

March 18, 2025

To: Students at the Technion

From: Professor Hossam Haick – Dean of Undergraduate Studies

Subject: Procedures and Distribution of Information for Students for the Start of the 2024-2025 Spring Semester

Dear all,

Congratulations to the newly admitted students of the Technion! This letter highlights the main procedures and regulations for the upcoming 2024-2025 Spring Semester. Detailed information about the Senate's regulations with regard to course instruction appears in the academic catalogue.

During the "Northern Arrows" military operation .Students received permission to take the exams of the following semester. Following these special adjustments, the registration for the 2024-2025 spring semester courses will be carried out without checking the study of previous courses.

1. Important Dates

The academic calendar can be found [here](#).

- Orientation day for new students will be held on Thursday, March 27, 2025.
- The first day of the 2024-2025 Spring Semester will be Sunday, May 30, 2025.
- Shavuot holiday vacation will be between June 01-02, 2025.
- The final day of the 2024-2025 Spring Semester will be July 13, 2025.

2. Posting Syllabi and Evaluation Methods

The teaching staff will ensure the creation and publication of the syllabus for students on the course website. The syllabus will be posted in the course description. In addition, the teaching staff will make every effort to do the following:

- A. Specify the number of homework assignments and their due dates in advance on the syllabus. The composition of the final course grade, as indicated on the syllabus from the start of the semester, will be upheld regardless of the number of assignments that are given in actuality.
- B. Indicate if the course has an activity with mandatory attendance. On this matter, the teaching staff will mandate attendance only when it is academically necessary.
- C. Please note that a binary pass/fail evaluation method will not be used as an evaluation method.
- D. Include a full description of the evaluation method for the course on the syllabus.

3. Distribution of Information

- A. The teaching staff will publish all details related to the content of the course and how the course will be conducted as soon as possible, and no later than the first day of the semester. Specifically, they will specify all components that will comprise the final course grade and their respective weights, as well as the distinction between a "protective" grade

and a “final” grade. **The guidelines will be clear and straightforward and cannot be changed during the semester.**

B. **Office hours:** Teaching staff will post office hours at the start of the semester.

4. **Course Evaluation**

- A. In accordance with the Students’ Rights Act, the Senate’s decision allows students to take the exam during the first scheduled day/time (Moed A), the second scheduled day/time (Moed B), or both. **Accordingly, the teaching staff will ensure that the exam formats of Moed A and Moed B are the same, and that the components of the course grade remain consistent.** Special instructions (if any) for students who are repeating the course will also be specified.
- B. Teaching staff may adopt different methods of evaluation in the course: **Formative assessments (an evaluation for learning)** are used to foster, improve, and shape learning and teaching processes; **and summative assessments (an evaluation of learning)** are used to evaluate and report on students’ achievements. It is important to utilize these evaluations in a way that provides students with feedback on their progress and provides lecturers with feedback on issues and areas that can be improved upon during the course. Lecturers who would like to give homework assignments or a midterm exam during the semester can use a variety of options. For example, lecturers can use one or more of the following approaches: midterm exams, oral exams, group exams, grade improvement assignments, integrated assessments, etc.
- C. **Grade reports:** Grades must be **published** no later than **eight (working) days** from the day of the exam. **Grades must be uploaded on the Upgrade system only:** <https://upgrade.technion.ac.il/login.aspx?ReturnUrl=%2f>.

5. **Holiday Vacations for and Consideration of Non-Jewish Students**

The Technion places great importance on respecting the religious freedom of the entire student body, and therefore specifies the holidays for each community (Muslims, Christians, Druze, Circassians) for each academic year, during which no exams or quizzes are to be held. Exemptions from mandatory attendance will be granted for class sessions that take place on these days (except for activities that can be made-up after the fact such as laboratories or physical fitness courses). On the eve of a holiday, there will be no exams or quizzes from 4:00pm. If an assignment deadline is set for a holiday, students will be allowed to submit the assignment shortly after the holiday ends. The following is a list of holidays during the 2024-2025 Spring Semester:

- **Christian Holidays:**
 - No holidays during the 2024-2025 Spring Semester
- **Druze Holidays:**
 - Eid al- Adha : Sunday-Monday, 08-09.06.2025 no exams.
- **Druze and Muslim Holidays:**
 - Eid al- Adha : Sunday-Monday, 08-09.06.2025 no exams.
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6. **Reserves Service**

The Technion Senate recognizes the disruption caused to students’ studies as a result of reserves service that occurs during the exam period or from prolonged service during the semester. The Senate has determined that every effort should be made to allow these students to make-up course material and complete course requirements **in the same semester** that they are enrolled in the course. In any case, the lecturer of the course is to come up with an adequate solution for

students whose studies have been disrupted. Solutions can include exams, exercises, additional work, etc. Please note the updates that have been made to the regulation addressing reserves service. Full details appear in the catalogue. See also Appendix F of the [Academic Catalogue](#): Procedure for Accommodating Students Serving in the Reserves.

7. Students with Physical Disabilities

In November 2016, 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 educational services that are provided by the institutions. The Student Counseling and Support Center in the Office of the Dean of Students has published an "[Accessible Teaching](#)" booklet, which provides guidelines for academic staff.

We ask to leave several seats open at the front of the classroom for the first 15 minutes of the class session to allow students who arrive late due to physical disabilities to easily join the class session without feeling embarrassed. These seating areas are marked in each classroom.

8. The Center for the Promotion of Learning and Teaching and the Evaluation Center are available to provide assistance and offer a variety of services. You can find more information at the Center's website: <http://promoteach.technion.ac.il/>.

Wishing you all a fruitful and successful semester.

Sincerely,

A handwritten signature in blue ink that reads "haick". The signature is written in a cursive, lowercase style.

Professor Hossam Haick – Dean of Undergraduate Studies