



HIGHER EDUCATION COMMISSION

New Leave Policy (Effective from Jan-2011)

A) Vacation/Medical Leave

- The scholars may avail **Four weeks** (including working and off days) leave per year to visit their home country / any other country outside the country of study, during their award period. For the period over 4 weeks' leave per year, stipend shall not be paid.
- All visits outside the country of study for academic or other than academic reasons shall require prior approval of HEC. For this purpose, a certification/approval by scholar's adviser or university shall be submitted along with the request for leave.
- Permissible leave could be availed each year or accumulated for two or more years on medical grounds or for other genuine reasons.
- The deduction/settlement of accounts with reference to the leave period shall be made by PMU at HEC in the last year of the study.
- Stipend shall not be paid to a scholar for the time spent in vacations/other than research purposes over and above the permissible leave period.
- HEC will not bear any cost of travelling related to the vacations.
- In case a scholar leaves the host country without informing HEC then no stipend will be paid to the scholar for that period.

B) Visit outside the country of study in connection with Research

- The scholars may visit Pakistan or any other country for field trip/research. The scholars proceeding for research outside the country of study shall be required to get approval from HEC one month prior to departure. For this purpose, a certification/approval by scholar's adviser or university shall be submitted along with the request for prior permission to visit Pakistan or any other country for research purposes, mentioning the details of requirement of the research in this regard. In case the scholar leaves the host country without the approval of HEC, then no stipend will be paid to the scholar.
- The stipend at foreign rate shall be paid for **three months** during the research period in Pakistan, while for the period over and above 3 months; stipend shall be paid equivalent to indigenous PhD scholarship. For research in a foreign country, the payment of stipend shall not be affected.
- All expenses related to study visits (including airfare) will be borne by the scholars themselves.
- On termination of field trip duration in Pakistan, the scholar will join his/her host university immediately and will intimate HEC about joining.