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

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



HIGHER EDUCATION COMMISSION  
ISLAMABAD – PAKISTAN

## Introduction

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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

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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

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- 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:

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

### Unlimited courses on a single license

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

### Registration or Apply or Selection criteria:

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- 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.