



M.A. IN EDUCATION: Blended Learning Masters Program specializing in Jewish Education  
- University Teaching and Learning Policy and Procedures –

This document includes teaching policy and procedures relevant to a distance-learning study program, and are compatible with the procedures of the Hebrew University of Jerusalem. [Click here](#) for the full document of Teaching Policy and Procedures.

## Introduction

The Teaching Policy and Learning Procedures have been designed to clarify most academic-administrative procedures common to all students studying in the Blended Learning MA program in Jewish Education.

These procedures were determined by the Teaching Committee of the Melton Center and conform to the procedures prescribed by the Hebrew University Teaching and Learning Policy and Procedures Committee. Issues not addressed or exceptional cases will be considered by the Teaching Committee of the Melton Center, and if necessary, will be referred to the Chair of the Committee for Teaching and Learning Policy and Procedures (*Va'adat Nahal*) for a decision. The Chair also serves as the tribunal for appeals against decisions made by the Center in areas under the jurisdiction of the University's Teaching and Learning Policy and Procedures Committee.

### 1. Terms of Acceptance to the Program

A student who applies to the study program, must submit:

- Official academic records and BA certificate from an institution recognized by the Hebrew University, with a grade point average of at least 80 (GPA=3) or its equivalent.
- Grade records and a certificate of completion of studies.
- CV.
- Registration form.
- If English is not the student's mother tongue, proof of exemption from English as a Foreign Language from a recognized institution.

*For additional information on English as a Foreign Language, please see page 19 of [General Procedures](#).*

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## 2. Supplementary Studies

Upon acceptance to the program, each student is advised of the required supplementary prerequisite studies. Students who are not graduates of a School of Education or of a department of Jewish Studies will be required to take supplementary courses in order to ensure their successful and fruitful integration into the MA program.

Supplementary prerequisite course grades will not count towards the credits required or the grade point average of the degree.

A student who is required to complete the prerequisite courses, must complete them during the first semester of their studies. Registration for the second semester will be dependent upon the students' completion of the pre requisite courses.

*For additional information on Supplementary Studies, please refer to page 9 in the [General Procedures](#).*

### 3.1 Courses

3.1.1 The courses are detailed at the Melton Centre's website. Notification of changes will appear on the website and on the noticeboards in the Centre.

3.1.2 The lecturer will provide information about the course program on the Centre's website, including a course description and course aims. In addition, the lecturer will inform the students in writing, no later than the first week of the course requirements and how the course grade is decided.

3.1.3 The language of instruction is English.

3.1.4 There are two types of courses:

- a. Online courses: held on the Moodle site of The Hebrew University of Jerusalem during the first and second semester of the program.
- b. Frontal courses: held at the Melton Centre for Jewish Education, during the summer semester of the program.

### 3.2 Course Attendance Requirements

- Attendance in online courses entails weekly submission of assignments and/or active participation in discussion groups, as required by the lecturer and the course requirements.
- Attendance in classes, is compulsory. Irregular participation in these courses – less than 80% attendance in each one - can have the consequence that the student will not receive a final course grade.

### 3.3 Course Load

- The program has both mandatory and elective courses. Students will register for elective courses according to their preference.
- Students may spread their course load over additional semesters with the approval of the program director.

- A student is entitled to take exams in all the courses that are part of their course-work  
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schedule and the grades will be listed on their record of studies.



- The final grade point average will be determined by all the courses for the degree as well as two seminar papers. Students may choose for which courses they will submit seminar papers. For further information on course procedures, please refer to page 21 in [General Procedures](#).

### 3.4 Academic Credit

- Credit reflects the number of course hours, as published in the course program.
  - To fulfil all the requirements for the degree the student must complete 36 credits and complete the two seminar papers. Seminar papers do not carry credit.
- A detailed list of credits per course appears in the course program. Below please find the study program.

### 3.5 Seminar Paper

- Definition: A seminar paper is an extensive paper, theoretical and in-depth, that discusses a specific issue from a course the student studied during his/her degree.
- Selecting the topic: Students must submit a seminar paper in two courses. Students must inform the lecturer, during the course (and not after it has ended), of their intention to write a seminar paper within the framework of the course, in order to receive specific instructions on how to carry this out.
- The Seminar Paper Plan: Students must discuss with the lecturer the plan for the paper, by skype conference meeting, or by mail, telephone, or similar method. We suggest that students define their initial questions and direction of the paper before their first meeting with the lecturer.
- General style of a seminar paper: 20-25 pages (size 12 font, double-spaced), 10 to 15 bibliographic items. Students must consult with the lecturer with regard to the structure and style of the paper
- Submitting a seminar paper: Papers must be submitted no later than three months after the conclusion of the Semester. Students must consult with their lecturer prior to submitting the final version of the paper.
- Course requirements: A student who submits a seminar paper in a course is still required to submit the regular assignments for the course, including a final paper. The seminar paper can be connected to the topic of the paper submitted as part of the regular requirements of the course.

## 4. Written Assignments

The procedures in this section relate to written assignments, such as: mid-course assignments (exercises, reports); take-home tests; final course papers, seminar papers etc.



#### 4.1 Submission Dates

##### **First Semester: 28.10.2019 - 2.2.2020**

Final date to submit assignments: 28.2.2020

Extension (with approval of the lecturer): until 30.9.2020

After the extension deadline: student is required to submit a request to the academic committee for permission to re-register for the course. Registration will incur a fee.

##### **Second Semester: 15.3.2020 - 23.6.2020**

Final date to submit assignments: 31.8.2020

Extension (with approval of the lecturer): until 31.12.2020

After the extension deadline: student is required to submit a request to the academic committee for permission to re-register for the course. Registration will incur a fee.

##### **Summer Semester: 1.7.2020 - 28.7.2020**

Final date to submit assignments: 31.9.2020

Extension (with approval of the lecturer): until 31.12.2020

After the extension deadline: student is required to submit a request to the academic committee for permission to re-register for the course. Registration will incur a fee. In the case of summer courses not offered online, the committee will recommend alternative possibilities to complete the required credits.

*For additional information, please refer to page 35 in the [General Procedures](#).*

#### **5. Overall grade for the degree**

- Students or candidates who terminate their studies during the academic year (even if they have not submitted a course-work schedule) must notify the Melton Centre Student Secretariat
- The final grade for an MA degree will be determined based on the following components:
  - Course grade average – 60%
  - 1<sup>st</sup> seminar paper – 20%
  - 2<sup>nd</sup> seminar paper – 20%

*Additional information on degree eligibility can be found on page 44 of the [General Procedures](#)*

#### **6. Academic ethics and disciplinary procedures**

Students on the Blended Learning MA program are subject to the same ethical requirements and disciplinary procedures as all other students at the Hebrew University. Breaches of university rules and academic ethics will in the first instance be reported to the disciplinary committee of the Seymour Fox School of Education. Serious breaches or repeat offenses will be referred to the relevant university authorities. Great care should be taken to avoid plagiarism of

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any kind by observing the conventions for indicating quotation and the proper citation of any words or ideas that are not the student's own.

*All issues not included in this document, will be treated in accordance with the [General Teaching Policy and Procedures of the Hebrew University](#).*