**Declaration form for Ph.D. committee member in the faculty of social sciences**

As a member of the committee of the Ph.D. candidate ­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I declare that I am committed to be an active member of the Ph.D. committee of the faculty of social sciences (as described below).

I also declare that I am not a family member neither a personal friend of the Ph.D. candidate, and that I have no non-academic interests with respect to the Ph.D. thesis or the Ph.D. candidate.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**The role of the Ph.D. committee is to examine, guide and approve (A) PhD proposal (B) Ph.D. thesis.**

## Timeframe and committees' responsibilities:

## 1. Part 1 - approving Ph.D. proposal:

## The committee member will confirm the absence of any conflicts of interest (i.e. that they are not a family member or a close friend of the Ph.D. candidate).

## Prior to the proposal exam, the committee member will schedule one personal meeting with the Ph.D. candidate to discuss the proposal (a Skype meeting is possible if needed).

## Ph.D. proposal oral exam: committee members that will not be able to attend the thesis defense will submit a written report to the Ph.D. advisor before the proposal exam. During the exam, the Ph.D. candidate will present his/her proposal and discuss it with the committee members. At the end of the meeting the Ph.D. advisor will summarize the committee conclusions. The committee members will sign on this summary and will add a separate summary if they wish to.

## 2. Part 2 – approving Ph.D. thesis:

## After the Ph.D. candidate wrote the full thesis draft that was reviewed by the Ph.D. advisor, a copy will be submitted to the Ph.D. committee members.

## At this stage, the committee member:

## Will read the Ph.D. thesis draft.

## Will approve that the Ph.D. candidate has finished the experimental period.

## Will report whether the thesis is appropriate (after all corrections and changes have been made) as a Ph.D. thesis.

## Will write a summary of his/her opinion regarding the thesis.

## Ph.D. Final oral Exam (Thesis Defense) – at least three committee members should be present at the exam (committee members that will not be able to attend the thesis defense will submit a written report to the Ph.D. advisor).

## After the thesis defense the Ph.D. committee members will summarize their conclusions, and the Ph.D. advisor will submit the final report.

## The Ph.D. committee members will approve the Ph.D. thesis as soon as all corrections have been implemented. Each committee member will sign an approval form which confirms that the thesis is appropriate.

## In general, the Ph.D. advisor or any member of the Ph.D. committee could potentially schedule additional meetings as needed.