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UNIVERSITY REGULATIONS	Of	4	16.5.2023	12-018
Name of Regulation		Visiting Student Directive		

## 1. Purpose:

- 1.1 Each year, Tel Aviv University hosts many international students coming for various programs: study abroad programs, student exchange programs, summer school programs, faculty-led programs, and more.
- 1.2 These rules will not apply to the above student populations. Rather, their purpose is to establish how a visiting student who is enrolled in degree studies in a university overseas will be invited to conduct research at Tel Aviv University.

## 2. Definitions:

### In this directive:

<b>The “University”</b>	Tel Aviv University
<b>“Unit”</b>	Faculty, school, department or division, center, institute, or chair
<b>“Visiting student”</b>	A student enrolled in degree studies in a university overseas who has been invited to conduct research at an academic unit of the University and is enrolled as a guest student at Tel Aviv University
<b>“Outside research fund”</b>	A research fund that is financing research by means of a budget at the Research Authority using funds originating outside the University.
<b>“Hosting period”</b>	Length of the visiting student’s stay at the University
<b>“Lowy International School”</b>	The International School

## 3. Initiation:

Senior members of the University’s academic staff (hereinafter: the “initiating host”) may initiate the process of inviting a visiting student to the University.

## 4. The invitation process:

Lowy International School

The process of inviting a student to conduct research will include the following steps:

- 4.1 A student coming for a period of between one week and 30 days will be required to complete an online form for the Lowy International School, which will include his/her personal details and a letter of invitation from the head of the hosting unit.

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4.2 A student coming for a period of 31 days or more will be required to complete an online form for the Lowy International School, which will include his/her personal details together with the following approvals according to the stages below:

4.2.1 Approval from the head of the hosting unit

4.2.2 Budgetary approval (in the event that it has been decided to finance the hosting):

Financing by an outside research fund - the initiating host will submit the application for approval by the Director of the Research Authority or the person whom the Director has authorized for such purpose. Approval by the Research Authority will be granted according to the University's procedures, the financing fund's procedures, and budgetary options.

Financing from donations that are designated for international development or encouragement of collaboration with institutions overseas - with the approval of the person responsible for managing the donation.

4.2.3 Approval by the Vice President for Research and Development - for hosting periods exceeding 31 days, the initiating host will submit the application form and the unit head's approval for approval by the Vice President for R&D. (This approval is not required for undergraduate degree students.)

If the application is approved as set forth above, the Vice President for R&D, together with the initiating host, will act to execute an agreement between the guest, the parent institution, and the University, whichever is relevant under the circumstances and to the extent that s/he sees fit. The agreement shall include reference, *inter alia*, to intellectual property and confidentiality.

4.3 The initiating host is responsible for providing the student with the approvals required in Section 4.2.

4.4 As noted, the approvals required in Section 4.2 shall not apply to a student coming for a period of up to 30 days.

## 5. Invitation:

On the basis of Section 4 above and subject to the fulfilment of all of the provisions of this directive, the Lowy International School will send a letter of invitation. The letter will include:

5.1 the details of the hosting unit,

5.2 the duration of stay,

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- 5.3 the host's details.
- 5.4 Details of the services available to the student
- 5.5 Details regarding the monies to be paid to the student pursuant to Sections 4.2 and 6. It should be noted that the University will withhold taxes according to international tax directives.
- 5.6 To the extent that there is an agreement as set forth in Section 4.2.3, the signed agreement must be attached to the invitation.
- 5.7 The invitation letter will note that the student is subject to the rules that are in practice at Tel Aviv University unless otherwise decided, including disciplinary bylaws and arrangements relating to intellectual property, *mutatis mutandis*.
- 5.8 The invitation letter will note that the student must arrange for a visa/residence permit as well as insurance coverage in accordance with Section 7.
- 5.9 The letter will expressly indicate that there will be no employment relationship between the student and the University.

## **6. Reimbursement of expenses and/or scholarships:**

Expense reimbursement and/or a scholarship will be paid pursuant to the University's procedures and rules, the rules of the financing fund, and budgetary options. The initiating host will ascertain the above prior to offering them to the student.

Reimbursement of expenses and the granting of the scholarship are subject to all laws and tax rules in effect at the time of hosting. The student will pay taxes for which s/he is liable. To the extent required, the University will withhold taxes pursuant to international tax directives.

- 6.1. Reimbursement of expenses - only the cost of airline tickets may be paid to students receiving scholarships as set forth in the Academic Visitor Directive. For students who are not receiving scholarships, expenses may be reimbursed as set forth in the Academic Visitor Directive.
- 6.2. Payment of a scholarship - the initiating host may (subject to Section 4) pay the student a one-time or monthly scholarship according to the amounts permitted at the University and in keeping with the University's guidelines. As a rule, scholarships may only be granted to students coming for a period of at least two months.

## **7. Residence permit, visa, and insurance:**

- 7.1. The visiting student must arrange for himself/herself and/or his/her accompanying family members, at his/her expense, an appropriate residence permit for the hosting period, coordinated with the Lowy International School.

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7.2. The visiting student must arrange for himself/herself and/or his/her accompanying family members, at his/her expense, medical insurance, and any other necessary insurance (accidents, property, etc.) for the hosting period.

## **8. Services and infrastructures:**

- 8.1. University infrastructures - the visiting student will be entitled to use the University's infrastructures if agreed between him/her and the head of the hosting unit and subject to the unit's resources and the University's rules.
- 8.2. Services for visiting students - the student will be entitled to receive guidance from the Lowy International School with respect to housing services, medical insurance, social staff, athletic services, etc. Services will be offered in the invitation letter, which will refer the student for such guidance.
- 8.3. Course registration - the visiting student will be permitted to take paid courses according to the established rules. The Lowy International School will process course registration.

## **9. Exceptions:**

Any variance from any of the clauses in this directive requires approval of the Rector or the Vice President for R&D or the Vice President for Internationalization or anyone authorized by them pursuant to the relevant clause in this directive.