

המדרשה לתארים מתקדמים ע"ש משפחת סמולרש
THE SMOLARZ FAMILY GRADUATE SCHOOL

Guidelines for Students - Thesis Defense

Guidelines for writing a thesis can be found on the academic secretariat website [here](#)

1. Submission of the Doctoral Dissertation

Upon completion of the doctoral work and research, you must submit the work to the PhD committee faculty for evaluation via email at ilonac@tauex.ac.il. The submission must include:

- a. Final approval from the supervisor(s) that the work is complete and suitable for submission (dedicated form attached).
 - b. Detailed opinion of the supervisor(s) (dedicated form attached). To be sent directly to Ilona Chasid
 - c. Abstract of the doctoral dissertation in English as a separate file.
 - d. Curriculum vitae and list of publications (example attached).
 - e. Author contributions in PhD Thesis form (attached).
- A thesis as a digital double-sided file - on one side, the cover and abstract in Hebrew, and on the other side, in English (sample covers attached).

2. Proposing Reviewers for the Work

- a. The doctoral supervisor will propose a list of at least six potential reviewers.
- b. The list will be approved by the chair of the school's PhD committee.
- c. The departmental committee will select two reviewers: one from another academic institution in Israel and one from abroad (if necessary).
- d. Reviewers will be chosen according to the field of specialization of the work.

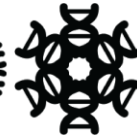
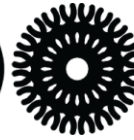
3. Establishing the Thesis Defense Committee

After receiving agreement from the reviewers, a thesis defense committee will be formed. The committee will include:

- a. Two reviewers, the doctoral supervisor, and a school representative who will be appointed as the committee chair.
- b. The committee chair will not ask questions during the meeting but will ensure that the defense proceeds as planned.

4. Scheduling the Defense

- a. The secretary of the Graduate School will coordinate the availability of the reviewers and the committee chair.
- b. The thesis will be sent to the reviewers with a request for comments within two months at the latest.
- c. The thesis defense will be scheduled for two weeks after the deadline given to the reviewers for submitting their comments.



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5. Reviewers' Opinions

Each reviewer will submit a written opinion before the defense date with a recommendation for one of the following options:

- Approval of the work without corrections.
- Minor corrections to the work.
- Substantial corrections and return to the reviewer.
- Requirement to rewrite the work.
- Rejection of the work.

6. Correction Process

- In case of minor corrections: Submit a revised version with a detailed explanation of the changes (point-by-point response document) within two weeks of receiving the review summary. The corrections will be approved by the doctoral supervisor(s).
- In case of substantial corrections: The defense date will be canceled and rescheduled after a second round of work review.

7. Thesis Defense

The defense will be conducted in two stages:

Stage 1: Concluding seminar (30-45 minutes) - open to the public.

Stage 2: Private defense before the committee. In exceptional cases, the defense can be conducted electronically or in a hybrid manner (e.g., reviewers from abroad).

8. Committee Decision After the Defense

- The committee will decide whether to approve the work without corrections or with minor corrections.
- In case corrections are needed, up to two weeks (or up to four weeks in exceptional cases) will be given to submit a revised version.

9. Summary Report and Recommendation

- The committee chair will prepare a summary report including a recommendation to award a doctoral degree or not.
- The report will be forwarded to the secretary of the Graduate School and the departmental committee.

10. Completion of the Defense and Conclusion

After the committee recommends granting a doctoral degree to the student, the file will be forwarded to the departmental committee for approval. Once the departmental committee approves the file, it will be submitted for discussion by the university committee, after which the Senate will grant final approval for the doctorate.