitable visa and health insurance. Once arriving in Israel, they must present their visa and health insurance coverage at the BGU office of International Academic Affairs (or at the Hosting Administration at the Blaustein Institutes for Desert Research), as a prerequisite for actually beginning the fellowship. For more information on how to get a visa, health insurance, and other preparations for coming to Israel, see [Pre-Arrival Guide for International Students and Researchers](#) at the office website.
- 1.11. The departmental affiliation of the fellow is determined by the affiliation of his/her primary supervisor. In case of academic units that do not belong to any faculty, the acceptance approval by the Dean of the Faculty and the Faculty Administrative Director will be replaced by the Rector and the Academic Secretary approval.
- 1.12. From the first day of the fellowship, the Department/Faculty must register the fellow for his/her "PD fellowship" course, thus indicating that the fellow is now actively doing research. This registration is done every semester until the completion of the fellowship. The initial course registration is possible only after the PD fellow presents the original documents (see 1.8 and 1.9 above).
- 1.13. PD fellows are entitled to receive a BGU student card. Fellows are exempt from paying tuition fees; however, they can choose to pay for non-academic student services (e.g. access to the sports center).
- 1.14. It is the supervisor's and the PD fellow's responsibility to inform the Department of the completion of the fellowship.
It is the responsibility of the Department to notify the Faculty of the completion. With the completion of the fellowship, it is the responsibility of the Faculty to terminate the fellowship status in the student administration system.
- 1.15. A PD fellow may not be registered at two academic research institutions simultaneously. Double registration is permitted only when required by the fund financing the research and the fellow's scholarship, but contingent on the Kreitman School's Dean's approval.
- 1.16. The University is entitled to terminate a fellowship before the predetermined closing date, following notification of the fellow at least two months in advance.
This notification is sent by the Kreitman School following a justified appeal by the supervisor to the Dean of the Kreitman School. The Kreitman School will then notify the Department and the Faculty of the termination of the fellowship, in order to enable them to stop the scholarship payments and terminate the PD fellowship in the administration system.
- 1.17. A PD fellow must participate in his/her departmental academic activities, such as seminars and ongoing interaction with other research students in his/her research group and/or host Department, as long as there are no language barriers.
- 1.18. All the rules and regulations that apply to BGU students also apply to PD fellows, including the disciplinary regulations and the BGU code of ethics.

2. Scholarships for PD fellows

- 2.1. Scholarships may be given to PD fellows by internal and external university sources.
- 2.2. A scholarship is intended to enable the fellow to devote him/her time and effort to the research. The award of a scholarship is contingent upon the observance of all the regulations cited in all the programs and in the BGU scholarship regulations.
- 2.3. The award of a scholarship does not obligate the fellow to do any work other than the PD fellowship research.
- 2.4. Internal (BGU) scholarships may only be granted for a period of up to 2 years. In cases in which the fellow is supported by an external (non-BGU) fund, one that requires the University

to provide support also for the third year, partial support can be provided from the BGU sources, in accordance with the demands of the fund and University regulations.

- 2.5. The financing of PD scholarships from Faculty (or departmental) budgets will be approved by the Dean of the Faculty for no more than 2 years.
- 2.6. The financing of PD scholarships from the supervisor's budget may be approved for a period of no more than 4 years.
- 2.7. Scholarships financed by a BGU source (including supervisor's budget) require the submission of an annual progress report to the supervisor and to the financier's committee.
- 2.8. A scholarship (funds) illegally transferred to an inactive PD fellow will be taken from the supervisor's budget. Any reimbursement is the responsibility of the Department

3. Additional employment

- 3.1. A PD fellow who receives a scholarship is meant to devote most of his/her time to the research, and he/she is not meant to take on other employment, voluntary or for pay.
- 3.2. The supervisor may grant permission for additional work, but only a partial position (as detailed in 3.3 below), one that will minimally affect the PD fellow's research. This additional work should not be related to the PD research work. A permit to engage in additional work must also be obtained from the Faculty Dean and, in the cases involving Kreitman School support, permission must also be granted by the Dean of the Kreitman School.
- 3.3. Furthermore, this additional work may not be more than either 4 weekly hours of instruction or 8 weekly hours in some other occupation. Nonetheless, it is preferred that this outside work be only half as much.
- 3.4. A non-Israeli PD fellow, who wishes to work as a Teaching Assistant at BGU in his/her field, must contact the BGU office of International Academic Affairs, in order to replace his/her student visa with a foreign student work permit.
- 3.5. As previously stated in 2.3, a scholarship may not be contingent on the performance of any work except the PD research itself. To remove all doubt, a PD fellow who teaches a BGU course will not do so as a volunteer, but as a paid employee.
- 3.6. The PD fellow must report any change in his/her employment to his/her supervisor and to the Kreitman School and receive permission from the relevant parties (as detailed in 3.2 above).
- 3.7. The only exception is in case the scholarship fund requires paying the PD fellow a salary, rather than a scholarship.

Appendix A – Documents required for registration for a post-doctoral fellowship

	Israeli applicants	Non-Israeli applicants
Ph.D. completed at BGU	Online registration on website	-
	Completed, signed registration form	Completed, signed registration form
Ph.D. completed elsewhere	Online registration on website	-
	Completed, signed registration form	Completed, signed registration form
	The doctoral certificate or official confirmation of the submission of the Ph.D.	The doctoral certificate or official confirmation of the submission of the Ph.D.
	Copy of I.D. card	Copy of passport
Candidates with scholarships	Scholarship award letter/official document from the funding source	Scholarship award letter/official document from the funding source

Appendix B – Procedures throughout the PD fellowship period

Stage	Handling	Responsibility
Registration	<ul style="list-style-type: none"> Online registration (Israelis only) Completion of applicant's relevant sections on registration form Submission of the registration form & required documents to Department 	Applicant
	<ul style="list-style-type: none"> Signing up the supervisor & the Head of the Department on the registration form Emailing the registration form & accompanying documents to the Faculty 	Department
	<ul style="list-style-type: none"> Signing up the Administrative Director & Dean on the form Emailing the form & accompanying documents to Kreitman School 	Faculty
	<ul style="list-style-type: none"> Registering the applicant in the computer system Notifying the PD fellow and his/her supervisor Notifying the Faculty & office of Intl. Academic Affairs of the acceptance & the student I.D. number issued (for non-Israelis applicants only) 	Kreitman School
Upon non-Israelis applicants' arrival	<ul style="list-style-type: none"> Verification of passport, visa & health insurance Notification to relevant Department of verification 	Office of Intl. Academic Affairs
	<ul style="list-style-type: none"> Verification of fellow's original documents Removal of 'delayed registration' status from online system Fellow's official registration for "PD fellowship" course 	Department / Faculty
Upon reception of Ph.D. certificate	<ul style="list-style-type: none"> In cases of PD fellows accepted after the submission of their Ph.D. thesis & before the Ph.D. degree was granted: the original Ph.D. certificate must be presented to the Kreitman School within one year of the beginning of the fellowship 	PD fellow
	<ul style="list-style-type: none"> Changing the status of the PD fellow to 'regular status', and enabling them to continue their fellowship 	Kreitman School

Stage	Handling	Responsibility
Throughout the fellowship	<ul style="list-style-type: none"> Registration for PD fellowship course each semester In cases of extending the duration of a scholarship to 3rd & 4th years, permit for extension is required prior to each re-registration In cases of receiving a scholarship during the 3rd & 4th years of the fellowship, permit for extension is required prior to each re-registration 	Department / Faculty
Conclusion of fellowship	<ul style="list-style-type: none"> Notifying the Department re. completion of the fellowship 	PD fellow & supervisor
	<ul style="list-style-type: none"> Cancellation of fellowship course registrations Cancellation/shortening the scholarships Terminate the PD fellowship in the administration system Informing Kreitman School of the conclusion of the PD fellowship. 	Department / Faculty