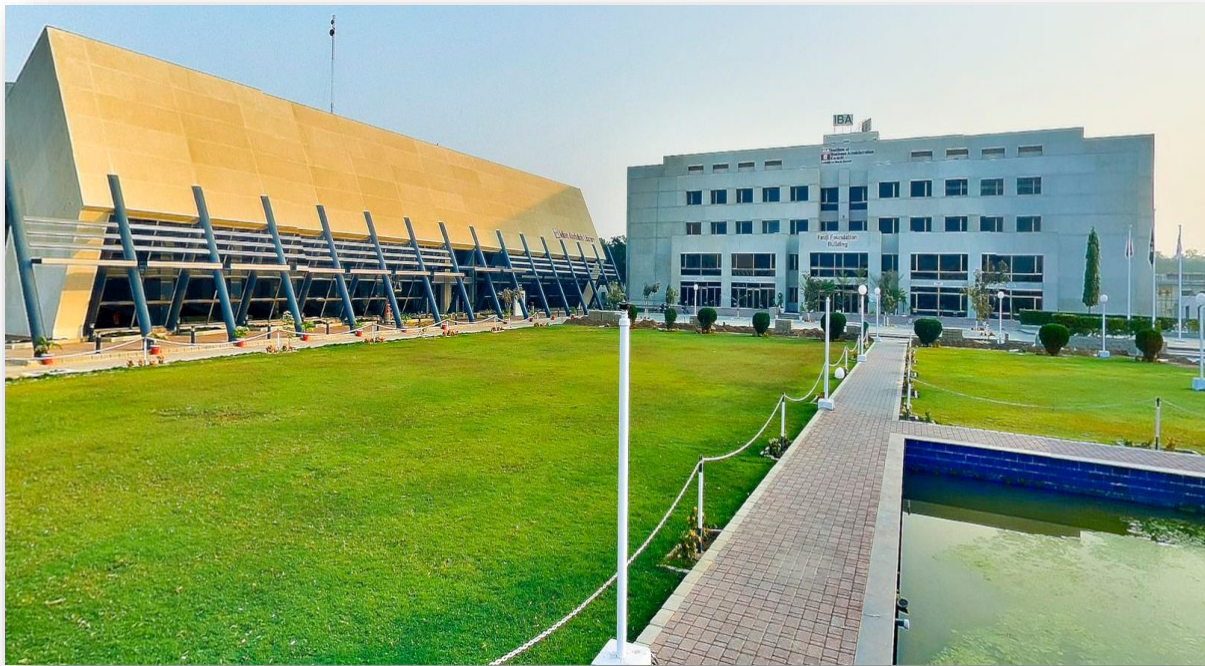# Quality Enhancement Cell, IBA Karachi

Step by Step process for HEC Approved Ph.D. Supervisors

The HEC Approved Supervisors program aims to assist PhD students by pairing them with qualified and experienced faculty members of HEC recognized universities, degree awarding institutions, and R&D organizations. For this purpose, HEC requires PhD supervisors to be continuously evaluated and approved. HEC issues award letter to those PhD faculties, who have applied and attained the title **'HEC Approved Supervisor'**, meeting all terms and conditions of the program, explained in detail in this document.

To become HEC approved supervisor, the applicants is required to get their **PhD degrees/ Equivalence Certificates attested BEFORE** proceeding with their application for 'HEC Approved Supervisor.'

The Quality Enhancement Cell (QEC) at IBA is happy to assist faculty members in applying for the HEC Approved Supervisors Application (ASA). If, however, anyone wants to apply on their own, the guide below can be used to understand the requirements and the process flow. In case of any query, please reach out to us at qec@iba.edu.pk or on Ext. 1834, 1837 and 2488.

The procedure for getting HEC approval for Approved Supervisor is explained below.

Step 1: Eligibility Criteria

Before proceeding for the PhD approved supervisor process, faculty **should check for the eligibility criteria**, as described by HEC. The eligibility criteria for HEC approved PhD supervisors is given below:

General eligibility criteria for HEC approved PhD supervisors

1. A **PhD degree** from an HEC-recognized national university/degree awarding institute (DAI), or reputable international university/institute.
2. A **position of faculty member** (regular/adjunct/visiting) or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or Public sector organization.
3. Approval from the head of institution, i.e. Vice Chancellor or Rector (for visiting/adjunct faculty only) for applying for this process.

In addition to the above requirements, HEC specifies certain discipline wise requirements, as mentioned below:

Specific requirement for Science and Technology

Approved Supervisors must have:

1. At least two research publications in the past five years with ISI (Institute of Scientific Information, USA) indexed journals with a significant Impact Factor
OR

2. A cumulative Impact Factor of minimum 5.00 or more for their entire research publication record. They must have at least one recognize publication in last three years at time of Re-evaluation.

OR

3. A PhD degree obtained within the last five years from a reputable foreign university along with at least one publication.

<u>Specific requirement for Social Science, Arts and Humanities, and Business Education</u>

1. Candidates holding **foreign PhD degrees from reputable international universities**:

   o Candidates who have completed their **PhD in the last five years** will be required to have **AT LEAST ONE** publication.
   o Candidates who completed their **PhD more than five years ago** must have:
     ▪ **Three local publications** in the **last five years** in at least **'Y' category HEC-recognized journals**

       OR
     ▪ **Three publications** in journals listed in the **Social Sciences Citation Index (SSCI), Social Science Research, Arts & Humanities Citation Index (A&HCI) and Arts & Humanities Search**.

2. Candidates holding **local PhDs**:

   o International teaching/research/fellowship **experience at the post-doc level for at least a semester, and three publications in the last five years in at least a 'Y'** category HEC-recognized journals

     OR
   o At least **two publications in the 'X' category and one publication the 'Y' category** of HEC-recognized journals

     OR
   o **Three publications in journals listed** in the Social Sciences Citation Index (SSCI), Social Science Research, Arts & Humanities Citation Index (A&HCI) and Arts & Humanities Search.

If the faculty meets the above criteria and is eligible then they can move to the next steps, otherwise, they need to fulfill the requirements in step 1 before moving forward with their application.

Step 2: Creation of e-portal account for new users

Once you have read through the eligibility criteria, please click on HEC link to **create your user profile**, http://eportal.hec.gov.pk/asa. This link will take you to a dashboard; see the screenshot below:
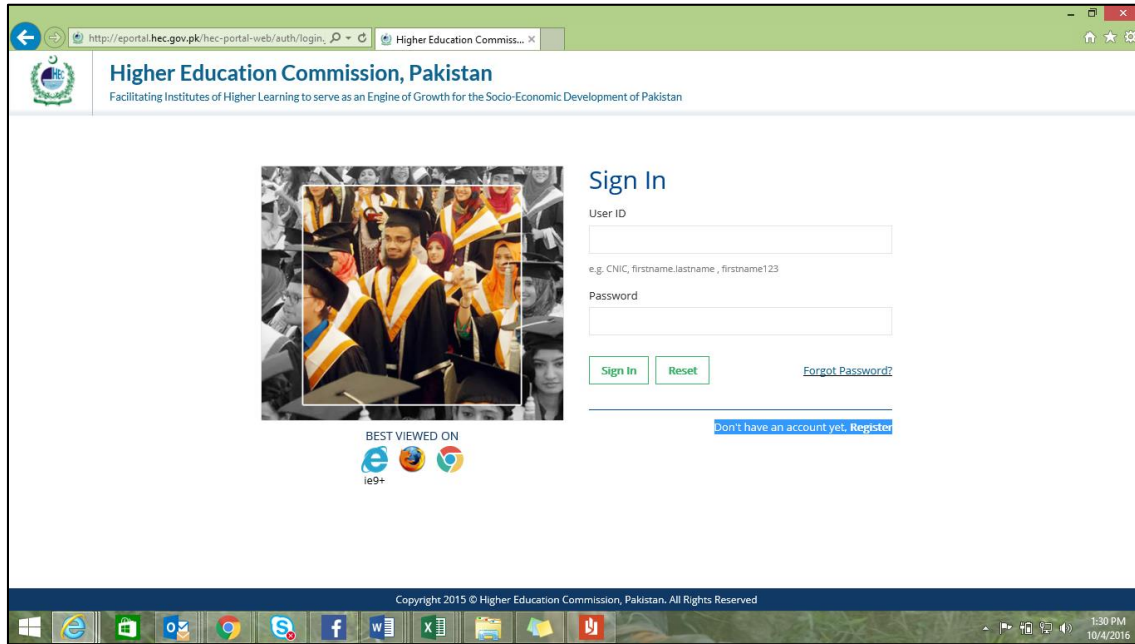
Step 3: Information for new users

Once you are on the dashboard and if you are a **'new user'** you will be required to create your profile. You can do this by clicking on the **'register'** button. If you have a profile previously created for any reason, use the same user ID and password to log into the HEC's e-portal. New users will be required to develop a common profile. Specifically, following information will be required:

1. Nationality
2. CNIC type (CNIC or POC)
3. CNIC number
4. Region
5. Password *(you will have to create a password)*
6. Cell phone number
7. Primary email address. ***We encourage you to register with your official IBA email address.***

   Once you have entered your mobile number and email address, click on send code. You will receive a code and will be asked to verify it. Once you have verified and submitted the code, the system will show you the following message:

You can now enter your user ID and password to log in to your HEC's e-portal and you will be directed to the following homepage:

Step 4: Completion of common profile

On the main homepage of the HEC, as shown in the screenshot in step 3, the applicant will be asked to complete the profile. Following is the information which the applicants are required to fill:

1. Personal Detail
2. Contact
3. Education
4. Employment
5. Publication
   While entering the publication details, kindly follow the below steps:
   - *'Click YES' on search in HEC database*
   - *Once you click yes, search your publication either through 'journal name' or 'ISSN' number.*

   *The system will **NOT** consider the publication detail filled manually*

The information section is not limited to only above-mentioned areas in the portal. Applicants are required to complete the profile and with each section once filled, **'save'** the information before proceeding to next section. This is to ensure that you have previous information stored in the system in case you decide to complete the process in more than one sitting. Please remember that

you are required to provide the copy of your PhD degree **'ONLY'**. There is '**NO**' need to provide copies of previous transcripts and degrees.

Step 5: Approved Supervisor Application (ASA)

You will find the approved supervisor application form on HEC's e-portal, by clicking on **'Scholarships and Grants'** on the left 'navigation' tab, as shown in the screenshot below:
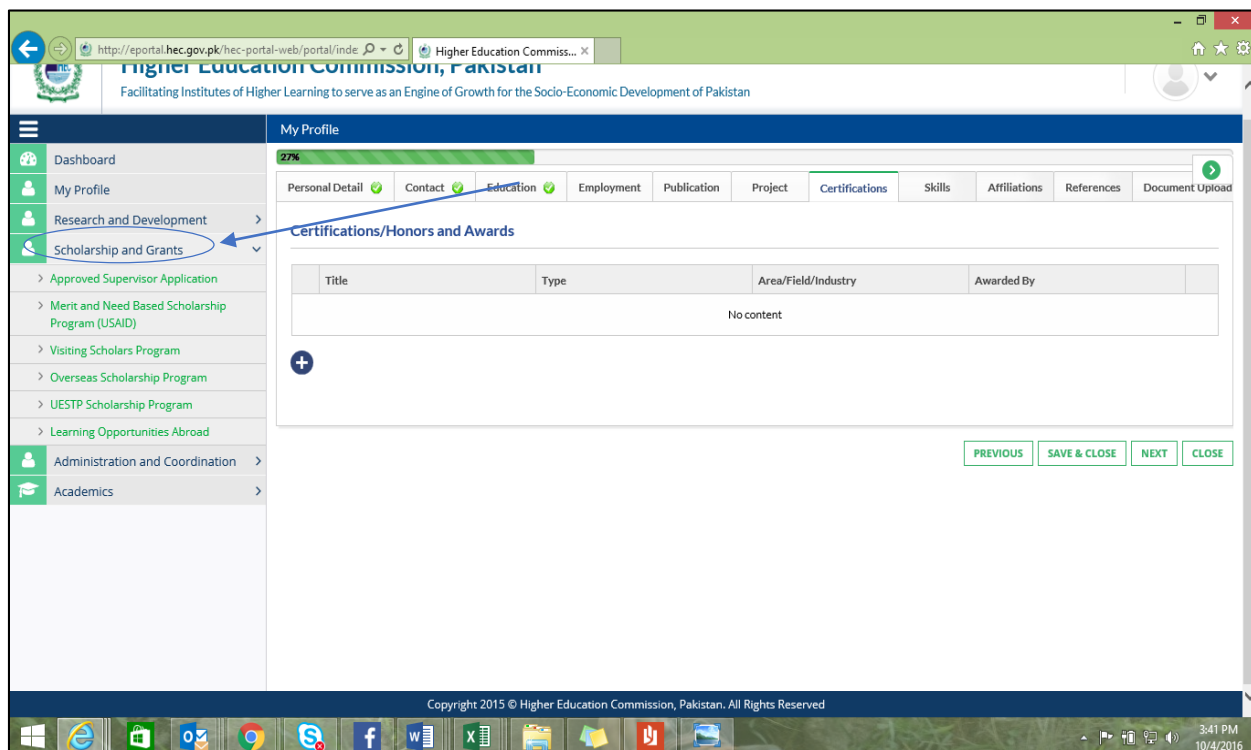
Click on the **'Approved Supervisors Application (ASA)'** option. If you are fulfilling the eligibility criteria, as explained in step 1, the system will allow you to enter the ASA application form. If the applicant does not fill the eligibility criteria, ineligibility message will appear.

Step 6: Research Area

After filling the application form and once you have saved all the information, the screen will take you to the 'Research Interest' tab, where you are required to follow these steps:

1. Select Discipline and Sub Discipline and click 'Proceed'
2. Fill research interest area
3. Select information to indicate whether you have received any scholarship and are HEC scholar or not.

Please note the following:
1. The applicant will be required to do the following:
   - **Pakistan University Degree holder** will be required to get **HEC attested PhD degree**.
   - **PhD holders from a reputed, international university** will be required to get '**Equivalance Certificate' of PhD degree from HEC**.
2. In case the applicants do not provide verification of degree within specific period of time, the application will be rejected. An email will be sent to the applicant that the application has been rejected.
3. Approved Supervisor Application (ASA) scrutiny team can request a revision from the applicant, in which case an email will be sent to the applicant highlighting the area to be revised.
4. In case of revision of a task mentioned in point no.3, the dashboard will show **Error! R eference source not found.** until scruitny of the application is done. If the applicant does not revise the form, ASA scruitny team will reject the application form. However, if the applicant submits a revised application form, an email will be sent to the applicant copying the ASA director.

Step 7: Undertaking

Once the application is filled, the applicant is required to take the undertaking of all the documents that he/she is submitting. With the undertaking, applicant is required to upload the following **'mandatory'** documents. These documents are:
1. **For Foreign PhD Degree holder:** Copy of HEC issued 'Equivalence Certificate' attested by gazzetetd officer.
2. **For Pakistani PhD degree holders:** Copy of HEC attested PhD degree.
3. Cover letter from Host or serving University or institutions stating that the applicant is an employer of the univeristy. Please be sure that the size of the documents is not be more than 200KB.

The applicants can review the application by clicking **'Preview'**of the application to skim through the application form once again beofre final submission is made.

Step 8: Final Submission (Hard/Postal Copy)

1. Click **'Submit'** Application. Applicant will be sent an acknowledgement by automated system generated email, if the process is complete and the application has been successfully submitted. This email will be received on the email provided by the applicant at the registration stage *(we encourage you to register with your official IBA email address).*
2. The applicant will be required to forward hard copy of application form along with pre-requisite documents within **20 days** of application submission through courier to HEC. In case of failure, the application will be rejected/ stand cancelled.
3. On receiving the hard copy of the documents, an email will be sent to the applicant, acknowledging that the documents have been received.
4. HEC will update the applicant at each stage of the application.

Important Information

1. There are two major categories of disciplines i.e. **(a) Sciences & Technology and (b) Social Sciences**. Both categories have a separate eligibility criterion that has been incorporated in process flow of applying at HEC e-portal. The system will only allow those applicants to proceed with the form who are meeting the eligibility criteria. The eligibility criteria is explained in **'step 1'** of this guideline document.
2. The applicant will be required to get their PhD degrees/ Equivalence Certificates attested before processing the application for 'HEC Approved Supervisor.'
3. Mandatory documents that need to be uploaded on the e-portal are:
   a. Copy of CNIC
   b. Recent picture
   c. Copy of PhD degree
   d. Covering letter from the University
4. The applicant is expected to send a hard copy of the Application form through courier to HEC using proper channel (i.e., through University), on provided address within 20 days of submitting the application on the e-portal. The courier should be directed to:

   Saima Naurin
   Project Director, (HRD)
   Higher Education Commission,
   H-9, Islamabad
   Email: snaurin@hec.gov.pk

5. The application process will be initiated after receipt of hard copy of application along with copy of PhD degree, HEC attested /equivalence certificate. No scanned copy will be entertained.
6. The title of 'HEC Approved Supervisor' is valid for **'three years'**. After three years, the supervisor will be required to update the profile. HEC will re-evaluate the profile as per eligibility criteria again.
7. Regularly update the profile if there are any changes.
8. HEC will publish the names of only those 'HEC Approved Supervisors' on website whose period is valid i.e., 3 years.
9. HEC is publishing names of Approved Supervisors periodically, therefore, it may take '**15 days**' for the applicant's name to be published on HEC's webpage, in case it is not published within 15 days of approval at e-portal, please contact via email with your application ID/number.
10. Always mention your assigned application ID before raising any query either telephonically or via email. HEC will not entertain your request without application ID.
11. In case of any misrepresentation found in documents/information, HEC will take stern actions including legal action as well in this regard.