# DISCLAIMER FORM FOR PUBLIC UNIVERSITIES

Solemn Declaration:

I, _____ S/o, _____, solemnly declare that

- I acknowledge that this opportunity is given to me on a first come first serve basis within the University's stipulated quota, after verification of my eligibility.
- I do hereby confirm that I will provide the correct information for online course registration and I understand that the information I provide (such as email address) will be used for providing me the access to HEC<>Coursera portal and can not be changed later.
- I do hereby confirm that I have paid the registration fee (if applicable) to the University Focal Person in their prescribed method.
- I would be responsible to effectively complete the maximum number of courses under my single Coursera license provided by HEC.
- If I fail to complete at least one course within the first 3 months of receiving the Coursera license from HEC then the Higher Education Commission may cancel my registration at any time and I am liable to forfeit my registration fee. I am be liable to lose my Coursera license if:
    - I do not enrol in at least 1 course within 14 days after receiving the Coursera license via invitation email
    - I enrol in multiple courses but I am inactive for last 90 days and have done no activity at all in any of my enrolled courses
- If I fail to comply with the rules of registration, the Higher Education Commission reserves the right that it may exclude me from future programs offered by HEC.
- I understand and accept all terms and conditions for the registration of online courses. If I don't enroll myself within the first 14 days of receiving a license invitation, then Higher Education Commission may cancel the license and offer this opportunity to other eligible students, as this is a first come first served opportunity.
- If I do not complete at least 5% of the course within 14 days (Coursera remarks!), after enrollment into the Coursera Program awarded to me by Higher Education Commission, then Higher Education Commission may cancel my registration and award this opportunity to any other eligible student.
- If the Higher Education Commission cancels my registration due to non-compliance of any of the mentioned clauses, I shall hold no liability or responsibility towards Higher Education Commission.
- Higher Education Commission, Government of Pakistan reserves the right to take any or all legal action against me, if the Terms of Award are breached.
- I confirm that I will adhere to the Coursera Honor Code

NOTE: 100% reimbursement will be made to the student, subject to successful certification of at least three (03) Courses while obtaining 75% or higher score in each course.
NOTE: Differently abled/ physically challenged have a 2% quota within each University and will be required to submit their Government issued disability certificate otherwise their registration will be cancelled.

Signature:

Name:
CNIC:
Email:
Contact No:

Data for Registration required in Excel file from student

| Serial No | Name | F/Name | CNIC | Uni Name | Roll Num | Program | Department | Semester | Campus | Email | Contact Number | Payment received | Courses of Interest | Disabled (yes/no) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | | | | | | |

Note:

Dear Student,

Kind email the above data in excel form to , m.imrankhan@comsats.edu.pk

Submit hard form of disclaimer form to undergraduate office (management Sciences, 2nd floor bio-sciences building).

If case any help, Kindy contact 051 90496045

DIGITAL LEARNING & SKILLS ENRICHMENT INITIATIVE (DLSEI) BY HIGHER EDUCATION COMMISSION OF PAKISTAN

# Standard Operating Procedure
# For
# Digital Learning & Skills Enrichment Initiative (DLSEI)

HIGHER EDUCATION COMMISSION
ISLAMABAD – PAKISTAN

## Introduction

The Digital Learning & Skills Enrichment Initiative (DLSEI) by the Higher Education Commission (HEC) with collaboration of Coursera International intends to enhance online learning and skills development among passionate students and faculty members of HEIs. This program will provide an opportunity to access the online courses and certifications from top universities of the world and get a chance to enroll themselves in the highest-ranked and most expensive online courses. This program will enhance students' skills & abilities, and further equip them in a better way for practical life challenges, self-development, etc.

These SOPs have been developed to provide a guideline to Universities and their Focal Persons to successfully implement the Program in their HEIs.

## Eligibility criteria for the DLSEI program

1. All Public/ Private University Students currently enrolled in 16-year education programs and above are eligible
2. Faculty members of Public/Private Universities are also eligible
3. The applicant must have a valid CNIC/ B-form number
4. Alumni who have graduated within the past 2 years of the launch date (September 9, 2021) of this Coursera Program.

## Licenses' Distribution Criteria

- A Total of 24,000 licenses will be allocated in the first year
- Each University will be allocated licenses based on their enrolment numbers
- 1000 licenses would be allocated for distance learning universities out of a total of 18,000 licenses, with a distribution of 600 for AIOU and 400 for VU
- All Public Sector Universities would be given 75% quota (18,000 out of 24,000) based on enrollment with a cap of minimum and maximum (list attached) (Maximum 650 and Minimum 70 Licenses)
- License adjustment among students & faculty within the quota limit of a university will be sole responsibility of university while ensuring maximum utilization

- The break-up is as follows:

| *Institution* | *Percentage Quota* | *No. of licenses* |
|---|---|---|
| ***Public Sector Universities*** | ***75% (50% discount)***<br><br>***2% of 75% to students with disabilities (FREE)*** | ***18,000*** |
| ***National Academy of Higher Education (NAHE)*** | ***5%*** | ***1200*** |
| ***Alumni's (open Merit)*** | ***5%*** | ***1200*** |
| ***Private Sector Universities*** | ***15%*** | ***3600*** |
| ***Total*** | ***100%*** | ***24,000*** |

## Unlimited courses on a single license

Learners can attempt/register as many courses as possible within the 1 year of license activation.

## Registration or Apply or Selection criteria:

- Registration will be on a **first come first served basis** within each University's stipulated quota.
- All eligible students are encouraged to visit their University Focal Person to get nominated on a first come first served basis. The University will send nominations to HEC for registration. (Kindly do so at the earliest as positions fill up quickly)
- Focal Person User ID will be created on **https://dlsei.hec.gov.pk** and Focal person would be required to upload the interested student/ faculty data on the said portal after submission of disclaimer form.
- Alumni (open merit) can register in the DLSEI program by simply visiting the webpage **https://dlsei.hec.gov.pk** on a first come first served basis. Click on the **Register Now** button - Registrations open September 9, 2021
- University students/faculty members will be sent an email containing the invitation link for the program from Coursera. They will be required to create an account on Coursera to join the Program and to start enrolling in courses.

- For Alumni, after completing the registration process and payment of the fee (proof of payment and transcripts to be uploaded to complete registration), will be sent an invitation email to join the HEC<>Coursera program.

## Fee Structure:

### 1) **Public Sector University Students/ Faculty**

1. Each learner will have to submit Rs.4000 to their University Focal Person as per policy. This will be reimbursed (100%) to the learner, subject to successful completion/ certification of at least three (03) courses.
2. If the learner fails to complete at least three courses, then his/her fee will be forfeited and deposited in the HEC account.
3. Note: Coursera License is available free of cost for eligible physically challenged/ differently-abled students (of Public Sector Universities only) at a 2% quota for each University. (*Government-issued disability certificate is required to be eligible*)

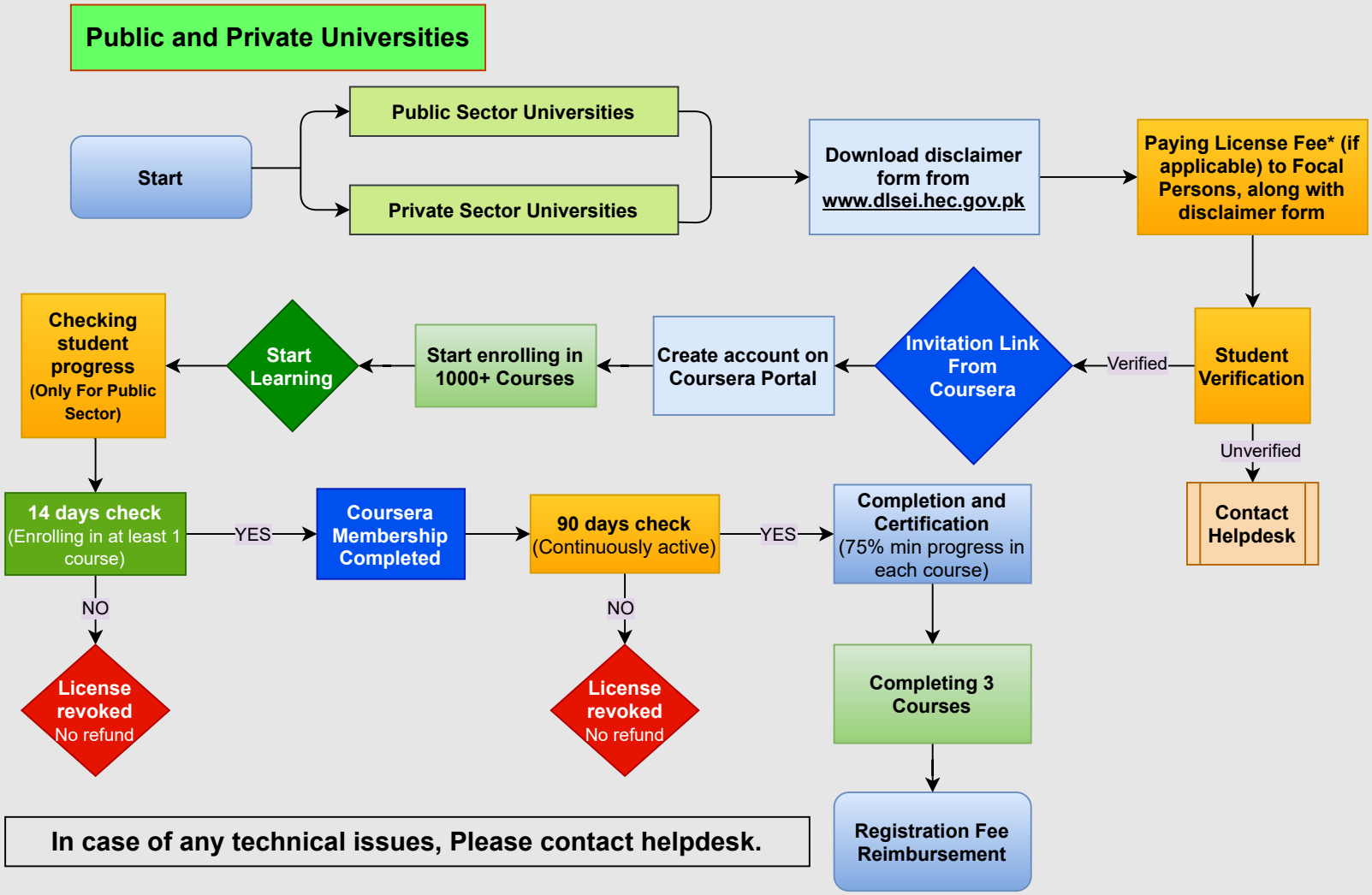
### 2) Private Sector University Students

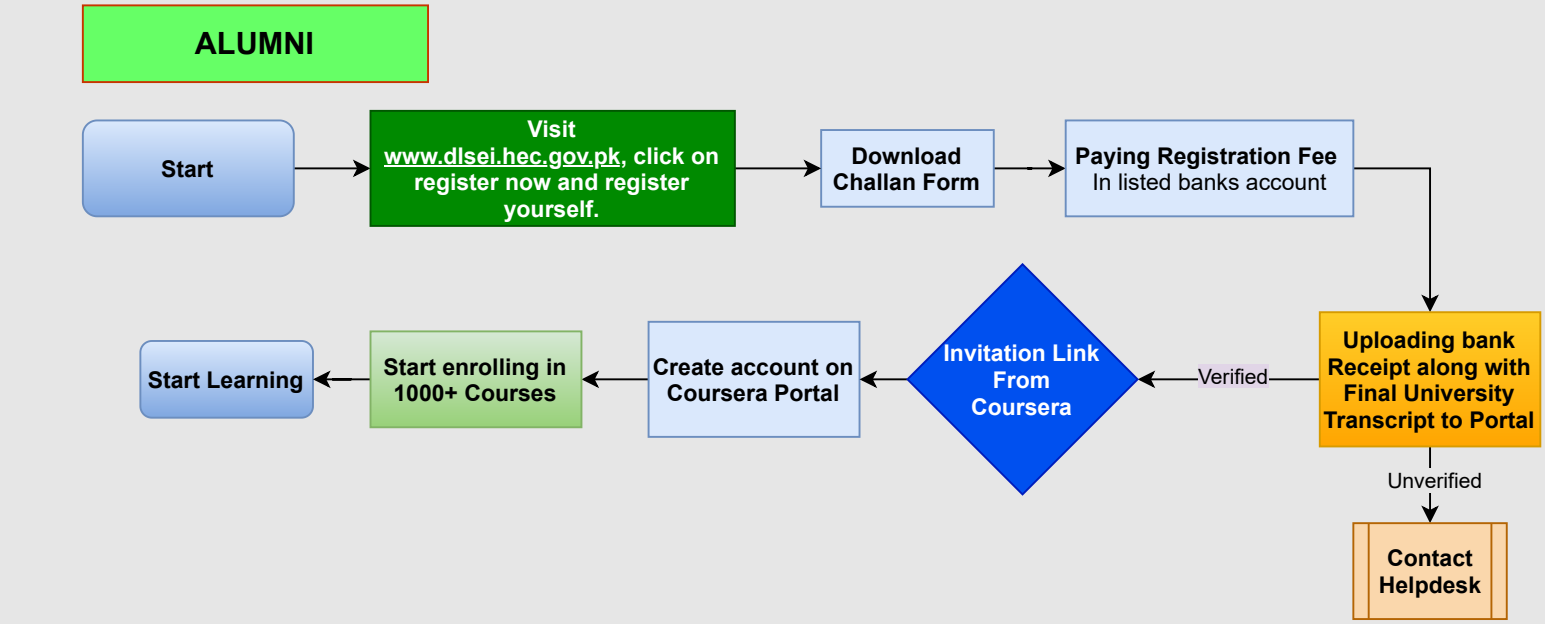
- Each Private Sector University will be able to avail of the licenses at a rate of Rs.8000/ license and will charge their students as per their discretion.
- University will be charged through PERN billing, and if PERN account does not exist then university will be provided a separate invoice
- University will be required to pay the lump sum amount to HEC (based on license allocation) at the start of the Program. They may later charge from students and faculty members accordingly.

### 3) Alumni

- Alumni will be required to pay the full amount of Rs. 8000 for the license. A challan form will be downloaded from the registration portal and paid in the listed bank accounts on the challan form. Submit the challan form in the portal and after verification permission will be given to access the Courses from the Coursera portal. Verified students will be required to upload a final transcript from their university and receipt of Rs.8000 after which they will be given an invitation link.

# DLSE-II Student Journey
## (FIRST COME FIRST SERVE BASIS)




**Terms & Conditions Apply**

*Free For Differently-Abled Students

# COURSERA FAQs

On the web page that hosts the FAQs, let us highlight important information like:

- DLSEI Helpdesk
- Coursera Learner Help Center
- Login video tutorial for learners (Coursera team will create this)

## WHAT ARE MOOCS?

**"MOOCs"** stands for Massive Open Online Courses. Usually these online courses are taught by universities all around the world (e.g. University of Michigan, Yale, The University of Chicago, Duke University, John Hopkins University, Columbia University, UC San Diego and many other universities. Other MOOCs are made by companies, like Google or Microsoft. They are available for anyone with an internet connection. Some of the popular MOOC providers include Coursera, edX, Udacity, and FutureLearn.

## HOW DO THESE MOOCS WORK?

MOOCs are designed for an online audience, teaching primarily through short (5–20 minutes) pre-recorded video lectures. You watch these videos on a weekly schedule when it is convenient for you. MOOCs also have student discussion forums, homework/assignments, and online quizzes or exams.

## WHAT IS DLSEI?

The Digital Learning & Skills Enrichment Initiative (DLSEI) by the Higher Education Commission (HEC) intends to enhance online learning and skills development among passionate students. They will be able to access courses and certifications from top universities of the world and get an opportunity to enroll themselves into the highest ranked and most expensive online courses. This program will enhance students' skills & abilities, and further equip them in a better way for practical life challenges, self-development etc.

## WHAT IS COURSERA?

Coursera is an online learning platform founded by Stanford professors Andrew Ng and Daphne Koller that offers courses, specializations, and degrees. Coursera works with universities and other organizations to offer online courses, specializations, and degrees in a variety of subjects, such as engineering, humanities, medicine, biology, social sciences, mathematics, business, computer science, digital marketing, data science, and others. You can read more about Coursera<>HEC program at <Website Link>

## WHO IS ELIGIBLE FOR THE DLSEI PROGRAM?

- All Public/ Private University Students currently enrolled in 16 year education programs and above are eligible
- Faculty members of Public/Private Universities are also eligible
- The applicant must have a valid CNIC/ B-Form number.
- Alumni who have graduated within the last 2 years of the launch date (Aug 1st 2021) of this Coursera Program.

## WHAT IS THE DISTRIBUTION CRITERIA FOR LICENSES?

- A total of 24,000 licenses will be allocated in the first year
- Each University will be allocated licenses based on their enrolment numbers
- 1000 licenses would be allocated for distance learning universities out of a total of 18,000 licenses, with distribution of 600 for AIOU and 400 for VU.
- The break-up is as follows:

| Institution | Percentage Quota | No. of licenses |
|---|---|---|
| Public Sector Universities | 75% (50% discount) | 18,000 |
| National Academy of Higher Education (NAHE) | 5% | 1,200 |
| Alumni's open Merit | 5% | 1,200 |
| Private Sector Universities | 15% | 3,600 |
| **Total** | **100%** | **24,000** |

## HOW DO I REGISTER/APPLY IN THE DLSEI PROGRAM?

- Registration will be on a first come first serve basis within each University's stipulated quota.
- All eligible students are encouraged to visit their University Focal Person to get nominated on a first come first serve basis. The University will send nominations to HEC for registration. (Kindly do so at the earliest as positions fill up quickly)
- Alumni (open merit) can register in the DLSEI program by simply visiting the webpage https://dlsei.hec.gov.pk on a first come first serve basis. Click on the button "**REGISTER HERE FOR COURSERA**".
- For Alumni after completing the registration process and payment of the fee, you will be sent an invitation email to join the HEC<>Coursera program.
- Alternatively for University students, you will be sent an email containing the invitation link for the program. You will be required to create an account on Coursera to join the HEC program and to start enrolling in courses.

## HOW MANY COURSES CAN I ATTEMPT WITH 1 LICENSE?

You may attempt as many courses as you like within the 1 year period of license activation given that you meet the following requirements:

- Complete at least one course within the first 3 months of receiving the Coursera license invitation
- Enroll in at least one course within 14 days of receiving the Coursera license invitation
- Actively learning at least one course on the portal (not being inactive for more than 90 days at a stretch.)

## IS THERE ANY FEE ASSOCIATED WITH THE LICENSE?

### A. Public Sector University Students

Each student will have to pay Rs.4000 to their University Focal Person as per their requirement. This will be 100% reimbursed to the student, subject to successful certification of at least three (03) Courses while obtaining 75% or higher score in each course.

Note: Coursera License is available free of cost for eligible physically challenged/ differently abled students (of Public Sector Universities only) at a 2% quota for each University. (Government issued disability certificate is required)

**B. Private Sector University Students**

Each Private Sector University will be able to avail the licenses at a rate of Rs.8000/ license and will charge their students as per their discretion.

**C. Alumni**

Alumni will be required to pay the full amount of Rs. 8000 for the license. A challan form will be downloaded from the registration portal and paid in the listed bank accounts on the challan form. Submit the challan form in the portal and after verification permission will be given to access the Courses from Coursera portal. Verified students will be required to upload a final transcript from their university and receipt of Rs.8000 after which they will be given an invitation link.

## Do I need to pay additionally for the Coursera certificate (for the courses included in the HEC program)?

No, once you pay the registration fee and get the Coursera license, you do not have to pay additionally to enrol in any Coursera course which is part of the HEC program (1000+ courses) or to download your Coursera certificate from the HEC Coursera portal.

## WHAT DO I ENTER IN THE CNIC FIELD, IF I AM UNDER 18?

If you are under 18, then you can enter your B-form number.

## WHAT TYPES OF COURSES ARE OFFERED ON THE PROGRAM HOMEPAGE?

After completing your registration process, you will be redirected to sign-up for Coursera via an invitation email. You can join the HEC program on Coursera by clicking on the “Join Now”button on the invitation email and following the instructions provided to you in the learner guide.

There are 1000+ in demand, mostly skills oriented courses from world renowned universities available, from which the learner can choose from. Click on the **View All** option to see all the courses in a collection.

Note : If you would like to do any other course outside of the 1000+ courses that are being offered to you under the HEC program - you will be required to pay for those courses separately in order to get a certificate.

## HOW DO I ENROLL / REGISTER FOR A COURSE?

1. Create your account on Coursera with the same email id given to HEC as part of the registration.
2. Click on the “Join Now” link in your Coursera license invitation email
3. You will be directed to the HEC Coursera portal and will be able to explore the wide range of courses on the Coursera platform.
4. To read more about the courses click on one and view the description. Once you have chosen a course, click on “Enrol now” and “Go to course” to start learning.

For more information on course enrolment, go to Coursera Learner Help Center

**HOW DO I RECEIVE/ACCESS MY COURSE?**

Once you have enrolled in a Coursera course, you can access the course material on your Coursera dashboard by logging in to the HEC Coursera program on your browser, or by downloading the Coursera mobile app. This material is a self-paced online course that includes readings, videos, assignments, quizzes and discussion forums.

**HOW DO I CONTINUE MY COURSE?**

Once you are enrolled in a course, a "My Courses" section will appear in the learning program. Clicking on "resume" will take you back to the course to the same point where you left off in the last session.

**WHAT IF I AM FALLING BEHIND THE INTERNAL COURSE SCHEDULE AS PRESCRIBED BY COURSERA?**

Sometimes this happens! Coursera allows you to "Reset your deadline" of the course if you fall behind the internal course schedule. This way you will not lose your progress and can continue learning.

**HOW DO I DOWNLOAD THE VIDEO MATERIAL FROM THE COURSE?**

When you access the video lecture, you will find the download bar below the video section. Under the download bar, you will be able to download the video file, subtitles and its transcription.

**WHAT HAPPENS TO MY CERTIFICATES IF HEC REVOKES MY COURSERA LICENSE?**

All the certificates that you have earned previously will stay with your Coursera account. If HEC revokes your license due to inactivity you will lose free access to these 1000+ courses but your account on Coursera will not be deleted which means you can still access your previous certificates and can continue the courses that were in progress by paying for the course in your personal capacity if you would like to.

**WHAT DO I DO IF I HAVE ANY QUERY OR I NEED TECHNICAL ASSISTANCE?**

If you have any queries about the DLSEI portal or your Coursera license, your first contact should be https://onlinehelp.hec.gov.pk/. They will be able to resolve your queries and will also be able to direct you to the right resource if you need additional support. Alternatively, you can email us at **support.dlsei@hec.gov.pk**.

If the query is related to the Coursera courses/ mobile app or the course you are enrolled in, then you should contact **Coursera Learner Support**. You can seek help through the FAQs & help articles or log in to directly chat with the Coursera learner support team.

**WHAT SHOULD I DO IF I AM NOT ABLE TO PROCEED IN A COURSE OR GET MY CERTIFICATE?**

As mentioned above, If the query is related to the Coursera courses/ mobile app or the course you are enrolled in, then you should contact Coursera Learner Support. You can seek help through the FAQs & help articles or log in to directly to chat with the Coursera learner support team which is available 24*7.

## For Support Contact Us at

https://onlinehelp.hec.gov.pk/

OR

support.dlsei@hec.gov.pk