Civil Service Commission
Notice

Notice SH/15

10 May 2005

Notice No. SH / 15

Rules for the Evaluation of Academic Degrees (B.A. or M.A.) Awarded by Foreign Institutions of Higher Education and Studied by the “Distance Learning” Method, and for Foreign Ph.D. Degrees, for the Purposes of Ranking and Salary

1. **General**
   
   A. On September 24, 2003, the Civil Service Commissioner, the Director-General of the Ministry of Education, and the Director of Salaries and Labor Agreements in the Ministry of Finance appointed an interministerial committee headed by Prof. Katz, the chairperson of the Pedagogic Secretariat in the Ministry of Education, and seven other members, charged with developing rules for evaluation and equivalence of foreign degrees (B.A. or M.A.) studied by the “distance learning” method and Ph.D. degrees for the purposes of ranking and salary, and for establishing transitional provisions applying to those who began their studies prior to the publication of the new evaluation rules. The evaluation rules as stated were developed by the interministerial committee; the committee’s recommendations were approved on March 16, 2005, and these are attached to this notice as Appendix “A” (hereinafter: “the Evaluation Rules.”)

   B. The Evaluation Rules detail the requirements for equivalence of foreign degrees as stated above. This notice mentions only the main points.

   C. It is clarified that the full form of the Evaluation Rules shall be published shortly on the website of the Degree Evaluation Division at [http://www.education.gov.il/moe/horaot/lishkal.htm](http://www.education.gov.il/moe/horaot/lishkal.htm)
and are available for public inspection at the offices of the Degree Evaluation Division in Jerusalem. In any case, the binding form for the purpose of equivalation of foreign degrees addressed by this notice is that detailed in the Evaluation Rules.

D. The Evaluation Rules detail, among other aspects, the documents to be presented to the Degrees and Diplomas Evaluation Division in the Ministry of Health by a candidate for equivalation. It is clarified that the Degrees Evaluation Division and/or the expert committees, as detailed below, are entitled to require the applicant to complete details or provide further documents as required in the circumstances of the matter.

E. It is noted that the equivalation procedure, including the examination in the framework of the equivalation of B.A. and M.A. degrees and the evaluation by the expert committee for the purpose of equivalation of a Ph.D. degree, as detailed below, shall involve costs on the part of the applicant for equivalation as shall be determined by the relevant authorities.

F. To prevent doubt, it is emphasized that the Evaluation Rules shall be applied insofar as the state weighs foreign academic degrees (B.A. or M.A.) studied in the distance learning method, and the act of equivalation studied in this method, and the act of equivalation studied in this method, in accordance with these rules, does not oblige the state to recognize or equivalate such degrees in the future for the purpose of ranking and salary.

2. Equivalency Foreign Degrees (B.A. or M.A.) Studied by the “Distance Learning” Method

A. General

1) An academic degree (B.A. or M.A.) from a foreign academic institution shall be examined for the purpose of equivalation to an Israeli academic degree only if it was awarded by the frontal learning method or by the distance learning method;

For the purpose of the Evaluation Rules, “distance learning” is a learning method based on the conveying of the contents of study by an indirect method not including and not enabling
simultaneous interaction or a direct and unmediated encounter between the lecturer, facilitator, instructor, etc., and the student. “Frontal studies” – studies requiring attendance as usual in studies of this type in Israel, with the following two **cumulative** parameters: A. Obligation to attend 70 percent of the lessons in each course; B. Obligation to take examinations held in the institution itself in at least 80 percent of courses for B.A. degrees and in at least 50 percent of courses for M.A. degrees.

2) Applicability of the Evaluation Rules:
   A) The Evaluation Rules shall apply to the equivalation of a foreign academic B.A. or M.A. degree that was not studied in its overwhelming majority by the frontal study method as defined above (in other words, the applicability of the rules, for this purpose, is **residual**). “In its overwhelming majority” – not less than 80 percent of the scope of credit points for the degree.
   It is clarified that the equivalation of a foreign academic B.A. or M.A. degree studied in its overwhelming majority by the frontal study method shall be done in accordance with the Rules for the Evaluation of Academic Degrees from Abroad and from Foreign Annexes Operating in Israel under License, published on August 1, 2000 (hereinafter: “the Rechlevsky Rules,”) and as these shall be amended from time to time. The Rechlevsky Rules are attached as Appendix “B.”

   B. **Foreign Degrees (B.A. or M.A.) Studied by the “Distance Learning” Method, Regarding Persons Who Began Their Studies after the Date of Publication of This Notice (May 10, 2005)**

   1) A degree as stated in this section shall be evaluated as equivalent to an Israeli academic degree only if an expert committee has determined that the institution awarding the degree that is the subject of the equivalation application is equipped and capable of teaching by the distance learning method, on the basis of an
examination of the parameters detailed in the Evaluation Rules, and further that the remaining Evaluation Rules have been met, including:

A) The curriculum, including the language of the study material, is not exclusive to Israeli students and was not prepared especially for them.

B) The connection between the student and the study institution, throughout the period of studies, was effected in a **direct and unmediated manner**, without contact persons, mediators, instructors, translators, etc., excepting for the matter of registration to the institution alone.

C) A concluding examination meeting the criteria detailed in the Evaluation Rules was held at the end of the course in at least 80 percent of the courses for a B.A. degree, and in 50 percent of the courses for an M.A. degree.

2) In the framework of the equivalation procedure, the applicant for equivalation shall be asked to **take an examination** as detailed in the Evaluation Rules. However, if on the date on which the remaining procedures for the equivalation of the degree were completed it was found that the applicant has met these procedures, but no suitable examination has yet been introduced for the degree that is the subject of the equivalation application, that applicant shall be entitled to a temporary authorization of equivalence.

The temporary authorization of equivalence shall be rendered **permanent** if, within one year from the date of its issue, the applicant was invited to an examination held by the Degrees and Diplomas Evaluation Division in the Ministry of Education and passed this examination successfully, or if, within one year as stated, no examination was held to which the applicant was invited. Insofar as the applicant does not take an examination as stated, the temporary equivalence authorization shall expire, insofar as it was granted as such prior to the applicant passing the examination. The relevance of the temporary equivalence
authorization and of the expiry of this authorization in terms of salary benefits on account of the foreign degree, or for the purpose of promotion at work or compliance with a tender, is detailed in the Evaluation Rules.

3. **Equivalisation of Ph.D. Degrees from Foreign Academic Institutions**

   **A. Equivalisation of Ph.D. Degrees from Foreign Academic Institutions Regarding Persons Who Began Their Studies after the Date of Publication of This Notice (May 10, 2005)**

   1) A degree as stated in this section shall be evaluated as equivalent to an Israeli academic degree only if it meets all the Evaluation Rules, including the provisions relating to the period of studies, the submission of a doctoral thesis (including the translation thereof), thesis instructors and examiners, the language of studies, and the language of the thesis, as well as the provisions relating to a direct Ph.D. track (including a track that is not exclusively for Israeli students).

   2) The equivalisation procedure, as detailed in the Evaluation Rules, shall include, among other aspects, the examination of the doctoral thesis by an expert committee, academic faculty members from the area of the doctoral thesis that is the subject of the application or from as close an area thereto as possible. The expert committee shall examine the thesis and undertake a personal interview with the applicant for equivalisation, with the goal of ensuring that the doctoral thesis was prepared by the person submitting the application by themselves, that they are familiar with it, and that the doctoral thesis meets the standards required of accredited institutions awarding Ph.D. degrees, and is equivalent to a doctoral thesis in the relevant area at accredited Israeli institutions.

   **B. Transitional Provisions for the Equivalisation of Ph.D. Degrees from Foreign Academic Institutions for Persons Who Began Their Studies Prior to the Date of Publication of This Notice (May 10, 2005)**
For these purposes, the content of Section 3.A shall apply, with the changes detailed in the Evaluation Rules, accruing from the fact that the studies began prior to the date of publication of this notice.

It is emphasized that the doctoral thesis of an application for equivalence in this category shall also be examined by an expert committee as detailed in the Evaluation Rules.

4. **Publication of the Notice**

The responsible official in the ministry is to bring the content of this CSC notice to the attention of all employees.

Shmuel Hollander

Civil Service Commissioner
Rules for the Evaluation of Academic Degrees (B.A. or M.A.) Awarded by Foreign Institutions of Higher Education and Studied by the “Distance Learning” Method, and for Ph.D. Degrees, for the Purposes of Ranking and Salary

A. Rules for the Equivalatation of Foreign Degrees (B.A. or M.A.) Studied by the “Distance Learning” Method

1. Definitions

   For the purpose of these rules –

   1.1 “Distance learning” – a learning method based on the conveying of the contents of study by an indirect method not including and not enabling simultaneous interaction or a direct and unmediated encounter between the lecturer, facilitator, instructor, etc., and the student.

   1.2 “Frontal studies” – studies requiring attendance as usual in studies of this type in Israel, with the following two cumulative parameters: A. Obligation to attend 70 percent of the lessons in each course; B. Obligation to take examinations held in the institution itself in at least 80 percent of courses for B.A. degrees and in at least 50 percent of courses for M.A. degrees.

2. Applicability of the Rules:

   2.1 The applicability of these rules is residual: The rules shall apply to any person holding a foreign academic degree, B.A. or M.A., who studied by the “distance learning” method, and which was awarded on account of studies to which, in their vast majority, neither of the following applied:
(A) They were studied in frontal studies at an annex of a foreign academic institution, operating in Israel under license, in accordance with the Council of Higher Education Law, 5718-1958;

(B) They were studied in frontal studies at a foreign academic institution accredited in its country and took place at the foreign institution by means of frontal studies.

“In their vast majority” – not less than 80 percent of the scope of credit points for the degree.

Of the conditions noted in sub-sections (A) and (B) above in this section apply, the Rules for the Evaluation of Academic Degrees from Abroad and from Foreign Annexes Operating in Israel under License, published on August 1, 2000 (hereinafter: “the Rechlevsky Rules,”) and as these shall be amended from time to time, shall apply.

The Rechlevsky Rules are attached and labeled “A.”

2.2 The rules shall apply to any person who began their studies after May 10, 2005.

2.3 An academic degree from a foreign academic institution shall be examined for the purpose of granting equivalence to an Israeli academic degree only if it was granted by the frontal studies method or by the distance learning method. Accordingly, an applicant for equivalation claiming that the academic degree that is the subject of their application was studied by way of frontal studies, and is not a degree studied by the distance learning method, shall be required to prove that the studies took place in accordance with the requirements stated above in Section 1.2 and 2.1(A) or (B). If they fail to prove this,
the degree shall be evaluated as a degree studied by the distance learning method, in accordance with these rules.

2.4 In the case of doubt as to whether the degree was studied by the distance learning method or by means of frontal studies, or in the event that the applicant for equivalence argues that they studied by the frontal studies method, but the institution at which they studied required a scope of attendance smaller than that noted above in the definition of “frontal studies,” the Evaluation of Degrees Division in the Ministry of Education, Culture and Sport shall determine the matter in consultation with the expert committee (as detailed in Section 5.1 below).

If no decision has been made in the matter, it shall be brought to the attention of the Civil Service Commissioner and the Director of Salary and Labor Agreements in the Ministry of Finance, or to a person on their behalf.

2.5 To prevent doubt, it is emphasized that the Evaluation Rules shall be applied insofar as the state weighs foreign academic degrees (B.A. or M.A.) studied in the distance learning method, and the act of equivalence of degrees studied in this method, in accordance with these rules, does not obligate the state to recognize or equivalent such degrees in the future for the purpose of ranking and salary.

3. **Conditions for the Equivalence of the Degree:**

3.1 A foreign academic degree studied by the distance learning method shall be evaluated as equivalent to an Israeli degree only if it meets the Rechlevksy rules, with the adjustments required due to the nature of the said degree and learning method, as detailed below:

It shall be proved that the institution awarding the degree, as an institution accredited by the relevant authorities in its country, as
stated in Section 1 of the Rechlevsky Rules, is equipped and capable of teaching by the distance learning method.

For this purpose, the following parameters shall be examined, with attention to the required adaptation due to the characteristics of the distance learning method:

A) The scope and content of the curriculum, the syllabus, and the study materials given to the students in each of the courses studied.

B) The scope of the tasks required of the student in each course.

C) The study material on the basis of which the courses are developed and which the institution makes available to the student are in the usual language of instruction at the institution.

D) Methods of evaluation of the student and the awarding of grades.

E) The teaching staff – at least 70 percent of the academic faculty at the institution hold a Ph.D. degree or an equivalent level of academic expertise.

F) The faculty evaluating the student and awarding the grades.

3.2 A foreign academic degree studied by the distance learning method shall be evaluated as equivalent to an Israeli academic degree only if in at least 80 percent of the courses for a B.A. degree, and 50 percent of the courses for an M.A. degree, studied and detailed in the transcripts a final examination (and not a project) was held at the end of the course.

3.3 The examination must meet the following cumulative procedural criteria:

A) The grade in the course is awarded on the basis of the examination;

B) It was held at the parent institution or at another official location (such as: an embassy building);
C) The student examined was identified personally and directly;
D) The language of the examination was identical to the usual language of teaching in the institution;
E) The date of the examination ensures the propriety of the examination given the different time zones around the world.
F) The methods of supervision of the examination form and the examinees on the date of the examination ensure its propriety.

3.4 The curriculum, including the language of the study material, is not exclusively for Israeli students and was not prepared especially for them alone.

3.5 The connection between the student and the study institution, throughout the period of studies, was effected in a direct and unmediated manner, without contact persons, mediators, instructors, translators, etc., except for the purpose of registration to the institution only.

3.6 The applicant for equivalence shall be required to take an examination as a condition for the granting of authorization for the equivalence of the degree.

An applicant for equivalence whose application has been considered, and whose degree has been found to eligible for authorization of equivalence in accordance with the provisions detailed in part A, Sections 1-3.5, and 4-5 of these rules, but, as of the said date, the examination system has not been established and activated, or the existing examination system does not include a suitable examination for the relevant subject, shall be entitled to temporary authorization of equivalence for the degree. This temporary recognition of the degree shall enable
the applicant for equivalation to receive all salary benefits on account of the degree, and to meet the threshold requirements for promotion and/or compliance with a tender, insofar as the threshold conditions as stated require a foreign academic degree with authorization of equivalence to a recognized Israeli degree.

The temporary authorization of equivalence shall remain valid through to successful completion of the examination. If the applicant for equivalation successfully passes the examination, the authorization of equivalence of the degree shall become permanent. If they do not pass the examination as stated, the validity of the authorization of equivalence shall expire, and it shall not be possible to rely on the said degree for the purposes of a tender and/or promotion, insofar as authorization of equivalence constitutes a condition for the purposes of the tender and/or the promotion.

It is hereby clarified that in the case of an applicant for equivalation who wins a tender and/or is appointed to a position on the basis of a foreign degree that secured authorization of equivalence as stated, and who fails in the examination, the appointment shall remain valid; however, that applicant for equivalation shall not be able, on the basis of the degree that secured the temporary authorization of equivalence to win other tenders and/or to be promoted to additional positions requiring an academic degree and authorization of equivalence on account thereof.

It is further emphasized that an applicant for equivalation who is enabled, on the basis of a degree that secured temporary authorization of equivalence, to participate in a tender, shall not be entitled to continue to participate in the tender procedures and/or shall not be entitled to enter the position, if they were successful in the tender, if, prior to the completion of the tender proceedings or prior to their entering the position that is the
subject of the tender the validity of the temporary authorization held by the applicant as stated above expires.

In the case of a person to whom these provisions apply, and who received temporary authorization of equivalence as stated, the authorization shall become permanent if, **within one year from the date of issue of the authorization**, no examination was held to which the person was invited by the Division.

4. **Required Documents:**

The applicant for equivalalation must attach the following documents to the application:

4.1 The documents detailed in the Rechlevsky Rules.

4.2 Documents from the parent institution testifying to:

   A) The manner in which the studies in each course were implemented;
   
   B) The date of commencement and termination of each course;
   
   C) The manner in which the grade was awarded in each course (written project or examination);
   
   D) The scope of the tasks required in each course;
   
   E) The place and date on which the examination were held, and the manner of identification of the student.

4.3 An affidavit, certified by an attorney, relating to the veracity of the details forwarded to the Division in the framework of the application for the authorization of equivalence, and stating that the candidate has forwarded all pertinent facts and that no other facts relevant to the application have been omitted.

4.4 The Degrees Evaluation Division is entitled to require a person submitting an application for the recognition of a foreign degree in their possession to provide further details relating to the studies, including the submission of additional documents, as required and as part of the procedure for equivalating the degree.
The Division is also entitled to request additional information from any other source in accordance with any law.

5. **Implementation of the Rules**

The following steps shall be taken for the purpose of implementing the Rules:

5.1 An expert committee shall be established comprising 3 (three) members from the fields of the social sciences, the humanities, and the natural sciences. The members shall be representatives of Israeli academic institutions and experts in the field of distance learning as defined in these Rules, and at least one representative of the Open University.

During the first years of the operation of the Rules, and according to need, the committee shall act as a standing committee for the implementation of the Rules presented above, insofar as these relate to the **clarification of the identity of the institution, recognition thereof, and the question as to whether the relevant institution is prepared and capable to teach by the distance learning method** (as detailed in Section 3 above), including an examination of the curriculum, the study materials made available to the student, an examination of the methods for the evaluation of students, and an examination of the faculty staff and of the evaluation staff, all with an emphasis on the suitability of these aspects for the distance learning method.

According to need, the expert committee shall undertake a periodic examination of the institutions it has examined in the past.

The decisions of the committee shall be brought to the attention of the Division on an ongoing basis, and the Division shall ensure that these are brought to the attention of the representative of the Civil Service and the Salary Director in the Ministry of Finance.

5.2 A standing interministerial team shall be established to serve as a steering committee for the Division, supervising the work of the
Division and assisting it in problematic areas and in questions that arise in the course of implementing these Rules.

The team shall include representatives of the following ministries and secondary units: The Ministry of Education, Culture and Sport; the Civil Service Commission; the Ministry of Finance (Budgets Division); the Ministry of Finance (Salary and Labor Agreements Division); and the Ministry of Justice.

6. **Transitional Provisions**

6.1 **Transition Provisions Relating to Persons Who Began Their Studies by the “Distance Learning” Method for a B.A. or M.A. Degree from a Foreign Academic Institution Prior to August 1, 2000**

The transitional provisions applying to a person who began their studies by the “distance learning” method for a B.A. or M.A. degree at a foreign academic institution prior to August 1, 2000 were published in the Deputy Civil Service Commissioner’s Circular dated August 22, 2004, and in the Director of Salary’s Circular dated August 29, 2004. These circulars are attached to these Rules.

6.2 **Transitional Provisions Relating to Persons Who Began Their Studies by the “Distance Learning” Method for a B.A. or M.A. Degree from a Foreign Academic Institution after August 1, 2000, and through the Date of Enactment of the New Rules for the Evaluation of Foreign Academic Degrees Acquired by the “Distance Learning” Method for the Purpose of Ranking and Salary**

6.2.1 The transitional provisions as detailed in this Section (6.2) shall apply to a graduate holding a B.A. or M.A. degree studied by the distance learning method as stated in Section A.1.2 of these Rules, and who commenced their studies after August 1, 2000 at an institution of higher education
that does not operate in Israel and is accredited in its country, and through the date of enactment of these Rules.

6.2.2 The Rechlevsky Rules, which constitute an integral part of these transitional provisions, shall apply to a person who commenced their studies after August 1, 2000, with the necessary adjustments deriving from the implementation of the studies by the distance learning method and from the character of the degree studied, which differs from an academic degree studied by the frontal method.

According to the above, in order for a degree studied by the “distance learning” method to be evaluated as equivalent to an Israeli degree for the purposes of ranking and salary, it must meet the conditions noted, with the necessary adjustments due to the character of the said degree and in consideration of the following principles:

A. The degree awarded (B.A. or M.A.) was studied at an accredited academic institution accredited by the relevant authorities in its country.

B. The institution must run the studies solely abroad or from abroad, without any instruction, supervision, or assistance in Israel, and without any study activities of any kind and in any manner in Israel, including meetings between the lecturer/instructor/assistant etc. and the student.

Subject to these adjustments, the Rechlevsky Rules shall apply, including for the purpose of prior studies to be taken into account in the framework of the evaluation of the academic degree for the purpose of ranking and salary, the number of years of studies, the number of full academic semesters required for each degree, the scope of studies, the duration of the studies required by the institution, and so forth.
6.2.3 Persons submitting applications for equivalence shall attach the following documents to their applications, in addition to the certificate:

A. An affidavit verified by an attorney detailing the study method in each course, the method of evaluation of the student and the awarding of the grade for the course, the number of examinations or projects undertaken, the place where the studies took place and the place where the examinations were evaluated, and the manner of identification of the student at the time of holding the examinations.

B. A detailed transcript of grades and/or any other official document from the institution including the following details: The date of commencement and termination of the studies; a list of the courses studied and their names; details of the study method and materials testifying to this method in each course; the components of the grade and the manner in which evaluation was implemented; the number of credit points awarded on account of each course; details of previous courses and studies recognized by the foreign institution and for which credit points were awarded; the place in which the studies took place and the study method in each course.

C. The conditions of admission on the basis of which the applicant was admitted to the institution.

6.2.4 The Degrees Evaluation Division is entitled to require a person submitting an application for the recognition of a foreign degree in their possession to provide further details relating to the studies, including the submission of additional documents, as required and as part of the degree equivalence procedure. The Division is also entitled to
request additional information from any other source in accordance with any law.

6.2.5 Section A3 of the Rechlevsky Rules states:

“It is hereby clarified that the relevant authorities, or another body, if established for this purpose by the relevant authorities, are entitled to require compliance with examinations and/or requirements and/or additional conditions, in addition to those stated in this document below, for the purpose of evaluating a foreign academic degree and its comparison to academic degrees current in Israel for the purpose of ranking and salary, all in accordance with the circumstances of the matter and professional discretion.”

An applicant for equivalation whose application has been considered, and whose degree has been found to eligible for authorization of equivalence in accordance with the said provisions, but, as of the said date, the examination system has not been established and activated, or the existing examination system does not include a suitable examination for the relevant subject, shall be entitled to **temporary authorization of equivalence for the degree.**

This **temporary recognition of the degree shall enable the applicant for equivalation to receive all salary benefits on account of the degree, and to meet the threshold requirements for promotion and/or compliance with a tender, insofar as the threshold conditions as stated require a foreign academic degree with authorization of equivalence to a recognized Israeli degree.**

The temporary authorization of equivalence shall remain valid through to successful completion of the examination. If the applicant for equivalation successfully passes the examination, the authorization of equivalence of the degree shall become permanent. If they do not pass the
examination as stated, the validity of the authorization of equivalence shall expire, and it shall not be possible to rely on the said degree for the purposes of a tender and/or promotion, insofar as authorization of equivalence constitutes a condition for the purposes of the tender and/or the promotion.

It is hereby clarified that in the case of an applicant for equivalation who wins a tender and/or is appointed to a position on the basis of a foreign degree that secured authorization of equivalence as stated, and who fails in the examination, the appointment shall remain valid; however, that applicant for equivalation shall not be able, on the basis of the degree that secured the temporary authorization of equivalence to win other tenders and/or to be promoted to additional positions requiring an academic degree and authorization of equivalence on account thereof.

It is further emphasized that an applicant for equivalation who is enabled, on the basis of a degree that secured temporary authorization of equivalence, to participate in a tender, shall not be entitled to continue to participate in the tender procedures and/or shall not be entitled to enter the position, if they were successful in the tender, if, prior to the completion of the tender proceedings or prior to their entering the position that is the subject of the tender, the validity of the temporary authorization held by the applicant as stated above has expired.

In the case of a person to whom these provisions apply, and who received temporary authorization of equivalence as stated, the authorization shall become permanent if, within one year from the date of issue of the authorization, no examination was held to which the person was invited by the Division.
B. **Rules for the Equivalatation of a Ph.D. Degree from a Foreign Academic Institution**

7. **Applicability of the Rules:**
   The Rules shall apply to a Ph.D. degree from a foreign academic institution that is not an accredited Israeli institution in accordance with the Council of Higher Education Law, 5718-1958, and studies which began after May 10, 2005.

8. **Conditions for the Equivalatation of the Degree:**
   A foreign Ph.D. degree shall be evaluated as equivalent to an Israeli academic degree only if it meets all the following conditions:

   8.1 The institution at which the degree was studied (hereinafter: “the institution”) is accredited by the relevant authorities in its country, and is entitled to award a Ph.D. degree parallel to the Ph.D. degree at institutions of higher education in Israel.

   8.2 The applicant for equivalatation submitted a doctoral thesis or an analogous project as required by the parent institution, and as usual at institutions of higher education in Israel (hereinafter: “the doctoral thesis.”)

   8.3 The application for equivalatation holds a B.A. or M.A. degree, unless the institution that awarded the Ph.D. degree maintains a direct track for Ph.D. studies (for persons holding B.A. degrees only), which track is not exclusively for Israeli students, and which was authorized for the applicant for equivalatation by the institution prior to commencing their Ph.D. studies.

   8.4 The applicant met all the institution’s requirements for eligibility for a Ph.D. degree, including compliance with the conditions of admission to a Ph.D. degree, entrance examinations, frontal studies (insofar as such a requirement exists), a minimum number of credit points, minimum scope of the doctoral thesis, and so forth.
8.5 The doctoral thesis was examined on behalf of the institution awarding the degree by two examiners who are members of the academic faculty of an institution meeting the conditions in Section 8.1, from the field of the doctoral thesis that is the subject of the application; at least one of the examiners must be an external examiner.

For the purpose of this section, an “external examiner” is a person who is not a member of the academic faculty at the institution that awarded the degree that is the subject of the application.

8.6 The supervisor for the doctoral thesis and the examiners of the thesis held the academic level or academic title of senior lecturer, or an analogous rank as usual in institutions for higher education in Israel.

8.7 The studies and the thesis were prepared in the usual language of instruction at the institution, or in another language as authorized in advance by the institution.

8.8 The period of studies for the Ph.D. degree continued at least three years, and, in any case, not less than the minimum period required by the institution from all Ph.D. students, as a condition for the awarding of this degree.

In the event that an applicant for equivalation proves that, during the period of their studies, they did not work at all, the period of studies shall not be less than two years, and, in any case, not less than the minimum period required by the institution from all Ph.D. students, as a condition for the awarding of this degree.

In the event that the applicant for equivalation worked during the course of their studies and completed their studies in less than three years, and the institution at which they studied permits all Ph.D. students to complete their studies in a period of less
than three years, the question of the reasonableness of the period of time in which the doctoral thesis was written shall be forwarded for consideration by the expert committee as stated below in Section 10, provided that the applicant for equivalation met the remaining conditions as specified in Sections 8.1-8.7 above.

8.9 The doctoral thesis was examined by the expert committee in accordance with Section 10, and met the conditions detailed in the said section.

9. **Required Documents**
The applicant for equivalation shall attach the following documents to their application:

9.1 The doctoral thesis.

If the doctoral thesis was not written in Hebrew, English, or Arabic – a translation into one of the said languages is to be attached, as well as an affidavit verified by an attorney stating that the translation is faithful to the original and does not include any additions to the thesis. The requirement for translation shall not apply if the expert committee is fluent in the language in which the thesis was written.

9.2 The Ph.D. diploma – an original document, or a notarized copy.

9.3 Official documents attesting to the B.A. and Ma degrees of the applicant for equivalation, or, alternately, a B.A. degree and official authorization from the institution that the person submitting the applicant was authorized to participate in a direct track for a Ph.D. degree, prior to commencing their Ph.D. studies, and that the said track at the institution does not apply solely to Israeli students, as required in Section 8.3.
9.4 Official documents from the institution for the purpose of the compliance of the applicant for equivalation with the institution’s requirements for the awarding of the Ph.D. degree, as required in Section 8.4, and the period of studies of the applicant.

9.5 A document on behalf of the institution relating to the language of instruction current in the institution.
When the studies and/or the thesis were prepared in a language other than the language of instruction current in the institution, the applicant for equivalation shall submit authorization from the institution in accordance with which the applicant was permitted in advance to study and/or to submit the thesis in a language other than the said language of instruction.

9.6 A document on behalf of the institution testifying to the academic rank or academic title of the supervisor of the doctoral thesis of the applicant for equivalation and of the thesis examiners.

9.7 Authorization from the institution testifying that the thesis was examined by two examiners, at least one of whom is an external examiner, as required in accordance with Section 8.5.

9.8 In the event that the applicant for equivalation completed their studies in less than three years, as required in accordance with Section 8.8, and claims that they did not work during the period of studies, they must submit authorizations showing that they did not work during the period of studies, such as: authorization from the employer (if relevant); income tax form; authorization from the National Insurance Institute; etc.
The applicant must detail the nature of their academic association with the supervisor of the doctoral thesis during the course of preparing the thesis. These details shall relate to the nature of the correspondence and/or working meetings held between the applicant and the supervisor, including the frequency thereof.
9.9 An affidavit, certified by an attorney, relating to the veracity of the details forwarded to the Division in the framework of the application for the authorization of equivalence, and stating that the candidate has forwarded all pertinent facts and that no other facts relevant to the application have been omitted.

9.10 The Degrees Evaluation Division is entitled to require a person submitting an application for the recognition of a foreign degree in their possession to provide further details relating to the studies, including the submission of additional documents, as required and as part of the procedure for equivalating the degree. The Division is also entitled to request additional information from any other source in accordance with any law.

10. **Expert Committee**

After the Foreign Degrees and Diplomas Evaluation Division has found that the conditions detailed above in Section 8.1 – 8.7 have been met, the doctoral thesis shall be forwarded for examination by an expert committee as detailed below.

10.1 The expert committee shall appoint two experts from the field in which the doctoral thesis was written, or from as close a field as possible, who, during the course of their regular academic work, serve as the examiners of doctoral theses at accredited Israeli institutions of higher education.

10.2 The expert committee shall ascertain: A. That the doctoral thesis was prepared by the person submitting the application themselves, and that the person is familiar with the thesis and its content to an extent testifying to this fact. B. The doctoral thesis meets the standards required by institutions awarding Ph.D. degrees, and is equivalent to a doctoral thesis from the relevant field at accredited Israeli institutions.
10.3 The expert committee shall examine the thesis and hold a personal interview with the applicant for equivalation.

10.4 In the course of exercising its discretion, the committee shall relate, among other aspects, to the scope of the doctoral thesis, the methodology and research undertaken, the duration of time for the writing of the thesis, the innovative nature of the thesis, the standard of writing in the thesis, and the scope of the bibliography.

10.5 The committee is entitled to require a person submitting an application for the recognition of a foreign degree in their possession to provide further details relating to the studies, including the submission of additional documents, for the purpose of its work. The committee is also entitled to request additional information from any other source in accordance with any law.

11. **Transitional Provisions:**

11.1 The following provisions shall apply to a person who commenced their studied prior to the enactment of these Rules:

A) The provisions of Sections 8.1, 8.2, 8.4, 8.6, 8.9, and 10 shall apply without change.

B) The provisions of Sections 8.3, 8.5, 8.7, and 8.8 shall apply with the following changes:

1) Section 8.3 shall apply with the exception of the requirement regarding the timing of the authorization of the direct track for Ph.D. studies for the applicant for equivalation. In other words, if the institution that awarded the Ph.D. degree maintains a direct track for Ph.D. studies (for persons holding B.A. degrees only) that is not exclusively for Israeli students, and if the applicant for equivalation was authorized to join this track, the said authorization
need not necessarily have been given prior to the applicant’s commencing their studies toward a Ph.D. degree.

2) Section 8.5 shall be changed as follows: The doctoral thesis was examined on behalf of the institution awarding the degree by at least one examiner who is a member of the faculty of an institution meeting the conditions of Section 8.1, from the field of the doctoral thesis that is the subject of the application.

3) Section 8.7 shall apply except for the requirement regarding the timing of the advance authorization.

4) Section 8.8 shall be changed as follows: The period of studies for the Ph.D. degree shall not be less than the minimum period required by the institution of all Ph.D. students, as a condition for the awarding of this degree.

In the event that the applicant for equivalation completed their studies in less than three years, and the institution at which they studied permits all its Ph.D. students to complete a period of studies of less than three years, the question of the reasonableness of the period of time in which the doctoral thesis that is the subject of the relevant application was written shall be forwarded for consideration by the expert committee as stated below in Section 10.

11.2 **Required Documents:**

Regarding the documents to be attached to the application of an applicant for equivalation who commenced their studies prior to the enactment of these Rules, the provisions of Section 9 above shall apply, adjusted to the changes detailed above in Section 11, so that Section 9.8 shall not apply; Section 9.7 shall apply with
the adjustment regarding the change detailed in Section 11.1(B)(2); and Sections 9.3 and 9.5 shall apply with the exception of the requirement relating to the timing of the granting of the said authorization, as stated above in Section 11.
State of Israel  
Civil Service Commission  
Deputy Civil Service Commissioner  

Jerusalem, 5 Elul 5764  
August 22, 2004  

Circular No.  

To: Deputy Director-Generals, Administration and Human Resources, of Government Ministries and Subsidiary Units  
Human Resource Directors in Government Ministries and Subsidiary Units  

Re: Transitional Provisions Relating to Persons Who Commended Their Studies by the “Distance Learning” Method for a B.A. or M.A. Degree from a Foreign Academic Institution Prior to August 1, 2000 

On the basis of the recommendations of the Interministerial Committee for the Examination of the Status of Degrees Acquired by the “Distance Learning” Method for the Purposes of Ranking and Salary, headed by Prof. Katz, the chairperson of the Pedagogic Secretariat in the Ministry of Education, and ahead of the determination of rules for the evaluation of degrees studied by this method for the purposes of ranking and salary, the transitional provisions detailed immediately below have been determined. 

For the purpose of these provisions, the “distance learning” (DL) method is a learning method based, in its overwhelming majority, on the conveyance of study content in an indirect manner that does not enable simultaneous and direct interaction between the lecturer/instructor and the student. 

The provisions presented below shall apply to persons who began to study prior to August 1, 2000 at a foreign institution of higher education (not operating in Israel) which is recognized in its country, for a B.A. or M.A. degree, and the studies took place by the distance learning method.
The Rules for the Evaluation of Foreign Degrees dated November 12, 1997, published by the Degrees Evaluation Division in the Ministry of Education, shall apply to a person who commenced their studies as stated prior to August 1, 2000, with adjustments reflecting the presence of the distance learning method and its character in terms of the studied degree, which differs from an academic degree studied by the frontal method.

The rules dated November 12, 1997 are attached and labeled “A.”

In accordance with the above, in order for a foreign degree studied by the “distance learning” method to be evaluated as equivalent to an Israeli academic degree, it must meet the said rules, with the necessary adjustments required by the character of the said degree, and with attention to the following understandings and principles:

1. The awarded degree (B.A. or M.A.) must be studied at an academic institution accredited by the relevant authorities for this purpose in its country.

2. The institution must hold the studies either abroad or from abroad only, without any instruction, supervision or assistance in Israel, and without any scholastic activity of any type or form whatsoever in Israel, including meetings between lecturer/instructor/teaching assistant, etc. and student.

2. Subject to these adjustments, the Rules for the Evaluation of Foreign Degrees dated November 12, 1997 shall apply, including for the purpose of previous studies to be taken into account in the framework of the evaluation of the academic degree for the purposes of ranking and salary, the number of years of study, the number of full academic semesters required for each degree, the scope of the studies, the duration of studies required by the institution, and so forth.

The following documents are to be attached to the application for equivalation:

1. A certificate from the foreign institution testifying that the degree that is the subject of the application for the authorization of equivalence is an academic degree from the said institution studied by the distance learning method.
2. A declaration, verified by an attorney, detailing the method of study of each course (frontal method, independent reading, training, laboratory, other); the method of evaluation of the student and of grading the course (concluding examination or project, several examinations or projects, oral examination, other); the place at which the studies took place, the place at which the examinations were held, and the method of identification of the student.

3. A detailed transcript and/or any other official document from the institution including the following details:
   A. The date of commencement and completion of the studies;
   B. A list of the courses studied and their names;
   C. The number of credit points awarded for each course;
   D. The components of the grade and the manner in which the student’s achievements were evaluated;
   E. Details of previous courses and studies recognized by the institution granting the degree on account of which credit points were received.
   F. The conditions of admission on the basis of which the applicant was admitted to the institution.

It is emphasized that, at this stage, these transitional provisions relate only to persons who began their studies by the distance learning method through August 1, 2000. Regarding all employees who commenced their studies after this date, additional transitional provisions shall be published at a later juncture, as well as rules for the evaluation of these degrees in the future.

Sincerely,

Yaakov Berger
Deputy Civil Service Commissioner
cc: Mr. Shmuel Hollander – Civil Service Commissioner
Mr. Yuval Rechlevsky – Director, Salary and Labor Agreements, Ministry of Finance
Mr. Yossi Cohen – Deputy Director, Salary and Labor Agreements, Ministry of Finance
Attorney Nurit Alstein – Director, Labor Disputes Department, State Attorney’s Office
Ms. Yaffa Gav – Director, Overseas Contacts Department, Ministry of Education
Attorney Dikla Plumenbaum – Special Functions Department, State Attorney’s Office
Attorney Avigail Borowitz – Labor Disputes Department, State Attorney’s Office
Attorney Yossi Gweili – Legal Office, Civil Service Commission
Members of the Interministerial Committee for Distance Learning
Prof. Yaakov Katz – Chairperson of the Pedagogic Secretariat, Ministry of Education, Culture and Sport
Attorney Ron Dohl – Legal Advisor, Civil Service Commission
Attorney Edna Harel – Consultation and Legislation, Ministry of Justice
Attorney Michal Zuk – Budgets Division, Ministry of Finance
Ms. Hamotal Ben Dor – Salary and Labor Agreements Department, Ministry of Finance
State of Israel
Ministry of Education, Culture and Sport
Foreign Academic Degrees Evaluation Division

Jerusalem November 12 1997
(Amendment dated July 5, 1998)

Rules for the Evaluation of a Degree

The student public is hereby informed of the principle rules for the evaluation of academic degrees awarded by accredited foreign institutions of higher education that maintain studies in Israel.

This relates to applications for the evaluation of an academic degree for the purpose of ranking in salary only.

An accredited foreign institution of higher education active in Israel that offers studies for academic degrees shall be required to present a license from the Council of Higher Education in Israel.

The student must ensure, before registering for studies, that the institution indeed holds such a license.

The Foreign Degrees Evaluation Office will not evaluate academic degrees granted by an institution not holding such a license as required.

Regarding institutions as stated that have filed an application to the Council of Higher Education to receive a license, but have not yet received a license, see the transitional provisions in Amendment No. 11 to the Council of Higher Education Law, 5718-1958.

Studies for a B.A. Degree
A. The duration of studies shall be not less than three academic years – six full semesters.
A semester for this purpose means not less than 10 courses (approximately 20 academic credit points).

B. When submitting an application for the evaluation of an academic degree for the purpose of ranking in salary, the student shall be required to present:

1. A certificate from the foreign parent institution testifying to the receipt of the academic degree.

2. A detailed transcript from the foreign parent institution, including the following details:
   - The date of commencement and completion of the studies.
   - A list of the courses studied and their names.
   - The number of hours studied in each course.
   - The number of academic credit points awarded for each course.
   - Details of previous courses and studies recognized by the parent institution and for which credit points were awarded.
   - The place in which the studies took place.

C. Previous studies taken into account in the framework of the evaluation of the academic degree for the purpose of ranking salary are as follows:

1. Academic courses studied at an accredited institution of higher education imparting credit points and which the student completed at “pass” level, at least.
   For those holding official documents (testifying to this), the courses shall be considered academic credit points for the purpose of completing a B.A. degree.

2. Three years’ study at a teacher training institution, for which the student received a senior qualified teacher’s certificate upon completing his studies.
   Holders of certificates as stated may complete their studies for a B.A. degree during a period of not less than one academic year.

3. Three years’ study at a school of nursing, for which the student received a registered nurse’s certificate upon completing his studies.
Holders of certificates as stated may complete their studies for a B.A. degree during a period of not less than one academic year.

4. Three years’ study at an official institution for training technical engineers, for which the student received a technical engineer’s certificate upon completing his studies.

Holders of certificates as stated may complete their studies for a B.Tech. degree during a period of not less than one and a half years – at least three semesters.

5. Persons with professional seniority of ten years who have completed professional courses in accredited institutions of study that are not academic, and who hold official certificates and documents testifying to this fact.

Those holding documents as stated may receive credit points on a scale of one full semester, at the most, toward completion of a B.A. degree.

D. No exemption shall be granted on account of previous studies if it emerges that these are in a field that is not close to the subject of the studied degree.

M.A. Studies:
The Foreign Degrees Evaluation Office shall not evaluate an M.A. degree awarded without the prior awarding of a recognized B.A. degree.

In applying for the evaluation of an M.A. degree for the purpose of salary ranking, the student shall be required to present a certificate / entitlement to a B.A. degree from an accredited institution of higher education in Israel or authorization of the Evaluation of a foreign academic degree.

M.A. studies undertaken at the annex in Israel of a foreign institution shall be for the duration as customary in the parent institution, provided that this shall not be less than 2 academic semesters.
E. The Foreign Academic Degrees and Diplomas Evaluation Office operates in accordance with these rules.

The cases of students who are already in the course of the studies and who do not meet the above rules shall be discussed on an individual basis with the Foreign Academic Degrees Evaluation Office in the Ministry of Education, Culture and Sport.

This notice appears on the Internet at the address: http://www.education.gov.il.
To: Employers in the Public Service

Re: Transitional Provisions Regarding Persons Who Began Their Studies by the “Distance Learning” Method for a B.A. or M.A. Degree from a Foreign Academic Institution Prior to August 1, 2000

On the basis of the recommendations of the Interministerial Committee for the Examination of the Status of Degrees Acquired by the “Distance Learning” Method for the Purposes of Ranking and Salary, headed by Prof. Katz, the chairperson of the Pedagogic Secretariat in the Ministry of Education, and ahead of the determination of rules for the evaluation of degrees studied by this method for the purposes of ranking and salary, transitional provisions have been determined. The transitional provisions are detailed in the Civil Service Commission Circular dated August 22, 2004, and are attached hereto.

Please note:
The said transitional provisions apply to persons who began to study before August 1, 2000 at a foreign institution of higher education (not active in Israel) accredited in its country, for a B.A. or M.A. degree, and where the studies took place by the distance learning method.
For the purpose of these provisions, the “distance learning” (DL) method is a learning method based, in its overwhelming majority, on the conveyance of study content in an indirect manner that does not enable simultaneous and direct interaction between the lecturer/instructor and the student.

Regarding all employees who commenced their studies after August 1, 2000, additional transitional provisions shall be published at a later juncture.

For your information.

Sincerely,

Yuval Rechlevsky
Director, Salary and Labor Agreements

cc:
Mr. Shmuel Hollander, Civil Service Commissioner
Dr. Yaffa Gav, Acting Director of Division A for International Relations and UNESCO, Ministry of Education and Culture
(2000.47)