Student Handbook

Health Services Academy
Ministry of National Health Services
Regulation & Coordination
Government of Pakistan
# Table of Contents

### PART 1 FACULTY

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACULTY INDEX</td>
<td>3</td>
</tr>
<tr>
<td>2.1 Core Faculty</td>
<td>3</td>
</tr>
<tr>
<td>2.2 Adjunct Faculty</td>
<td>4</td>
</tr>
<tr>
<td>2.3 Visiting Faculty</td>
<td>5</td>
</tr>
<tr>
<td>2.3 Academic Partnerships and Collaborations</td>
<td>7</td>
</tr>
</tbody>
</table>

### 1. ETHICS AND DISCIPLINARY COMMITTEE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Composition and Duration</td>
<td>10</td>
</tr>
<tr>
<td>1.2 Functions</td>
<td>10</td>
</tr>
<tr>
<td>1.3 Accountability</td>
<td>10</td>
</tr>
<tr>
<td>1.4 Policies and Procedures</td>
<td>10</td>
</tr>
<tr>
<td>1.4.1 General Policy on Academic Ethics</td>
<td>10</td>
</tr>
<tr>
<td>1.4.2 Incident Handling Procedure</td>
<td>11</td>
</tr>
<tr>
<td>1.4.3 Constitution of the Academic Ethics Committee</td>
<td>11</td>
</tr>
<tr>
<td>1.4.4 IT Rules and Regulations</td>
<td>15</td>
</tr>
</tbody>
</table>

### 2. INSTITUTIONAL REVIEW BOARD (IRB) AT HSA

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Composition and Duration</td>
<td>28</td>
</tr>
<tr>
<td>2.2 Functions</td>
<td>28</td>
</tr>
<tr>
<td>2.3 Accountability</td>
<td>28</td>
</tr>
<tr>
<td>2.4 Policies and Procedures</td>
<td>28</td>
</tr>
<tr>
<td>2.4.1 Procedure for Submitting an Application</td>
<td>29</td>
</tr>
<tr>
<td>2.4.2 Elements of the Review</td>
<td>29</td>
</tr>
<tr>
<td>2.4.3 Decision Making</td>
<td>31</td>
</tr>
<tr>
<td>2.4.4 Communicating the Decision</td>
<td>31</td>
</tr>
<tr>
<td>2.4.5 Follow Up</td>
<td>31</td>
</tr>
</tbody>
</table>

### 3. SCHOLARSHIP COMMITTEE

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Composition and Duration</td>
<td>33</td>
</tr>
<tr>
<td>3.2 Functions</td>
<td>33</td>
</tr>
<tr>
<td>3.3 Accountability</td>
<td>33</td>
</tr>
<tr>
<td>3.4 Policies and Procedures</td>
<td>33</td>
</tr>
</tbody>
</table>

### 4. OFFICE OF THE REGISTRAR

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1 Composition and Duration</td>
<td>34</td>
</tr>
<tr>
<td>4.2 Functions</td>
<td>34</td>
</tr>
<tr>
<td>4.3 Accountability</td>
<td>36</td>
</tr>
<tr>
<td>4.4 Policies and Procedures</td>
<td>36</td>
</tr>
<tr>
<td>4.4.1 Registration</td>
<td>36</td>
</tr>
<tr>
<td>4.4.2 Examination</td>
<td>36</td>
</tr>
<tr>
<td>4.4.3 Degree/Transcript</td>
<td>36</td>
</tr>
<tr>
<td>4.4.4 Tuition and Fees</td>
<td>36</td>
</tr>
<tr>
<td>4.4.5 Business Centre</td>
<td>36</td>
</tr>
<tr>
<td>4.4.6 Library</td>
<td>37</td>
</tr>
</tbody>
</table>

### ANNEX 1 ACADEMIC RESOURCES AND STUDENT FACILITIES

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Computer Lab</td>
<td>41</td>
</tr>
<tr>
<td>2. Library Facilities</td>
<td>41</td>
</tr>
<tr>
<td>3. Audio-Visual Facilities</td>
<td>41</td>
</tr>
<tr>
<td>4. Laboratory</td>
<td>41</td>
</tr>
<tr>
<td>5. Student Facilities</td>
<td>42</td>
</tr>
<tr>
<td>6.1 Lockers</td>
<td>42</td>
</tr>
<tr>
<td>6.2 Cafeteria</td>
<td>42</td>
</tr>
</tbody>
</table>
6.3 Smoking ................................................................................................................. 42
6.4 Telephone .................................................................................................................. 42
6.5 Banks ........................................................................................................................... 42
6.6 Post Offices .................................................................................................................. 43
6.7 Hospitals ...................................................................................................................... 43
6.8 Bookshops ................................................................................................................... 44
6.9 Address List of Institutions and Agencies ................................................................. 44
6.11 Restaurants ................................................................................................................ 45
Message from the Director

The Health Services Academy (HSA) is an autonomous institution under the Ministry of National Health Services Regulation & Coordination, Government of Pakistan. It was established as an in-service training Centre in 1988 and developed into an institute of training and research in public health. Since its inception, the Academy has been striving to fulfill the health needs and new emerging paradigms under Public Health Sciences. HSA launched its Master’s in Public Health (MPH) programme in 1996 with a view to utilize and develop local expertise to train the future health managers of Pakistan. The modification of the existing Master’s in Public Health (MPH) degree into a Master of Science in Public Health (MSPH) programme was a major step that HSA took to bring the programme in line with the national and international standards. The formulation of the Financial, Academic and Service Rules and Regulations was another area of accomplishments.

Research has been given a high priority in HSA and faculty/students have conducted research in different areas of Public Health and will continue to do so in future. In April 2006, the Academy moved into its new campus in Prime Minister’s Health Complex, Chak Shahzad, Islamabad.

HSA modified its MPH program into Master of Science in Public Health MSPH and EMSPH, two and three year degree programs respectively in 2007. It launched the Post Graduate Diploma in Medical Entomology & Disease Vector Control in 2009, offered the Master of Science in Health Economics & Management in 2010, the Postgraduate Certificate in Human Resource in Health, and introduced the PhD in Public Health and the MS degree in Medical Entomology and Disease Vector Control in the 2012-2013 academic year. In 2013 HSA started the MSPH Evening Programme. These programs have been introduced for public health students and professionals to keep pace with the changes being introduced at national, regional, and global levels. The Academy would like to thank USAID & GIZ for their assistance. The Academy would like to thank its partners for supporting for many ranging from technical inputs, student stipends, research funds, and workshops to equipment and library books.

Keeping in view the emerging demands, the Health Services Academy has to go a long way to make an impact on some of the major public health problems faced by the communities and the health management issues faced by the country. I am sure that with the dedication, commitment and hard work of all the faculty, officers and staff of the Academy combined with continued encouragement and support of the crucial partners, HSA would rapidly progress towards becoming a Regional Centre of Excellence for training in the field of Public Health.

Prof. Dr Assad Hafeez
MBBS, FCPS, MRCP, MSc Epidemiology, PhD.
Executive Director
Health Services Academy
Islamabad.
Part 1 FACULTY
Faculty Index

The current faculty directory, including both full-time and adjunct faculty members, is given below.

2.1 Core Faculty

PhD or Equivalent

Prof. Dr Assad Hafeez, MBBS, FCPS, MRCP, MSc Epidemiology, PhD
Dr. Shahzad Ali Khan, MBBS, MBA, MPH, PhD
Dr. Saima Hamid, MBBS, MPH, PhD
Dr. Samina N. Khalid, MBBS, MPhil, Fellowship ReproMed, PhD

M.Phil or Equivalent

Dr. Amjad Chaudry, MBBS, MSc, MPH, M Med, PhD Fellow in Edinburgh
Dr. Ejaz Ahmad Khan, MBBS, MPH, PhD Fellow in London
Dr. Ramesh Kumar, MBBS, MPhil, MSPH, PhD Fellow in Bangkok
Mr. Aijaz Ali Jakhmani, MSc, MSPH
Mr. Mudassar Mushtaq, MSc, MPhil
Dr. Mariyam Sarfraz, MBBS, MSc

PhD Fellows

PhD 2014
Dr. Ayesha Isani, MPH, FRCR
Ms. Ayesha Khan, MS Bio-Economic
Mr. M. Akhtar Abbas Khan, MPhil
Dr. Noreen Rahat, MBBS, M.Phil
Dr. Rab Nawaz, MSc. Epi, MPH
Dr. Said Ul Abrar, MPH

PhD 2013
Dr. Masood Ahmed, MPH
Dr. Mazhar Nisar, MPH
Dr. Muhammad Imran Marwat, MPH
Dr. Muhammad Zeeshan Haroon, MPH
Dr. Syed Zakir Hussain Shah, MPH
PhD 2012
Dr. Fatima Nisar Ahmed, MPhil
Dr. Irum Gilani, MSPH
Dr. Muhammad Ahmed Abdullah, MPH
Dr. Mohammad Salim Wazir, MBBS, MPhil
Dr. Zulfikar Ali Gorar, MPH

2.2 Adjunct Faculty

Dr. Abdul Ghaffar, PhD
Health Policy

Dr. Abdul Majeed Jaffar, MBBS, MSPH, MSc HRH
HRH

Dr. Ahsan Maqbool Ahmad, PhD
Epidemiologist

Dr. Anwar Baig, PhD
Management Sciences

Prof. Arnfrid A. Kielmann, PhD
Health Systems

Prof. Atif Rahaman, PhD
Maternal and Child Mental Health

Dr. Fazli Hakim Khattak, PhD
Health Economics

Dr. Huma Qureshi, FRCP
Research

Dr. Inayat Thaver, MBBS, FCPS, PhD
Public Health

Dr. Khalif Bile Mahomad, PhD
Public Health

Dr Michel Thieren, Ph.D
Health System and Disaster Response
Dr. Nabeela Ali, MBBS, MPH
MNCH

Dr. Peter C. Coyte, PhD
Health Economics

Dr. Qaisar Abbas, MSc Econ, M. Phil Dev. Econ, PhD
Management Sciences

Dr. Rehan Hafeez, PhD
Health Systems

Dr. Sameen Siddiqi, MBBS, FCPS, MPH, PhD
Health Systems

Dr. Sania Nishtar (SI), FRCP, PhD
Health Policy and Public Health

Dr. Shamsa Rizwan, FCPS
Maternal Health

Dr. Shehla Zaidi, MSc, PhD
Health Policy

Dr. Siham Sikandar, PhD
Community research & Mental Health

Dr. Zaeem Ul Haq, PhD
Health Communication

Dr. Zeba A. Sathar, PhD
Demography

2.3 Visiting Faculty

Prof. Abdul Majeed Rajput, MBBS, MPH, FRACMA, FCPS
IMDC Islamabad

Dr. Ali Muhammad Mir, MBBS, MPH
Population Council, Islamabad

Dr. Arif Munir, PhD
PRMC
Dr. Arshad Mehmood, PhD  
JSl, Islamabad  

Dr. Asmat Ullah Malik, PhD  
Integrated Health Services, Islamabad  

Prof. Fauziah Rabbani, PhD  
Aga Khan University, Karachi  

Dr. Ghulam Nabi Kazi, MBBS, MPH  
WHO  

Dr. Masood Kadir FCPS  
Aga Khan University, Karachi  

Dr. Mohammad Mursaleen, MBBS, MPH  
HMIS WHO  

Dr. Mohammad Tariq, MPH (Global Health)  
USAID - | DELIVER PROJECT, John Snow Inc.  

Dr. Muhammad Saleem Rana, PhD  
International School of Public Health UHS  

Dr. Nelofer Nazim, MBBS, MSPH  
Consultant  

Prof. Nighat Nisar MBBS, MPH, MCPS, FCPS  
Dow Medical College DUHS, Karachi  

Dr. Rakhshinda Perveen, MBBS MPH  
SACHET Pakistan  

Dr. Rizwan Afzal, MSc Statistics, MSc Bio Statistics  
Phenix, Arizona  

Prof. Rizwana Chaudhry, MBBS, MCPS, FCPS  
College of Physicians and Surgeons, Pakistan, Islamabad  

Dr. Rozina Khalid, MBBS, MPH  
Consultant  

Dr. Rukhsana Khan, MBBS, MPH, MSc  
Consultant
2.3 Academic Partnerships and Collaborations

The Academy is working for the MSPH programme in collaboration with various national and international institutes and bodies in different capacities through formal and informal linkages to achieve its goal. Currently, HSA is involved in collaborations with the following institutions and universities:

National Collaborations

1. Aga Khan University.
2. Family planning Association of Pakistan
3. National Health Programs
4. Provincial Health Departments

5. Pakistan Medical and Research Council (PMRC)


Various research projects/trainings/discussion forums are jointly implemented by HSA with these organizations.

**International Collaborations**

1. FUDAN University, Shanghai, China

2. GIZ

3. HelpAge International

4. Karolinska Institute, Sweden.

5. London School of Hygiene and Tropical Medicine, UK

6. Plan International

7. Queen Margaret University, Edinburgh, UK.

8. Research Advocacy Fund

9. Save the Children USA

10. UNICEF

11. University of Liverpool, UK.

12. USAID

13. World Health Organization

Various joint projects/trainings are being implemented with support of these organizations.
Part 2 Academic Rules and Regulations
1. Ethics and Disciplinary Committee

The Ethics and Disciplinary Committee defines all ethics and regulations, as well as penalties for offenders, for all individuals involved in the Academy, whether faculty members, employees and staff, students, or research associates.

1.1 Composition and Duration

All members of the Health Services Academy are responsible for immediately informing the Disciplinary Committee of any suspected violations of its policy. The committee is composed of the following:

1. Executive Director
2. Two Faculty Members to be appointed by the competent authority.
3. Student’s advisor from the students.
4. Teacher concerned.

The committee will meet as and when required.

1.2 Functions

- The Disciplinary committee is responsible for implementing its policies. This includes formal hearings of suspected violations.
- Allegations of unsatisfactory performance or unacceptable behavior by faculty, sexual harassment, fraud in research and violations of academic integrity by students will be handled and resolved by the committee.
- Allegations of misconduct by staff will be dealt with by policies and procedures established by the Rules and Regulations of the Academy and QAU rules.

1.3 Accountability

The Committee is answerable to the Executive Director.

1.4 Policies and Procedures

The following sections detail various policies regarding HSA’s code of conduct.

1.4.1 General Policy on Academic Ethics

The faculty and students of the Health Services Academy have the joint responsibility for maintaining the academic integrity and guaranteeing the high standard of conduct of this institution. Both faculty and students must accept the responsibility to live honourably and to take action when necessary to safeguard the academic integrity of the Academy.

It is mandatory for the students to maintain 80% attendance in each academic course and the students who fail to have 80% attendance at the end of the semester will not be allowed to appear in the final exam of the university.
As per PMDC requirements all students (MBBS) should have their Postgraduate student registration with Pakistan Medical & Dental Council, PM & DC.

Students enrolled in the various Programmes assume an obligation to conduct themselves in a manner appropriate to The Health Services Academy’s mission as an institution of higher education in public health. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the Institution.

Violations of academic integrity include, but are not limited to cheating; plagiarism; knowingly furnishing false information to any agent of the Academy for inclusion in the academic record; violation of the rights and welfare of human subjects in research; and misconduct as a member of any institutional committees or recognized groups or s.

1.4.2 Incident Handling Procedure
All members of the Health Services Academy are responsible for immediately informing the Ethics and Disciplinary Committee of any suspected violations of its policy. The Disciplinary Committee is responsible for implementing its policy according to the procedures set forth herein. This includes formal hearings of suspected violations.

1.4.3 Constitution of the Academic Ethics Committee
The Academy has the responsibility to display this code on the website of HSA so that it is easily accessibility to everyone. A student has the responsibility to read the Code and become familiar with its provisions. Thus, all students will be presumed to have knowledge of the provisions of this code as a consequence of enrolment in various Programmes. Lack of familiarity with the provisions of this code will not serve as a defense to any violation of academic integrity as defined by the code.

The following sections detail the articles of this constitution.

Article One Violations of Academic Integrity
Students enrolled in the Health Services Academy assume an obligation to conduct themselves in a manner appropriate to the Academy’s mission as an institution of higher education. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the Institution. Violations of academic integrity include, but are not limited to cheating; plagiarism; knowingly furnishing false information to any agent of the Institution for inclusion in the academic records; violation of the rights and welfare of animal or human subjects in research; and misconduct as a member of either Academy or Quaid-i-Azam University committees or recognized groups or s.

Article Two Definitions
Section One
Cheating is broadly defined as using or attempting to use someone else’s work or ideas in a context where you are expected to provide your own. Examples of cheating include but are not limited to
Section Two

**Plagiarism** is defined as taking for one’s own use the words, ideas, concepts, or data of another without proper attribution. Plagiarism includes both direct use or paraphrasing of the words, thoughts, or concepts of another without proper attribution. Proper attribution includes (1) use of quotation marks or single-spacing and indentation for words or phrases directly taken from another source, accompanied by proper reference to that source, (2) proper reference to any source from which ideas, concepts, or data are taken even if the exact words are not reproduced.

Section Three

**Academic evaluation** is defined to include, without limitation, (1) in-class examinations whether or not in writing, (2) laboratory reports, (3) take-home examinations, (4) research or term papers, (5) exercises, or (6) any other assignment intended to evaluate a student’s performance in a course.

*Note* Students evaluation constitutes Internal/ongoing/sessional evaluation and the QAU conducted terminal end of semester examination. Internal evaluation constitutes 50% marks (class test weightage 60%, and presentations/group work/assignments/participation 40%) and QAU terminal examination 50%. The cumulative marks are notified by the QAU.

**Article Three Responsibilities of Students and Faculty**

Section One

All members of the academic community are responsible for the academic integrity of the Institution. Students and faculty alike must work together to minimize the possibility of violations of academic integrity.

Section Two

The faculty is responsible for the conduct of examinations, for announcing the ground rules for all work in a course at the beginning of the quarter in which the course is offered and for the security of examination papers and teaching laboratories. Proctoring is at the discretion of the instructor.

Section Three

A student with knowledge of any violation of academic integrity governed by this Constitution has an obligation to report such violation, including the identity of the alleged violator(s) to the appropriate faculty member, to the Registrar, responsible for student affairs, or to the Disciplinary Committee of Studies or the Director, HSA. A student may not make a formal charge directly to the
Disciplinary Committee. Formal charges to the Disciplinary Committee must be brought by the appropriate faculty member or Registrar who is responsible for student affairs.

Article Four The Disciplinary Committee

Section One
The Disciplinary Committee consists of one student representative, faculty members and Registrar. The terms of service of members of the Disciplinary Committee shall be specified by the Director, HSA.

Section Two
The Disciplinary Committee shall elect a chairman from among its members.

Section Three
The Disciplinary Committee is responsible for the maintenance of the academic integrity in the Health Services Academy for all matters concerning adherence to the ethics code, including, but not limited to (1) receiving reports of suspected violations, (2) consulting with members of the Academy on ways to reduce possible violations, (3) appointing hearing panels, (4) maintaining confidential records, (5) orienting new students to the philosophy and terms of the ethics code.

Section Four
The Disciplinary Committee shall find and use effective means to inform faculty and students of its activities.

Section Five
The Disciplinary Committee shall submit to the Registrar’s office a written annual report which shall not identify by name the individuals involved in its proceedings.

Section Six
The Disciplinary Committee shall follow rules and adopt procedures outlined by the Quaid-i-Azam University for hearings conducted by its hearing panels.

Article Five Penalties

Section One
An accused student found guilty may have, at the discretion of the Ethics and Disciplinary Committee, the following comment placed upon his/her academic transcript “Academic Ethics Code Violation, Date Of Ethics and Disciplinary Committee Meeting.” At least one of the following penalties will be imposed upon students found guilty of violations of academic integrity

1. Retake of the academic evaluation involved;
2. Score of zero in the academic evaluation involved;
3. Failure in the course;
4. Failure in the course with a notation on the transcript that the grade was for a violation of academic integrity;
5. Failure in the course with suspension from the Academy for at least one semester as specified in the academic calendar;
6. Suspension from the Academy for at least one term as specified in the academic calendar with a notation on the transcript that the cause was a violation of academic integrity;
7. Failure in the course with suspension from the University for at least one term as specified in the academic calendar and notation on the transcript that the grade was for a violation of academic integrity;
8. Exclusion from a dissertation or thesis of all data collected under conditions that constitute a violation of the rights and welfare of animal or human subjects;
9. Suspension from the Academy for at least one term as specified in the academic calendar;
10. Expulsion from the Academy with a notation on the transcript that the cause was a violation of academic integrity.
11. Or any other penalty as per QAU rules.

After the hearing is conducted and if a finding of guilt has been reached but before any penalty is imposed, the hearing panel shall determine by investigation of its confidential records whether the violator has been found guilty of any prior violations of the academic ethics code.

A hearing panel shall make every effort to select a penalty appropriate to the severity of the offence, and may take into consideration any mitigating or aggravating circumstances such as inappropriate contact by the accused with members of the Ethics and Disciplinary Committee during a Hearing brought to its attention, penalties previously imposed upon other students for similar violations, as well as any record or absence of prior misconduct.

Section Two
A finding of guilt in the first academic ethics hearing for a student who has previously not engaged in a direct resolution of an academic ethics violation shall result in the penalties selected from among (1) through (10).

A finding of guilt in the first academic ethics hearing held for a student who has previously engaged in a direct resolution of an academic ethics violation shall result in the penalties selected from among (2) through (10).

A finding of guilt in an academic ethics hearing for a student who had previously been found guilty in an earlier academic ethics hearing shall result in penalty (10), Expulsion from the University with a notation on the transcript that the cause was a violation of academic integrity.

Article Six Records
Section One
The Ethics and Disciplinary Committee shall maintain among its confidential records a list of names of students found to be guilty of violations of academic integrity. It is this list that is consulted to determine whether an offence is a first offence or is a second or subsequent offence.
Section Two
The confidential records of the Ethics and Disciplinary Committee shall be held in a locked file in the Registrar’s Office.

Section Three
Access to the confidential records of the Ethics and Disciplinary Committee shall be limited to the Director of Health Services Academy, to the Registrar, and to members of the Ethics and Disciplinary Committee.

Section Four
A case file concerning an accused student shall be retained for seven years after the student’s last enrolment as a graduate student and shall then be destroyed.

Section Five
The Registrar shall maintain a central file of direct settlements of allegations of academic ethics code violations. Records of direct settlements shall be retained for seven years after completion of the case.

Article Seven Bylaws and Amendments

Section One
The Ethics and Disciplinary Committee shall adopt Bylaws to govern its operation.

Section Two
Amendments to this Constitution shall take effect when they are adopted in identical language by the Administration and the Faculty and are recommended by the Academic Advisory Council to the Board of Governors, HSA.

1.4.4 IT Rules and Regulations

The use of the computer network and facilities at Health Services Academy (HSA) is necessary for both capacity building and to gain long-term returns on the investment in such infrastructure. This policy defines the proper use of all information technology (IT) infrastructure and resources, including computer hardware, software, computer networks, and electronic mail.

This policy applies to the use of IT resources by all HSA employees, faculty, students, and non-degree participants. In addition, it applies to activities that occur during an employee’s/faculty member’s/student’s standard workday and “non-business” hours as well. Such a policy is necessary to ensure adherence to the quality and ethical standards of HSA because

1. Abuse of IT resources results directly in increased costs;
2. Personal use of IT resources can impede the critical activities of other users.

It is the responsibility of every employee, student and participant of the non-degree course who uses the IT resources to
1. Read, understand, and adhere to the provisions in this document;
2. Report violations of this policy as appropriate.

The HSA administration is accountable for disseminating the policy and guiding employees, faculty, students and participants of non-degree courses assuring adherence and taking corrective and disciplinary actions.

Violation of this policy may result in disciplinary action, up to and including dismissal and/or legal action.

Article One Purpose
The purpose of this policy is to lay down rules to facilitate and regulate the use of IT infrastructure and resources at the Health Services Academy (HSA) by employees, faculty members, students, and participants of non-degree courses. It is the responsibility of each individual to utilize IT resources in a responsible, ethical, and lawful manner.

Article Two Scope
The scope of this policy is restricted to IT infrastructure and resources available on the campus of the Health Services Academy. This policy covers rules and regulations for the use of IT resources used both in the academic buildings and in student hostel buildings. Its rules are applicable to HSA employees, faculty members, students, and non-degree participants. Other individuals apart from these groups are not eligible to make use of HSA’s IT infrastructure.

Article Three Definitions
The following definitions are relevant to this policy.

Section One
An intranet is a private network that is contained within an enterprise. It may consist of many interlinked Local Area Networks (LANs) and also use leased lines in the larger Wide Area Network (WAN). Typically, an intranet includes connections through one or more gateway computers to the outside Internet. The main purpose of an intranet is to share academy information and computing resources among employees. An intranet can also be used to facilitate working in groups and for teleconferences.

At present, the Health Services Academy is running a campus-wide intranet, consisting of interconnected desktop computers, laptop computers, servers, routers, printers and other equipment on the premises.

Section Two
An extranet is a private network that uses the Internet protocol and the public telecommunication system to securely share part of a business’s information or operations with suppliers, vendors, partners, customers, or other businesses. An extranet can be viewed as part of a company’s intranet that is extended to users outside the company. An extranet may be likened to a private portion of
the Internet. If one were to remove the secure aspects of an extranet then in effect an extranet would be just another piece of the Internet.

At present, the Health Services Academy is not running any extranets, and IT infrastructure is only accessible on the premises.

**Section Three**

The **Internet** is a worldwide system of computer networks – a network of networks in which users at any one computer can, if they have permission, get information from any other. Today, the Internet is a public, cooperative, and self-sustaining facility accessible to hundreds of millions of people worldwide. Physically, the Internet uses a portion of the total resources of the currently existing public telecommunication networks.

At present, the Health Services Academy provides campus-wide Internet access provided through a wireless connectivity obtained from the IT solution provider, NAYATEL.

**Article Four General Policy**

The following policy statements apply to all aspects of HSA’s IT infrastructure.

**Section One**

Health Services Academy’s IT infrastructure systems are to be used primarily to further academic growth (Academic Unit) and research (Research and Development Unit). No HSA employee, faculty member, student or non-degree participant should use these IT resources to promote personal, political, or religious views, or to solicit support for any non-academic cause or event.

**Section Two**

Permitted electronic information exchange consists of letters, memos, files, news, and data generated by various applications which are sent to, sent from, or solicited by HSA employees and students through HSA-owned networks or provided by any third-party sources.

**Section Three**

HSA’s IT infrastructure system can be used to distribute work-related information such as training research, institutional consultancies, or information regarding professional development conferences.

**Section Four**

The use of IT facilities for commercial purposes is strictly prohibited. This includes, but is not limited to, producing, scanning, printing, or posting of advertisements and other commercial materials.

**Section Five**

It is illegal to copy software without authorization from the developer or authoring company. Software piracy is subject to fines, imprisonment, and civil damages. Users of HSA’s IT
infrastructure may not install pirated or illegally copied software, nor may they use unauthorized copyrighted material at any IT facility.

Section Six
Anyone found mistreating or removing IT resources from the premises will be reported to the Ethics and Disciplinary Committee and dealt with harshly.

Section Seven
Any HSA employee, faculty member, student or non-degree participant who receives harassing, abusive, or inappropriate information through an HSA-specific IT resource (such as a local mailbox or through the website) should report the matter to the administration.

Section Eight
Any breaches of the IT rules and regulations by any individual should be reported to management immediately.

Section Nine
These rules and regulations do not and cannot address every IT infrastructure situation, and may be revised further as HSA’s IT infrastructure expands and grows more complex over the years. In all cases, users of this infrastructure should base their conduct on good judgment and shared values. When in doubt, they should consult the network administrator for guidance.

Article Five Intranet Policy
The following policy statements apply to HSA’s campus-wide intranet, including computer labs, as well as computers in employee offices. Please note that Internet browsing is permitted on all machines for academic and/or research-related activities, provided that rules are not violated.

Section One
The following activities are expressly forbidden on all nodes connected to the campus-wide intranet, and failure to abide by these rules can result in the offender’s intranet and e-mail account being disabled for a certain period of time, in addition to a monetary fee or a referral to the Ethics and Disciplinary Committee

1. Using someone else’s personal computer without permission.
2. Using someone else’s login and password or sharing your own login and password with anyone else. Account sharing is strictly prohibited.
3. Surfing objectionable/obscene websites, accessing and printing of indecent material, and sending objectionable messages to other computer terminals.
4. Carrying out any kind of activity intended to compromise the security of the Health Services Academy intranet, including the use of hacking tools, port scanners, spyware, surveillance software, or malware, and planting viruses, trojans, sniffers, and backdoors. Penetrating testing may only be carried out by network administrators and authorized individuals.
5. Misbehaving with lab coordinators, network administrators, and other IT staff.
6. Allowing guests to use the IT facilities. HSA’s IT resources are only available for the use of employees, faculty members, students and non-degree participants. Students’ guests will not be allowed to use these resources without clearance from the HSA management.

7. Damaging or misusing IT-related equipment and furniture. Careful handling is emphasized. When in doubt or when in need of assistance, the network administrator and/or lab assistant must be contacted.

**Penalties.** The following penalties will be imposed in case an individual is found guilty of violating the above rules.

*First Time Offenders* Network and e-mail login account disabled for one week.

*Second Time Offenders* Fine of Rs. 3,000/- and network and e-mail login account disabled for one month.

*Third Time Offenders* Fine of Rs. 5,000/- and network and e-mail login account disabled indefinitely, at the discretion of the Ethics and Disciplinary Committee.

**Section Two**

Users should keep the IT infrastructure as clean and tidy as possible. Individuals should not leave papers, trash, books or bags on computer terminals/desks, nor should they litter the labs and lecture halls.

**Section Three**

Health Services Academy reserves the right to enforce and implement policies on its network to restrict the use of the certain software, block potentially harmful or objectionable websites, stop certain services, and block certain downloads, in order to ensure policy compliance and to keep the network running as optimally and smoothly as possible.

**Section Four**

Although the privacy of all concerned individuals will be respected, logs will be made of all websites accessed through the Internet, and in situations where there is reasonable cause to suspect misconduct, all logs will be forwarded to the concerned individual’s manager/supervisor for the appropriate corrective action.

**Section Five**

All users must log off or lock their computers when they are leaving their machines. Please do not leave machines logged on and unattended as this could potentially compromise security.

**Article Six Computer Lab Policy**

The following policy statements apply to HSA’s computer lab(s).
Section One
The following activities are expressly forbidden in the computer labs, and failure to abide by these rules can result in the offender’s intranet and e-mail account being disabled for a certain period of time, in addition to a monetary fee or a referral to the Ethics and Disciplinary Committee

1. Creating any kind of disruption that may impair the concentration of individuals working in the lab.
2. Playing games, using chatting software, or accessing the Internet for non-academic activities.
3. Playing loud music only earphones or headphones are permitted.
4. Tampering with the lab surveillance system (such as video cameras).
5. Eating, drinking, and/or carrying of eatables to the lab.
6. Smoking in the lab smoking is strictly prohibited on the premises.
7. Damaging or misusing the lab equipment and furniture. Careful handling is emphasized. When in doubt or when in need of assistance, please contact the network administrator and/or lab coordinator.

Penalties. The following penalties will be imposed in case an individual is found guilty of violating the above rules.

First Time Offenders Network and e-mail login account disabled for one week.
Second Time Offenders Fine of Rs. 3,000.– and network and e-mail login account disabled for one month.
Third Time Offenders Fine of Rs. 5,000.– and network and e-mail login account disabled indefinitely, at the discretion of the Ethics and Disciplinary Committee.

Section Two
Personal files stored on local hard disks in lab computers are not protected and are therefore subject to modification, erasure, and plagiarism. HSA’s IT personnel are not responsible for lost or damaged information. Users are strongly encouraged to back up data on flash drives or on backup servers on the Internet. Local computers on campus are not accessible off-campus, so users must transfer files saved on lab computers to their personal computers via e-mail or other such means.

Section Three
Any software not supported by HSA’s IT department which is otherwise placed on local hard disks in lab computers will be promptly erased.

Section Four
HSA’s IT personnel are not responsible for lost or damaged books or other property. Please take care of your printouts, books, etc., and do not leave them lying unattended in the computer labs.
Section Five
Mobile ringers are to be turned off inside the lab.

Section Six
Personal computers such as laptops may not be plugged into the network inside the computer lab. If you need to use your personal laptop on the intranet, please contact a network administrator to configure your laptop to use the wireless link.

Section Seven
Manuals and other materials may be borrowed in exchange for valid identification. These manuals may not be removed from the lab premises.

Section Eight
User rights in the lab will be restricted according to decisions made by the HSA’s management. Students will not be allowed to download software or install it on HSA’s IT infrastructure. This is done to ensure policy compliance. To carry out software installations on any machine on the premises, students will have to contact the network administrator.

Article Seven Hostel LAN Policy
The following policy statements apply to HSA’s local area network (LAN) in the student hostels.

Section One
As a local area network (LAN) covering student hostels is less supervised compared to networks in academic buildings, rules must be defined to address the hostel LAN policy specifically. Internet browsing from the hostels will be closely monitored and students are advised to avoid accessing objectionable sites.

Section Two
Downloading from the Internet will be strictly monitored and students are advised not to make large downloads unless they are absolutely necessary. HSA reserves the right to block certain downloads from the hostel to conserve bandwidth.

Section Three
The following activities are expressly forbidden in the computer labs, and failure to abide by these rules can result in the offender’s intranet and e-mail account being disabled for a certain period of time, in addition to a monetary fee or a referral to the Ethics and Disciplinary Committee

1. Using someone else’s personal computer without permission.
2. Using someone else’s login and password or sharing your own login and password with anyone else. Account sharing is strictly prohibited.
3. Surfing objectionable/obscene websites, accessing and printing of indecent material, and sending objectionable messages to other computer terminals.
4. Carrying out any kind of activity intended to compromise the security of the Health Services Academy intranet, including the use of hacking tools, port scanners, spyware, surveillance software, or malware, and planting viruses, trojans, sniffers, and backdoors. Such activities will lead to disciplinary action including termination of the room computer node for an indefinite period.

**Penalties.** The following penalties will be imposed in case an individual is found guilty of violating the above rules.

- **First Time Offenders** Network and e-mail login account disabled for one week.
- **Second Time Offenders** Fine of Rs. 3,000/- and network and e-mail login account disabled for one month.
- **Third Time Offenders** Fine of Rs. 5,000/- and network and e-mail login account disabled indefinitely, at the discretion of the Ethics and Disciplinary Committee.

**Section Four**
In case of policy violations, room nodes may be disabled indefinitely or as decided by the Ethics and Disciplinary Committee.

**Article Eight Internet Acceptable Use Policy (AUP)**
The following policy statements apply to the use of HSA’s campus-wide Internet connectivity.

**Section One**
The use of IT resources to access any service on the public Internet is reserved for HSA employees, faculty members, and students enrolled in degree and non-degree programmes. This Internet Acceptable Use Policy applies to all such individuals.

**Section Two**
Access to the Internet is granted on the basis that it is used solely for the purpose of conducting all business and/or academic activities, and that it supports the goals and objectives of HSA and its various units, both business and academic. The Internet is only to be used in a manner that conforms to the existing all standards for conducting business and as part of the normal employee job responsibilities.

**Section Three**
Certain forms of Internet information exchange, such as chat rooms, file transfer and web page publishing should only be used for sanctioned business and communications purposes. For example, the all web account must not be abused and used for hosting personal, non-business, or non-academic web pages.
Section Four
Additionally, access to certain sites will not be permitted. These include dating services, entertainment sites, gaming sites, illegal sites, etc. Also, certain types of download, such as streaming audio and video, radio broadcasts, etc., will be disabled. These measures are being taken to ensure that the network runs optimally.

Section Five
If access to a restricted or blocked site is necessary to conduct business or academic activities, a clearly written explanation, authorized by management, must be provided to IT personnel to enable an individual to gain access to that site.

Section Six
All illegal hacking activities are prohibited, both on the intranet and on the Internet. The use of HSA’s Internet services to initiate any contact, without prior permission, to an external network or server not intended for access by the general Internet community is prohibited. Such activity includes such things as the use of port scanners, trojans, spyware, or any other network identification and/or penetration software.

Section Seven
The use of the Internet (browsing, file transfer, and e-mail) will be monitored periodically to ensure security and conformance to the AUP. HSA reserves the right to restrict or completely prohibit Internet access if it feels that security has been compromised or that the AUP has not been adhered to.

Section Eight
Distribution of any information via the Internet is subject to scrutiny and HSA reserves the right to determine its suitability or otherwise.

Section Nine
The use of the Internet by users is subject to Pakistan’s laws and international law, and any illegal use of the Internet will be dealt with appropriately.

Section Ten
The following activities are expressly forbidden while using the Internet, and failure to abide by these rules can result in the offender’s intranet and e-mail account being disabled for a certain period of time, in addition to a monetary fee or a referral to the Ethics and Disciplinary Committee.

1. Visiting Internet sites that contain obscene, racist, or other offensive material.
2. Making or posting obscene, indecent, racist, or offensive remarks or comments on the Internet, or enticing others to do so. Hate speech is strongly prohibited.
3. Soliciting e-mail or other Internet-based services which are not directly related to the running of HSA or which are for personal gain.
4. Transmitting any material that is defamatory or which is intended to offend, annoy, harass, or intimidate another person or persons.

5. Expressing any personal opinions as being representative of the, whether in private e-mail or in public areas such as Usenet.

6. Uploading, downloading, or transmitting any copyrighted materials belonging to parties outside the company and any material which may be subject to future or pending copyright.

7. Publishing or otherwise revealing any commercially sensitive, confidential or proprietary information including but not limited to financial data, research and development information, marketing plans, internal memos, minutes of meetings, management reports, or business operation details.

8. Sending any confidential e-mail without using the appropriate encryption procedures. HSA data must be protected by its IT infrastructure.

9. Downloading any software or other electronic files without utilizing the appropriate approved virus protection measures and procedures.

10. Intentionally interfering with the normal operation of HSA’s network by downloading excessively large files or making use of streaming video or audio feeds.

11. Altering or in any way changing the headers associated with e-mails or attempting to gain access to information for which you are not authorized.

12. Making illicit use of another user’s login and password in order to circumvent company security policies. Account sharing is strictly prohibited.

13. Attaching a modem to your computer in order to gain direct and unmonitored Internet access.

Penalties. The following penalties will be imposed in case an individual is found guilty of violating the above rules.

First Time Offenders Network and e-mail login account disabled for one week.

Second Time Offenders Fine of Rs. 3,000/– and network and e-mail login account disabled for one month.

Third Time Offenders Fine of Rs. 5,000/– and network and e-mail login account disabled indefinitely, at the discretion of the Ethics and Disciplinary Committee.

Section Eleven
All individuals must

1. Make use of their Internet access in a judicious and considerate manner.

2. Ensure that every precaution is taken to protect the company’s reputation and good name.
Section Twelve
Failure to follow HSA’s Internet AUP will result in disciplinary action and could result in termination of employment or academic enrolment. HSA also reserves the right to report any illegal or criminal violations to the appropriate authorities.

Article Nine Electronic Mail Policy
The following policy statements apply to the use of e-mail services provided by the Health Services Academy.

Section One
Creating or exchanging offensive, harassing, obscene or threatening messages is prohibited.

Section Two
Encryption must be used when transmitting electronic copies of any information classified to be sensitive, confidential and proprietary, restricted, or registered. For assistance, please contact IT personnel.

Section Three
E-mail must not be used to create, forward, or respond to advertisements, solicitations, chain letters, and other unsolicited non-business related e-mail.

Section Four
Any use of e-mail resulting in a violation of copyright is prohibited.

Section Five
Messages must not be forwarded against the expressed wishes of the originator. Additionally, the content of a message or attachment that belongs to another user must not be altered in a manner designed to imply the original user intended to send the altered message.

Section Six
E-mail accounts may only be granted to HSA employees, faculty members, regular students, and individuals from partners as deemed necessary by management.
Section Seven
All e-mails must contain the -approved disclaimer (see below).

Health Services Academy E-mail Disclaimer
The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee and access to the e-mail by anyone else is unauthorized. Accordingly any dissemination, copying or other use of this message or any of its content by any person other than the Intended Recipient may constitute a breach of civil or criminal law and is strictly prohibited. If you are not the Intended Recipient, please contact the sender as soon as possible.

Article Nine Printing Policy
The following policy statements apply to the use of printing services provided by the Health Services Academy.

Section One
Users are allowed to print to network printers. Please limit your printing. If you need to print from the Internet and do not know how long a document is, download it to the hard disk first and check to see how long it is. Printing will be logged and those who print excessively will be addressed.

Section Two
Students will be given an initial free quota of 50 pages every semester. Pages printed in excess of this quota will be charged Rs. 5/- per page.

Section Three
Computer printers are not copy machines. Please do not waste paper. If you need multiple copies of documents, please visit the copy center and have your document photocopied.

Section Four
Be sure to pick up your jobs promptly. If you do not pick up your printed documents within a few hours of having printed them, they are likely to be disposed off. Please do not forget to pick up your documents, or there will be further wastage of paper.

Article Ten Guidelines for Maintaining this Policy
It is vital that these rules and regulations are revised from time to time, as technology is subject to evolve. Thus, these policy statements should not be considered a fixed set of rules, but rather to be flexible and dynamic in nature. The following are some considerations to be made that take into account changes in staff, business practices, management expectations, and developments in Internet technology.

1. Have any new employees, faculty members, or students joined HSA and are they fully aware of the IT rules and regulations and their ramifications?
2. Has there been any feedback from users regarding any possible problems or shortcomings with the IT rules and regulations?

3. Are the IT rules and regulations having any adverse effects on normal day-to-day business or academic operations?

4. Is the e-mail disclaimer up to date and does it provide sufficient protection for the users?

5. Have you revoked the Internet access privileges of any employees or students who have left?

6. Have there been any incidents, such as breaches in security that require a change in policy or monitoring of Internet access?
2. Institutional Review Board (IRB) at HSA

The Institutional Review Board (IRB) at HSA enforces academic and research ethics, and encourages students to maintain academic integrity at all times.

2.1 Composition and Duration

The Institutional Review Board will be comprised of the following:

1. Chairperson Professor, Health Services Academy
2. Members
3. Public Health Experts/ Subject Specialists
4. Member from PMRC
5. MSPH Co-ordinator, Health Services Academy.
6. MSPH Registrar, Health Services Academy.

The IRB would meet minimally twice a year with a minimum quorum of 75%.

2.2 Functions

The function of the Board is the ethical review of research, teaching and training activities and issues of publications of research work of the Academy in the field of public health.

1. The Board in reviewing research will ensure the dignity, rights, safety and well being of all actual or potential research participants.
2. The Board will provide independent and timely review of the ethical considerations of proposed studies.
3. In their composition, procedure and decision-making IRB is to operate independently from political, institutional, and professional influences.
4. The IRB will be responsible for acting in full interest of potential research participants/subjects and concerned communities.
5. The Board will take into account the interest and needs of the research and researchers.
6. Consideration will be given to relevant regulatory agencies and their applicable laws and requirements.

2.3 Accountability

The IRB is answerable to the Executive Director.
2.4 Policies and Procedures

As far as academic research conducted at the Academy is concerned, whether by faculty or by students, the IRB will be involved in the entire process, from the writing of the proposal to the dissemination of the results of the research. The following sections describe the involvement of the IRB in this entire process.

2.4.1 Procedure for Submitting an Application

An application along with the research proposal, supporting documents and annexes will be submitted to the Chairperson of the IRB for review. All applications will be reviewed in a uniform fashion and according to the established review procedure outlined below.

2.4.2 Elements of the Review

1. **Scientific Design and Conduct of the study**
   - Predictable risks and inconveniences weighted against the anticipated benefits for the research participants and the concerned communities.
   - Criteria set by the researcher for prematurely withdrawing research participants.
   - Criteria set by the researcher for suspending or terminating the research as a whole.
   - The adequacy of the site, including support staff, available facilities and emergency procedures.
   - The manner in which the results of the research will be reported and published.

2. **Recruitment of Research Participants**
   - The characteristics of the population from which the participants will be drawn.
   - The means by which the initial contact and recruitment is to be conducted.
   - The means by which full information is to be conveyed to potential research participants or their representatives.
   - Inclusion criteria for research participants.
   - Exclusion criteria for research participants.

3. **Care and Protection of Research Participants**
   - The suitability of the investigator’s qualifications and experience for the proposed study.
   - Any plans to withdraw or withhold standard therapies for the purpose of the research, and the justification for such action.
   - A description of any plans to make the study product available to research participants following the research.
   - A description of any financial costs to research participants.
   - The rewards and compensations for the research participants.

4. **Protection of Research Participants Confidentiality**
   - A description of the persons who will have access to personal data of the research participants, including medical records and biological samples.
• The measures taken to ensure the confidentiality and security of personal information concerning research participants.
• Criteria will have to be set and approved by the Board if reporting becomes necessary in some cases.

5. **Informed Consent Process**
• A full description of the process for obtaining informed consent, including the identification of those responsible for obtaining consent.
• The adequacy, completeness and understandability of written and oral information to be given to the research participants, and, when appropriate, their legally acceptable representatives.
• Clear justification for the intention to include in the research individuals who cannot consent, and a full account of the arrangements for obtaining consent or authorization for the participation of such individuals.
• An assurance that the research participants will receive information that becomes available during the course of the research relevant to their participation (including their rights, safety and well being).
• The provisions made for receiving and responding to queries and complaints from research participants or their representatives during the course of a research project.

6. **Community Considerations**
• The impact and relevance of the research on the local community and on the concerned communities from which the research participants are drawn.
• The influence of the community on the consent of the individuals.
• The extent to which the research contributes to capacity building, such as the enhancement of local health care, research and the ability to respond to public health needs.
• The manner in which the results of the research will be made available to the research participants and the concerned communities.

7. **Right of Authorship**
• The proposal when submitted must specify the first, second and the last author. The Board would give this issue due importance in line with the international standards.

8. **Funding**
• If the research is funded by an agency a budget must be submitted to the Board for review.

9. **Record Keeping**
• The registrar’s office will keep the record of all the research proposals submitted to the Board.

10. **Dissemination**
• The results of the study will be encouraged to be published in peer review journals and the presentations made in national and international conferences. The order of authors will follow the input from various co-authors and will be duly approved by the Board.
2.4.3 Decision Making

In taking decisions on applications for the ethical review of research, the IRB would take the following into consideration and a meeting should be held with the investigators:

1. A decision may only be taken when sufficient time has been allowed for review and discussion of an application.
2. All members should participate in the review and decision.
3. There should be a consensus among members.
4. Non-binding advice, if recommended, may be appended to the decision.
5. In case of conditional decisions, clear suggestions for revision and the procedure for re-review should be specified.
6. A negative decision on an application should be supported by clearly stated reasons.
7. A decision should be reached within one month for the faculty and students within the time frame specified in the Programmes.

2.4.4 Communicating the Decision

Decision should be communicated in writing to the applicant within the time frame specified. The communication of the decision should include the following:

1. Title of the research proposal;
2. The clear identification of the protocol of the proposed research or amendment, date and version number on which the decision is made;
3. The names and specific numbers of the documents reviewed;
4. The name and the title of the applicant;
5. The name of the site;
6. Date and place of the decision;
7. The name of the members of the IRB;
8. A clear statement of the decision reached;
9. Any advice from the IRB;
10. In case of a conditional decision, any requirements by the IRB, including suggestions for revision and the procedure for having the application re-reviewed;
11. In case of a positive decision, a statement of the responsibilities of the applicant including a request for submission of the final report;
12. In case of a negative decision, clearly stated reason(s) for the negative decision;
13. Signature (dated) of the chairperson of the IRB.

2.4.5 Follow Up

The IRB would establish a follow-up procedure for following the progress of all studies for which approval has been given till completion of the report.
The format for the proposal submission will be as specified in the revised curriculum document for the academic Programmes.
3. Scholarship Committee

The Committee is responsible for making recommendations to the Executive Director concerning all Honours, Awards and Stipends within its awareness for which faculty, students, alumni and outstanding public health professionals are eligible.

3.1 Composition and Duration

The Committee members shall be appointed by the Executive Director. Membership shall include at least one Professor or Associate Professor and the Registrar. The Chairman shall be appointed by the Executive Director. The Committee shall meet at least once each academic year, with additional meeting dates scheduled by the Chairman as needed.

3.2 Functions

The major functions of the Committee are as follows

1. Develop a roster of outstanding individuals, including their biographical data, for whom Honours, Awards and Stipends of various types might be suitable.

2. Maintain an ongoing system of surveillance of various types of Honours; Awards and Stipends for which the various categories of individuals associated with the Academy might be eligible.

3. Develop the appropriate documentation needed for nominations or selections for various Honours, Awards and Stipends.

4. Initiate new opportunities for honouring deserving individuals associated with the Academy.

The Committee shall seek to ensure that high standards of selection are maintained to reflect favourably upon the quality of the research, teaching and service activities of its faculty; the academic achievements of its students; and the accomplishments of the alumni/alumnae and professional colleagues in the field of public health. The finalization of the honours/awards will be done at least two months in advance before the annual meeting/Convocation of HSA.

3.3 Accountability

The Committee is directly responsible to the Executive Director.

3.4 Policies and Procedures

The scholarships are neither an obligation nor a right; award of scholarships is at the discretion of the Academy as per HSA policy approved by the Board of Governors.
4. Office of the Registrar

The Office of the Registrar is the primary department responsible for students’ affairs management. Policies and operating procedures may periodically be revised from time to time as per needs of the institute.

4.1 Composition and Duration

The Office of the Registrar is composed of the person of the Registrar, Assistant Registrar and the staff.

4.2 Functions

The list of activities of the Students Affairs is as follows

1. **Admissions** provides support for the Training Programmes of the Health Services Academy through
   - Coordinating the students selection and admission for the institution’s Academic Programmes and short courses in collaboration with all the departments;
   - Maintaining a prospect database and providing application materials and information upon request;
   - Receiving, verifying, and processing applications; circulating files to the departments and to the Admissions Committee;
   - Providing follow up information to admitted students;
   - Coordinating VISA application processes for all foreign applicants except postdoctoral fellows.

2. **Records and Registration** provides registration and record-keeping services to all students and faculty. Activities include the following
   - Registering students for credit-bearing courses in person and by mail/email;
   - Verifying/certifying of eligibility for the training programmes and outside scholarships, leaves of absence, and on-job assignment (practicum);
   - Scheduling of courses on the campus; maintaining and distributing academic records and other official documents such as course confirmations, class rosters, grade sheets, grade reports, etc.;
   - Coordinating sessional and terminal assessment.

3. **Student Financial Services** are responsible for the following tasks
   - Providing information to applicants and students on how to finance their education;
   - Coordinating the requesting, awarding, monitoring eligibility, and reporting of all funds from donor agencies;
   - Distributing and monitors funds from internal and externally-funded scholarship/fellowship awards and programs, including post-certified, post-doctoral, and a variety of other scholarships, loan programs and traineeship grants;
   - Maintaining information on the general funds scholarship allocations as well as funding information on all students including tuition, stipends, and wages (for those working on projects of HSA).

4. **Student Career Services** helps students identify professional opportunities in the following ways
• Providing information, workshops and seminars on resume/CV preparation, interviewing techniques, and job search strategies;
• Providing individual and group counselling related to career development;
• Organizing and provides printed and electronic information on job opportunities;
• Providing job search services including on-site and off-site interviewing opportunities;
• Facilitating alumni networking;
• Conducts the annual exit survey of graduates.

5. **Student Diversity** coordinates the institution’s student outreach efforts in the following ways
   • Works alongside the Admissions Office to recruit students from all provinces;
   • Coordinates research efforts and seeks external funding for those who need the funds most and come from under-served areas of the country;
   • Develops programmes for such students to foster a greater sense of community.

6. **Disability Support Services** works with students with disabilities to meet appropriate documentation requirements, and with faculty to assure that appropriate accommodations are provided.

7. **Students’ Networking Services** facilitates clear pathways of communication among the Academy’s administration and individual students and the students’ representative. The purpose of this networking is to
   • Address issues of concern to the student representative;
   • Facilitate student access to the Students Affairs Services;
   • Improve communication between/among faculty and students;
   • Promote a positive, supportive, and culturally sensitive atmosphere in faculty/students relationships;
   • The responsibilities and activities of the Students’ Networking Services are currently shared among the academic staff as Professors, Associate Professors and student representative designated by the students.

8. **Student Funding Resources** provides comprehensive services in assisting students in obtaining external funds for education and research. These services include the following
   • Maintaining a database of the funding opportunities and guidelines such as grants or scholarships from Federal and private sources;
   • Identifying appropriate funding mechanisms for individual students;
   • Assisting students and faculty in the preparation and submission of fellowship applications, training grants and research grant applications.

9. **Students’ Stipends and Scholarships** are also provided subject to availability. HSA will secure funds for its students by addressing this issue with its different stakeholders. All research funds; stipends and scholarships will be disbursed by the Administration Section of HSA.
4.3 Accountability

The Office of the Registrar is accountable to the Executive Director.

4.4 Policies and Procedures

Various policies regarding students have been defined to facilitate and improve the management of students’ affairs.

4.4.1 Registration

At the beginning of each session, a student shall register in the courses in the MSPH program being offered by the Health Services Academy on prescribed registration cards. All students shall be registered for a required period of academic years and shall have to take all core courses, practical / field work in addition to the required number of elective courses.

The Director, Health Services Academy shall forward all the registration cards within two weeks from the date of the commencement of the session to the Controller of Examinations.

4.4.2 Examination

Four weeks prior to the end of each semester, all students shall fill up the prescribed examination forms and pay the university dues. A candidate will have to attend a minimum of 80 percent of teaching sessions during each semester for being eligible for the end of semester examination, failing which he/she will only be allowed to appear in the examination.

4.4.3 Degree/Transcript

On successful completion of the requirements of the degree and clearing all dues of the Academy, the candidate shall be awarded the degree by Quaid-i-Azam University. A separate transcript shall also be issued to candidates on request, showing the marks and grades obtained in each paper and the title of their dissertations.

4.4.4 Tuition and Fees

Academic dues both for national and international students are mentioned in prospectus and are subject to change as per university policy. Stipends will be given as per policy of HSA and subject to their availability.

4.4.5 Business Centre

The Business Centre is located on first floor with computer lab and is open Monday through Friday from 900am to 400pm. The Centre is equipped to produce high-quality black & white copies, printing and scanning. The centre caters to the needs of the reading material for the classes and short courses. All faculty members have access to copiers. A voucher needs to be filled by the faculty for all copies made.

4.4.6 Copyrights and participation in conferences

IRB will approve the research study of students and the right of authorship before the start of any research project. The researchers in question and HSA can both explore possible conferences where the paper can be published. Requests for funding to attend conferences can be put up to the Administration Section of HSA.
Support to attend the same is subject to availability of funds and approval from the Committee reviewing capacity building of staff/faculty/students.

4.4.6 Library

Article One General Policies

Section One
Leave your personal belongings such as handbags, briefcases, etc., outside the library entrance, on your own responsibility. The library disclaims any liability for loss or damage.

Section Two
Submit any book or object for inspection, when requested by the library staff.

Section Three
Do not write, underline or mark any book. Library books are carefully examined on return and the borrower will be held responsible for the damage.

Section Four
After reading, leave books on the table or on the book trolley. Please do not shelve the books.

Section Five
Complete silence should be observed except for brief and subdued talk with the library staff. Keep your mobiles off within the library premises.

Section Six
Drinks and eatables are not allowed in the library. Smoking is strictly prohibited inside the library.

Section Seven
Do not change configuration of computers or any other equipment in the library. IT code of conduct must be observed while using IT applications.

Article Two Lending Rules

Section One
All registered users are entitled to borrow materials from the library. Borrowing privileges may differ depending on the membership category. The borrowing privileges for course material and general books are

<table>
<thead>
<tr>
<th>Membership Category</th>
<th>Borrowing Privileges</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>4 books</td>
<td>14</td>
</tr>
<tr>
<td>Research Associates</td>
<td>5 books</td>
<td>14</td>
</tr>
<tr>
<td>Graduates and Postgraduates</td>
<td>5 books</td>
<td>14</td>
</tr>
<tr>
<td>Faculty</td>
<td>10 books</td>
<td>90</td>
</tr>
</tbody>
</table>
Section Two
Presentation of a valid library card is a must for any checkout at the circulation desk.

Section Three
Loan may be renewed for 14 days if another user has not reserved the desired book. Overdue books will not be renewed.

Section Four
Books already checked-out by some other user can be reserved.

Section Five
Reference material, CD-ROMs, annual reports, pamphlets, current and bound periodicals, EIP (industrial research) reports, and newspapers cannot be checked-out. They can only be consulted within the library premises.

Section Six
Course material is issued for three hours only. If the material is not returned within the allocated time, a fine of Rs. 50/- for each extra hour will be charged.

Section Seven
Photocopying facility is available where copyright rules permit. Patrons can get photocopying cards from accounts department. If you accidentally misplace a book and can't find it after a thorough search, report this to the Circulation Desk immediately to avoid overdue fine.

Section Eight
Mutilation of library material will result in strict disciplinary action. Books accidentally damaged should be reported so that suitable assessment can be made and damages paid. Section Nine
Library material borrowed by any member is subject to recall if needed by the library.

Section Ten
Any material not returned or renewed within 60 days of the date due will be considered LOST.

Article one Fines
To encourage timely return of library materials and to provide optimal sharing of the collections, fines are charged for overdue items. Borrowers are responsible for returning or renewing items by the due date. If items are not returned within the due date, fines become retroactive to the first overdue day, at following rates.

Section One
For overdue books, the fine is Rs. 10/- per book per day. If the material borrowed is course material, and it is not returned within the allocated time, a fine of Rs. 50/- for each extra hour will be charged.
Section Two
In case of loss or damage, the student will be charged three times the current price of the item.

Section Three
Additionally, a disciplinary fine is to be made, which will amount to Rs. 500/- on first time violation, and Rs. 1,000/- on subsequent violations. If a patron continues, the case will be referred to Ethics and Disciplinary Committee.

Section Four
Overdue and fine notices will be sent through official email accounts. All library fines are paid only with the accounts department. The library account will be blocked if the fine exceeds Rs. 10,000/-. 
Part 3 Annexures
Annex 1 Academic Resources and Student Facilities

1. Computer Lab

The HSA computer lab is located on the first floor of the Academy. In order to provide quality computer facilities to students, the latest desktop computers have been provided for students, fully loaded with the latest software necessary for the completion of the programmes. Students are allowed to use the Internet from the computer lab for the purposes of research and information gathering regarding various Public Health issues.

Please see section 1.4.5 in Part 2 Academic Rules and Regulations of this handbook for detailed IT rules and regulations.

Opening hours 0930 – 1600 hrs

2. Library Facilities

The Academy’s library is located in the first floor of the Academy. Students can borrow books, do literature searches either via the Internet or using CDs of abstracts from literature services such as MedLine and PopLine, and additionally, browse many reference books, and both national and international journals.

Opening hours 900 – 1700hrs and then 1800 – 2100hrs

Students can also use the Library Facilities of

- National Institute of Health, Islamabad
- Pakistan Institute of Medical Sciences (PIMS), Islamabad
- Pakistan Institute of Medical Research (PMRC), Islamabad
- Quaid-i-Azam University, Islamabad
- Population Council, F-6/3, Islamabad

3. Audio-Visual Facilities

Video, audio and multimedia facilities are available in all classrooms. These may be used for presentations and group projects. Students are required to book the required multimedia facilities with the audio-visual unit.

4. Laboratory

The Health Services Academy houses an insectory and has a laboratory which is well equipped for the students enrolled in the MEDVC programs. If required, the laboratories of the Public Health Division of the National Institute of Health (NIH), Islamabad may provide full laboratory facilities, with prior approval of the Directors of NIH and HSA, to students completing their academic programme.
5. Student Facilities

6.1 Lockers
Student lockers are available on request.

6.2 Cafeteria
The interim cafeteria is located on the ground floor of the male hostel of the Academy. The students can get morning and afternoon tea in the cafeteria. However, students can bring their own food and can also have meals in the cafeteria at reasonable price. Another cafeteria outside the premises of HSA is easily accessible to students.

6.3 Smoking
As a public health institute the HSA is an advocate of smoke-free environment and strictly follows the non-smoking policy of the Government. Smoking is strictly prohibited within the HSA premises at all times.

6.4 Telephone
Public call offices are not available. Therefore students are required to use their own mobile phones. However, mobile phones have to be switched off during classes. Students are not allowed to use the office telephones at any time.

6.5 Banks
A number of banks are located, relatively near the Academy

National Bank of Pakistan
NIH Branch,
Chak Shahzad
Islamabad.
Tel 9255085

Allied Bank Limited
Khayaban-e-Suhrawardy,
Aabpara Branch
Islamabad
Tel 2875400

Muslim Commercial Bank
Aabpara Market, Islamabad
Tel 2270290

Habib Bank Limited
Aabpara, Islamabad
Tel 2829110

Askari Commercial Bank
Aabpara, Islamabad
Tel 2875933-5, 2871540

National Bank Of Pakistan
Aabpara Branch
Tel 9204907

United Bank Limited
New Building U B L,
Jinnah Avenue, Blue Area,
F-6, Islamabad.
Tel 2272770-71, 2272763

6.6 Post Offices
NIH Post Office
Near NIH Gate, Chak Shahzad, Islamabad.
Tel 9255210

6.7 Hospitals
In case of emergency you can contact one of the following hospitals

  Government Hospitals
  Federal General Hospital
  Opposite NIH,
  Chack Shahzad
  Islamabad
  Tel 9255560-2

  Pakistan Institute of Medical Sciences (PIMS)
  Sector G-8/3,
  Islamabad.
  Tel 9261170-79

  Federal Government Services Hospital
  Sector G-6/2, Islamabad.
  Tel 9218300-9

  Private Hospitals
  Shifa International
  Sector H-8/4, Islamabad.
  Tel 4446801-30
6.8 Bookshops
Mr. Books
Super Market, F-6,
Islamabad

Vanguard Bookshop
Super Market, F-6,
Islamabad

Famous Books
Super Market, F-6
Islamabad.

Book Fair
Jinnah Super Market, F-7,
Islamabad.

6.9 Address List of Institutions and Agencies

National
Health Services Academy
Opposite National Institute of Health (NIH)
Chak Shahzad, Islamabad
Tel 9255590-4

National Institute of Health (NIH)
Chak Shahzad, Islamabad.
Tel 9255110, 9255090-4

Ministry of Health & Population
Block C, Pak Secretariat,
Islamabad.
Tel 9211622, 9201782, 9202361

Pakistan Institute of Medical Research (PMRC)
Sector G-5,
Islamabad.
Tel 9207386, 9216793

6.10 International
UNICEF
Diplomatic Enclave
Islamabad.

UNFPA
5th floor Saudi Pak Tower
Blue Area, Islamabad.
Tel 051-2800133-42, 2800082

UNAIDS
H # 12, St # 17
Sector F-7/2,
Islamabad
Tel 2655052

World Health (WHO)
Near NIH Campus,
Chak Shahzad,
Islamabad.
Tel 9255235, 9212651

6.11 Restaurants
Dana Pani
Federal Medical College

Kamram Restaurant
Aabpara Main Market
Sector G-6/1
Islamabad
Tel 2829442

Royal Restaurant
Sector F-6,
Islamabad
Tel. 2820152

Melody Food Park
Near Melody Market
Sector G-6, Islamabad