

Memorandum of Understanding

Between the

Higher Education Commission (HEC) of the
Government of the Islamic Republic of Pakistan

and

The Regents of the University of New Mexico (UNM)

October 2012

**Islamabad
And Albuquerque, New Mexico**

This Memorandum of Understanding, is entered into as of October ____, 2012, between the Higher Education Commission, Government of the Islamic Republic of Pakistan, Islamabad, a Statutory Body established under Ordinance, 2002 (Ordinance No. L111 of 2002) (hereinafter called the “HEC”)

and

The Regents of the University of New Mexico (UNM), a public institution of higher education, established pursuant to the Constitution of the State of New Mexico.

(hereinafter collectively referred to as the “Parties”)

for a

Scholarship program for higher studies of university teachers / Scholars of Pakistan at the UNM.

In the framework of the long-standing educational cooperation between the Islamic Republic of Pakistan and the United States of America, represented by the HEC & UNM respectively, and in view of the demand for Pakistani higher education teaching and research staff for advanced level qualifications on the one hand, and the ability of the UNM to assist in meeting such a demand on the other hand, in partial fulfillment of the HEC’s aims and objectives as well as in consideration of its funding resources and regulations, the Parties have agreed as follows:

Article 1

Objectives and Scope of Cooperation

- 1) Under its own overall responsibility, and fully from its own funds, the HEC will support students from several of its target institutions of higher education for Master + PhD or PhD level degree studies at the UNM, starting in **2013**.
- 2) The students will be comprised of a mutually agreed upon number of candidates each year, distributed among the UNM PhD programs taught in English.
- 3) On behalf of and in close coordination with the HEC, UNM will implement the scholarship program as described herein, including the selection of the HEC scholarship candidates, their placement at UNM, the monitoring of their study progress and the accounting to the HEC of any program expenditures occurring at UNM.
- 4) Within its cooperation with UNM, the HEC will undertake all steps and carry out all activities that safeguard the implementation from the Pakistani side, whereas UNM will be responsible for implementation on the US side. The

Parties will ensure close coordination of their respective activities and separately agree upon a timetable enabling the parties to fulfill their commitments.

- 5) HEC scholarship awards to each student will be for a maximum of five years, unless extended at HEC's discretion.

Article 2

Principles and Procedures of Implementation: HEC Students' Role and Responsibilities

- 1) Students applying to UNM must apply as international students and must be admitted under the generally applicable academic requirements, financial standards, application deadlines, and language requirements established for international students at UNM and of its schools, colleges, and departments.
- 2) Students applying to UNM shall abide by the immigration regulations of the United States of America.
- 3) Students applying to UNM shall be responsible for their own tuition at that university, and will have the same options of applying for graduate assistantships or financial assistance, as do resident graduate students, subject to applicable federal and state laws and UNM policies.
- 4) Students who apply for and receive a UNM AMIGO International Scholarship or other assistantship award that entitles the student to pay UNM in-state tuition are responsible for continuing to meet the academic and any other eligibility requirements for the Scholarship or award throughout their time as a UNM student. Failure to meet on-going eligibility requirements will result in the student losing the AMIGO International Scholarship or assistantship award.
- 5) Students applying to UNM shall be responsible for any special course, recreation, lab, or regular university processing and late fees at UNM.
- 6) Students applying to UNM shall be responsible for purchasing necessary health insurance and medical costs.
- 7) Students applying to UNM shall be responsible for their own living, travel, and personal expenses.
- 8) Students seeking award of a Masters or PhD degree must meet or be in compliance with all of the generally applicable rules and regulations for degree recipients at UNM and of its schools, colleges, and departments.

Article 3

Principles and Procedures of Implementation: The HEC's Role and Responsibilities

- 1) The HEC will invite applications from eligible candidates for MS + PhD or PhD level study at UNM. The HEC will make complete application dossiers available to the UNM/HEC Committee as soon as possible, but no later than the deadline set by UNM for the semester in which the applicants are seeking admission. Applicant dossiers will include original copies of diplomas, degrees, academic records, birth certificates, CVs, references, research proposals, publications (if any), passport photographs, local GRE-type test results conducted by HEC and health declarations. The HEC will guarantee the authenticity of application materials. The HEC will send the application dossiers to UNM and to the UNM Office of Graduate Studies and the UNM International Admissions Office within the agreed application deadline.
- 2) The HEC will hold all applicants selected by the UNM Committee as firm candidates for the scholarship program. However, the HEC reserves the right to bar candidates from participation in the program, should any important reason arise to do so. In such cases, the HEC will inform UNM and the US Embassy in Islamabad, without delay.
- 3) The HEC will seek from the Pakistani sending institutions of higher education the scholarships candidates' study leave for the entire duration of their PhD level degree study. In addition, it will seek their re-employment within the Pakistani sending institutions of higher education upon return from the UNM, depending on their individual study achievements.
- 4) The HEC will ensure that all its awardees arrive at the UNM on time, in accordance with the dates set for the studies and including any applicable required orientations
- 5) The HEC will cover round trip travel expenses of its scholars.
- 6) The HEC scholarships will include funds for student health insurance which includes emergency medical evacuation and repatriation. HEC shall require its students to purchase health insurance while in attendance at UNM. Any student who fails to purchase required health insurance is subject to being disenrolled as a UNM student.
- 7) All HEC candidates will apply for the AMIGO International Scholarship or an assistantship award that makes the candidate eligible for in-state tuition at UNM. Only those HEC candidates who receive the AMIGO International Scholarship or assistantship award will be awarded the HEC scholarship. It will allow the HEC to pay in-state tuition for these scholars (see Annex 1).

- 8) Likewise, the HEC will fully cover the monthly scholarships (living allowances and other necessary benefits), for its awardees over the entire period of their studies at the UNM. Students will be able to bear the costs for the first few weeks in Albuquerque, NM until the scholarship has been awarded to them. The Office of the Provost will handle the distribution of the scholarships.
- 9) Should the period of studies exceed 36 months for PhD and 60 months for MS + PhD program, the former scholarship holder will only be allowed to continue and complete his/her studies if financing can be arranged by another source, accepted by the HEC.
- 10) The HEC will obligate its awardees for the full duration of their stay in Albuquerque, NM to strictly follow UNM regulations pertaining to the implementation of the program, including the decisions of UNM on placement, academic advisement, and disbursement of scholarships (allowances, etc.). Likewise, the HEC will bind its awardees to fully meet the UNM requirements with regard to timely reporting of address changes, study progress, illness, leave of absence and any other matter that UNM needs to be informed of in order to ensure its continuous assistance to both the HEC and the students themselves. Further, the HEC will bind its awardees to comply with all UNM rules and policies governing the conduct of students.
- 11) Upon a well-founded request from the UNM (e.g., because of unsatisfactory study progress, serious misconduct, or offending against US law), the HEC will drop awardees from the program and summon them back to Pakistan.
- 12) The HEC will make available to the UNM the funds for this program based on UNM half yearly or yearly invoices/requisitions, two months in advance. The Office of the Provost will be responsible for sending the invoices to the HEC and for receiving the payment for tuition and other UNM fees.
- 13) HEC will inform its awardees that they are required to give UNM permission to report back to HEC on their academic progress in bi-annual reports.

Article 4

Principles and Procedures of Implementation: The UNM-SOE Role and Responsibilities

- 1) UNM will review the application dossiers of the applicants and will decide who to admit. UNM will recommend admission only of applicants eligible to receive an AMIGO International Scholarship or other assistantship award that entitles the applicant to qualify for in-state tuition.

- 2) If requested by HEC, UNM will provide updates on the status of its review of the applicant pool. To the extent possible, in placing HEC students in its programs, UNM agrees to consider the desires of the student but final decisions are at the discretion of UNM. If a student cannot be placed into his requested program, UNM will inform HEC and bears no further responsibility if the student declines to accept the placement offered.
- 3) The UNM will assist the HEC scholars in matters concerning initial arrival arrangements, immigration, suggestions for accommodations, degree course admission, accreditation of the previous study achievements, and overall adjustment to the new surroundings. During their academic studies, the HEC awardees will be given opportunities to meet UNM staff; UNM will also help in establishing contact between the candidates and the Embassy of the Islamic Republic of Pakistan in Washington, DC. Should the need arise and the HEC agrees to it, UNM will appoint additional tutors for individual HEC scholarship holders during critical phases of their stay at UNM, the costs for which will be charged to HEC separately.
- 4) UNM will inform potential scholars of the availability of suitable health insurance plans and will recommend appropriate accident and personal liability insurance for each individual HEC scholar during his/her entire period of stay (60 months maximum).
- 5) UNM will monitor the HEC students' study progress, and will submit to the HEC individual bi-annual progress reports. Should any student's academic performance fail to meet either the general requirements of UNM for graduate students or the specific UNM program, the student's enrollment at UNM will be terminated pursuant to UNM policy.
- 6) If a student is unable to complete his degree within five years, UNM will, if requested by HEC, offer its recommendation to HEC on whether the student's scholarship should be extended beyond five years. HEC will decide whether or not to grant the student an extension of his scholarship and if so, for how long.
- 7) For the duration of the academic studies, the Office of the Provost will regularly and in a timely manner disburse to HEC scholarship holders all scholarships into their UNM accounts. The students will purchase UNM Student Health Insurance from their own monthly stipend.
- 8) UNM will be able to meet its responsibilities determined in this MOU only if it receives from the HEC the funds needed for the program implementation and administration well in time. Otherwise, the UNM will not be in a position to make advance payments from its own funds to the HEC students or their host institutions, and therefore will take no responsibility for any inconvenience or damages that may arise from delay.

Article 5

Scholarships - Allowances, Benefits, Insurance and Study/Research Subsidies

- 1) The scholarships (allowances and benefits) are listed in Annex 1. Additional / over and above payments are at the discretion of the HEC, which will inform UNM accordingly.
- 2) Health and accident and personal liability insurance premiums are subject to changes as determined by the insurance agencies.
- 3) Annex 1 forms part of this MOU but may be revised independently when deemed appropriate.

Article 6

Duration of and Amendments to this MOU

- 1) This MOU will enter into force on the date of signatures and will be valid for a period of five (5) years. This MOU will be automatically extended year by year unless either Party provides notice of withdrawal in writing six (6) months in advance.
- 2) This MOU may be terminated with at least six (6) months written notice by either party. In the event of termination, those HEC students enrolled in a graduate program at UNM will be permitted to complete their studies pursuant to UNM timelines for graduation.
- 3) This MOU may be amended in writing and signed by the Parties.
- 4) All disputes concerning the interpretation and application of this MOU shall be settled through mutual negotiations between the Parties.

Both institutions declare the following addresses and contact persons for the purposes of the present MOU:

FOR THE HIGHER EDUCATION COMMISSION OF THE GOVERNMENT OF THE ISLAMIC REPUBLIC OF PAKISTAN

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FOR THE REGENTS OF THE UNIVERSITY OF NEW MEXICO

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In accordance, we sign two (2) copies of this Agreement, all contents being identical and equally valid. Both parties shall retain one copy of each.

**On Behalf of the Regents of the
University of New Mexico**



Dr. Robert G. Frank
President

**On behalf of the Higher Education
Commission of the Government of
the Islamic Republic of Pakistan**



Dr. Riaz Hussain Qureshi
Adviser
Higher Education Commission

Chaouki Abdallah

Dr. Chaouki Abdallah
Provost and Executive Vice
President for Academic Affairs

Date : Oct 1, 2012

Date : Oct 7, 2012

ANNEX 1

To HEC / UNM MOU on PhD Degree Studies of HEC Scholars at the UNM

Cost of scholarship, all figures in US (\$):

No.	Description	Monthly / candidate	Yearly / Candidate	On demand	With AMIGO
1	Maintenance Allowance (including housing allowance and course literature, insurance) [4 years]	\$1033	\$12,400		same
2	Tuition Fee				\$3296 per semester

For UNM Purposes

Out-of-State Tuition: \$10,604

In-State Tuition: \$3296

Housing (single room, SRC) per semester: \$3100

Meal Plan, Full, per semester: \$1750

UNM Student Health Insurance

Plan A: \$1792/annual

Plan B: \$993/annual

International Student Health Insurance: \$522/annual

Books per semester: \$600

NOTE: These prices are subject to change