Dear scholars,

Any absence from the Technion, in Israel or abroad, whether due to personal or research and academic reasons, requires administrative approval by several departments/personnel. Submitting your request to Ms. Anat Cohen, Graduate studies secretary, at least a month before your planned absence is essential for continuing receiving your scholarship and for obtaining the approval for expenses coverage in the case of approved academic travel.

Absence from Technion

A student who receives a scholarship for the entire academic year (October – September), is entitled to a one-month vacation per year (with no accumulation), out of which two weeks at most during August and September.

Any vacation / absence of scholarship recipients, in Israel and abroad, has to be preapproved by a number of authorities, pending on the nature of the absence, as follows:

- Any travel abroad for research purposes has to be preapproved by the Advisor, the Head of the Departmental Undergraduate Studies Committee (for teaching assistants), the Head of the Academic Unit’s Graduate Studies Committee and by the Dean of the Graduate School. On any travel abroad, it is the scholarship recipients’ responsibility to ensure appropriate insurance coverage for the duration of their stay abroad, at their own expense.
- Any vacation / absence from Technion of less than two weeks (14 days) has to be preapproved by the Advisor, the Head of the Departmental Undergraduate Studies Committee (for teaching assistants) and by the Head of the Academic Unit’s Graduate Studies Committee.
- Any vacation / absence from Technion of two weeks (14 days) and above has to be preapproved by the Advisor, the Head of the Departmental Undergraduate Studies Committee (for teaching assistants), the Head of the Academic Unit’s Graduate Studies Committee and by the Dean of the Graduate School.

A letter has to be submitted with each request for an absence for a month and up. The letter will include the following: Importance of the absence, its connection to the research (if there is one), a special reference regarding scholarships should be made; will scholarship be continued / discontinued during the absence. In cases in which the scholarship will be continued, please address the following issues: will you receive / won’t receive any salary and / or funding and / or participation in expenses (from Technion resources / non Technion resources) during the absence period (Please detail the funding / participation in expenses amounts you will receive).

The letter should be approved and signed by your advisor and the head of the departmental graduate studies committee in addition to the signed request form.
Information regarding absence from Technion for scholarship recipients

A student who receives a scholarship for the entire academic year (October – September), is entitled to a one month vacation per year (with no accumulation), out of which two weeks at most during August and September.

Any vacation/absence of scholarship recipients, in Israel and abroad, has to be preapproved by a number of authorities, pending on the nature of the absence, according to the table as follows:

<table>
<thead>
<tr>
<th>Nature of Absence</th>
<th>Approving Party</th>
<th>Any vacation/absence of less than 14 days</th>
<th>Any vacation/absence of 14 days and more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Every travel abroad for research purposes</td>
<td>Advisor √</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>(Participation in conference / academic internship / research collaboration etc.)</td>
<td>Head of the Departmental Undergraduate Studies Committee (for teaching assistants)</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Head of the Departmental Graduate Studies Committee</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>Dean of the Graduate School</td>
<td>√</td>
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<td>√</td>
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</tbody>
</table>

A letter has to be submitted with each application for absence for research purposes for a month and up. The letter will include the following: Importance of the absence, its connection to the research, and reference to scholarships - should scholarship be continued/discontinued during the absence. When submitting an application for continuing the scholarship, please address the following issues: will you receive/won't receive any salary and/or funding and/or participation in expenses (from Technion resources/non Technion resources) during the absence period (Please detail the funding/participation in expenses amounts you will receive).

The letter will be approved and signed by the advisor and the head of the departmental graduate studies committee in addition to the application form.
Request for absence from Technion for scholarship recipients

(Please type the requested details)

- Conditions for granting approval for absence appear on the attached information page.
- Does the request entail the Graduate School Dean's approval [see details on the attached information page] yes [ ] / no [x]
- For obtaining the Graduate School Dean's approval, please send the request, signed by the advisor and head of the departmental Graduate Studies Committee, to the Scholarship Department via fax or email.
- On any travel abroad, it is the scholarship recipients' responsibility to ensure appropriate insurance coverage for the duration of their stay abroad, at their own expense.
- Requesting the Graduate School support for travel expenses to a conference abroad, please submit the request using: "Request from the Graduate School for participation in travel expenses for conference abroad".

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Student’s Name: _______________________________ ID. / Student No.: _______________________________

Cell No. #: ___________________ Dept.: _______________________________

Degree: [ ] MSc / [ ] PhD

Purpose of absence: participation in conference (presentation of paper/poster)/ academic internship / personal trip

Please detail (include name of university/research inst. In case of scientific seminar or research):

__________________________________________________

__________________________________________

Absence Dates (departure-return): _______________________________

Destination (please mark the correct box): [ ] Israel / [ ] Abroad

For absence abroad please specify country, city:

__________________________________________________

__________________________________________

Date _______________________________ Student’s signature _______________________________

Approved by:

Name of advisor _______________________________ Signature ____________________ Date ______________

Head of the Departmental Undergraduate Studies Committee (for teaching assistants):

Signature ____________________ Date ______________

Head of the Academic Unit’s Graduate Studies Committee: Signature ____________________ Date ______________

For scholarship dept. use

Dean of the Graduate School: Signature ____________________ Date ______________

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Churchill 204 Tel – 972-4-8293098

Technion City, Haifa 3200003 Fax – 972-4-8295635

E –mail

gradscholarships@technion.ac.il
Absence request, which does not require approval by the dean of the Graduate School, will be sent by the departmental graduate secretary to the scholarship dept. approved by the advisor and the head of the departmental graduate studies committee.