

**Policy**  
**INTERIM PLACEMENT OF PRESH PHDs PHASE-II**  
**(February 2021)**



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**NATIONAL ACADEMY OF HIGHER EDUCATION**  
**HIGHER EDUCATION COMMISSION ISLAMABAD**

1. **Short Title:** This program will be called “Interim Placement of Fresh PhDs (IPFP), Phase-II”.
2. **Background:** The IPFP was established in 2009, and last revised in 2019. The core objective of the program is to assist fresh PhD graduates in acquiring the competencies and professional characteristics required for effective teaching and research and ultimately for success in the academic profession.
3. **Objectives:** The Fellowship program has four inter-related objectives:
  - a. *Opportunity for Fresh PhDs:* the primary objectives is to create an opportunity for fresh PhDs to obtain academic experience and mentorship, for one year, in public or private universities, prior to their formal entry into the academic job market. Selection as an IPFP Fellow bestows an entitlement to compete for a research grant under the SRGP (Startup Research Grant Program) administered by the HEC Research Wing.
  - b. *Opportunity for Universities:* A related objective is to support universities in their recruitment processes, by enabling them both to introduce their campuses to emerging scholars and reducing their eventual search costs. The host universities are required to advertise regular BPS/TTS faculty positions during the placement period of the IPFP Fellows, in order to give the Fellows the opportunity to compete for the advertised positions.
  - c. *Gap Assessment and Feedback:* Third, the Fellowship is preceded by a gap assessment exercise both to identify optimal capacity building investments, and to provide feedback to universities on the strengths and weaknesses of their PhD programs.
  - d. *Capacity Building:* Finally, the Fellowship includes an intensive capacity building program designed to equip the Fellows with skills required to become effective teachers, researchers, or university administrators, and thus enhance the probability of future success in academic life.
4. **Position Title:** The selected candidates will carry the title of IPFP Fellow throughout the period of their Fellowship i.e., NFDP and subsequent placements.
5. **Equivalence:** IPFP Fellowship would be counted as part of professional experience, and treated as equivalent to a postdoctoral fellowship.
6. **Remuneration and Benefits:** In line with international practice, the remuneration of the IPFP Fellow is fixed between the salary of regular faculty members (Assistant Professors) and the stipend provided to graduate students.
  - a. *Amount:* For IPFP Phase-II, the remuneration is fixed at PKR 100,000 per month for the duration of the placement. In future years, it will be adjusted from time to time based on cost of living increases.
  - b. *Additional Benefits:* The program will facilitate the participation of incumbents in voluntary benefit schemes that would be transferable to regular academic positions, including a voluntary pension scheme (VPS) and a voluntary health insurance scheme.

7. **Scope of Work:** Universities may assign a teaching load of up to one full course per semester to IPFP Fellows. The remaining time will be allocated to research and professional development.
8. **Host Institutions:** IPFP Fellows may be placed in public or private sector HEIs and federal or provincial government post-graduate colleges or public sector R&D organizations
9. **Eligibility criteria:** Individuals who fulfil the following conditions may apply for selection as IPFP Fellows:
  - a. Pakistani/AJK nationality.
  - b. Age at the time of applying should not be over 40 years.
  - c. Holder of a PhD degree from a HEC-recognized university (Pakistani or foreign) completed within the two years preceding the advertisement. Scanned copies of HEC-attested PhD degrees, and/or an equivalence certificate issued by the HEC Equivalence Cell must be uploaded together with the application.
  - d. Should have published at least two research publications in HEC-recognized journals or indexed journals.
  - e. Individuals holding regular faculty positions are not eligible. However, those holding irregular or contract positions (or other sub-optimal jobs) in universities or elsewhere may apply, and if selected, will have to resign and submit a clearance certificate from their previous employer. Exceptions are non-gazetted employees (i.e., below BPS 17), who wish to retain their lien.
10. **Submission of Application:** All submissions will be online on the HEC Careers Portal ([careers.hec.gov.pk](http://careers.hec.gov.pk)), and should include the following information and supporting documents (which should also be uploaded directly to the careers portal):
  - i. Curriculum vitae on the standard format, including:
    - (1) A Statement of Purpose (of no more than 150 words),
    - (2) A list of publications (*online link to the publications is mandatory*), and
    - (3) Abstract of PhD dissertation.
  - ii. Scanned copies of the following:
    - (1) PhD degree
    - (2) Other degrees or certificates
    - (3) CNIC
  - iii. Three letters of reference, including one from the PhD supervisor. Applicants who obtained their PhD from another country must submit at least one letter of reference from an international referee.
  - iv. HEC scholars must submit an NOC from the HEC scholarship section.
  - v. Selection of Test Centre
11. **Procedure for Selection and Placement:** The following are the key steps in the process of selection and placement of IPFP Fellows:
  - a. Submission of complete application on the HEC portal.

- b. Preliminary scrutiny of the applications to ensure conformity with the eligibility criteria.
  - c. Pre-assessment test for eligible applicants.
  - d. Declaration of pre-assessment result on HEC/NAHE website
  - e. Participation in a four-week training program, the National Faculty Development Program (NFDP), organized by NAHE (National Academy of Higher Education) for applicants who achieve a minimum score i.e. 50% in the pre-assessment test.
  - f. Announcement of the list of successful graduates of the NFDP.
  - g. Circulation of the list of successful NFDP graduates to all public/private sector universities and HEIs, post-graduate colleges of federal government, AJK government, and provincial governments and public sector R&D organizations.
12. **Capacity Building:** All applicants who achieve a minimum score in the pre-assessment test will be selected to undergo training in an integrated capacity building program, with the following components:
- a. *NFDP*: a four-week training workshop at NAHE prior to placement.
  - b. *Continuous Professional Development (CPD)*: undertaking regular online activities recommended by NAHE during the period of the Fellowship.
  - c. *Mentorship*: Assignment of a faculty mentor at the host university for guidance on major career-related issues. The mentors may also assist the Fellow through network development activities, e.g., interactions throughout the year with relevant private and public sector institutions, participating in job fairs.
  - d. *Assistant Mentors/Junior Instructorship*: Top performing IPFP Fellows from each cohort will be trained and engaged to work as Assistant Mentors/Junior Instructors for succeeding batches of NFDP. This will expand the pool of indigenous trained resources trained by eminent National/International trainers. Honorarium of these fellows will be fixed to maximum of Rs. 100,000 /- per four week course.
13. **Placement:** IPFP Fellows will be encouraged to follow up on the information circulated by NAHE, and get in touch with public sector HEIs and public sector post-graduate colleges or public sector R&D organizations to identify potential host institutions.
- a. Once the consent is received from a potential host institution, NAHE will issue placement offers to IPFP Fellows.
  - b. IPFP Fellows will join the host institution within one month failing which placement offer will stand cancelled automatically.
  - c. As soon as HEC receives the joining report in original, it will process payment of monthly honorarium.
  - d. IPFP Fellows may not change their host institution without permission from the HEC as well as both host institutions.
14. **Duration of IPFP Assignment:** The duration of IPFP placement will be one year from the date of joining. The host institution may extend the affiliation as per their recruitment rules without any financial liability on part of HEC.

- a. IPFP Fellows may avail paid leave during the program as per leave rules of the host institution, with the approval of Host Institution under intimation to HEC. However, paid period cannot be extended beyond one year.
  - b. In case of emergency e.g., family leave or illness, the IPFP Fellow may obtain leave without pay, upon the recommendation of the faculty supervisor. Such leave will not be treated as part of the regular assignment period. However, the total paid period will remain the same i.e., one year.
15. **Responsibilities of HEC:** HEC will pay a fixed honorarium, currently fixed at PKR 100,000 per month for a period of 12 months from the date of joining to IPFP Fellows. The honorarium amount will be released in two tranches in favour of the head of the host institutions; the first tranche will be paid in advance for six month. The second tranche, covering the remaining six months, will be released upon receipt of satisfactory performance report from the host institution. The funds for the program will be provided from HEC's recurring budget head, "IPFP program".
  - a. In addition, IPFP Fellows are eligible to compete for a Start Up Research Grant Program (SRGP) from the Research Wing of HEC.
16. **Responsibilities of IPFP Fellows:** The responsibilities of IPFP Fellows include, but are not limited to teaching undergraduate as well as graduate courses as assigned by the academic department concerned at the host institution. The teaching load should be less than that of full-time faculty members in order to allow them to sustain their research momentum. Currently, the expected teaching load is fixed at one course per semester.
  - a. *Contribution to Host Institution:* More generally, IPFP Fellows are expected to contribute actively to the academic mission of the university, in all three traditional areas, i.e., teaching, research, and service to the institution, and make meaningful contribution to the academic life of the host institution, including through participation in conferences, seminars, or workshops.
  - b. *Research:* IPFP Fellows are expected to be active researchers and submit their work for publication in academic journal articles or in the form of occasional papers, monographs, book chapters, or books, at a pace consistent with future tenure requirements.
  - c. *Research Record:* IPFP Fellows are expected to maintain a research log (e.g., a laboratory notebook and/or other comparable research records), which will remain the property of the host institution upon the termination of the Fellowship. The records should provide evidence of adherence to the research standards of the host institution, including, e.g., standards on research ethics (especially with regard to research on human subjects or living entities), use of hazardous substances (e.g., isotopes, chemicals, or infectious agents), and on use of published or unpublished material.
  - d. *Professional Conduct:* IPFP Fellows are expected to conform to the highest standards of academic conduct, including responsible conduct in research, teaching, and public behaviour, exhibit collegial conduct towards others, including members of their

department, other faculty members, personnel of research laboratories, students, or other members of the academic community, and comply with all applicable university policies and applicable terms of sponsored support agreements.

17. **Responsibilities of the Host Institutions:** Host institutions will accept IPFP Fellows on merit, and provide them with adequate office space, research facilities, access to laboratories, libraries, and other research facilities, and access to capacity enhancement programs and learning opportunities at par with those available to other faculty members.
  - a. *Timely Payments:* Host institutions will release honorariums on a monthly basis, and all other payments in a timely manner.
  - b. *Opportunity for Regular Employment:* Subject to availability of vacant positions at the department of placement of the IPFP Fellow, host institutions are required to advertise regular faculty positions during the term of the Fellowship, in order to provide an opportunity to the IPFP Fellows. IPFP Fellows will be eligible to apply and compete for regular faculty positions on merit as per the recruitment rules of Host Institution.
  - c. *Mentoring:* The host institution is responsible for appointing a senior faculty member as a mentor of each IPFP Fellow, in order to provide guidance on career related issues.
  - d. *Maintenance and Reporting of Records:* The host institution will designate a focal point responsible for maintaining the updated records of IPFP Fellows. The focal point will be required to submit six-monthly performance reports along with expenditure utilization statements on IPFP Fellows to NAHE.
  - e. *In the Event of Termination:* In the event of the premature termination of the contract, due to resignation, termination, or otherwise, the payment of honorariums will be stopped forthwith by the host institution and reported to NAHE.
18. **Termination:** The appointment of an IPFP Fellow may be terminated during the contract period because of resignation, loss of funding support, or dismissal for just cause. "Just cause" includes poor performance, work-related misconduct, violation of university policies, or other serious reason as determined by the university. In case an IPFP Fellow is appointed to a faculty position or any other job during the Fellowship period, he/she would be allowed to leave the position on formal request to HEC.