


| | |
|--|--|
|  <p>מכון ויצמן למדע WEIZMANN INSTITUTE OF SCIENCE מדרשת פינברג FEINBERG GRADUATE SCHOOL</p> | Disciplinary procedures |
| | Category: Ethics, conduct and discipline |
| | Compiled by: Dr. Ami Shalit |
| | Last updated: November 01, 2019 |

Disciplinary procedures

Table of contents

1. Disciplinary measures
2. Right to a hearing
3. Disciplinary Committee
4. Appeal committee
5. Ombudsman

Masculine nouns and pronouns that are used herein refer to both genders equally.

1. Disciplinary measures

Violation of the Code of Ethics and the rules of conduct will entail disciplinary action:

- 1.1. Reprimand
- 1.2. Disqualification of work/exam and determination of failing grade.
- 1.3. Cancellation or freezing of the right to use the personal travel budget.
- 1.4. Temporary exclusion.
- 1.5. Termination of studies and removal from the FGS.

2. Right to a hearing

In any case of violation of the Code of Ethics or rules of conduct by a student or a postdoc, he/she will be granted the opportunity to appear before the Dean of the Graduate School, or before anyone else appointed for that matter by the FGS Dean, and to state his/her position regarding the allegations raised against him/her.


3. Disciplinary Committee

3.1. Establishment of a disciplinary committee

In any case of violation of the Code or rules of conduct by a student or a postdoc, or if a disciplinary complaint has been filed, the FGS Dean will consider whether to hold a hearing for the student/postdoc, or to convene a disciplinary committee specially established and convened to discuss the matter. In any case, the student or postdoc will have the right to state his/her position regarding the allegations raised.

3.2. Disciplinary committee composition

- 3.2.1. **Chair:** Typically, the chair of the Board of Studies in the student's field of studies – appointed by the FGS Dean.
- 3.2.2. **Member:** A WIS faculty member – appointed by the FGS Dean.
- 3.2.3. **Member:** A WIS faculty member – appointed by the FGS Dean.
- 3.2.4. **Member:** FGS Academic Secretary.
- 3.2.5. **Member:** A representative of the Student and Postdoc Council (to be appointed by the Council).

| | |
|--|--|
|  <p>מכון ויצמן למדע WEIZMANN INSTITUTE OF SCIENCE מדרשת פינברג FEINBERG GRADUATE SCHOOL</p> | Disciplinary procedures |
| | Category: Ethics, conduct and discipline |
| | Compiled by: Dr. Ami Shalit |
| | Last updated: November 01, 2019 |

3.3. Disciplinary committee relating to sexual harassment

- 3.3.1. **Chair:** Typically, the chair of the Board of Studies in the student's field of studies – appointed by the FGS Dean.
- 3.3.2. **Member:** A WIS faculty member – appointed by the FGS Dean.
- 3.3.3. **Member:** A representative of the Student and Postdoc Council (to be appointed by the Council).
- 3.3.4. At least one committee member will be a woman.
- 3.3.5. A disciplinary offense involving sexual harassment or intimidation will be dealt with in accordance with the Regulations for the Prevention of Sexual Harassment.
- 3.3.6. In the event of a conflict between the provisions of this Code and the provisions of the Regulations for the Prevention of Sexual Harassment, the latter will prevail.

3.4. Convening of the disciplinary committee

The committee will convene within 30 days from the date on which written notification of the decision to convene the committee was delivered. The student/postdoc will be informed of this date at least 14 days prior to it.

3.5. Sending notices

The FGS Academic Secretary will send written notice of the committee's summons and the date of its convening to the following parties:

- 3.5.1. The student/postdoc against whom the complaint was filed.
- 3.5.2. The student's/postdoc's advisor.
- 3.5.3. Members of the disciplinary committee.

3.6. Student attendance

The disciplinary committee will not convene without the participation of the student/postdoc whose case has been brought before it, unless he/she has waived this in advance, or has been summoned to the hearing but failed to appear without reasonable justification.


3.7. Legal counselling

The student/postdoc may be assisted by a legal representative (an attorney who can make his/her case to the committee). The student must inform the FGS Academic Secretary of such an intention at least one week in advance. If the student/postdoc chooses to be represented by an attorney at the hearing, the committee will summon a representative of the Institute's General Counsel to participate in the discussion.

4. Appeal committee

4.1. The right to appeal

Students and postdocs have the right to appeal the decision of the disciplinary committee. Such an appeal may be submitted to the FGS Academic Secretary in writing, within 14 days from the date on which the decision was delivered to the student / postdoc.

| | |
|--|--|
|  <p>מכון ויצמן למדע WEIZMANN INSTITUTE OF SCIENCE מדרשת פינברג FEINBERG GRADUATE SCHOOL</p> | Disciplinary procedures |
| | Category: Ethics, conduct and discipline |
| | Compiled by: Dr. Ami Shalit |
| | Last updated: November 01, 2019 |

4.2. Establishment of an appeals committee

If the student has appealed the decision of the disciplinary committee, the FGS Dean will appoint a committee whose purpose will be to discuss the appeal. The committee will include members who did not serve on the disciplinary committee:

- 4.2.1. **Chair:** FGS Dean or anyone on his/her behalf – from among the Institute faculty.
- 4.2.2. **Member:** A member of the Board of Studies – appointed by the FGS Dean.
- 4.2.3. **Member:** A WIS faculty member – appointed by the FGS Dean.
- 4.2.4. **Member:** A WIS faculty member – appointed by the FGS Dean.
- 4.2.5. **Member:** A representative of the Student and Postdoc Council (to be appointed by the Council).

4.3. Appeals committee relating to sexual harassment

The disciplinary committee in its composition as stated in the Weizmann Institute's Regulations for the Prevention of Sexual Harassment, will serve as an appeals committee for the purpose of discussing sexual harassment and/or intimidation with regards to a defendant who is a student or a postdoc.

4.4. Convening of the appeals committee

The committee will convene within 30 days from the date on which written notification of the decision to convene the committee was delivered. The student/postdoc will be informed of this date at least 14 days prior to it.

4.5. Sending notices

The FGS Academic Secretary will send written notice of the committee's summons and the date of its convening to the following parties:

- 4.5.1. The student / postdoc against whom the complaint was filed.
- 4.5.2. The student's / postdoc's advisor.
- 4.5.3. Members of the disciplinary committee.

4.6. Student attendance


The disciplinary committee will not convene without the participation of the student / postdoc whose case has been brought before it, unless he/she has waived this in advance, or has been summoned to the hearing but failed to appear without reasonable justification.

4.7. Legal counselling

The student/postdoc may be assisted by a legal representative (an attorney who can make his/her case to the committee). The student must inform the FGS Academic Secretary of such an intention at least one week in advance. If the student / postdoc chooses to be represented by an attorney at the hearing, the committee will summon a representative of the Institute's General Counsel to participate in the discussion.

4.8. The procedure in the appeals committee

- 4.8.1. The committee chair will specify the allegations against the student/postdoc in his/her presence.
- 4.8.2. The student/postdoc will be granted the opportunity to voice his/her arguments.
- 4.8.3. Committee members will be able to ask clarification questions.

| | |
|--|--|
|  <p>מכון ויצמן למדע WEIZMANN INSTITUTE OF SCIENCE מדרשת פינברג FEINBERG GRADUATE SCHOOL</p> | Disciplinary procedures |
| | Category: Ethics, conduct and discipline |
| | Compiled by: Dr. Ami Shalit |
| | Last updated: November 01, 2019 |

- 4.8.4. The committee chair may choose to invite additional persons to appear before the committee.
- 4.8.5. Committee members may choose to consult with any person they deem appropriate prior to making the committee's recommendation to the FGS Dean.
- 4.8.6. Committee members will hold a closed discussion (not in the presence of the student/postdoc).
- 4.8.7. The committee will inform the student/postdoc whose case has been brought before it of its decision in writing within seven days from the committee's hearing.
- 4.8.8. The notice will detail the complaint, the parties' arguments, and the selected course of action.
- 4.8.9. The notice will be sent by the FGS Academic Secretary.
- 4.8.10. Copies will be sent to the FGS Dean, committee members, and to the supervisor.

5. Ombudsman

- 5.1. **The ombudsman**
The ombudsman for students and postdocs is the Chairman of the Scientific Council of the WIS, or his/her representative.
- 5.2. **Appeals to the ombudsman**
A student/postdoc who believes that his or her rights to a proper and fair process have been violated under the Student Rights Law 5767, may submit a complaint to the ombudsman, who will investigate the complaint and respond to the complainant.
- 5.3. **Authority of the ombudsman**
The ombudsman is authorized to examine the propriety and fairness of the disciplinary process, subject of the complaint by the student/postdoc, and submit his/her recommendations regarding the complaint to the FGS Dean.