



**STANDARD OPERATING PROCEDURE (SOP)
FOR
HEC SCHOLARSHIP OFFERED TO
SMALL ISLAND DEVELOPING STATES STUDENTS**



**Academic and Research Linkages with
Different Countries/Agencies**



HRD Division

Higher Education Commission, Pakistan

<http://hec.gov.pk/english/scholarshipsgrants/ARL>

STANDARD OPERATING PROCEDURE (SOP)
FOR
HEC SCHOLARSHIP OFFERED TO
SMALL ISLAND DEVELOPING STATES STUDENTS

**Academic and Research Linkages with
Different Countries/Agencies**

A. ADMISSION PROCESS:

Following procedure will be followed:

- ➔ HEC would provide the eligibility criteria for admission in MS/M.Phil. and PhD degree program in selected Pakistani universities. The eligibility criteria is mentioned below.
- ➔ The students would apply through nominating agency, i.e. the Deputy Permanent Delegate, UNESCO by mentioning the name of Pakistani universities (1st, 2nd & 3rd choice) and disciplines/choices where she/he wish to get admission (List of Pakistani universities attached).
- ➔ The Deputy Permanent Delegate, UNESCO would make the nomination / selection of students as per the eligibility criteria in coordination with HEC/respective University after meeting their admission bench marks (percentage). The data of nominated students will be shared with HEC. Nomination would be on competitive basis on highest academic merit.
- ➔ The applicant would be required to complete all requisite documents for university admission process.
- ➔ HEC would facilitate and coordinate with the student through UNESCO office for their enrollment in respective Pakistani universities in relevant discipline. HEC would share the list of nominated students with selected Pakistani universities for securing acceptance/provisional admission as per their choices. The received nominations would be forwarded to respective universities keeping in view the preference pledged by Applicants, for placement as per eligibility & merit criteria of the university.

- ➔ After completion of all documentation, HEC would issue NOC for academic purposes only in favour of finally selected student to study in Pakistan.
- ➔ HEC HRD Division will coordinate with respective embassies, ministries including Foreign Office, Ministry of Interior and concerned Agencies for completing all formalities.
- ➔ Finally selected students would be enrolled in public sector universities by considering their admission choices (1st, 2nd & 3rd) at Pakistani universities.

B. MODE OF APPLYING:

The Deputy Permanent Delegate, UNESCO will coordinate with HEC and advertise the scholarship amongst the SID States. The students of these countries will compete for award of scholarship, as per the eligibility criteria mentioned below in coordination with HEC.

C. FINANCIAL/SCHOLARSHIP AMOUNT AND ITS BREAKDOWN:

Scholarship	Heads Rate (PKRs)
Tuition Fee (Language Course) for one semester	60,000
Tuition Fee per semester (MS/ M.Phil. & PhD)	60,000
Living Stipend per annum	180,000
Book Allowance per annum	20,000
Air Ticket (Return)	Air ticket expenses will be reimbursed / paid by HEC

D. ELIGIBILITY CRITERIA:

- ➔ No dual national is allowed, only students from Small Island Developing States (SIDS) are eligible to apply.
- ➔ The applicant must have completed undergraduate degree which have equivalency of 16 years viz. 04 year's bachelor degree program graduated from State recognized university after 12 year's school education equated by IBCC (Please see Pakistan Qualification Framework for Master's degree program and equivalence standards of HEC and IBCC).
- ➔ Those who have qualification as of para 2, they will be eligible to enroll in Master's degree program (MS/M.Phil).
- ➔ For doctoral research (PhD), applicant should have completed MS/M.Phil. (Postgraduate degree).
- ➔ The major disciplines or subjects applied for Master's and PhD degree at Pakistani universities should be in the relevant major disciplines already studied by the applicant during their last degree program.
- ➔ All the degree programs in Pakistani universities will be in English language, therefore HEC may arrange zero semester in English Language at National University of Modern Languages (NUML), Islamabad or in Parent University. The host universities will design and develop zero semester for making up deficiency for English language. The zero semester must be completed before commencement of full degree programme in Pakistani universities especially in fall session (August–September) or in spring session (February). If required, the students may commence their zero semester in English language. However, those students who have already passed IELTS, TOEFL or

institutional English Proficiency Test (EPT) will not require to appear for zero semester in English language. If required, HEC may also arrange EPT test for candidates, as well.

E. LIST OF DOCUMENTS REQUIRED

Four sets of the following documents will be required after nomination of applicants by sending/nominating country (Small Island Developing States Government/Ministry):

- ➔ HEC "Foreign Student Information Sheet" to be filled in & signed by the applicant (Attached)
- ➔ All academic Certificates / Marks Sheets of School, College and University.
- ➔ Recent Photographs (Eight)
- ➔ Copy of Passport.
- ➔ Nomination letter by home country carrying photograph.
- ➔ NOC of concerned Embassy / UNESCO at Islamabad for studying in Pakistan

f. Age:

Age between 20 years to 35 years for MS / M.Phil. and 40 years maximum for PhD on or before the application deadline.

g. Accommodation:

Accommodation at university hostels will be provided by Pakistani universities

h. Travel Arrangement to Pakistan and return:

HEC will reimburse return economy airfare to students of SID States to Pakistan.

I. WEBSITES OF RELEVANT DEPARTMENTS/FACULTIES OF UNIVERSITIES:

S. No.	Public Sector Pakistani Universities	Website (s)
1	National University of Science & Technology (NUST), Islamabad.	www.nust.edu.pk
2	National University of Modern Languages (NUML), Islamabad.	www.numl.edu.pk
3	Quaid-i-Azam University, Islamabad	www.qau.edu.pk
4	PMAS-Arid Agriculture University, Rawalpindi	www.uaar.edu.pk
5	University of Agriculture, Faisalabad	www.uaf.edu.pk
6	University of Engineering & Technology (UET), Lahore	www.uet.edu.pk
7	NED University of Engineering & Technology, Karachi	www.neduet.edu.pk
8	H.E.J Research Institute of Karachi, University of Karachi	www.iccs.edu
9	Center of Excellence in Water Resources, University of Engineering and Technology, Lahore	www.iccs.edu
10	Center for Advance Studies in Water Resources, Mehran University of Engineering and Technology, Jamshoro	water.muet.edu.pk

11	Any other Pakistani public university recognized by HEC.	www.hec.gov.pk
----	--	--

J. DURATION OF DEGREE

- ➔ Six month / Zero Semester language course
- ➔ 24 months MS/MPhil degree program
- ➔ 48 months Doctoral (PhD) program

K. DATES OF START & FINISHING OF DEGREE PROGRAMME/SEMESTERS

Students may commence zero semester from February 2017 to onwards for six month and after completion, they will be enrolled in degree program. If zero semester is not required due to their competence in English language proficiency, they may be directly enrolled in regular degree program (MS/M.Phil & PhD) subject to fulfillment of criteria, as mentioned above. Zero semester must be completed before admission session in Pakistani universities, i.e. Fall session (August-September) or Spring session (February). **Summer semester can also be utilized for zero semester in case of fall semester admission in main degree.**

L. EQUIVALENCE CRITERIA FOR DEGREES

- ➔ Equivalent to MS/MPhil and PhD programs, in the light of Pakistan Qualification Framework.
- ➔ Other relevant information.

i. VISA PROCEDURE:

1. After endorsement / NOC issued by HEC, the student would apply for a visa through UNESCO mission / Pakistan Embassy at respective country (SIDS). She or he would submit the following documents:
 - ➔ Student Visa Form
 - ➔ Photocopy of passport
 - ➔ Photographs (08)
 - ➔ All relevant transcripts, diplomas, and other educational documents
 - ➔ Acceptance / Admission letter from the Pakistani university applied to
 - ➔ NOC issued by HEC before visa.
 - ➔ NOC issued by respective Embassy at Islamabad to study in Pakistan
 - ➔ Any other document if required by the UNESCO mission / Pakistan Embassy at respective country (SIDS).
2. HEC would notify the enrollment / NOC to concerned university and Ministry for visa endorsement
3. The visa would be processed through the UNESCO mission to Pakistan Embassy at respective country (SIDS).

4. The visa, once issued, must be renewed annually, adhering to the country's required/valid security clearance process.

ii. FIELD OF STUDIES:

A total of 30 scholarships (24 for MS / M.Phil. and 06 for PhD) will be awarded in the field of Water and Climate with breakup of maximum 10 scholarships (07 MS and 03 PhDs) per year.

PAKISTAN QUALIFICATIONS FRAMEWORK (PQF) FORMAL AND HIGHER EDUCATION

Years	Levels	Award Type	Award Example	
Higher Education Levels	21 20 19	08	Doctoral	PhD
	18 17	07	Masters	Mphil/ MS / MBA, MSC (eng) March etc
	16 15	06	Bacholors	BS, B.E, B.Arch, BSC (Eng.), BSC (Agri), MA/MSC (16 year), LLB, B.Com (HONS), MBBS, DVM, PharmD, etc
	14 13	05	Associate Ordinary Bacholars	BA/BSC (Pass), ADE, Associate Degrees etc
Intermediate Level	12 11	04	Higher Secondary School Certificate (HSSC)	FA, FSC/ I.Com, DBA, D.Com etc.
	10	03	Secondary School Certificate (SSC)	Matric
Matriculation Level	02	Middle (3 years)		
	01	Primary (1-5) Pre Primary (1-2)		



HIGHER EDUCATION COMMISSION - PAKISTAN

FOREIGN STUDENT'S INFORMATION SHEET
(FOR STUDY IN PAKISTAN)
(To be filled by the student)

Affix latest
photograph

1. Name: Mr./Miss/ Mrs.
2. Date of Birth Place of birth Nationality
3. Father's name Occupation.....
4. (a) Postal Address.....
(b) Permanent Address (in home country)
(c) E-mail ID..... (d) Tel. No. Cell
5. (a) Passport No or NADRA Card No (only for Afghan Refugees).....
(b) Date & Place of issue
6. (a) Name of selected Course..... (b) Institution.....
(c) How long do you plan to study in Pakistan?

IMPORTANT: If the student is already in Pakistan for study or other purpose then provide the following information:

7. (a) Previous institution attended at Pakistan..... Program with duration.....
(b) HEC NOC letter No. & Date..... Degree completed or not.....
(c) If not completed [please attach clearance certificate from previous institution for fresh NOC from HEC]
8. (a) Pakistani visa No. & Date of Issue..... (b) Visa issued by.....
(c) Nature of visa (i.e. Visit or Study etc.)..... (d) Date of expiry of visa.....
9. Residential Address, Phone & Mobile No.....

Signature of the student with date

.....
CONFIRMATION OF PROVISIONAL ADMISSION BY THE UNIVERSITY / INSTITUTION

Name of University/Institution

This is to certify that on the basis of his/her eligibility, Mr./Ms. _____ S/o _____ Nationality _____ has been granted admission in the course _____ of _____ years duration starting from _____ in the department of _____ at this University / Institution subject to clearance from all the vetting agencies.

Name of Authorized Officer

E-Mail ID _____ Phone No.

Signature with Official Seal

NOTE: Fill in all the information properly. Incomplete or illegible information will not be accepted/entertained for the purpose of NOC.

Syed Kashif Jehan
Project Coordinator
HRD Division
Higher Education Commission
Sector H-9, Islamabad-Pakistan.
E-mail: skjehan@hec.gov.pk
Tel: +92-51-9080-8088



<http://hec.gov.pk/english/scholarshipsgrants/ARL>



Syed Kashif Jehan
Project Coordinator
HRD Division
Higher Education Commission
Sector H-9, Islamabad-Pakistan.
E-mail: skjehan@hec.gov.pk
Tel: +92-51-9080-8088



<http://hec.gov.pk/english/scholarshipsgrants/ARL>