

Tel Aviv University University Guidelines	<u>Page number</u>	1	<u>Date of Publication</u>	<u>Guideline number</u>
	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

1. Definitions:

“The University”	Tel Aviv University.
“Another Institution”	A recognized academic institution in Israel or abroad, which is not Tel Aviv University.
“The Fellow”	Postdoctoral fellow.
“Scholarship”	The scholarship awarded to the fellow pursuant to Section 9 of these regulations.
“The Advisor” (1.9.2020)	A faculty member with the rank of senior lecturer or higher on the regular track, who advises the fellow during their fellowship.
“The Committee”	The committee mentioned in Section 7 of these regulations.
“The Unit”	The basic academic unit of the organizational structure of the faculty (sub-department or institute; if there are none, department, or if there is no department - school or faculty).
“The Program”	The postdoctoral fellowship program; the subject of these regulations.

2. Aim of the Regulations:

The aim of these regulations is to regularize the matter of Postdoctoral Fellows at Tel Aviv University.

3. Aim of the Fellowship: (1.9.2020)

3.1 The aim of the Postdoctoral Fellowship is to enable emerging scholars who have been awarded a PhD from Another Institution to engage in advanced scientific research as part

Tel Aviv University	<u>Page number</u>	2	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

of an existing research group or in an established field of research under the guidance of a faculty member with the rank of senior lecturer or higher on the regular track.

The goal of the Postdoctoral Fellowship is to train the Fellow towards the next stage in their career as a researcher within or outside of academia.

3.2 In exceptional cases, and subject to the approval of the Committee, the opportunity to carry out a Postdoctoral Fellowship can be also given to:

3.2.1 Individuals who completed their PhD studies at the University, on condition that the Fellowship will take place in a different Unit, and the Advisor will have no ties to the research group in which the PhD research was conducted.

3.2.2 **(1.9.2020)**

Individuals wishing to continue research in the same laboratory in which they conducted their doctoral research, as long as the Fellowship takes place shortly after submission of the PhD thesis for review, for a period of no longer than one year, and is financed by the Advisor. The aim of such Fellowship is to allow completion of the PhD research and serve as a short bridging period before commencement of a Postdoctoral Fellowship at Another Institution.

3.3 Approval by the Committee pursuant to Sections 3.2.1 and 3.2.2 will be given under exceptional circumstances that will be recorded in the Committee minutes.

4. **Candidates:**

(17.1.2018)

(14.8.2024)

4.1 A candidate for the position of Postdoctoral Fellow can be any researcher whose eligibility for a PhD was approved no more than five years ago.

Applications that deviate from the above timeline due to childbirth will be brought to the Head of the Committee for consideration.

Tel Aviv University	<u>Page number</u>	3	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

4.2 Despite the above, holders of an MD or MD/PhD and soldier-students who enlisted in the IDF after being awarded their PhD, will be eligible, subject to approval by the Committee, to apply for the position of Postdoctoral Fellow for up to ten years from the day they received their degree (MD or MD/PhD, whichever occurred first), as long as they did not obtain an academic appointment at the rank of lecturer or higher during this time.

5. Fellowship Fields:

A candidate can be accepted for a Fellowship in the field in which they specialized during their PhD studies, in the broadest sense.

6. Applications:

(14.8.2024)

6.1 When a candidate applies for the position of Postdoctoral Fellow, regardless of whether their application includes a request for a Scholarship from the University, or they have received a Scholarship from an external agency, the application must include, among others: a curriculum vitae, a list of publications, at least two letters of reference, details of the Unit that is prepared to host the candidate, and a short description of the Fellowship Program agreed upon by the Fellow and the Advisor. The application should be submitted to the Unit head. The letters of reference can be submitted to Research Students Office by the Candidate/Advisor or directly by the referees.

The list of required documents for the application is available on the website of Research Students Office:

<https://acad-sec.tau.ac.il/phd/Postdoc>

6.2 The head of the Unit that has agreed to host the candidate will submit the application to the Committee for approval, including a copy for the Faculty Dean, and an indication of the source of funding.

6.3 If the candidate cannot locate a host Unit prior to submission of the application, they have the right to attach their proposed Fellowship Program to the application, and the Committee will try to find a Unit in which they can conduct the Fellowship.

Tel Aviv University	<u>Page number</u>	4	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

7. The Committee

7.1 A University Committee for Postdoctoral Fellows will be established.

7.2 Structure:

The members of the Committee will include the Vice Rector (head), Vice President for Research and Development, and one representative from each Faculty.

7.3 Appointment:

The representative of the Faculty in the Committee will be appointed by the Dean, with approval of the Faculty Council, for a term of two years; the representative can be appointed for two consecutive terms.

7.4 Head:

The Vice Rector will serve as head of the Committee by the power of his/her position.

If no Vice Rector has been appointed to the University, the Rector will appoint a Committee head, in coordination with the Vice President for Research and Development.

7.5 Powers:

(17.1.2018)

(4.4.2019)

(14.8.2024)

The Committee:

7.5.1 Will determine the candidate's eligibility for the position of Postdoctoral Fellow at the University.

7.5.2 Will have the authority, at the request of the Advisor, to make acceptance of the Fellow conditional on a trial period of up to three months, as long as written advance notice to this effect is given to the candidate.

7.5.3 Will recommend awarding of a Scholarship to Fellows from the sources detailed in Sections 9.1 to 9.4 (inclusive).

Tel Aviv University	<u>Page number</u>	5	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

- 7.5.4 Will ensure compatibility between the scientific field in which the candidate desires to work and the field of the host Unit, and that there is a possibility for suitable scientific integration of the candidate in this Unit.
- 7.5.5 Will work to find a suitable research Unit to host a candidate who submitted a Fellowship Program without being able to find a host Unit.
- 7.5.6 Will approve the Fellowship Program determined in consultation between the candidate and the Advisor.
- 7.5.7 Will approve transfer of the Fellow to another suitable Unit, in the event that the Fellowship Program is not compatible with the options available in their host Unit.
- 7.5.8 Will receive an annual report on the research work performed by the Fellow (as detailed in Section 13 below).
- 7.5.9 Will decide to extend the Fellowship for a second, third, or fourth year; under exceptional circumstances, the Committee will extend the fellowship for a fifth year. Extension for a fifth year will be possible for Fellows who did not receive their PhD from Tel Aviv University.
- 7.5.10 Will determine whether to issue a Postdoctoral Fellowship certificate to Fellows who have completed their Fellowship.
- 7.5.11 Will determine whether to approve termination of a Fellowship before the end of the stipulated period.
- 7.5.12 Will recommend approval of exceptions to the Rector.

8. Fellowship Program and Duration

(17.1.2018)

(4.4.2019)

(14.8.2024)

- 8.1 The Fellowship Program will focus on a research project that will be integrated into the activity of the Unit that is hosting the Fellow.

Guideline name:	Regulations for Postdoctoral Fellows
------------------------	---

- 8.2 In addition to this research activity, the Fellow will participate actively in seminars.
- 8.3 As a researcher with a PhD, the Fellow will be given as much flexibility as possible to set their own research targets.

The above does not diminish from the authority of the Advisor, or the right of the research group in which the Fellow has integrated, to determine to which scientific objectives to allocate its resources.

- 8.4 The Fellowship will be approved for one academic year. The Committee has the authority to extend a Fellowship for a second academic year and for third and fourth academic years, with the agreement of the Advisor, based on the Fellow's activities and achievements during the last year, and in accordance with University regulations and budgetary capabilities.
- 8.5 Under exceptional circumstances, the Committee can decide to extend the Fellowship for a fifth academic year. Extension for a fifth year will be possible for Fellows who did not receive their PhD from Tel Aviv University.
- 8.6 Termination of the Fellowship at the initiative of the Advisor before the end of the stipulated period can be done only in exceptional cases and with the approval of the University Committee for Postdoctoral Fellows.

The Advisor must inform the Fellow, in a well-reasoned letter, at least two months in advance, that termination of the Fellowship is being considered. The Advisor will allow the Fellow to meet with him/her and with the head of the relevant Unit and submit their (the Fellow's) opinion on the matter.

The notification and minutes of the meeting with the Fellow will be forwarded to the Committee, which will discuss and decide whether to approve the request.

- 8.7 A Fellow who is interested in terminating the Fellowship before the end of the stipulated period will inform the Fellowship Advisor in a well-reasoned letter.

Notification of termination of the Fellowship at the initiative of the Fellow will be given at least two months in advance.

Tel Aviv University	<u>Page number</u>	7	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

8.8 In the event that the Fellowship is carried out under the guidance of a PhD Advisor, the Fellowship may be terminated with a shorter notice period than two months, subject to an agreement on the length of the notice period between the Advisor and the Fellow.

9. Sources of Funding:

(17.1.2018)

(4.4.2019)

The Scholarships, in cases where they are awarded, will be funded by the following sources:

9.1 A donation to the University or designated allocation from the University's sources, which is intended for awarding a Fellowship or Fellowships to Postdoctoral Fellows.

9.2 A designated allocation from the budget of the Unit belonging to the Faculty taking part in the Program.

9.3 A designed allocation from the research budget of the faculty member advising the Fellow.

9.4 An allocation to the Fellow from institutions or funds that support Postdoctoral Fellows, or from any other source.

10. Scholarship Rates

(17.1.2018)

(4.4.2019)

10.1 The rate of the Scholarships awarded by the University and their payment schedule will be determined periodically by the University administration. Decisions by the administration with respect to the amounts will be available on the website of the Research Students Office.

10.2 Despite the information mentioned in Sections 8.4, 8.5, and 10.1, in cases where the Scholarship is awarded to the Fellow by an external source, its rate and duration will be determined by the agency awarding the Scholarship, as long as the duration of the Scholarship or Fellowship does not exceed five years; and as long as the sum of the

Tel Aviv University	<u>Page number</u>	8	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

Scholarship does not exceed the maximum sum indicated on the website of the Academic Secretariat.

11. Research Grants:

A Fellow can be a partner in an application for a research grant submitted by a faculty member. Submission of an independent application for a research grant from internal or external funds will be conditional on the approval of the Vice President for Research and Development.

12. (1.9.2020)

A Fellow will not be employed in any position (whether inside the University or outside of it) during the time of their Fellowship, and will dedicate as much time and energy as possible during this time towards their Fellowship.

As a general rule, the Fellow will have the right to teach at Tel Aviv University, for no more than four weekly teaching hours per academic year, in the event that it is required by the Unit and approved by the Committee.

In return for the teaching, the Fellow will receive payment as determined by the University authorities.

13. Reporting:

At the end of each academic year, the Advisor and the Fellow will submit to the Committee a short report on the academic activity of the Fellow during the past year. The report will be accompanied by copies of scientific studies, both published and unpublished (if there is a requirement for annual reporting to an external funder, a copy of the report will be forwarded to the Committee).

14. Intellectual Property:

The Postdoctoral Fellow will be subject to the University Regulations with respect to intellectual property.

Tel Aviv University	<u>Page number</u>	9	<u>Date of Publication</u>	<u>Guideline number</u>
University Guidelines	out of	8	10.12.2008	12-016B
			Update 4.4.2019	
			Update 1.9.2020	
			Update 14.8.2024	

Guideline name: **Regulations for Postdoctoral Fellows**

15. Student Card / Other Rights:

15.1 The Postdoctoral Fellow will be eligible for a student card.

15.2 At the end of the Fellowship, the Fellow will be eligible for a certificate regarding participation in the Program and the duration of the Fellowship, pursuant to Section 7.5.10 above.

This version is an English translation of the Regulations published in Hebrew on TAU's website. In the event of a contradiction between this English version of the Regulations and the Hebrew version, the latter will prevail.