**Guidelines for Submitting a Doctoral Dissertation**

The doctoral dissertation manuscript will include:

* A cover page in Hebrew
* A table of contents
* A summary (length: 5% of the complete work), placed within the paper itself. If the paper is written in English, the summary must be written in Hebrew. If the paper is written in Hebrew, the summary must be written in English. In the event that the student has been authorized to submit the research dissertation in a language which is neither English nor Hebrew, the summary will appear twice, both in English and in Hebrew.
* The essay chapters
* Summary and conclusion
* Bibliography
* Appendices
* A cover page in English
* Thanks and acknowledgments may be included in copies of the essay only after it has been given final approval by the university committee for research students.

Submission Process of the Manuscript to the School Secretariat:

* Two bound copies of the manuscript (temporary binding is permitted)
* Two printed copies of the Hebrew summary (the summary will not exceed 5% of the overall manuscript)
* Two printed copies of the student’s CV and publication list.
* A digital copy of the manuscript, to be e-mailed along with abstracts and CV.

The supervisor will send the following to the School Secretariat:

* A detailed evaluation of the research dissertation, which confirms that the dissertation may be used to certify granting a “Doctor of Philosophy” degree and that the dissertation may be submitted for judging.
* A list of at least six readers, ranked as senior lecturers or higher. The list must include names of both external and internal judges (at least three external, who are not members of the Tel-Aviv University staff).
* The recommended list of readers must detail the primary field of interest for every lecturer and include an accurate point of contact (e-mails, phone numbers)
* The committee is not required to take the supervisor’s recommendations to the readers under advisement.

In the event of joint supervision, the letter and the report will be signed by both supervisors, or each will submit their own documents separately. Without these documents, the doctoral dissertation will not be evaluated by the judges.

The student must ensure that all authorizations pertaining to supplementary classes, doctoral studies and knowledge of foreign language have been placed in his file by the school secretariat.

Upon the conferral of the “Doctor of Philosophy” degree by the University Senate, the research student must submit 3 additional bound copies of the doctoral dissertation and one electronic copy.

APPENDICES

Guidelines for Editing Curriculum Vitae

1. The student’s name and the date will be listed at the top
2. The CV will be submitted in Hebrew
3. The CV will contain the following details:
	1. Personal details (name, ID, address, phone no., e-mail)
	2. Date and place of birth
	3. Date of Aliyah and Country of Origin
	4. Names of previous schools (with start/end dates)
	5. Names of institutes for higher education attended by the student, including subjects of study, degrees and start/end dates. Subjects of papers for certified degrees and the names of supervisors must also be noted.
	6. Places of employment including the position and the length of employment
	7. Detailed list of courses and supplementary courses
	8. Participation in scientific conventions and scientific/professional
	9. Family status and other personal details at the student’s discretion

Guidelines for composing a list of publications:

1. The list will have the research student’s name and the date at the top
2. The list of publications must be submitted in Hebrew, except for those scientific works which have been published in English magazines which will be used in their original language.
3. The list will contain the following:
4. Books - The following details must be specified: Names of authors in order of appearance, book title, volume number (if relevant), total page count and year of publication
5. Chapters from books and scientific collections – the following details must be specified: names of authors in order of appearance, book title, chapter title, journal title, page count, year of publication.
6. Articles in journals or scientific collections - the following details must be specified: names of authors in order of appearance, name of article, name of journal/collection, volume number, page count, year of publication
7. Editing – the following details must be specified: names of editors in order of appearance, name of book/collection, name of publisher, total page count, year of publication.
8. Works accepted for publication: Names of authors in order of appearance, name of article, name of journal
9. Works submitted for publication: see section 5
10. Reports and summaries, lectures given at congresses and conferences
11. Other works (ie: translations, etc.)