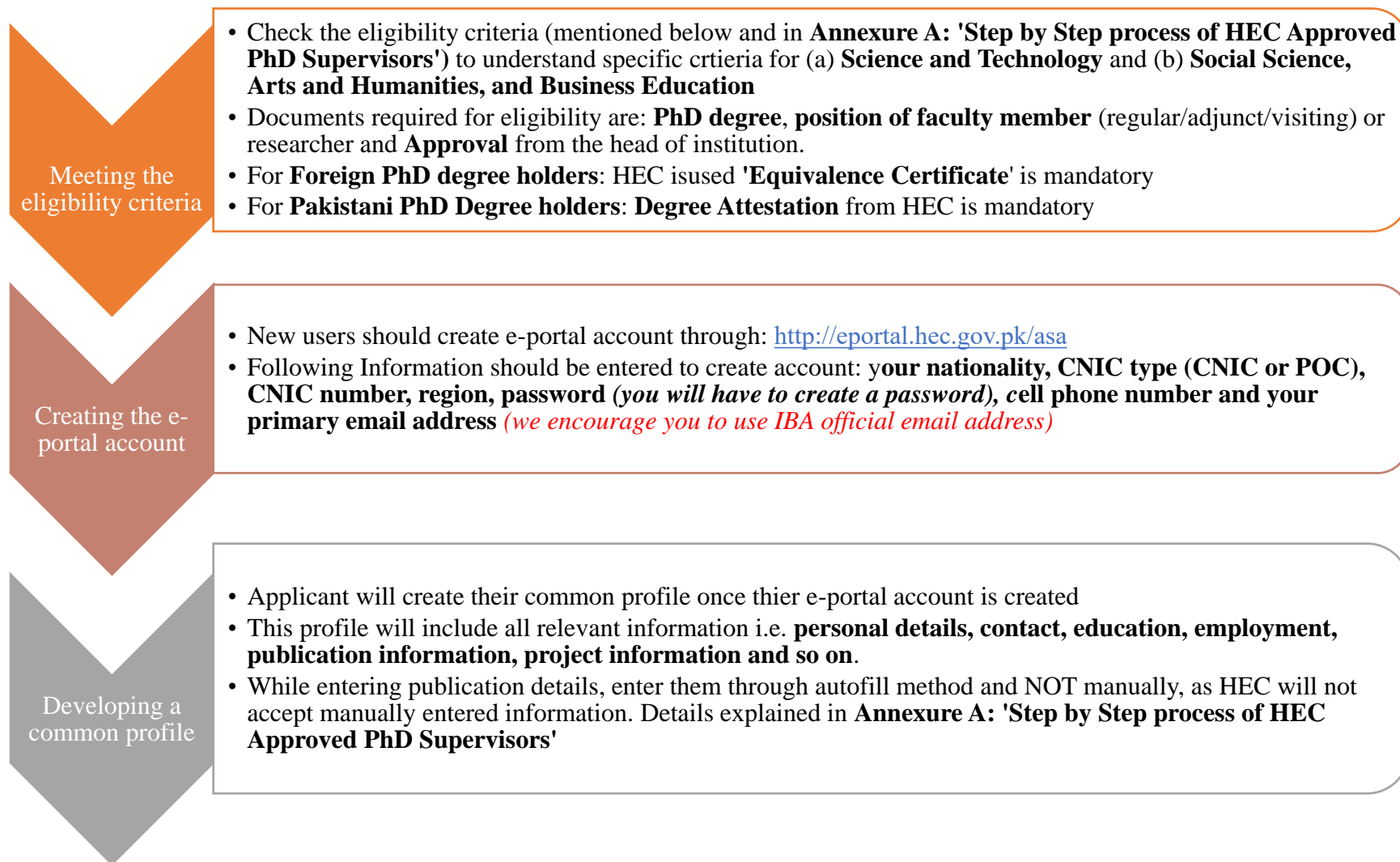
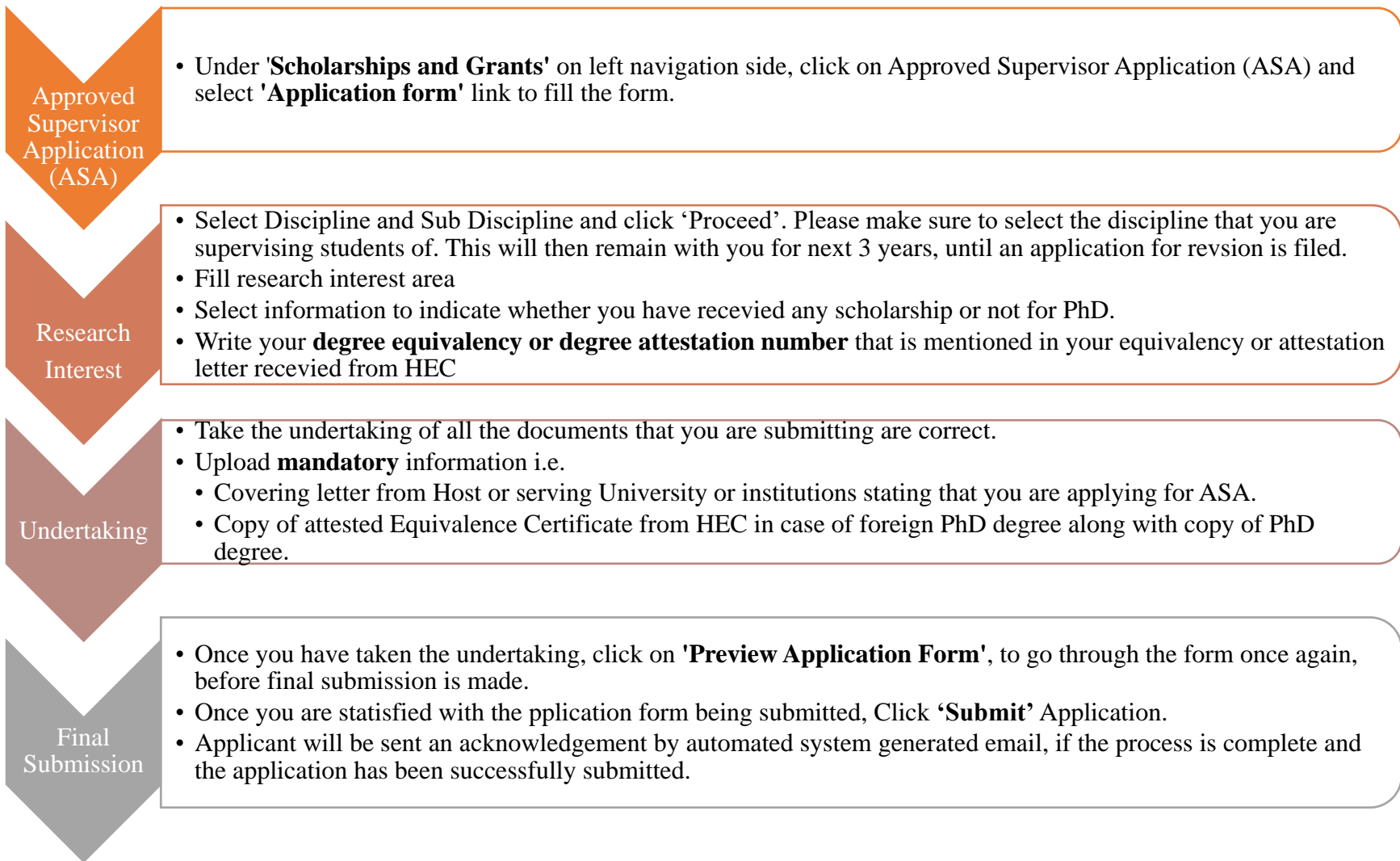


### Flow Chart of HEC Approved Supervisors Application (ASA)

For the convenience of faculty members, a flow chart explaining the process of HEC Approved Supervisors Application (ASA) is prepared. This flow chart is the extract of the detailed 'Step by Step process of HEC Approved PhD Supervisors,' titled as Annexure A.





## **Important Information**

While the above flow chart requires faculty to ‘create’ and ‘complete’ their profile, QEC will support and coordinate for timely submission of hard copy of the documents requested by HEC to complete the process. In case you want QEC to assist you in ‘completing’ the form online, you are requested to send us the following information and documents:

### **Documents required for HEC Approver Supervisor Application (ASA) form (both in soft and hard copy):**

1. Copy of CNIC
2. Applicant’s resume (*should have publication information with journal name, ISSN number and title of publication*)
3. Recent passport sized picture
4. Copy of PhD degree
5. Equivalence certificate or attested PhD degree
  - a. **For Foreign PhD Degree holder:** Copy of HEC issued ‘Equivalence Certificate’ attested by gazetted officer.
  - b. **For Pakistani PhD degree holders:** Copy of ‘HEC attested PhD degree’.
6. Cover letter from the host or serving university/institution stating that the applicant is an employee and your faculty status (Full-time/visiting/adjunct)
7. Approval letter from the head of the institution
8. Applicant’s discipline information
9. Applicant’s research interest area
10. Scholarship information i.e.
  - a. Any Scholarship available (Yes/No)
  - b. Name of the Scholarship availed
  - c. Date of scholarship awarded
  - d. Was the scholarship awarded by HEC (Yes/No)

To fulfil the eligibility criteria, there are specific requirements for specific discipline. Following information will be required if you belong to one of the two discipline:

#### **a) Specific requirement for Science and Technology**

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.

**b) Specific requirement for Social Science, Arts and Humanities, and Business Education**

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

- Candidates who have completed their **PhD in the last five years** will be required to have **AT LEAST ONE** publication.
- 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**:

- 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**
- At least **two publications in the 'X' category and one publication the 'Y' category** of 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.**

Please note, the above-mentioned documents (1 -11) will be required both in hard and soft copy. The soft copy will be uploaded on the e-portal and the hard copy will be sent to HEC through courier for their scrutiny. The entire process will take **two - three months** to complete.

On receiving the hard copy of the documents, HEC will send an email to the applicant, acknowledging that the documents have been received. HEC will update the applicant at each stage of the application.

In case of any confusion, please reach out to us at [qec@iba.edu.pk](mailto:qec@iba.edu.pk) or ext. no. 1834, 1837 or 2488.