



Ref: #6

### בקשה להגשת עבודה באיחור Request for Late Submission of Paper

#### A. Personal details

Last name		Former last name		First name		I.D.	
Address		Street		House #		City	
Telephone #		Home telephone		Work phone		Mobile	
Studies for Master's/Certificate Studies		Year began		Department		Course of Study	
						Track <input type="checkbox"/> A – with Thesis <input type="checkbox"/> Certificate studies <input type="checkbox"/> --without Thesis	

**For your information:**  
 University Policy **prohibits** submitting a Paper in order to raise a grade after a grade has already been issued by the instructor, both for academic projects and other courses.

#### B. Student's Request

I hereby request to submit the following Paper late:

Department	Course #	Course Title	Course Instructor	Academic Year

Reason for request (Please attach relevant documentation—medical, military, Ministry of Interior, etc. \_\_\_\_\_)

\_\_\_\_\_

\_\_\_\_\_

I hereby affirm that I am aware of all the rules and conditions regarding receiving approval for delayed submission of an academic paper. Among these, I am aware that my tuition account will be charged with a fee at the rate established by the University, and the fee will not be annulled or assigned to any other request under any circumstance, even if I do not ultimately submit the approved report. I am aware and consent that the fee shall be added to my tuition account and that all policies and liabilities that apply to tuition fees will apply to it, as well.

I hereby affirm that I am aware of the 10% tuition fee and other associated fees that I will be charged in the event that I did not arrange a study program in the same academic year in which I will submit the report.

I commit to pay the above fee in a timely fashion as per University policy regarding tuition, and as they are occasionally updated; and I hereby affirm that this payment is as payment of tuition for any and every matter, and that all commitments and liabilities will apply to it regarding the tuition fees that I disbursed throughout my years studying in the University.

Submission Date: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

#### C. Department's Recommendation

We recommend approving the delayed submission of report until the following date: \_\_\_\_\_

We recommend denying the request.

Academic grounds for Department's recommendation: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Department Director's Signature: \_\_\_\_\_

\_\_\_\_\_

#### Masters Degree Studies



School of Graduate Studies

ביה"ס ללימודים מתקדמים  
Updated on May 18, 2017

#### D. Department of School of Graduate Studies

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Date: _____	Signature: _____ (Signature of Vice Dean of School of Graduate Studies)

#### Masters Degree Studies

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