

**Document of Understanding
Between
The Higher Education Commission, Government of Pakistan
and
Ohio University, Athens, Ohio
Under US-Pakistan Knowledge Corridor**

This Document of Understanding (“DoU”) is by and between the Higher Education Commission of Pakistan (“HEC”) H-9 Islamabad and Ohio University (“OHIO”), Athens, Ohio effective as of the date last signed below (“Effective Date”). HEC and OHIO may each be referred to individually herein as a “Party” and/or collectively as the “Parties.”

WHEREAS, The HEC desires to assist Pakistani students in receiving a doctoral degree from a highly-ranked U.S. university; and

WHEREAS, OHIO seeks the enrollment of qualified graduate students;

NOW THEREFORE HEC and OHIO herein agree to cooperate in facilitating the application process, graduate enrollment, and study at OHIO for students nominated or approved by HEC, according to the terms of this DoU. This is not a guarantee that Pakistani scholars nominated or approved by HEC will be admitted to OHIO or that the graduate degree will be conferred.

ARTICLE 1: PURPOSE

1.1 The purpose of this Agreement is to describe the specific terms and conditions agreed to by the Parties regarding admission to OHIO doctoral programs and funding arrangements for students nominated by HEC.

ARTICLE 2: ADMISSION & PROGRAM REQUIREMENTS

2.1 HEC prospective students, who have completed all required prerequisites and degrees, may apply for admission to a doctoral program at OHIO. Admission to an academic program shall be made in accordance with university and program admission standards. OHIO reserves the right to admit or deny any student based on its admission policies or the capacity of the program within any student cohort. This DoU is not a guarantee that HEC students will be admitted to OHIO.

2.2 The exact number of students accepted into any OHIO doctoral degree programs will be determined by OHIO’s admission policies and by mutual agreement between the Parties.

- 2.3** Students admitted must be eligible for Graduate Appointments (GAs), which may require English proficiency and academic qualifications in addition to existing OHIO minimums for admission. GAs include a work requirement of fifteen (15) to twenty (20) hours per week during fall and spring semester and the final exam period. Individual GA responsibilities are determined by the academic program, and may include research, teaching, instructional support, and/or administrative support.
- 2.4** HEC students must register for a minimum of twelve (12) graduate credit hours each fall and spring semester. See OHIO Graduate Appointment Information and Policies for the registration requirement for different graduate appointment types (https://www.ohio.edu/sites/default/files/sites/graduate/files/OGA/FY20%20Final%20Graduate-Appointment-Guidelines.Final_.09.04.19.pdf).
- 2.5** HEC students must maintain academic, employment, and conduct standards to remain eligible for a graduate appointment. In the event the student fails to fulfill the responsibilities of a graduate appointment and/or the responsibilities of a doctoral student as defined by the relevant OHIO policies and procedures, OHIO may dismiss the student from the doctoral program.
- 2.6** If accepted into an OHIO doctoral degree program, the student who successfully completes all prerequisite and required coursework and satisfies all requirements for the program will receive a doctoral degree awarded by OHIO. This DoU is not a guarantee that an HEC student will be awarded a degree of any kind by OHIO.
- 2.7** In all cases, students are subject to the rules and regulations prescribing student conduct at OHIO. HEC students have the same rights, responsibilities, and access to OHIO resources as any international graduate student. This includes eligibility for graduate awards and recognitions both internal and external to OHIO.
- 2.8** Without exception, the program requirements for each HEC student are to be determined in advance of that student's acceptance to their doctoral program by the relevant college and department. Modifications to a program of study based on OHIO staffing or resources may not lengthen the time to degree completion. HEC students will receive reasonable notice of any modifications to their programs of study. OHIO is not responsible for changes to programs of study based on the student's failure to complete the degree requirements in time.
- 2.9** Before initiating actions that might affect the award of the scholarship, including change of field of study, change of duration of study, leave of absence, deferral of admission, withdrawal of award, or any other matter affecting transmission of funds from HEC to OHIO, the student must contact HEC through the appropriate desk(s).

ARTICLE 3: FINANCIAL RESPONSIBILITIES

- 3.1** OHIO will provide each HEC student participating in the program a scholarship equivalent to 100% of tuition (Instructional fee and non-resident surcharge fee) for the fall and spring semesters. Tuition for the summer semester will depend on the plan of study at the discretion of the student's academic college. Each student will be responsible for all other costs (e.g., general fees, program fee, specialized services and material fee, technology fee, student info system/network fee, Student Health Insurance, Wellbeing Fee, Student Legal Service, taxes, housing and utilities, and other educational/living expenses) associated with studying and working at OHIO.
- 3.2** For each HEC student participating in the program, HEC will provide stipend funds of up to \$106,000 over a five-year period. Of these funds, PKR 250,000 is designated for travel to the United States, \$5,000 for initial settlement expenses; and \$2,000 per year (up to \$10,000 total) is designated to subsidize the purchase of health insurance (Detailed funding is provided in Annex I). The travel and initial settlement expenses will be provided by HEC directly to the student. The additional funds will be paid out as a stipend in semi-monthly installments following the OHIO stipend and fellowship payment schedule (https://www.ohio.edu/sites/default/files/sites/graduate/files/OGA/FY20%20Final%20Graduate-Appointment-Guidelines.Final_.09.04.19.pdf). The exact amount of the living allowance paid to each student will be determined by the academic program, in consultation with HEC. HEC will decide how to provide the funds for travel home.
- 3.3** The living allowance shall be provided by OHIO as a stipend on a semi-monthly basis from September through May, out of HEC funds provided for this purpose. A sum not to exceed \$17,700 will be transferred to the HEC student in equal installments over two semesters (12-Months) for a maximum of five years (60-Months). In the event an HEC student is completing an approved four (4) year program of study, the maximum stipend may increase to \$22,250. In this case, the calculation may be done on a year to year basis per outlined in Annex 1. Over and above cost of stipend exceeding \$17,700/- per year will be paid to the student by OHIO from their own resources. Annual health insurance subsidy funds will be provided to the student in two equal lump sums at least fourteen (14) days before the payment for each six-month policy period is due or as soon as possible after the student registers for the semester, whichever comes later.
- 3.4** For each student beginning the program in the fall semester and for each student intending to participate in the program for a whole second or subsequent academic year, HEC will transmit the annual living allowance and health insurance subsidy funds (as a lump sum) to OHIO at least fifteen (15) days before the beginning of the fall semester. For students beginning the program in spring semester, HEC will transmit half the annual living allowance and half the annual health insurance subsidy funds (as a lump sum) to OHIO at least fifteen (15) days before the beginning of spring semester. Funds transfer process (e.g., frequency, etc.) can be changed on mutual agreement. For students who will complete their program of study and have their degree conferred in the fall semester, HEC will transmit lump sum comprising half the living allowance and at least half the annual

health insurance subsidy funds (up to the full amount of OHIO student health insurance coverage) at least fifteen (15) days before the student's final semester.

- 3.5** Annual invoicing for each HEC student for the amount of the stipend and cost of health insurance will be coordinated through the Bursar's Office of OHIO.
- 3.6** OHIO stipends vary by program. The OHIO Academic Dean and HEC may agree on an annual stipend lower than \$17,700 for HEC students where necessary to maintain equity of stipend amounts among graduate assistants in a doctoral program. In such cases where HEC living allowance funds are not paid toward stipends, the balance of the allowable \$17,700 can be applied by the bursar toward student fees or other academic expenses (e.g., text books).
- 3.7** Students are responsible for their housing arrangements and costs of their stay at OHIO. Neither HEC nor OHIO is obligated to undertake any additional financial obligations that are not specified in this DoU.
- 3.8** In the event of dismissal or withdrawal, fees paid to OHIO will be used to pay HEC student debts in accordance with OHIO policy. Any unobligated funds will be returned to HEC.

ARTICLE 4: ADDITIONAL RESPONSIBILITIES OF OHIO

- 4.1** OHIO will evaluate HEC student nominations for relevant doctoral programs and determine admittance of said student.
- 4.2** OHIO will grant a letter of admission to students admitted to doctoral programs in accordance with the doctoral program's standard admission requirements.
- 4.3** OHIO will work with relevant OHIO offices to facilitate the documentation needed for student visas for the length of the doctoral degree program.
- 4.4** OHIO will make available tutoring, academic monitoring, and student support throughout each student's program of study according to relevant OHIO policies and procedures and as available to other OHIO international doctoral students. Any cost for these services beyond tuition will be the responsibility of the student in question.
- 4.5** OHIO will provide study or research space for each student consistent with other doctoral students in the program.
- 4.6** OHIO will make its final admission decisions by April 15th for students beginning their doctoral program in the fall semester. Later decisions may be taken with the agreement of HEC or under a state of emergency.

ARTICLE 5: ADDITIONAL RESPONSIBILITIES OF HEC

- 5.1** HEC will recruit students for the program and nominate qualified students for admission to OHIO's relevant doctoral programs.
- 5.2** HEC will provide allocated funds directly to the student for travel to the United States and initial settlement as well as for returning to Pakistan at the conclusion of the program.
- 5.3** HEC will coordinate with OHIO on behalf of participating students to discuss solutions pertaining to administrative matters which might affect the award of the scholarship, including change of field of study, change of duration of study, leave of absence, deferral of admission, withdrawal of award, or any other matter affecting transmission of funds from HEC to OHIO.

ARTICLE 6: PROGRAM COORDINATORS

- 6.1** The Parties will each designate a faculty/staff member to be in charge of this program. As of the signing of this DoU, the two program coordinators are:

6.1.1 For OHIO: Vice President for Research and Creative Activity and Dean of the Graduate College
Ohio University
Athens, OH 45701

6.1.2 For HEC: Project Manager
US-Pakistan Knowledge Corridor
HEC-H-9, Islamabad

Upon communication with the other Party, each Party may designate an alternate individual to serve as program coordinator.

- 6.2** The program coordinators are responsible for the organization and scheduling of all aspects of the program. All notices, reports, and payments under this DoU must be in writing and delivered to the program coordinators or such other parties authorized by the Parties.
- 6.3** The OHIO coordinator is also expected to liaise with the Office of International Student and Faculty Services, OHIO's student financial services, and the relevant OHIO doctoral program admission and administrative personnel for each HEC student participating in the program.
- 6.4** In order to ensure timely admission of HEC nominated students to OHIO, the coordinators agree to be in contact with one another by February 1st regarding the number of students nominated for doctoral programs beginning in the following fall semester.

ARTICLE 7: RISK OBLIGATIONS

- 7.1** To the extent permitted by law, each party agrees to be responsible for any negligent acts or omissions arising out of this DoU by or through itself or its employees and each party further agrees to defend itself and themselves and pay any judgments and costs arising out of such negligent acts or omissions, and nothing in this DoU will impute or transfer any such responsibility from one party to the other.

ARTICLE 8: TERM AND TERMINATION

- 8.1** This DoU will come into effect on the date of the last signature and shall be considered to be in force and valid for a period of sixty (60) months from the Effective Date (“Term”). It may be renewed for subsequent sixty (60) month terms with the mutual consent of both parties. The DoU may be terminated for convenience by either or both Parties upon ninety (90) day written notice. This DoU may also be terminated by a party on the basis of default by the other party upon thirty (30) days written notice.
- 8.2** Such a request for termination for convenience shall not prevent the continuation of activities already underway. Students already participating in the program shall be allowed to complete the program under the terms and conditions of this DoU provided HEC continues to provide funding as set forth in Article 3 above.
- 8.3** Except where either Party has terminated for convenience, termination due to expiration of Term shall not affect the continuing obligations of both parties as to HEC students properly enrolled in an OHIO program. It is the intent of the Parties to this DoU that HEC students enrolled on or before the expiration of Term shall be given an opportunity to complete their course of studies pursuant to this agreement and in compliance with the terms set forth herein.

ARTICLE 9: FURTHER NEGOTIATION

- 9.1** The Parties hereto agree to negotiate in good faith to attempt to resolve unforeseen or exigent situations that may arise throughout their course of dealings in the performance of the terms of this DoU. It is the intent of this Article that the Parties cooperate to attempt to resolve any unanticipated issues in a manner consistent with the spirit of this DoU. Nothing in this Article requires a party to agree to a resolution that is against that party’s interest.

ARTICLE 10: FORCE MAJEURE

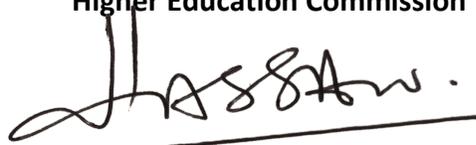
- 10.1** In the event either party shall be delayed or hindered or prevented in the performance of any obligations required under this DoU by reason of strike, lockout, inability to procure labor or materials, failure of power, fire, or acts of God, terrorism, restrictive

governmental laws or regulations, riots, insurrection, war, epidemic, pandemic or any other reason not within the reasonable control of either party ("Force Majeure"), the performance of such obligations shall be excused for a period of such delay and the period for the performance of any such act shall be extended for a period equivalent to the period of any such delay.

IN WITNESS THEREOF, the parties through duly authorized officials do execute this DoU.

Ohio University

Higher Education Commission



Dr. M. Duane Nellis

Dr. Hassan Jalil Shah

President

Advisor, HRD, HEC

May 15, 2020

May 16 2020

Date (Month/Day/Year)

Date (Month/Day/Year)

ANNEX I (Part of the DoU)

ALLOCATED DISTRIBUTION OF FUNDS

S#	Head	Amount	Currency	Frequency	Comments
1.	Stipend	1,475	USD	Per Month up to 60- months	To be sent on quarterly/ Bi-Annual/Annual Basis on mutual understanding
2.	Health Insurance	2,000	USD	Once in a year up to five years	It is the maximum amount for a year. Payment will be made as per actual invoice of the health insurance agency.
3.	Initial Settlement allowance	5,000	USD	One time	Directly paid to the student
4.	Airfare	250,000	PKR	One time	Will be paid to the candidate directly by HEC as per actual invoice of the air tickets