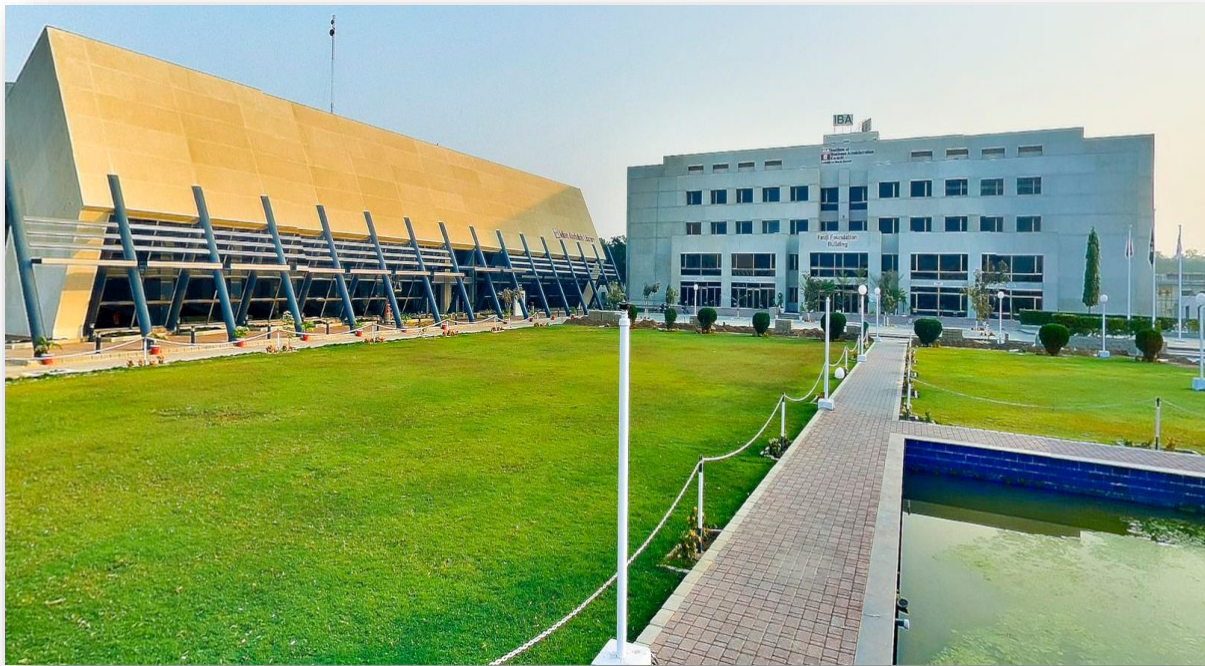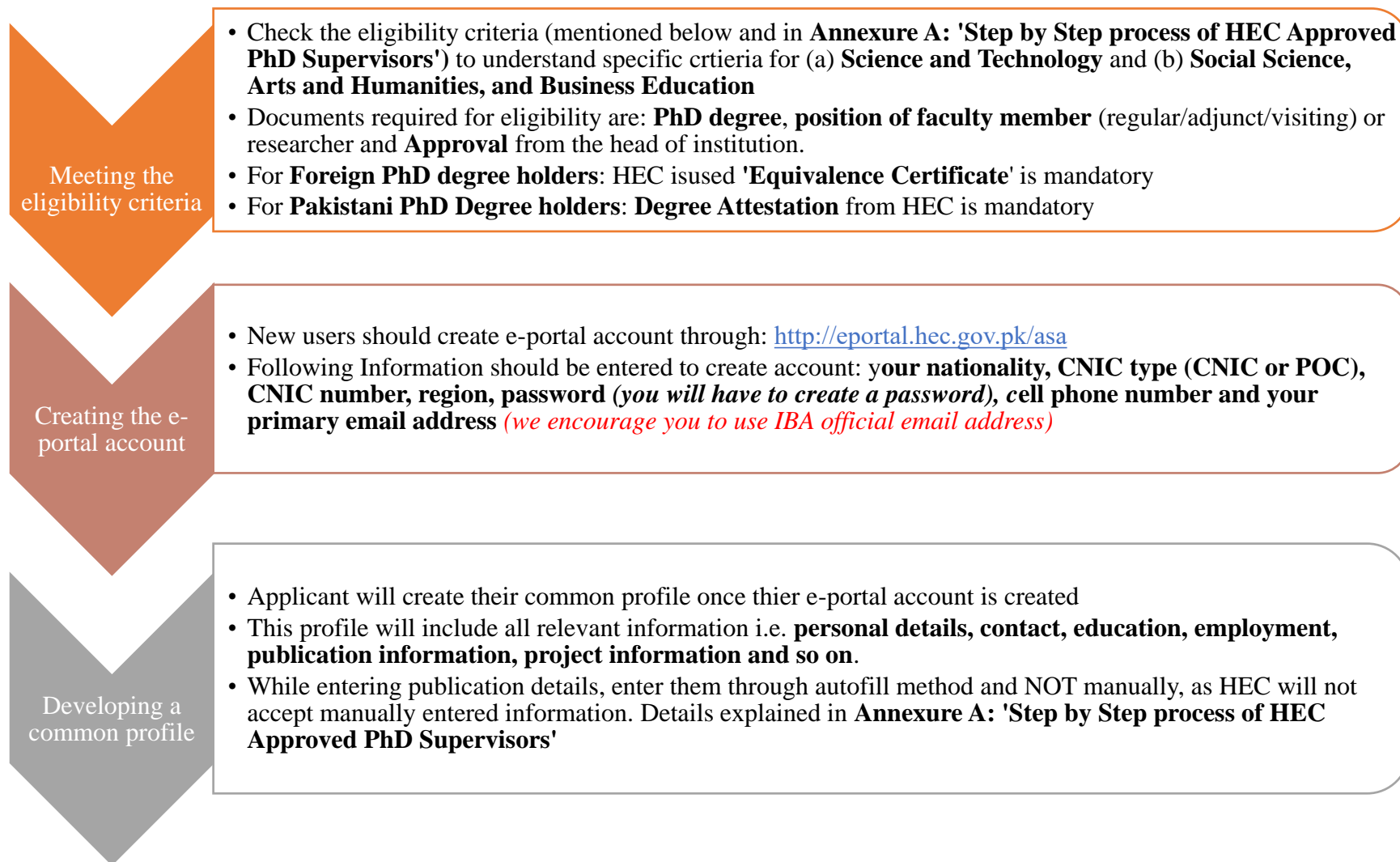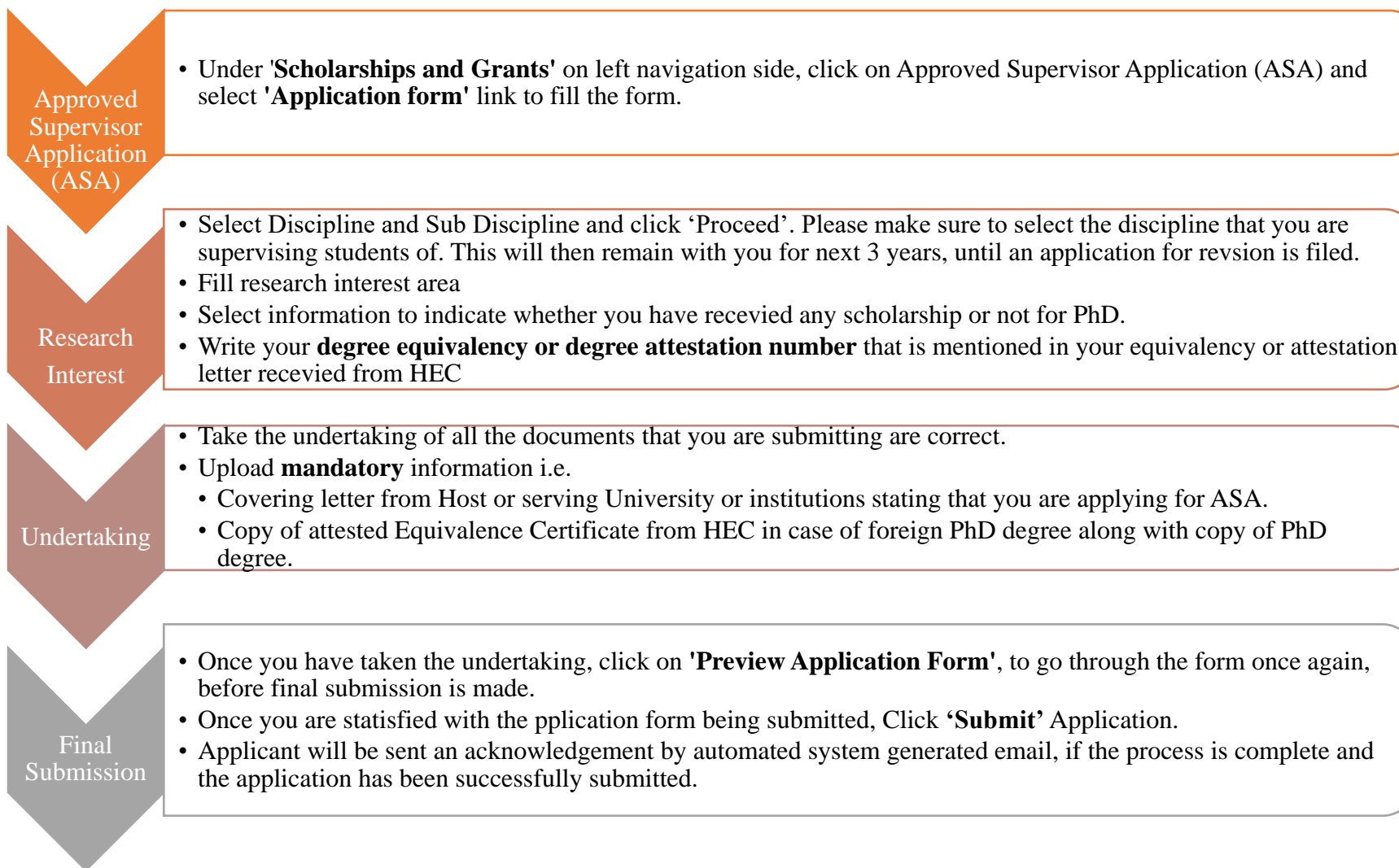# Quality Enhancement Cell, IBA Karachi

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**.

Meeting the eligibility criteria

- Check the eligibility criteria (mentioned below and in **Annexure A: 'Step by Step process of HEC Approved PhD Supervisors')** to understand specific crtieria for (a) **Science and Technology** and (b) **Social Science, Arts and Humanities, and Business Education**
- Documents required for eligibility are: **PhD degree**, **position of faculty member** (regular/adjunct/visiting) or researcher and **Approval** from the head of institution.
- For **Foreign PhD degree holders**: HEC isused **'Equivalence Certificate'** is mandatory
- For **Pakistani PhD Degree holders**: **Degree Attestation** from HEC is mandatory

Creating the e-portal account

- New users should create e-portal account through: http://eportal.hec.gov.pk/asa
- Following Information should be entered to create account: **your nationality, CNIC type (CNIC or POC), CNIC number, region, password** *(you will have to create a password), c*ell phone number and your **primary email address** *(we encourage you to use IBA official email address)*

Developing a common profile

- Applicant will create their common profile once thier e-portal account is created
- This profile will include all relevant information i.e. **personal details, contact, education, employment, publication information, project information and so on**.
- While entering publication details, enter them through autofill method and NOT manually, as HEC will not accept manually entered information. Details explained in **Annexure A: 'Step by Step process of HEC Approved PhD Supervisors'**

Approved Supervisor Application (ASA)

- Under **'Scholarships and Grants'** on left navigation side, click on Approved Supervisor Application (ASA) and select **'Application form'** link to fill the form.

Research Interest

- Select Discipline and Sub Discipline and click 'Proceed'. Please make sure to select the discipline that you are supervising students of. This will then remain with you for next 3 years, until an application for revsion is filed.
- Fill research interest area
- Select information to indicate whether you have recevied any scholarship or not for PhD.
- Write your **degree equivalency or degree attestation number** that is mentioned in your equivalency or attestation letter recevied from HEC

Undertaking

- Take the undertaking of all the documents that you are submitting are correct.
- Upload **mandatory** information i.e.
  - Covering letter from Host or serving University or institutions stating that you are applying for ASA.
  - Copy of attested Equivalence Certificate from HEC in case of foreign PhD degree along with copy of PhD degree.

Final Submission

- Once you have taken the undertaking, click on **'Preview Application Form'**, to go through the form once again, before final submission is made.
- Once you are statisfied with the pplication form being submitted, 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.

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 gazzetetd 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.

<div align="center">**OR**</div>

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**
       <div align="center">**OR**</div>
     - **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
     <div align="center">**OR**</div>
   - At least **two publications in the 'X' category and one publication the 'Y' category** of HEC-recognized journals
     <div align="center">**OR**</div>
   - **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 or ext. no. 1834, 1837 or 2488.