



University of the Holy Land
The Center for the Study of Early Christianity

STUDENT HANDBOOK



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INTRODUCTION

Welcome to the University of the Holy. The following information is intended to help you as a UHL student fulfill your study objectives, interact with the staff and administration, and learn how to live as a student in Israel. In all things, we wish to maintain a standard of excellence and integrity. Your personal behavior and success as a student goes far in helping us to do so. This handbook does not replace the UHL Catalog, which describes the academic requirements of each program, but is intended to be a supplement to the Catalog. The Handbook contains additional practical information about rules, regulations, policies and procedures at UHL which all UHL students must follow.

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We trust your study at UHL will be academically enriching, spiritually challenging, and personally fulfilling. We are so happy to welcome you as part of the UHL family!

1. ADMINISTRATION

President: Stephen Pfann (stephen.pfann@uhl.ac)
 Academic Dean: Claire Pfann (claire.pfann@uhl.ac)
 Dean of Asian Students: Youn-ho “John” Chung (johnchung@uhl.ac)
 Vice-President Administration: Timothy King (tim.king@uhl.ac)
 Office Manager: Cynthia Lawson (office.mgr@uhl.ac)
 Registrar: Elizabeth Olmedo (registrar@uhl.ac)
 Visa Administrator: Cynthia Lawson (visa.admin@uhl.ac)



Each of these individuals is available to help with your specific needs. Please contact the appropriate staff member to the best of your ability.

2. ARNONA REDUCTION



Individuals who hold an A-2 student visa are eligible for a reduction in *arnona* (municipal taxes) upon presenting a letter of confirmation of student status from UHL to the Municipal Offices at Kikar Safra.

2.1 Arnona Letter. UHL will provide a letter of confirmation of student status in good standing provided the following conditions are met:

- 2.1.1 The student’s visa is current.
- 2.1.2 The student’s tuition and fees have been paid in full.
- 2.1.3 Proof that the student’s health insurance and that of their family is up-to-date.
- 2.1.4 No letter will be provided until these conditions are met.

2.2 Receiving Arnona Letters. Arnona letters will be sent to your UHL email address within 3 business days when the conditions of section 2.1 have been met.



3. COMMUNICATION: UHL EMAIL ADDRESS ONLY!

@uhl.ac


Like every university in the world, the University of the Holy Land will communicate with you only at your UHL email address. Your UHL email address will be assigned to you upon your acceptance as a student at UHL. **We will not write to your personal address.** Please do the following:

3.1 Add your UHL email address to your Inbox on every electronic device where you receive email.

3.2 Check your UHL email every morning!

3.3 **We will not write to your personal email address.** If you do not check your UHL email every day, you will miss very important announcements and communication.

4. FINANCIAL MATTERS: TUITION AND FEES

Tuition and Fees		US Dollars
Annual Tuition (for full-time students)		
	Doctor of Philosophy	\$11,200.00
	Master of Arts or Divinity	\$11,200.00
	Master of Theological Studies	\$9,300.00
	Continuing Education	\$9,300.00
	Preparation Program	\$7,200.00
Per Semester Hour Tuition (for part-time or external students)		
	Credit	\$530.00
	Audit	\$320.00
Fees		
LNS Field Trips	Per semester for courses 1086 and 1087	\$650.00
Application Fee	Non-refundable	\$75.00
Technical Services Fee	Per semester	\$40.00
Student Activity Fee	Per semester	\$60.00
Library Fee	Per semester	\$60.00
Late Registration Fee		\$50.00
Penalty to Alter Registration after Deadline for Changes		\$25.00
Graduation Fee		\$150.00

4.1 First-year students are required by the Ministry of the Interior to pay the tuition for the full year prior to the beginning of the academic year. All other students are required to pay one full semester before registering.

4.2 Should the program of a student enrolled in the Master of Arts or Master of Theological Studies degree extend into a fifth semester, that fifth and any semesters beyond move the student into Continuing Registration and the tuition only is calculated at 70%.

4.3 Should the program of a student enrolled in the Master of Divinity or Ph.D. degree extend into a seventh semester, that seventh and any semesters beyond move the student into Continuing Registration and the tuition only is calculated at 70%.

4.4 Tuition and fees (including field trip fees) may be adjusted relative to increased costs and fluctuations of the U.S. dollar to the shekel.

4.5 Students aged 65 years and older are eligible for a Seniors' Discount of 50%.

4.6 Spouse who takes a free-tuition course must pay the Technical Services Fee.

4.7 Please note that **payments of tuition and fees in cash or by cheque will be received ONLY at the office** where a receipt can be issued immediately. Please do not ask a faculty member or staff member to accept payment outside of the office. This policy protects you by making sure that you receive a receipt immediately upon payment and that each payment is entered immediately into the computer.

5. GRADUATE SEMINAR AND MDIV SEMINAR REQUIREMENTS

All MDiv and PhD students, and all second-year and beyond MA and MTS students must attend the Graduate Seminar.

5.1 Master of Arts Students. M.A. Students are required to take the Graduate Seminar for credit twice during their studies, which gives 6 credits of the 48 credits required for the M.A. This requirement is usually done in the fall and spring semesters of the second year of studies.



5.1.1 In order for the student to receive credit, they must (a) attend all lectures during the semester and (b) submit two term papers, one for each of the two semesters.

5.1.2 If a student is working on an M.A. with Research Papers, the two papers for the Graduate Seminar must be Research Papers, not term papers.

5.1.3 All M.A. students who continue into a fifth semester and beyond must attend the Graduate Seminar every semester until they graduate.

5.2 Master of Divinity Students. MDiv Students are required to attend the MDiv seminar throughout their degree program. This year, the Graduate Seminar and the MDiv Seminar have been combined. Thus, the MDiv students are required to attend the Graduate Seminar lectures this year. Attendance is compulsory.

5.3 Master of Theological Studies Students. MTS Students are required to take the Graduate Seminar for credit once during their studies, which gives 3 credits of the 48 credits required for the MTS. This requirement can be done during any semester of their studies.

5.3.1 In order for the student to receive credit, they must (a) attend all lectures during the semester and (b) submit a term paper. The topic of the term paper is quite flexible and can be selected in consultation with the moderator of the Graduate Seminar or with the Academic Dean.

5.3.2 All MTS students who continue into a fifth semester and beyond must attend the Graduate Seminar every semester until they graduate.

5.4 Doctoral Students. PhD Students are required to register for the Graduate Seminar in Active Participation status and to attend these informative lectures.

5.5 For further information, please read the rules pertaining to your degree program in the UHL <https://www.uhl.ac/wp-content/uploads/2016/10/2017-2018-UHL-Catalog.pdf>.

6. HEALTH INSURANCE

In Israel, hospital bills must be paid in full by cash or credit card before the patient is discharged. **As a result, proof of current health/medical insurance for the student and all family members is an absolute requirement at UHL.** *The University of the Holy Land will not cover health-associated expenses including hospitalization or use of emergency services.*

6.1 Current Insurance. All students at the University of the Holy Land and their family members in Israel must have health and accident insurance coverage **for the duration of their time in Israel** (including during semester breaks and summer vacation).



6.2 Insurance Providers.

6.2.1 Israeli Insurance Providers. UHL highly recommends purchasing insurance from an Israeli insurance provider. Our experience shows that all claims and service are handled much more efficiently if they are carried out by a local provider who will act as an advocate on their behalf. UHL has coordinated a special arrangement with Harel Insurance for students and their families. Application Forms are available at the UHL office or by contacting the office of Harel directly. See 7.8 below for details.

6.2.2 Foreign Insurance Providers. Alternatively, insurance may be provided by a foreign carrier (i.e., from the student's home country). Proof of coverage must be provided to the UHL office. **Please note, if you are using foreign medical insurance, you will have to pay all medical bills in cash or by credit card before leaving the clinic or hospital and be reimbursed by your insurance provider at a later date.**

6.3 No insurance? No service from UHL. If a student does not have insurance, UHL is not able to provide visa renewal letters or Arnona letters and the student will not be allowed to register for or participate in classes, in compliance with the laws of the government of Israel. Failure to have insurance while in the country on a UHL-sponsored visa can result in the loss of the visa.

6.4 Harel Insurance Clinics

Frenkel Emergency Medical Center (Yad Sarah) Family Physicians, Pediatrics, Gynecologists (male and female gynecologists), Orthopedics Services, Dental Emergency Services Please go directly during the opening hours. Opening Hours: Sunday – Thursday 6 PM-11:30 PM, Saturday: 1 hour after Shabbat ends until 11:30 PM. Address: 124 Herzl Blvd. Jerusalem. Telephone: *6447

Terem Immediate Care: For urgent treatment 24 hours a day, please go directly to one of the Terem Clinics as follows:

Terem, Romema 80 Yermiyahu St., Yahav Building. Operates 24/7. Tel: 1-599-520520, Fax: 02-5503213.

Terem, Tayelet (southern Jerusalem) 6 Daniel Yanovsky St. Operates 7 days a week, 9 AM - 11:30 PM Tel: 1-599-520520, Fax: 02-6738551.

Wolfson Family Medical Center: A medical center staffed by a family physician and specialists. 9 Diskin St., Kiryat Wolfson, Jerusalem.

For an appointment with a family physician only, call 02 561-0297(multiple lines). Wait for the message in English.

Walk-in clinic (no appointment necessary), for mild problems only, between 7:30 and 9 AM. Come directly to the clinic and register with the secretary.

6.5 Emergency Dental Treatment: Initial emergency treatment will be provided free of charge, at the Hila Clinic, 16 Shlomzion Hamalka Street, Jerusalem. Telephone 02-6256152. Opening Hours: Sunday – Tuesday: 9 AM-6 PM, Wednesday - Thursday: 8 AM-1 PM. Further dental treatment may be obtained on a private basis, at a 25% discount.

6.6 Specialists Doctors: For an appointment with a specialist, please call 1-800-414-422.

Bikur Rofeh Clinic: For appointments with a family doctor only. 22 Beit Hadfus St., Givat Shaul, Tel: 077-554-0943. Open: Sunday 5 PM – 12 AM, Monday–Thursday 5:30 PM – 12 AM, Friday 9 AM – 2 PM, Saturday 3 PM – 12 AM.

Doctor's home visits & consultation with a doctor 24 hours a day: Please call Bikur Rofeh Contact Center. Tel: 1-800-260-660

6.7 Pharmacies which accept Harel Insurance:

Pharm Center: 234 Jaffa Rd. Tel: 02 590-2858

Pharma-C: 9 Diskin St. Tel: 02 561-2361

Ramat Eshkol: 15 Faran St. Tel: 02 532-2832

**6.8 Harel - Yedidim Office Contact Numbers****Office:** Sunday - Thursday 8 AM - 3.30 PM; Tel: 03 638-6216, Fax: 03 687-4534;**Email:** y_health@yedidim.co.il **Web:** www.yedidim-health.co.il**After office hours you can call:** Amos Gilboa, Tel: 052 325 0975 Einat Cohen, Tel: 054 529 7775**Harel Call Center 24/7** Tel: 1 800 414 422; Fax: 03-7348083 or, for documents, 03 734 8001.**6.9 Harel Instructions for Obtaining Medical Services**

- 6.9.1 Policy Number:** To receive medical services you must provide the Harel policy number.
- 6.9.2 Hospital and emergency room:** In the case of any problem, first see a physician under arrangement with Harel to receive a referral to the hospital. In the case of a life-threatening emergency for which you are hospitalized, a referral will not be required.
- 6.9.3 Extending the insurance policy:** To extend your insurance policy, contact Harel and ask for Renewal Forms. Every policy renewal requires new underwriting (with the exception of the Prestige policy).
- 6.9.4 Prescribed medication:** Medicines are provided only by pharmacies under agreement with Harel. If there is no such pharmacy open in your vicinity, please contact our office and ask for permission and instructions.
- 6.9.5 Basic medication:** In many cases, mild medical conditions can be solved easily and inexpensively by purchasing Tylenol, Advil, Acamol, Strepsils and the like directly from a pharmacy.
- 6.9.6 Emergency dental treatment:** Emergency dental treatment is dental treatment done on an urgent basis only. Tel: 02-6256152 or 02-6717111 (press 1).
- 6.9.7 The insurance is valid within the borders of the State of Israel, including the Israeli settlements and roads leading to them.**
- 6.9.8 First class Travel Policy:** When traveling outside of Israel for academic purposes or vacation, purchase the First class, to assure continuity of coverage while abroad and when you return to Israel.

7. HEBREW UNIVERSITY SECURITY ARRANGEMENTS

UHL has had a cooperative program with the Rothberg International School of the Hebrew University since 1991. There are a number of extraordinary benefits and privileges associated with this relationship including many of the UHL courses being taught on the Hebrew University campus.

7.1 Security Pass to the Hebrew University campus. UHL students are eligible to receive a security pass to enter the Hebrew University campuses, as follows:

- 7.1.1** The UHL administration submits the student's name to the HU Security Office for approval.
- 7.1.2** The UHL student goes to the Security Office at Mt. Scopus to receive a card. You must bring:
- 7.2.1** Your passport and your UHL student body card.
- 7.2.2** A passport-sized photo.
- 7.1.3** The HU security personnel will issue the card.

7.2 The card is good for one academic year and must be renewed annually.



7.3 Security Office hours and location.

7.3.1 Location: the small white buildings outside of the campus at the intersection of Martin Buber St. and Sderot Shayeret Har HaTsofim (before the bus tunnel going into the campus).

7.3.2 Hours: Sunday-Thursday, 8:30-15:30.

7.4 EMERGENCY NUMBER: In case of an emergency at any time at Mt. Scopus call 02-5883000

8. LEAVE OF ABSENCE

Occasionally circumstances arise that force a student to temporarily discontinue their studies. Generally, this is due to illness of the student, pregnancy, or a family crisis.



8.1 Length of Leave of Absence. Students are allowed up to two (2) semesters total leave of absence from their study program.

8.1.1 If a student needs additional time off from their studies, they must withdraw from their program.

8.2 Visa Status during Leave of Absence. The A-2 student visa continues to be in effect while the student is outside of the country during the Leave of Absence. As a result, the Ministry of the Interior will count the semester(s) of Leave of Absence as part of the time spent in the degree program. This means the actual time available for study in Israel toward your degree will be shortened as a result. The student must be mindful of this and make every effort to complete their degree in the time remaining to them.

8.2.1 Should your visa be scheduled to expire during a planned leave of absence, you must meet with the Visa Administrator prior to your departure from the country to insure the continuance of your student visa.

8.3 Formal Application. The **Leave of Absence Request Form** must be submitted to, and approved by, the Registrar and Academic Dean. A full explanation must be provided prior to approval or denial of the request. Students are not on leave of absence until the request is approved.

8.4 Tuition and Fees. Tuition costs are suspended for the leave of absence semesters. However, technical fees and an administration fee will continue to be charged.

8.5 Location of Leave of Absence. It is not permitted for a student on an A-2 student visa to remain in Israel while not attending school. **Therefore, a student on a leave of absence is required to leave Israel. The student must provide the Registrar with a copy of their exit ticket.**

8.6 Return to Israel: The student must notify the Registrar prior to returning to Israel and must meet with the Registrar within 10 days of their return.

8.7 Illness in Israel. A student on an approved leave of absence for medical reasons may remain in Israel **only if their Israeli medical insurance is providing the treatment. A letter from the student's physician stating the medical treatment is required in this case.**

8.7.1 In such a case, as soon as they are physically able, the student is required to attend the Graduate Seminar.

9. OFFICE HOURS AND LOCATION

The office is the place where we can meet your administrative needs. It is located at Tantur, at the corner of HaRozmarin and Hebron Road in Gilo.



9.1 Office reception hours are:

Monday-Thursday: 9:00 – 14:00

Friday: 9:00 – 12:00.

The office is closed on Saturday and Sunday.

9.2 Office telephone: 02 645 3570; Office fax: 02 645 3621.

9.3 Please note that **payments of tuition and fees in cash or by cheque will be received ONLY at the office** where a receipt can be issued immediately. Please do not ask a faculty member or staff member to accept payment outside of the office. This policy protects you by making sure that you receive a receipt immediately upon payment and that each payment is entered immediately into the computer.

10. ONLINE ACCOUNTS AND STUDENT RECORDS

UHL provides every new student with a UHL e-mail address and Populi account.

10.1 Populi. You will receive an email with an assigned Populi username and link to create a password in order to log in.

10.2 UHL Email. Your UHL email address will work with Gmail. You will be assigned a UHL email address and provided a temporary password, which you must change, to log into your account.

10.3 Grade Records. Your grades will be posted on your Populi account as they are turned in by the professors.

10.4 Financial Records. Your invoice and payment history will be posted on your Populi account.



11. REGISTRATION AND PROGRAMS

Registration for fall and spring semester courses are carried out online via the student's Populi portal.

11.1 Registration.

You will register for each semester's courses online via Populi. Course selection can be made from the course offerings which are posted online and which will be sent via email to your uhl.ac address. Only students in good standing will be able to register provided the following conditions are met:

11.1.1 The student's visa is current.

11.1.2 The student's tuition and fees have been paid in full.

11.1.3 Proof that the student's health insurance and that of their family is up-to-date.

11.1.4 Registration will remain closed until these conditions are met.

11.2 Additional Registration Information

11.2.1 RIS Courses: Be sure to include any course for which you have registered at the Rothberg School.

11.2.2 Penalty for late registration: You will be charged a fee of \$50.00 if you register after the last day to register.

11.2.3 Penalty fee for changes after last day to alter: To avoid a \$25.00 late fee, changes to your registration must be made before the last day to alter or drop a class. This includes changing from credit to audit or from audit to credit.

11.3 Program Durations

Visas are not never-ending, consequently, it is important that you plan your time and courses wisely. Because of this, UHL's programs have a time limit.

11.3.1 Preparation Program: The Preparation Program is not a beginner-level program but is intended to help students prepare to pursue a degree program. After completing the prep program, students must move into a degree program and are not permitted to enter Continuing Education.

11.3.2 Continuing Education: Continuing Education meets the needs of those who desire to study in the land of the Bible without pursuing a degree. Students can study in the program for a maximum of 4 years.

11.3.3 Master of Theological Studies: 3 years.

11.3.4 Master of Arts: 4 years.

11.3.5 Master of Divinity: 5 years.

11.3.6 Doctoral Studies: 5-7 years.

12. ROTHBERG INTERNATIONAL SCHOOL COURSES— UNIVERSITY OF THE HOLY LAND COOPERATIVE AGREEMENT



Part of UHL's goal is to enable international Christian students to study with some of the world's finest Jewish scholars at the Hebrew University. One way of helping to achieve this goal is through our cooperative relationship with the Rothberg International School of the Hebrew University according to the following guidelines. Please note that these courses will entail an additional tuition fee, which UHL subsidizes, as described below.

12.1 Selecting a course:

12.1.1 View the courses. To view the courses being offered each semester, visit the Rothberg International School's website at <https://overseas.huji.ac.il/> Feel free to look at graduate, undergraduate or ulpan courses.

12.1.2 One Class Only Per Semester. UHL students may take **one class only** each semester from the Rothberg School (either a lecture course or ulpan).

12.1.3 Ulpan: Two Semester Limit. UHL students may take **only two semesters** of Hebrew-language ulpan under this arrangement. **If you take ulpan, it is the only class you may take from the Rothberg School during that semester.**

12.1.4 No auditing of RIS courses, whether lecture or ulpan, is permitted.

12.1.5 Get the Academic Dean's Approval. If you find a course you would like to take, contact UHL's Academic Dean, Claire Pfann, to check if it would be acceptable within your program (claire.pfann@uhl.ac).

12.2 Application Process

Students from UHL wishing to take courses at RIS are required to fulfill the following application procedure of the Rothberg International School:

- 12.2.1 Submit an application form to the appropriate office (Graduate, Undergraduate or ulpan).
- 12.2.2 Submit the most recent transcript of the student (either from UHL or from your previous school if you have just begun your studies at UHL).
- 12.2.3 Submit an academic letter of recommendation from UHL.
- 12.2.4 Submit two photographs.
- 12.2.5 Pay an application fee of \$80.00 directly to the RIS office. Students who continue their studies consecutively, i.e., from one semester to another or from one year to the next, will not be required to pay the Application Fee again.
- 12.2.6 If two semesters elapse between RIS courses, you will be required to do the entire application process over again and to pay another application fee.

12.3 Registration Deadline. UHL students must register for RIS courses before to the start of the each semester. For undergraduate courses, contact Arlene at arleneg@savion.huji.ac.il. For graduate courses, contact Timna at timnazm@savion.huji.ac.il.

12.4 Calendar of Undergraduate Courses: The undergraduate fall semester begins one week earlier than the graduate calendar. The undergraduate spring semester begins on two weeks earlier than the graduate calendar.

12.5 Cost Considerations

The Rothberg International School charges UHL *\$140 per credit. RIS will bill the office for the student's tuition and UHL will pay the RIS. Therefore, all tuition for RIS courses should be paid to the UHL office.

12.6 Full-tuition Paying Students Subsidy

UHL subsidy for lecture courses taken by full-tuition paying students. If you are a student paying **full tuition** at UHL, your tuition will cover one-half of the cost of a lecture course per semester, as follows:

12.6.1 Graduate courses (2 credits): \$280; UHL pays \$140 and the student pays \$140.

12.6.2 Undergraduate courses (4 credits): \$560; UHL pays \$280 and the student pays \$280.

12.6.3 Ulpan. Since ulpan courses are anywhere from six to ten units per semester, their cost is much higher than that of a lecture course.

12.6.3.1 The cost depends on the student's level and number of hours (6-10 credits): \$840-\$1,400.

12.6.3.2 Your full-time UHL tuition will cover **\$280** of these charges. The balance will be added to your bill.

12.6.3 Payment of the ulpan fee should be made directly to UHL who will in turn pay the Rothberg School.

**All costs subject to change.*

12.7 Continuing Registration Students.

If you are a student at UHL paying **continuing registration** fees only, you will be required to pay the entire Rothberg course fee yourself. Payment should be made to UHL and we will in turn pay Rothberg.

12.8 Spouses: Spouses are **not** eligible to enroll in Rothberg courses under this arrangement.

12.9 Computer Account at RIS: Students who enroll in Rothberg courses are eligible to register for a RIS computer account.

12.10 Library Privileges at RIS: UHL students are allowed to check out two library books from the Rothberg School Library (but not from the other libraries at Hebrew University), without having to take a course at the RIS.

13. SPOUSE ENROLMENT IN UHL COURSES

UHL welcomes and encourages spouse participation in our courses and activities.

13.1 The spouses of full-time students are eligible to take one, tuition-free UHL course per semester.

13.2 The spouse is required pay the Technical Services Fee to register/attend the free-tuition course.

13.3 This is limited to one UHL course per semester for academic credit or audit.

13.4 This includes UHL academic (lecture) courses, Preparation program courses, and UHL-sponsored courses in Modern Hebrew.

13.5 This does **not** include field trip fees. The student is responsible to pay the field trip fees to the office.

13.6 This does **not** include courses offered by the Rothberg International School.

13.7 The spouse must open a file at the UHL office and register for the course according to the standard procedure.



14. STANDARDS OF CONDUCT

As graduate students, students at UHL are expected to be familiar with UHL rules, regulations, degree requirements and deadlines as published in the Catalog and the Student Handbook. Students are expected to conduct themselves in a manner that ensures a positive, safe and efficient study environment. For this reason, we have established Standards of Conduct. It is your responsibility as a UHL Student to comply with these rules. It must be recognized that the following rules are not all-inclusive and only represent some of the issues involved. All students are expected to abide by the laws of the State of Israel and to follow the rules and regulations of UHL.

14.1 The following are considered violations of the Standards of Conduct and may be the basis for probation or expulsion:

14.1.1 Providing false or misleading information when applying for admission or at any time during the program of study.

14.1.2 Insubordination; refusal to follow legitimate orders of supervision.

14.1.3 Theft or misappropriation of UHL property, funds, records, equipment, proprietary information or the personal property of students, faculty, employees or guests.



14.1.4 Being in possession of illegal or controlled substances or prescription drugs, for which you do not have a current prescription. Attending class under the influence of alcohol, or illegal or controlled substances.

14.1.5 Selling, offering to sell, purchasing, offering to purchase, trading, transferring or exchanging illegal or controlled substances or prescription drugs. Israeli law prohibits the import, possession, traffic in and/or use of any type of illegal drugs or narcotics. Infraction of this law will result in immediate expulsion from the University and notification to the Israeli legal authorities.

14.1.6 Unprofessional language or behavior, profanity, mistreatment, disrespect or discourteous treatment of other students, faculty, staff or visitors.

14.1.7 Possessing dangerous weapons, such as firearms, long blade knives etc., while attending UHL activities including lectures, field trips and social gatherings.

15. STUDENT IDENTITY CARD

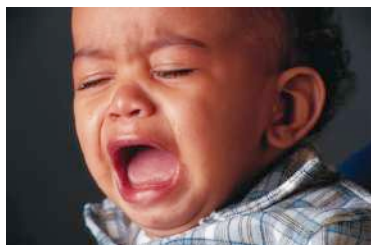
15.1 Full-time UHL students are issued a student identity card, which can be picked up at the office. It is issued for the duration of the student's time of study.

15.2 It is renewed annually with the addition of a sticker for the academic year to the back of the card. The stickers are distributed at orientation or at the office.

15.3 Student body cards are not issued to part-time students or to spouses.



16. STUDENT COMPLAINTS



Student complaints should be brought to the appropriate instructor or staff member. If satisfaction is not achieved, the student may turn to the office of the Academic Dean. A meeting with both the faculty or staff member and the student will be set. Should further action be warranted, the matter will be taken up at the next regular meeting of the Academic Committee.

UHL sincerely desires to work with the student to resolve problems. It is our hope that the students will turn to the appropriate faculty or staff member without delay. Experience indicates that problems are generally resolved easily by following the above procedures.

17. STUDENT DISCIPLINARY POLICY

UHL seeks to provide an educational setting in which administration, faculty, staff, and students work together to create and maintain the highest possible standards of academic and community life. We seek to uphold Biblical principles and mutual responsibility.

17.1 Academic Integrity. Academic honesty is a standard of particular concern. Violations threaten the integrity of individuals and the level of trust in the learning community. All forms of cheating, plagiarism, forgery, and furnishing false information on official documents or to campus officials are violations of this policy.

17.1.1 Plagiarism and Theft of Intellectual Property. Dishonesty includes copying from another's work in an examination, submitting the same work in more than one course without the instructor's knowledge and permission, and collaborating in course assignments without



permission and acknowledgement. Plagiarism, the intentional use of ideas and writings taken from another source without proper credit, is a serious offense. Knowingly helping or allowing someone else to cheat is also an act of academic dishonesty.

17.2 Discipline. When there is evidence of academic dishonesty, the instructor will deal with the student on an individual basis and may assign a failing grade for the particular assignment or for the course. The instructor will report the incident to the Academic Dean. For repeated violations, UHL reserves the right to expel the student.

18. TERM PAPERS AND RESEARCH PAPERS



Term papers and research papers are considered to be among the most important indicators of a student's performance and potential.

18.1 Research Skills and Methodologies. Any student who will write a paper, thesis or dissertation in English is required to take course 2020 Research Skills and Methodologies at the beginning of their studies at UHL.

18.2 Deadlines for submission of course work at end of academic year. Any unfinished work **must be submitted** by December 31. Papers submitted after that date will receive an "F" grade and the student will be required to repeat the course.

18.3 Revision of papers. In some cases, instructors will allow a student to revise and rework a paper that receives a low grade. However, the original paper must be submitted before December 31.

18.4 Submission of term papers and research papers must be made in both printed and electronic format.

18.4.1 The printed paper must be submitted either to the instructor or to the office which will insure that the instructor receives it.

18.4.2 The electronic copy in PDF format should be emailed to both the instructor and to the office.

18.4.3 This provision protects the student by insuring that no paper is lost and confirms the date of submission.



19. VISAS: YOUR A-2 STUDENT VISA

It is a privilege and a responsibility to receive an A-2 student visa from the Government of Israel, as well as A-4 visas for your family members. Violation of the rules regarding the possession of the A-2/A-4 visas will result in immediate cancellation of the visa and notification to the Ministry of the Interior by the university.



19.1 A-2 Student Entry Visa

The Visa Administrator will apply for your A-2 entry visa prior to your entry into Israel.

19.2 Entry Visa Granted Only When You are Outside Israel. It is not possible to change visa status after your arrival to Israel. Visa status can only be changed when you are outside the country. **Please do not**

purchase airline tickets to Israel until your A-2 visa has been issued by the Ministry of the Interior (MOI).

19.3 Procedure for Acquisition of Entry Visa. The Visa Administrator will guide you in all the steps necessary to acquire an A-2 student visa. Please follow the instructions carefully. The Visa Administrator works very closely with the Ministry of the Interior on each visa and has the most up-to-date information about rules and changes in policy at the MOI.

19.4 Visa Renewal Process

As a foreigner residing in Israel, you are required to have a valid visa at all times.

19.5 Amount of Time Needed to Renew a Visa. Visa renewal can take up to 4 weeks depending on factors including holidays, strikes, or vacation schedules at the government offices. **DO NOT LEAVE YOUR VISA RENEWAL TO THE LAST MINUTE. CONTACT THE VISA ADMINISTRATOR ONE MONTH BEFORE YOUR AND YOUR FAMILY'S VISAS WILL EXPIRE.**

19.6 Visa Administrator. All visa renewals are supervised by the UHL Visa Administrator who will send you a list instructions which you must follow precisely.

19.7 New or replacement passports. If you get a **new passport** for any reason, you must also have a new visa put in the new passport immediately. This is an international law. Contact the UHL Visa Administrator immediately upon receiving the new passport for instructions on how to get a new A-2 student visa. The old visa is no longer valid.

19.8 Visa Renewal Conditions

19.8.1 The Visa Administrator will provide you with the necessary documents for your appointment provided the following conditions are met.

19.8.1.1 Your passport(s) must be valid for 18 months past the date of renewing your visa.

19.8.1.2 Your UHL student account must be paid in full prior to receiving the visa letter of recommendation from the UHL office. Contact the UHL Registrar for all financial questions (registrar@uhl.ac).

19.8.1.3 Your family's health insurance must be up-to-date.

19.9 After you receive your student visa, send a scanned PDF of it to the UHL Visa Administrator along with copies of the A-4 visas of each family member.

19.10 Denial of Visa Request by the MOI. UHL will not support any appeal or legal case brought by a student against the Ministry of the Interior when a visa has been denied. UHL students and staff are guests in Israel and will respect the decisions of the Ministry of the Interior as final. **It is the responsibility of the student to complete their course of study within the time framework allowed by the MOI, which is four years.**



19.11 Loss of Visa. Certain behaviors or actions can result in a visa being revoked.

19.11.1 Being in the country on a UHL-sponsored visa without insurance.

19.11.2 Failure to pay tuition and fees.

19.11.3 Failure to register.

19.11.4 Failure to attend class.

19.12 *If you have any difficulty, call Cindy 054 281 1676 for assistance*

20. GRADUATION

Graduation is a huge milestone. A lot of sweat, sacrifices, and possibly even tears have gone into reaching this moment. However, before walking across the stage and receiving the diploma, a few more steps must be taken.

20.1 Graduation.

Students hoping to graduate must meet the following conditions:

20.1.1 Fulfilled all the degree requirements.

20.1.2 Provide the office with the completed Intent to Graduate form prior to the spring semester they plan to graduate.

20.1.3 Pay the \$150 graduation fee.

20.1.4 Complete any outstanding business with the office. (i.e. tuition paid, return UHL and HU student cards, etc.)



We trust your study at UHL will be academically enriching, spiritually challenging, and personally fulfilling. We are so happy to welcome you as part of the UHL family!