

Procedure: Admission of Visiting International Students for Research Internships

1. Background and Objectives

Technion International has been operating the “Visiting International Research Students Internship Program” for over a decade. The program welcomes students from abroad to conduct research in Technion laboratories for several months.

Program Objectives:

- A. Recruit international students for graduate degrees at the Technion.
- B. Promote collaborations with researchers and universities abroad.
- C. Advance research at the Technion.
- D. Establish a network of ambassadors for Technion abroad.
- E. Diversify laboratories and research groups.
- F. Contribute to the establishment of an international campus.

This document outlines the principles of the program and guidelines for managing the visiting student population.

2. Definitions

2.1. Visiting International Research Student (hereinafter: “the student”) is defined as:

- 2.1.1. A student who holds foreign citizenship enrolled in an undergraduate or graduate degree program (master’s or doctoral) at a recognized academic institution, either abroad or in Israel, and who comes to the Technion to participate in a research internship, **or:**
- 2.1.2. A graduate of a Bachelor’s or Master’s degree program from a recognized institution, either abroad or in Israel who holds foreign citizenship who comes to the Technion to participate in a research internship with the intention of exploring the possibility of pursuing further graduate studies at the Technion.

2.2. Duration of the Research Internship:

- 2.2.1. In the case of a student who is enrolled in studies at a recognized academic institution in Israel or abroad, the permissible duration of research under this program is from two months to one year, with the possibility of extending for an additional year.
- 2.2.2. In the case of a student who has completed their studies and is not currently enrolled at a university in Israel or abroad, the permissible duration of research under this program is up to three months.
- 2.2.3. Cases in which a student arrives for a period of less than two months will be handled by the hosting faculties according to the procedure outlined in Appendix F.

3. Division of Responsibility

3.1. The Student

- 3.1.1. Verify that he or she meets the criteria for participation in the program, as specified in Section 4.

- 3.1.2. Select an advisor and obtain his or her consent to advise the student throughout the duration of the research internship at Technion.
- 3.1.3. Register for the program via Technion International's registration system, at least 6 weeks prior to arrival.
- 3.1.4. Obtain a student visa.
- 3.1.5. Purchase Israeli health insurance for the entire duration of the stay at the Technion.
- 3.1.6. Pay mandatory fees – \$60 registration fee, \$100 administrative fee, and additional Technion fees (student card, library access, dormitories, third-party Technion insurance, etc.).
- 3.1.7. Sign the IP document.
- 3.1.8. Complete the Technion safety course and any other mandatory courses (research ethics, prevention of sexual harassment, etc.).
- 3.1.9. Pay all additional expenses during the stay, including round-trip flights, travel, meals, accommodation, visa fees, medical treatment, medical supervision, and any other expenses.

3.2. Advisor:

- 3.2.1. Assess the candidate academic and research qualifications and conduct a personal interview on Zoom.
- 3.2.2. Update Technion International about the candidate, at least 6 weeks before the desired arrival date.
- 3.2.3. If planning on providing the student with a scholarship, complete the internship scholarship form and allocate a budgetary source for the scholarship in accordance with the scholarship terms specified in Section 6. Alternatively, assess funding available to the student from another source (home university, other funding source, self-funding) to support the student's stay in Israel.
- 3.2.4. Provide a suitable work environment for the student.
- 3.2.5. Advise the student during their stay, oversee their work and their arrival to the laboratory, and provide feedback to the student on their activities.
- 3.2.6. Complete a brief summary questionnaire to evaluate the student's collaboration and level of success upon completion of their stay.

3.3. Head of the Visiting Students Team at Technion International

- 3.3.1. Manage the visiting international students for research internships program, including:
 - 3.3.1.1. Managing the registration process in Technion International's registration system.
 - 3.3.1.2. Obtaining advisor approval for the candidate's acceptance.
 - 3.3.1.3. Handling acceptance and rejection letters for students.
 - 3.3.1.4. Coordinating among involved parties at Technion International and other departments.
 - 3.3.1.5. Welcoming students upon arrival at the Technion.
 - 3.3.1.6. Collecting registration and administrative fees, verifying that students have completed all forms and confirming the students' purchase of health insurance.

3.3.1.7. Coordinating with the Undergraduate Studies Department on matters related to the students' registration in the Technion systems, registration for the general laboratory course, and closing students' records in the Technion system after their departure.

3.3.1.8. Handling ongoing inquiries from students and/or the host faculty members.

3.3.1.9. Managing students' scholarships.

3.4. Head of the International Student Welfare at Technion International:

3.4.1. Handle the issuance of a student visa.

3.4.2. Assist in finding housing (please note: Spots in the dormitories are limited and it not possible to guarantee a spot for every student who is accepted into the program).

3.4.3. Manage the social guide.

3.5. Registration Coordinator, Undergraduate Studies Department:

3.5.1. Register students in the Technion system.

3.6. Student Affairs Coordinator, Undergraduate Studies Department:

3.6.1. Register students in the general laboratory course.

3.6.2. Close students' records in the Technion system.

3.7. Head of the Scholarship Division, Graduate School:

3.7.1. Evaluate and approve the awarding of internship scholarships to graduate students and candidates for graduate studies (not applicable to undergraduate students).

3.8. Head of the Office of the Executive Vice President for Research / Research Authority:

3.8.1. Evaluate and approve the use of the advisor's budgetary sources for granting research internship scholarships.

3.9. Head of Student Accounts Department:

3.9.1. Collect required payments: tuition fees, dormitory deposits, and rent.

3.9.2. Monitor the collection of payments, check debt balances prior to student departure, send debt payment requests, if applicable.

3.10. Accounts Department:

3.10.1. Process payments for the internship scholarship.

4. Program Admission Conditions

4.1. Relevant academic background in engineering, science, technology, architecture, or another field relevant to research.

4.2. A minimum grade point average of 80 (out of 100) or 3.2 (out of 4 in the American system) in courses relevant to the research field.

4.3. Two letters of recommendation from the student's advisor or from the staff at the institution where the student studies/studied abroad.

4.4. Approval from the Technion faculty member for hosting the student at the Technion.

5. Process for Managing Visiting Research Students

Stages	Tasks	Student	Advisor	Technion International (TI)	Time, in weeks
Inquiry Stage	1	Verify the program criteria.		Respond to all inquiries.	1-2
	2	Find an advisor and contact a faculty member to receive approval.	Evaluate the student academically.		
	3		Approve or reject the student's for the program.		
Program Registration	1	Register for the program via the TI's website.	Evaluate the student's ability to fund his stay in Israel and/or need for a scholarship.		2-3
	2			Create and evaluate the candidate's file and accept (or reject) him.	
	3			Send acceptance offer to the faculty member to get final approval.	
	4		Send the final approval to TI		
	5			If relevant, send the scholarship form to the faculty member and explain the process.	
Student Acceptance	1			Send the acceptance letter and forms to be completed.	1-2
	2	Complete and submit forms that were sent with the acceptance letter.		Send an email with details for obtaining a student visa, housing, and payments.	
	3			Social Guide: Send an email with information on social and other useful matters.	
Pre-Arrival	1	Obtain a student visa and purchase Israeli health insurance.	Complete the scholarship form and submit a signed copy to TI	Check that the student has completed the forms and confirm the student's health insurance.	2
	2	Sign the IP form.	Prepare a suitable work environment for the student.	Open a student record in the Technion registration system and register the student to the general laboratory	

				course in Undergraduate Studies.	
	3	Purchase a plane ticket and update TI staff of your arrival date.		Handle the student's scholarship.	
Integration into the Technion	1	Arrive and enter the dormitory (if applicable).			1
	2	Meet with TI's staff.		Meet with the student and provide relevant information.	
	3	Go to the research lab to coordinate expectations.	Coordinate expectations, introduce the research team and familiarize the student with the work environment.		
	4	Complete the Technion safety course and all other similar mandatory courses.			
	5	Go to the Technion Student Association to receive student card.			
Throughout the Stay	1	Go to the laboratory during working hours on weekdays, participate in research group meetings and meetings with advisor, attend meetings with the program coordinator and social activities run by the Dean of Students.	Advise the student, supervise their work and presence in the laboratory, and their participation in research group meetings.	Handle student and/or host faculty member requests, hold meetings for the international students.	Throughout the duration of the student's stay
Departure	1	Complete the exit form and questionnaire / survey about your period of research.	Complete a short questionnaire on the student's collaboration and level of success.	Confirm that the student has paid all his debts to the Technion, to the dormitories, etc.	1
				Close the student's record in the Technion system in coordination with Undergraduate Studies Department.	

6. Scholarship Conditions

The advisor may, at his/her discretion and provided that it has been clarified to the student in advance, award a research internship scholarship according to the criteria specified in this section. The granting

of a scholarship is essential in cases where the student lacks alternative sources of funding, whether from their home university or another source.

The advisor shall submit a scholarship request for the student enrolled in the program to Technion International in accordance with the following conditions:

- A. The scholarship is funded from research grants available to the faculty member in accordance with the guidelines of the funding entities, the terms of the grant, and the prevailing regulations of the Research Authority.
- B. The student is registered as an international visiting research student through Technion International and has been assigned a Technion student number.
- C. The duration of the scholarship period for a student enrolled in a university abroad shall not exceed 12 months.
- D. The duration of the scholarship period for a student who has graduated from a university abroad or in Israel (up to three years from degree conferral) shall not exceed 3 months.
- E. Monthly scholarship payments will be transferred directly to the student.
- F. No overhead or additional costs will be imposed on the scholarship.

Monthly Scholarship Amount

The advisor will determine, at his/her direction and with consideration of the funding available to the student, the number of monthly scholarship installments (Manot Milga) that will be awarded to the student according to the following guidelines:

- Undergraduate students and bachelor's degree graduates: Between 1-5 monthly scholarship installments in the amount of 1,100 ₪ per installment (up to 5,500 ₪ per month).
- Master's students and master's degree graduates: Between 1-6 monthly scholarship installments in the amount of 1,100 ₪ per installment (up to 6,600 ₪ per month).
- Doctoral students: Between 1-6 monthly scholarship installments in the amount of 1,250 ₪ per installment (up to 7,500 ₪ per month).

One-Time Grant – Reimbursement of Expenses

In addition to the monthly stipend, the advisor may cover the administrative fee and other Technion-related payments, up to 3,000 ₪ in total. The advisor is not authorized to fund expenses beyond those listed in this section. The allocation of the budget for the one-time grant must comply with the grant terms, the funding entity, and the research authority's regulations, and will be the responsibility of the advisor.

Enquiries relating to the funding of travel of students to conferences should be directed to the Vice President for Research's Office.

Documents that must be attached to the scholarship request form:

- Certificate of enrollment in studies, including the period of study and graduation date from the home university.

- Students in graduate degree programs (master's / doctoral) are to attach a letter from their advisor at the home university that notes their approval for their participation in the research period at the Technion.
- A letter from the host advisor at the Technion, which includes the following information:
 - Name of the university where the student is enrolled/has graduated from (home university).
 - Degree the student is pursuing/has completed.
 - Description of the collaborative research activities occurring at the Technion involving the student/student's home university, and the expected contribution of the student to the research being conducted at the Technion.
 - Funding arrangement during the student's stay in Israel and at the Technion – whether based on a scholarship (and its scope) or another funding source.
 - Faculty member's acknowledgement of the student's exposure to research materials not yet published publicly.

Appendices

A) Student Acceptance Letter

Dear X,

I am pleased to inform you that your application to attend Technion as a research student during the **X semester of the X academic year between the dates X** has been approved by Technion International and Prof. X from the Faculty of X. Working days are Sunday-Thursday between 8:30-17:00 **or** according to the Technion Professor/Lab hours. Friday and Saturday are weekend days in Israel.

All **academic** matters must be approved and resolved by your Technion host professor.

For all other matters, please contact **Mrs. Orna Nagar-Hillman** (research@int.technion.ac.il) and/or your Visa and Welfare Coordinator, **Mrs. Michal Kesary** (students@int.technion.ac.il).

Before you arrive in Israel, we request that you complete all of the following steps:

1. **Payments*** must be paid to Technion International prior to your arrival. Please complete the student payment form (attached to this email).
 - a. **\$100 – administrative fee.** This is *non-refundable*. Please send the payment either via bank transfer (bank information is provided on the form) or by credit card, at least 2 weeks prior to your arrival.
 - b. **Tuition fee:** Research students are exempt from tuition fees. But, if you wish to take academic courses, the fee is 1500 NIS per credit point.
2. **Israeli Health Insurance** must be arranged **prior to arrival** at the Technion either through a **local Israeli** agent of your choice or via the agent working with the Technion (Ofer, Phone: 972-3-6386216; e-mail: overseas@yedidim.co.il). NOTE that you will not be allowed to start at the Technion without a valid Israeli health insurance policy. Please send us a copy as soon as you purchase it.
3. **Visa:** International students at the Technion must obtain an **A2 Visa (Student Visa)**. You may present the attached acceptance letter at the **Israeli Embassy/Consulate for Student-Visa purposes**. If you need assistance with visa matters or have any questions regarding student visas, please contact visas@int.technion.ac.il.

If you have any further questions, please contact **Mrs. Michal Kesary** (students@int.technion.ac.il) for assistance during the month before your arrival.

4. **NOW YOU CAN ORDER YOUR FLIGHTS TO ISRAEL!**

Once all payments have been completed and you have arranged ISRAELI health insurance, you will receive a **student number** and **Technion email account**.

5. **Campus Fees*** **656 NIS per semester** (or part of a semester thereof) **must** be paid to the **Technion Student Accounts Department** using your Technion email account. Campus fees include security and welfare, student card, etc. Once campus fees have been paid, you will be able to order your Technion Student Card.

6. *Please inform us as soon as you have completed all the above procedures.*
7. **Accommodation Fees:** 1250 NIS per month (+ a one-time refundable 800 NIS deposit). Dorms cannot be guaranteed for all visiting students. You will receive more information about accommodations from students@technion.ac.il.
8. **Student Expenses:** Payment of all associated expenses during the stay, including round-trip flights, travel, meals, accommodation, visa fees, medical treatment, medical supervision, and any other expenses, shall be covered solely by the student.

Upon arrival at the Technion - Please schedule an appointment with Mrs. Orna Nagar-Hillman and Mrs. Michal Kesary to receive further information and necessary documents.

- Please make sure to inform us of any changes to your arrival or departure dates.
- This letter is valid for 5 months from the date above.
- Each acceptance letter is applicable for a maximum one-year visit. Re-application is required to request an additional visit period at Technion.
- You will also be requested to complete a **safety questionnaire** before you start your research in a Technion lab.

Student Guide: The guide will be sent to you by e-mail shortly. Please read the guide for important information.

We look forward to meeting you soon and we wish you a safe trip.

Sincerely,



Orna Nagar-Hillman
Head of Research Visitors, Technion International

* Campus and academic fees include (among other things): TI assistance with visa procedures and finding on/off campus accommodation, registration to Technion as a research student, social activities (orientation day, informal meet & greet, lectures, nights-out, subsidized day/weekend trips, holiday celebrations, etc.), a Technion student card, Technion swimming pool entry, discounted entry to Technion's gym, campus security, discounts on buses and trains, etc.

B) Request for Payment of Research Internship Scholarship for International Students (Short-Term Stay)

**** The scholarship is intended for students pursuing their bachelor's degree or master's/doctoral degrees abroad. Applications can be submitted for periods ranging from 1 month to 12 months.**

**** Guidelines for submitting the request and details regarding the required documents can be found in the attached information page.**

- **Name of Student:** _____
- **Technion Student Number (assigned by the International Center):** _____
- **Degree pursuing:** Undergraduate / Master's / PhD

Technion Faculty Member Host: _____ **Phone #:** _____ **Host Faculty:** _____

Declaration: I hereby confirm that the aforementioned student is arriving to the Technion to collaborate on research conducted at the Technion, in my research laboratory. The student is not coming for the purpose of taking Technion courses and/or has not been registered and will not be registered as a student at the Technion / visiting scientist.

Date: _____ **Signature:** _____

1. The entire period of stay of the student at the Technion:

Start Date: _____ **End Date:** _____ **Total of** _____ **months.**

2. Type of Scholarship Requested:

A) One-time internship grant: _____ ₪.

B) Monthly internship scholarship (please indicate the number of months as a whole number, *no fractions/decimals*):

I request approval for (number) _____ installments per month for (number) _____ months, starting from _____ month to _____ month.

- **Undergraduate students and bachelor's degree graduates:** Between 1-5 monthly scholarship installments in the amount of 1,100 ₪ per installment (up to 5,500 ₪ per month).
- **Master's students and master's degree graduates:** Between 1-6 monthly scholarship installments in the amount of 1,100 ₪ per installment (up to 6,600 ₪ per month).
- **Doctoral students:** Between 1-6 monthly scholarship installments in the amount of 1,250 ₪ per installment (up to 7,500 ₪ per month).

Total for clause B: _____ ₪

Total payment (clauses A + B): _____ ₪

Institutional / Technion Budget Number for billing: _____

Budget Holder Approval: Name _____ Signature _____ Date _____

Budget Administrator Approval: Name _____ Signature _____ Date _____

(GL 500168) Do not delete this number

For processing by the International Center:

International Center Approval: Name _____ Signature _____ Date _____

Vice President for Research Approval: Name _____ Signature _____ Date _____

Dean of the Graduate School Approval: Name _____ Signature _____ Date _____

Student scholarship payment will be via bank transfer: The student will complete a bank details form that will be sent by the International Center.

C) Email Sent to Students Prior to Arrival at the Technion

Dear (student's name),

My name is Michal Kesary and I am the Student Affairs Coordinator for Technion International. I would like to help you get settled in at Technion and Israel as comfortably as possible.

Our goal at Technion International is to ensure that you will have a successful and enriching experience, and we wish to provide you with all the resources needed to support you through your studies.

There is much to plan before your arrival, and we are sure you have many questions. The attached Visitor's Guide provides you with information ranging from the pre-departure stage to recreational activities on campus and in Israel. Traveling instructions explaining the journey to the Technion and a Technion campus map can be found in the attached Visitor's Guide.

In addition, you are welcome to view our video guides:

- [Before arrival](#)
- [Upon arrival](#)
- [Campus Life](#)

Please note that you will need to send us:

1. **Information regarding your arrival date.** Please send this information to the Student Guide, Ellenor Geraffy and to me. The Student Guide's contact information is:
ellenorgeraffyy45@gmail.com.
2. **A copy of your passport + student visa.** Questions regarding visa coordination should be directed to: visas@int.technion.ac.il
3. **Israeli health insurance policy.** Please indicate under the Faculty or Department section: Technion International.
Please note: Only valid Israeli insurance coverage will be accepted by Technion. Technion will not accept insurance coverage from your home country.
We recommend the Israeli "Harel Yedidim" insurance (which allows on-campus treatment). For further information, please contact: academic@yedidim.co.il.
4. **Scanned passport picture** of you (the photo must be sharp and clear, taken in full-face view directly facing the camera, maximum file size: 500 KB, JPEG format).
5. **Israeli phone number**, if you have one already.

Note: Dorms are not guaranteed! Please contact me ASAP to make sure we have available dorms so we can reserve them for you.

For further information, please contact me.

Best Regards and Shalom,

Michal Kesary
Student Affairs and Visas Coordinator
Technion International
Tel: +972-77-887-1852

D) Student Clearance Form

Subject: Clearance of Student Administrative Debts Upon Program Completion

Full Name _____ Technion Student Number: _____

We request that you verify that the student listed above has fulfilled his financial and administrative obligations with your department/unit. Please confirm by providing your name, signature, and stamp in the designated space in the table below.

Your confirmation is requested based solely on the information provided above.

Before leaving the Technion, you are required to print out the following table and obtain signatures from each department or person listed below.

Dorms: Each building has a building manager whose job is to check you out of your dorm and ensure that your dorm room is clean and ready for the next student who comes to live there. The building manager's name is posted on the board at the entrance of your building. Make sure to schedule an appointment with him/her at least 3 days before you intend to leave.

Approving Unit	Name and Signature	Date
<u>Accounting Department</u> Ullman Building, 4 th Floor, Room 414 Dafna/Sivan (Office Hours: 11:00-13:00)		
<u>Central Library</u> (Please check the question in all Technion libraries) 04-8292503		
<u>Student Dormitories</u> (Dorm Manager and/or Building Manager)		
<u>Student Affairs Coordinator /</u> <u>Visiting Students Coordinator – TI</u> International Center		

E) IP Form – To be Signed by the Student

Technion Research and Development Foundation Ltd (“TRDF”)

Technion City

Haifa 3200003, Israel

Re: Technion's IP Bylaws-1999 – Personal Consent Letter

1. I, the undersigned [REDACTED], I.D./passport number [REDACTED] have agreed to participate in research activities as a Research Student/Intern [REDACTED] under the supervision of Prof. [REDACTED] at the Technion (“**Technion PI**”) for a period of [REDACTED] (the “**Research Activities**”).
2. I am aware of and consent to being subject to the Technion's IP Bylaws-1999 (“**Technion's IP Bylaws**”) and academic regulations (as may be periodically updated).
3. Any Invention (as defined in the Technion’s IP Bylaws) developed as a result of the Research Activities will be solely owned by TRDF.
4. I am aware that I will be entitled to certain proceeds from the commercialization of such Invention in accordance with the Technion’s IP Bylaws.
5. I hereby confirm that I have read and accept Technion’s IP Bylaws-1999 as they are written, and all terms and conditions shall fully apply to the Invention and my right therein.
6. I hereby undertake to maintain, in the strictest confidence, any and all information brought to my knowledge regarding Research Activities, whether or not prepared or developed by me (“**Confidential Information**”). I will use Confidential Information solely for the benefit of the Research Activities and will not disclose, distribute, or disseminate Confidential Information in any way, to anyone, except as directed and confirmed by TRDF.

Confidential Information does not include information already in the public domain.

7. I further undertake to refrain from making public any work, report of work, or any other information concerning the Research Activities or to using (except for purposes of the approved project), presenting or disclosing in any other manner any work, report or information in writing and/or orally, without the express prior written consent of the Technion PI.
8. I am aware that nothing in this document shall be deemed as creating an employer-employee relationship between me and TRDF and/or the Technion.

In witness whereof: _____

On this day: _____

Appendix F – Procedure for Students who Arrive for a Period of Less than Two Months

1. Students arriving for a period of less than two months will be handled by the host faculty.
2. Each faculty will have a primary point person (coordinator) who will coordinate the process and compile an updated list of all visitors.
3. The faculty coordinator is responsible for completing an “Intern/Volunteer Form” with the student’s details and duration of stay, and submitting it to the Human Resources Division for third-party insurance purposes.
4. The faculty coordinator is responsible for contacting the visitor before their arrival to ensure that they have purchased health insurance coverage and to find them suitable housing accommodations.
5. The faculty coordinator is responsible for sending the Student Guide to the visitor.
6. Upon arrival, the coordinator will hold an orientation meeting with the visitor.
7. The coordinator is responsible for ensuring the student has a suitable work environment and is present in the laboratory during working days at the Technion throughout the duration of his stay.
8. In the case of an emergency, coordinators are to communicate all pertinent updates and information (announcements from the Technion Administration, Security Unit, International Center) to the visiting students.