

THE PREPARATORY PROGRAM FOR OVERSEAS STUDENTS REGULATIONS

Clarification: This document is formulated in the male gender for the sake of convenience only; it refers to all genders equally.

1. **Preconditions for Commencing Studies at the Preparatory Program (*Mechina*) at the Rothberg International School.**

The students must meet all of the following conditions:

- a. Successful completion of the Hebrew course in the framework of the Summer Ulpan.

Fulfillment of all the academic requirements of the Ulpan studies, and the attendance requirements, and appropriate student conduct.

A student with a high level of Hebrew, or a student who for exceptional reasons is unable to study in the Summer Ulpan, may, prior to the commencement of the academic year, submit a special request to begin studies in the Mechina without Ulpan. The request must be submitted through the Coordinator of the Mechina.

- b. Achievement of a grade of 60 or above in the AMIR/AMIRAM/English section of the psychometric test (or the equivalent grade in the TOEFL, IELTS or SAT exams conducted overseas). The document attesting to the grade should be uploaded to the site as part of the registration process.
- c. Full matriculation from the student's country of origin, with a grade average higher than the level to be set by the Mechina Administration prior to each academic year, according to country of origin; this will be published on the Internet site of the School.
- d. The student must present an **original** matriculation certificate to his academic coordinator as part of the registration process, and before the commencement of the Summer Ulpan.
- e. Payment of the required tuition fees in accordance with the letter received by the student at the time of registration.
- f. Submission of additional forms and documents required for the purpose of obtaining a scholarship (if relevant) in accordance with the letter received by the student at the time of registration.

Attention!

In the event of failure to meet the above conditions, to submit all the forms, or to pay tuition fees to the Ulpan and the Mechina, a student will not be accepted to study in the Summer Ulpan, and will not be able to continue on to study in the Mechina thereafter.

2. **Conditions for Continuing Studies in the Course of the Preparatory Year**

- a. A student who at the end of the first semester failed in the pre-basic level A in English, and/or in Hebrew level A, may not continue his studies in the second semester of the same academic year.
- b. A student who failed in more than one subject of the courses of the first semester may not continue his studies in the second semester of the same academic year.
- c. A student who failed a course in the first semester may not repeat that same failed course in the second semester of the same academic year,
- d. A student who took a course in the first semester and did not fail it, may not take the same course in the second semester of the same academic year.
- e. A student will receive a certificate from the Mechina only if he has successfully completed all the courses required of him according to the track of studies that he chose. The courses required to receive a completion certificate from the Mechina are specified on the website of the School <https://overseas.huji.ac.il/scholarships-and-financial-aid/scholarships-and-financial-aid-for-international-students-non-us/preparatory-program-students-mechina-scholarships-and-financial-aid/>
- f. The Mechina is responsible for communication vis-à-vis support entities during the year of Mechina (government offices that supply scholarships, student dormitories, obtaining visas for the stay in Israel, consulting services etc.). A student who does not cooperate with the staff of the Mechina and who does not submit the required documents by the due date, will not receive the support services of the Mechina staff.
- g. A student who in the course of his studies is found to be ineligible for a scholarship must pay the full tuition fees as soon as he receives notice from the scholarship committee as to his ineligibility. If the student is in the process of submitting an appeal on the decision of the scholarship committee, the date for payment will be deferred until after the decision on the appeal. The decision on the appeal will be sent to the student. If the appeal is dismissed, the student will be obliged to arrange payment immediately.
- h. If the student terminates his studies at the Mechina on his own initiative, he will not be entitled to a monetary refund for the period in which he studied, and he will be required to pay tuition fees in accordance with the stage at which the studies were terminated in accordance with the Financial Information Guide of the Rothberg International School: <https://overseas.huji.ac.il/wp-content/uploads/2020/05/financialGuide-20-21.pdf>.
- i. In the event that the student's studies were terminated at the order of the Disciplinary Tribunal, the student will be charged according to the date of termination of studies, which will be the date on which the judgment was handed down by the Disciplinary Tribunal or the date on which the expulsion/disqualification began, whichever of the two is later, and in accordance with the Financial Information Guide of the School.

3. Termination of Studies

The School reserves the right to terminate the studies of a student immediately in the following cases:

- a. The student has accumulated a financial debt to the Mechina, subject to advance written notice having been given to the student, and non-payment of the debt by the student within 14 days,
- b. Failure to satisfy the academic requirements as specified in the above sections. Prior to a decision being made as aforesaid, the student will be permitted to be heard.
- c. In the course of the Summer Ulpan, due to disciplinary problems, after a hearing with the Head of the School or whosoever he has appointed on his behalf. This decision may be appealed to the Dean of Students within three days.

4. Completion of Studies and Closure of Certificates

- a. A student who has received all his grades will close his certificate from the Mechina within 30 days, in keeping with the instructions appearing on the website of the School.
- b. If the student has not closed his certificate within the above period, the certificate will be closed by the School at its discretion.
- c. A certificate may not be reopened after closure.

5. Discipline

Students of the Mechina are subject to the Disciplinary Regulations of the University:

https://academic-secretary.huji.ac.il/sites/default/files/acs/files/mishmaat_talimidim_2021.pdf