



HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan), Phone: (051) 90401917, 90401904 Fax: (051)90401902

E-mail: kakhan@hec.gov.pk

Travel Grant to Teachers, Staff & Students Registered for Ph.D. & M.Phil./MS leading to Ph.D., for presenting papers in International Conferences, for Higher Studies (Ph.D.), Post Doc. Studies and Under Cultural Exchange Programme

Following four (4) provisions are available under this programme:

1. For presentation of paper in a national or international conference:

This scheme has been launched in order to boost the research activities in the public & private sector universities and degree awarding institutes of Pakistan and to share the outcome of this research at national and international forums. Under this programme teaching faculty, staff, and Ph.D. scholars are extended financial assistance for presentation of their research papers at national and international forums and for getting interaction with skilled people in the field.

A requisite for this grant is **oral presentation** on the basis of peer-reviewed full length paper/abstract, published in the conference proceedings or in special edition of the journal for that conference.

Poster presentations will also be allowed where minimum impact factor score of the applicant is **20** for Engineering and Agriculture disciplines and **30** for Science disciplines.

Original research work at top research conferences will be considered for funding subject to review of applications by a panel of reviewers keeping in view the quality of conference.

HEC Travel Grant comprises of airfare, registration, accommodation charges and Daily allowance as per policy.

2. For higher studies:

This programme also provides travel grant to the scholars, who intend to proceed abroad for Ph.D. studies to join accredited foreign universities.

The grant comprises one way economy class airfare as per HEC policy. Return airfare is also provided on fresh request after successful completion of studies and subsequent furnishing of the attested copy of final degree along with original return air ticket.

3. For Post doctoral studies:

This programme also provides travel grants, as per HEC policy, to the faculty members of public sector universities/degree awarding institutes, who proceed abroad for post doctoral studies, at least for 9 months duration.

The grant comprises one way economy class airfare as per HEC policy. Return airfare is also provided on fresh request after successful completion of studies and subsequent furnishing of the attested copy of final degree along with original return air ticket.

4. For visit abroad under cultural exchange programme:

This programme also provides travel grants to faculty members of public sector universities and degree awarding institutes of Pakistan, on their nomination by Government of Pakistan, against any facility under cultural exchange programme.

The grant comprises one way economy class airfare as per HEC policy.

The prescribed proforma and relevant information can be downloaded from HEC website: www.hec.gov.pk/travel-grants

Complete applications should be received at least 6 weeks before the conference date at the following address:

Kamran Khan Khattak
Assistant Director (R&D),
Higher Education Commission,
Sector H-9, Islamabad.
Phone: (051) 90401917, 90401904
Fax: (051) 90401902
E-mail: kakhan@hec.gov.pk

Late or incomplete applications will not be entertained.



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TRAVEL GRANT APPLICATION FORM

1. Applicant's profile:

Name	
NIC #	
Highest qualification	
Designation	
Department	
University	
Address	
E-mail	
Phone & Fax	Phone: _____ Fax: _____

2. Purpose of travel (to fill against one):

A For presentation of paper in an international conference:

Title of event	
Date and duration	
Venue	
Organized by	
Main theme of conf.	
Title of paper	

B For Ph.D. studies:

Name of Country	
Name of university	
Department:	
Title of research	
Date of registration	
Duration	
Date to join	

C. Post Doc. Studies, at least nine months duration:

Name of Country	
Name of university	
Department:	
Title of research	
Duration	
Date to join	

D For visit abroad under Cultural / Exchange Programme:

Name of program	
Name of country	
Duration of stay	

3. Assistance provided by organizers or applied or obtained from others: (attach evidence)

Sponsoring agency/office	Purpose	Amount

4. Financial assistance requested from HEC in PKR: (no box is to left empty)

Traveling expenses		Attach fare invoice
Registration charges		Attach documentary evidence
Accommodation charges		Attach documentary evidence
D.A.		
Total:		

5. Justification for request and the assistance requested:

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6. Details of previous travel grants availed from HEC:

Date	Country visited	Amount of grant

7. Undertaking by the applicant

I hereby undertake and affirm that:

- The substance of the research paper being presented (as indicated in S.No.2(a) above) is based on the original research conducted by me / us. In case any plagiarism is proved, apart from penalties imposed, I will refund entire amount of grant.
- The paper, as indicated in S.No.2(a) above, has not been presented before in any conference/ workshop etc. and also has not been published elsewhere.
- All the information provided above is true to the best of my knowledge and belief.
- If the grant is provided, I shall solely be responsible for its proper utilization, adjustment with used air ticker and other receipts of expenditure and refund in case of cancellation of visit.
- I shall also furnish a report of visit abroad.
- All the supporting documents submitted are authenticated.

SIGNATURES OF THE APPLICANT

SIGNATURE & STAMP OF HEAD OF DEPARTMENT

8. Recommendations from Vice Chancellor / Rector / President (or Director in case of DAIs & Centers):

I strongly recommend the request and certify that: (please circle one option)

- the applicant is bonafide faculty member of the university
- the applicant is bonafide staff member of the university
- the applicant is bonafide Ph.D. student of the University

OFFICE STAMP WITH DATE

SIGNATURES OF THE VICE CHANCELLOR /
RECTOR / PRESIDENT



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CHECK LIST OF ATTACHMENTS

Please ensure that relevant documents are attached. Please tick the relevant box.

A For oral presentation of paper in national / international conference:

1.	Acceptance as "oral presentation" after peer review of full paper/abstract in the respective conference.(original preferred; photocopy must be attested by Head of Department or Dean)	
2.	Proof of publication of the full-text paper/abstract in the conference proceedings or in special edition of the journal for that conference. (original preferred; photocopy must be attested by Head of Department or Dean)	
3.	Conference brochure containing aims, objectives and themes with schedule of charges in respect of registration and accommodation etc.	
4.	Full text of paper to be presented in hard and soft shape.	
5.	In case of co-author, please attach NOC from principal author.	
6.	Economy class airfare certificate by the shortest route.	
7.	Brief CV (2-3 pages)	
Additional documents required from PhD Scholars		
8.	In case of Ph.D. Scholars, please attach copies of scholarship award letter with a copy of registration letter as Ph.D. or MS/M.Phil leading to Ph.D. from the university concerned attested by Head of Department or Dean.	
9.	Certificate from university authorities, that the applicant meets the HEC minimum criteria for admission in PhD (regular GAT with more than 50% score/GRE International – subject test).	
10.	List of courses taken at M.Phil and PhD levels with grades obtained.	
11.	CV of the PhD Supervisor with list of publications.	
12.	Names of PhD Faculty in Department where the applicant is enrolled.	
Additional documents required from non-teaching university/DAI's staff		
13.	Job Description of the application certified by the university authority.	
14.	Justification of relevance of the conference and the research paper with the job description of the applicant.	
15.	Justification of benefits of the conference to the personal development and the current professional assignments of the applicant.	
Additional documents required for Poster Presentation		
16.	Acceptance as "poster presentation" after review of full paper/abstract in the respective conference.(original preferred; photocopy must be attested by Head of Department or Dean)	
17.	List of publications with their Impact Factor Score (IFS) of at least 20 in Engg. & Agri disciplines and 30 in science disciplines. The IFS should also be verified by Head of Department or Dean.	

B For Ph.D. studies:

1.	Unconditional admission letter from the foreign university concerned.	
2.	Copy of Masters' Degree attested by HEC	
3.	Attested copy of award letter for scholarship or financial assistance ship or affidavit about self finance.	
4.	Economy class air fare certificate by the shortest route.	
5.	Surety bond by two guarantors duly attested by the First Class Magistrate, substantiated by the deposit of property documents as collateral. (Specimen attached at the end of application form)	

C For Post-doctoral studies:

1.	Letter of nomination by the Government of Pakistan / International Agency.	
2.	Letter of placement in an accredited foreign university.	
3.	Economy class air fare certificate by the shortest route.	
4.	Synopsis/ brief description of post doctoral studies.	
5.	Brief CV (2-3 pages)	

D For visit abroad under Cultural / Exchange Programme:

1.	Letter of nomination by the Government of Pakistan.	
2.	Attested copy of cultural exchange programme under which visit is proposed.	
3.	Attested copy of letter of acceptance from the inviting agency/ Institution.	
4.	Economy class air fare certificate by the shortest route.	
5.	Details of training/ visit programme	

**Specimen of surety bond to be furnished by the applicants going abroad for “higher studies”
(clause No. 2)**

(Stamp paper to be purchased in the name of sureties)

SURETY BOND

WHEREAS

Mr./Miss/Mrs. _____ resident of _____ NIC
No. _____, who is proceeding abroad _____ to pursue his Ph.D. studies for a period of
_____ years (from _____ to _____).

AND

HEC has granted him travel grant equal to the actual cost of one way air ticket, amounting to Rs. _____;

WE,

1. Name: _____
Address: _____

NIC NO. _____
2. Name: _____
Address: _____

NIC NO. _____

Do solemnly admit to stand as SURETY for the grant being provided for the undertaken that Mr./Miss/Mrs. _____ will return to Pakistan after completing his/her studies, successfully.

In case he/she left the studies immature (incomplete) or not return to Pakistan, after qualifying the Degree, we will be held responsible to refund the amount of grant, with the amount of expenditure incurred on litigation, if any.

We declare our following property to be taken as collateral for the grant in question: *(Please attach attested photocopies of immovable property documents)*

Name of property	Location/Address	Value	In the name of
1.			
2.			

Signatures: Surety No. 1. _____
Surety No. 2. _____

Witness No.1 _____ Witness No.2 _____
Name: _____ Name: _____
Address: _____ Address: _____
NIC No. _____ NIC No. _____

(To be attested by Notary Public – Attestation should carry the Registration Number and date)

AND
(Counter signed by Magistrate First Class)

***(Conditions Apply)**