

# DLSEI (Coursera) Working Procedure & Policy for Year 2

HEC has signed Contract agreement for second year of DLSEI project in December 2022 with Coursera International. In the second year of DLSEI project, license to the users will be issued in two cohorts.

## 1. Cohorts Duration

DLSEI 2.0 is going to be resumed with two Cohorts and 18K Licenses will be provided to users on the first come first serve basis.

**Cohort 1:** The first cohort will commence from 1<sup>st</sup> week of January 2023 will end on 31<sup>st</sup> July 2023. And 2k licenses will be added in this cohort from February 14, 2022.

**Cohort 2:** The second cohort will begin from 1<sup>st</sup> August 2023 and will end 14<sup>th</sup> February 2024 of 26k Licenses.

## 2. Policy for Already registered and Paid Users

Users who have registered and paid in 2021 and had activated their Coursera license as well their license will be revoked with the ending date of first cohort i.e., July 31<sup>st</sup>, 2023.

Users who have registered and paid in 2022 and had activated their Coursera license as well; their License will end with the second cohort ending date February 14<sup>th</sup>, 2024.

## 3. Eligibility Criteria

Students, Faculty members and Staff of HEC's recognized public and private universities are eligible to apply, including HEC employees. External organizations' and Alumni are not included in this Cohort.

## 4. Verification Policy

### 4.1. Student's Verification Process

- Applicant will get him/ herself register at <https://eservices.hec.gov.pk> portal of HEC.
- After registration process, he/ she will fill the e-courses form and submit.
- A student has to upload a document which will verify him/ her as an active student at the university.
- Either of these documents will be required to be uploaded by the students to prove him/herself as enrolled student at a university:
  - Admission card
  - Student card
  - Transcript of previous semester /term
  - Transcript or Certificate of previous education incase he/she is student of first semester in the university.
- Nominated focal persons of each University will have access to their student's data who have applied and submitted their e-Courses application.

- The focal person of a university will verify Student's application after reviewing his / her filled application and the uploaded document.
- Focal person can Approve or Reject the Student's application. Initially the status of application will be "Pending". The focal person must change the application status after viewing it.
- On the Approval action, email will be sent to student's registered email address from the HEC and from Coursera portal with the activation link.
- On clicking the activation link, Student will be redirected to the Coursera Portal, from where he can start learning by enrolling in the courses.
- On the Reject Application action, email will be sent to the Applicant with the reason of rejection which focal person will be going to enter while rejecting an application.
- Along with the nominated focal persons of the universities; HEC team also has the access to approve or reject the student's application. And this action will be performed on behalf of the university's focal person and after getting information required to verify a student application.
- Focal persons of universities are advised to access the Admin portal of ecourses application with the launch date and start taking action on the submitted applications. Applications are required to be processed on First come and First serve basis. And the licenses will be issued in the same manner.
- It is expected from the focal persons to act on each submitted application within 24hours.
- eservices portal will remain open till the bucket of licenses will not be used.

#### 4.2. Faculty & Staff Verification Process

- The registration process for faculty members and staff is the same as for the students. They need to provide an employment letter or office card for their verification.
- And after application submission, their data will be verified by the focal person of a university and application will be approved or rejected. The HEC team can also approve/ reject the faculty and staff application on behalf of university's focal person and after verification of applicant's data.
- Focal persons of universities are advised to access the Admin portal of ecourses application with the launch date and start taking action on the submitted applications. Applications are required to be processed on First come and First serve basis. And the licenses will be issued in the same manner.
- It is expected from the focal persons to act on each submitted application within 24hours.

## 5. Revocation Policy

To ensures maximum utilization of the licenses, revocation policy has been devised as below:

- i. If an applicant doesn't activate his license and didn't enroll himself within the first 15 days of receiving a license invitation link at his / her registered email address.
- ii. If an applicant doesn't perform any activity or enrolled in any of the recommended courses or any other course within 15 days of receiving a license invitation link.
- iii. If a learner fails to complete a single course from the recommended courses or any course within the first 30 days of receiving the Coursera license from HEC.
- iv. Incase of non-activity of more than 30 / 60/ 90 days, HEC can revoke user license.

In any of the above-mentioned cases, HEC has the right to cancel the license and offer this opportunity to another eligible user.

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## **DLSEI cohort II**

The timelines of Cohort-II are: [Start date: August 01, 2023](#)

[End Date: Feb 15, 2024](#)

### **A. Policy for Cohort-II:**

1. Users of Cohort-I can't apply for Cohort-II. The learners of Cohort-I will be identified from the Coursera portal data & flagged in the e-services database.
2. Revoked learners will be able to re-apply for Cohort-II; their previous application will be deactivated but will be available on their dashboard with the revoked status.
3. Priority of approving applications for Coursera license will be as below:
  - P1: Approved applications of Cohort-I (will be done by HEC on August 01, 02)
  - P2: Pending applications of Cohort-I (with the submitted status) (Done by Focal persons till July 07, 2023)
  - P3: New applications of Cohort-II (July 13, 2023)
  - P4: Revoked user of Cohort-I
4. All the paid learners and private organizations' licenses who have paid in year 2022 will be extended till February 2024.
5. Revocation policy of licenses will be applied on Cohort-II as devised for Cohort-I.
6. Licenses will be extended till September 30<sup>th</sup>, 2023, for learners who have achieved 50% progress completion in specialization and professional courses. ([After July 15, 2023](#))