

October 12, 2021

To: Students of the Technion

From: Prof. Hossam Haick – Dean of Undergraduate Studies

**Subject: Procedures and Dissemination of Information to Students at the Start of the 2021-2022 Winter Semester**

Dear all,

I would like to offer you best wishes for the start of the 2021-2022 academic year. It has been a complex period full of challenges but, together, we made it through with great success. Congrats. to the new students of the Technion! This letter emphasizes the main procedures and regulations for the start of the 2021-2022 Winter Semester. Full details regarding the Senate regulations for teaching appear in the Course Catalogue.

### **1. Important Dates**

The academic calendar appears [here](#).

- Orientation day for new students will take place on Thursday, October 21, 2021.
- The first day of classes of 2021-2022 Winter Semester will take place on Sunday, October 24, 2021.
- Hannukah vacation will take place between November 28, 2021, and December 3, 2021.
- The last day of classes of the 2021-2022 Winter Semester will be on Thursday, January 27, 2022.

### **2. Publication of Syllabi and Evaluation Methods**

Considering the changing and unpredictable reality in the time of Corona, a standard syllabus that contains all answers to key questions, including, to the extent that it is possible, responses to developments in the morbidity rate and the corresponding restrictions (cases and responses). The teaching staff will create and publish such a syllabus for students on the course website. The syllabus will appear in the course description. In addition, the teaching staff will make every effort to address the following points:

- a. Indicate the dates for submission of homework assignments and the number of assignments in advance on the syllabus. Grade compositions, as indicated in the syllabus, will be irrespective of the number of exercises that are given in practice.
- b. Indicate if there are activities that require in-person attendance. In this regard, teaching staff will require mandatory attendance only when it is truly academically necessary. In addition, teaching staff will consider that there may be students who will not be able to meet attendance requirements due to health reasons, quarantine, belonging to a high-risk group, lockdown of particular neighbourhoods / cities, transportation restrictions, being a parent in the case of school closures (kindergartens and/or elementary school), etc.
- c. Emphasize that a binary pass/fail evaluation method is not part of the alternative evaluation methods and will not be provided as an option.

### **3. Teaching in the Time of Corona**

As a follow-up to the letter sent by the Senior Vice President on October 10, 2021, the regulations for protection against COVID-19 that are currently in effect instruct and require allowing distance learning for students who do not have a Green Pass. For the benefit of these students, and as the regulations specify, teaching staff are obligated to broadcast the lessons for viewing or to provide recordings, and this is to occur in parallel to in-person teaching, as specified in the attached letter; in addition, these

broadcasts/recordings are subject to all obligations of the Technion to not exclusively use recordings as specified therein. We will also mention that there is no barrier to combining two methods or integrating additional methods; this is all done at the discretion of the course staff and in consultation with the deans of the faculties. Courses in which there is no practical component (laboratories, studios, physical education courses, etc.), class sessions in which attendance is mandatory, as well days in which quizzes or exams are conducted are not held to this instruction – these activities/class sessions must take place in-person on campus.

#### 4. Dissemination of Information

- a. The teaching staff will publish, as soon as possible and no later than October 20, 2021, all details related to the content of the course and how it will be managed. In particular, they will specify the components of the grade and their weight and the distinction between a “protective” grade and a “valid” grade, in accordance with the format described above. **The rules are definitive and cannot be altered during the semester.** As stated in section 2c, a binary pass/fail grade is not an option.
- b. **Office hours:** The teaching staff will announce their office hours at the start of the semester.

#### 5. Evaluation in the Course

- a. In accordance with the Students’ Rights Law, the Senate’s decision allows students to take the exam during the first date that it is offered (Moed A) or the second date that it is offered (Moed B), or both. **The teaching staff will ensure that the first and second exams are in the same format (except in cases in which a change of format is deemed necessary due to health guidelines) and will maintain uniformity regarding the grade components of the course between the two exam dates.** Special guidelines for students who are repeating the course (if there are any) will also be specified.
- b. The teaching staff can adopt different methods of assessments in the course: **formative assessment (assessment of the learning process)**, which is used to promote, improve, and shape learning and teaching processes; and **summative assessment (assessment of the learning that has taken place)**, which is used to evaluate and report on learners’ achievements. It is important to utilize these assessment methods in a way that provides students with feedback on their progress and in a way that allows lecturer to receive feedback about course challenges and feedback for how they can improve the course. Lecturers who are interested in giving homework or conducting a mid-semester assessment during the current semester can utilize a variety of options. Among the options are to adopt one approach or combine several approaches, midterm exams, oral exams, group exams, opportunities to improve (i.e., extra points on assignments/exams), embedded assessments, etc.
- c. In accordance with Regulation 2.2.5 in the Course Catalogue, no more than one valid quiz can be held in a course that has a final examination and no more than three quizzes in a course that does not have a final examination. **A second test date (Moed B) must be provided for valid quizzes.**

#### 6. Hannukah Vacation

Hannukah vacation will take place between November 28, 2021, and December 3, 2021. This vacation was provided to give students a time to rest and to complete or catch-up on any work that they have not completed. Students should not be given homework to submit during the vacation and there should be adequate time provided to complete exercises/activities after the vacation without needing to work during the vacation.

#### 7. Vacations and Considerations for Non-Jewish Students

The Technion places great importance on respecting the religious freedom of the entire student body and therefore stipulates in each academic year, holidays for each community (Muslims, Christians, Druze, and Circassians) in which no quizzes or exams will be held, and during which students will be

exempt from mandatory attendance in class sessions (except for supplemental activities such as laboratory activities or physical education courses). On the eves of holidays, there will be no quizzes or exams after 16:30. If the deadline for submitting an assignment is set on a holiday, the student will be allowed to submit the assignment shortly after the holiday ends. The following is a list of holidays during the 2021-2022 Winter Semester:

**Holidays for Christian students:**

- Christmas – from 16:30 on December 24, 2021, until the end of the day on December 25, 2021
- New Year's – from 16:30 on December 31, 2021, until the end of the day on January 1, 2021

**Holidays for Druze students:**

- None

**Holidays for Muslim students:**

- None

**8. Reserve Duty**

The Senate recognizes the disruption to students' studies that result from reserve duty during the exam period or prolonged service during the semester. The Senate has stated that every effort should be made to enable these students to complete the study material and course requirements **during the same semester** in which they are enrolled in the course. In any case, the course instructor must find an appropriate solution for students whose studies have been disrupted. The solution may include an exam, exercises, additional work, etc. Please note that the regulation for reserve duty has been updated. Full details appear in the catalogue. See also Appendix F in the [Course Catalogue](#): Procedure for Accommodating Students Serving in the Reserves.

**9. Students with Physical Disabilities**

In November 2016, the Accessibility Regulations for Higher Education Institutions were published, and have been in effect as of November 2018. The regulations require full accessibility both in the structure and physical space of institutions of higher education and in the education, services provided by the institutions. The Counseling and Support Center in the Office of the Dean of Students has published an "[Accessible Teaching](#)" booklet that presents guidelines for academic staff. **Course staff are to leave several seats open for the first 15 minutes of the class session to allow students who arrive late due to physical disabilities to comfortably settle in class without feeling embarrassed. These seating areas are marked in each classroom.**

- 10.** The Center for Promotion of Learning and Teaching and the Center for Evaluation are at your disposal regarding a variety of services. See the Centre's website: <http://promoteach.technion.ac.il/>.

Wishing you all a fruitful and successful semester.

Best regards,



Professor Hossam Haick, Dean of Undergraduate Studies