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THE AGA KHAN UNIVERSITY

MEDICAL COLLEGE

Master of Health Policy & Management
Admission Information **2022 - 2023**

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THE UNIVERSITY

The Aga Khan University is a pioneering institution of higher education and research that works to improve quality of life in the developing world and beyond. We educate leaders, generate life-saving knowledge and set an example that raises standards in the societies in which we work. We empower women and the disadvantaged, strengthen pluralism and partner with world-renowned institutions to address problems that affect millions of people.

A not-for-profit institution, AKU was founded in 1983 by His Highness the Aga Khan. As Pakistan's first private university, we paved the way for the growth of the country's private higher education sector. In the early 2000s, the University expanded to Kenya, Tanzania, Uganda, Afghanistan and the United Kingdom.

At AKU, students flourish in a supportive environment that embraces diversity, demands excellence and encourages leadership and direct engagement with real-world challenges. Our graduates go on to study and work at eminent universities and organizations around the world, and to make a difference in their home countries.

AKU is open to all, regardless of race, religion, gender or geographic origin. Two-thirds of students and half of faculty members are women. Admission is based on merit, and our needs sensitive financial assistance programme ensures that individuals from lower-income backgrounds are able to attend.

While we do not discriminate on faith, gender, or national origin, we are selective in the students we accept. Our selection process varies by academic programmes, but a common criterion includes fluency in English.

MASTER OF HEALTH POLICY AND MANAGEMENT PROGRAMME

The Aga Khan University with the goal to support knowledge transfer and capacity building in the Asian region offers a two-year Master of Health Policy and Management Programme (MHPM). The programme is housed in the Department of Community Health Sciences (CHS) and has participation from various entities across AKU.

The programme offers high quality education with a blend of theory and practice. The programme is relevant to developing countries grappling with rapid population growth and triple diseases burden, yet determined to achieve universal health coverage. It specifically addresses the issues of countries having mixed health systems and facing the problems of coordination, access and quality of health care services. The programme is designed to train professionals from developing countries to address the challenges in various domains of health system environment including strategic and operational planning, policy analysis, institutional management and health systems research and development.

The programme is recognized by the Higher Education Commission and is accredited by Pakistan.

TARGET AUDIENCE

The Programme was changed from a Master of Science in Health Policy and Management programme to a Master of Health Policy and Management. This was done with the objective of allowing candidates interested in public health to take advantage of the offering. Candidates who have relevant working experience but have a non-science background may apply.

The target audience includes programme policymakers, health system researchers, managers from NGO and public sectors and health system academia, and is open to professionals from medicine, allied health professions, biological sciences, social sciences/ psychology/ mathematics/ statistics/ business management/ including but not limited to a BSc (biology, biological sciences, physics, physical sciences), Doctor of Physical Therapy (DPT), MBBS, BDS, BScN, DVM, D. Pharm, B Pharm (or equivalent).

OBJECTIVES

The goal is to train professionals in health systems planning, implementation and research. The objectives are to:

- prepare leaders in designing, implementing and monitoring of health care programmes in response to health needs of developing countries.
- develop professionals with comprehensive skills in health policy development and analysis and implementation;
- produce professionals with conceptual and technical skills in institutional management;
- provide tools to professionals to function at all levels of the health care system (policy, programmatic, service delivery) and in different organisational settings.

PROGRAMME STRUCTURE

This is a two-year programme comprising 4 semesters involving coursework, practicum and thesis. Teaching methods are interactive and diverse comprising lectures, tutorials, discussions, e-learning, and site visits. The programme has a continuous evaluation system including presentations, quizzes, and mid-semester and final assessments during each semester. Students will have access to the latest information through the internet and a well-equipped library and inter library loan service.

CLASS TIMINGS

Class timings for the programme have been attractively structured to meet the needs of working professionals. Classes will run during the afternoons on weekdays allowing professionals to attend to their daily work. Occasionally, classes will be extended to limited morning hours on weekdays or Saturdays.

PART-TIME PROGRAMME

The University offers candidates the choice to complete the two-year programme in extended time i.e. either in three or four years. The classes will be conducted during the afternoons on specific weekdays depending on the course / credits allocation. Occasionally, classes will be extended to limited hours on Saturdays. While part-time option is available to students; it must be noted that sessions and tutorials are spread over the weekdays and would require commitment in split timings over the weekdays. Part-time student takes fewer course credits in a semester than a full-time student per semester.

Health professionals, who have family responsibilities and job commitments and wish to upgrade their qualifications, are able to benefit from the part-time programme. For additional information about the part-time option, please contact the Programme Director and Programme Officer within the CHS.

COURSE WORK

Each semester has three to four courses which have been carefully chosen to equip students with required skills, are offered. Course work comprises public health, management, policy, systems and research related courses.

THESIS

The preparation of the thesis takes place in second year involving protocol writing, data collection and thesis writing, supported by a multi-disciplinary thesis committee. A thesis may employ qualitative, quantitative, combination of both, or any other acceptable research technique, data collection can be undertaken in student's hometown.

PROGRAMME RESOURCES

The Master of Health Policy and Management Programme is run by a diverse and highly qualified team of faculty which includes full time faculty, hospital directors from AKU as well as part-time and visiting faculty from national and international organisations such as WHO, UNICEF, World Bank and JHPEIGO to provide a blend of theory and practice, and latest national and international trends.

Computer laboratory, unlimited free Internet hours, desk space and access to AKU's considerable online library system are provided to the students. The students learn in the scholarly environment of AKU and freely access the various facilities provided by the University's Medical College to all students.

Field visits to Aga Khan University outreach sites, NGO and government sites are provided for first-hand field learning.

STANDALONE COURSES TOWARDS A MASTER'S DEGREE

The Department of Community Health Sciences offers selected courses (taught within the MHPM programme) as "Standalone courses" which are ideal for individuals who wish to enhance their knowledge and skills in specific areas of Health Policy and Management without formally enrolling in the degree programme. Candidates with 16 years of education in science / health sciences / social sciences / psychology / mathematics / statistics / business management are eligible to apply for these courses. Admission in these courses is opened prior to the beginning of the semester in which a standalone course is being offered (not all courses are offered as standalone courses). Individuals can take up to 3 courses as standalone courses (accumulate up to 9 credits of course work). This option provides an excellent opportunity for individuals to get a flavour of the programme without committing two full years at the outset.

Candidates who will achieve a cGPA of 3.5 or above after completing two courses or cGPA of 3.0 or above after completing three courses are exempted from writing the Admission Test. They will be required to attend interviews. These courses, valid for three years, are restricted for entry into the MHPM programme. For further details on available standalone courses, please contact the Programme Office at hpm.programme@aku.edu

Check our website for schedule of these courses: www.aku.edu/admissions/mhpm

EMPLOYMENT OPPORTUNITIES FOR GRADUATES

For Pakistan and the region, Health Policy and Management is a pioneering programme. Rapid social transformation brought about by structural adjustments, institutional reforms, demographic and epidemiological transitions and globalisation are having a great impact on the health and social sectors in Pakistan. Graduates of this programme are employed both within Pakistan and internationally (e.g. Canada, South Africa, Afghanistan, Liberia, Sudan, Nepal) in health care institutions, NGOs, government departments, academic institutions, international donor agencies, and the private sector.

STUDENT EVALUATION AND GRADUATION REQUIREMENTS

The following are minimum requirements for progression and graduation:

- A Cumulative Grade Point Average (CGPA) of at least 2.50 is required at the end of each Semester for progression.
- A Grade Point Average (GPA) of at least 2.50 in all course work is required for graduating from the programme.
- Successful completion and defence of the thesis.

Students should note that HEC requires a minimum cGPA of 3.0 out of 4 to make an application for a PhD programme.

ADMISSION TO THE MASTER OF HEALTH POLICY AND MANAGEMENT PROGRAMME

Admission to Master of Health Policy and Management programme is based on academic merit and potential for leadership. Merit will be evaluated through scholastic achievement of candidates and their performance in the AKU Admission Test. Leadership potential will be assessed on the basis of interviews, past experience and future plans.

Candidates from the public or private sector from Pakistan and overseas may apply. A high academic score in any single discipline or any outstanding achievement alone is not sufficient for selection.

ELIGIBILITY CRITERIA

Candidates who have at least one year of full-time work experience after graduation, in a health-related field or social sector at the time of application (voluntary work, part-time or unpaid internship is not included) and hold at least one of the following degrees are eligible to apply:

- Sixteen years of schooling or 4-year education (124-136 credit hours) after HSSC/FA/FSc/Grade 12 equivalent” from an accredited/recognized university in sciences / health sciences / social sciences* / psychology / mathematics / statistics / business management* / including but not limited to a BSc (biology, biological sciences, physics, physical sciences), DPT, MBBS, BDS, BScN, DVM, D. Pharm, B Pharm (or equivalent).

**Social Sciences: Economics / political science / public administration / psychology including clinical, industrial, developmental psychology / sociology / social work / rural development studies / demography and population studies / behavioral sciences / women & gender studies / journalism / mass communication / media studies / rural or urban studies / women studies.*

**Business Management: Business administration studies / organization science / operations research & supply chain / marketing / administrative sciences / management information systems.*

ADMISSION PROCESS SUMMARY

Candidates are evaluated in stages:

Stage I	Online submission of application. candidates are invited to write the AKU Admission Test.
Stage II	Candidates who are shortlisted based on the Admission Test will be required to: <ul style="list-style-type: none">• submit relevant academic documents, work experience certificate/ letter and reference letters• attend interviews with senior faculty members of the University.
Stage III	Final selection is based on an overall assessment of each candidate's dossier which is formally approved by the University's Admission Review Committee.

ADMISSION TEST

The Admission Test comprises three components: English Language, Quantitative Reasoning and a Subject Specific Exam.

- The English Language component evaluates a candidate's competency in the English language.
- The Quantitative Reasoning component is designed to assess problem solving and logical thinking ability.
- The Subject Specific Exam will assess basic knowledge related to the speciality.

Sample test paper for the Test is available on: www.aku.edu/admissions/mhpm

The University does not provide any preparation for the Admission Test nor does it authorise any publication or preparatory classes for this purpose.

SHORT-LISTING AND INTERVIEWS

Candidates will be shortlisted based on the Admission Test. Interviews will be conducted for shortlisted candidates only. There will be multiple independent interviews with faculty members of the University. The purpose of the interview is to assess a variety of attributes, including motivation, maturity, social and cultural awareness, knowledge of public health issues in developing nations and evidence of interest, and commitment to the programme.

Interviews are conducted in Pakistan. For all candidates who reside overseas, interviews are conducted over Skype / Zoom.

VALIDITY OF TEST SCORES

The AKU Admission Test scores are valid for a period of two years from the date the test is written.

APPLICATION FOR ADMISSION

Applications for admission will be accepted between **May 9** and **June 29, 2022**. Candidates must apply online by logging on to www.aku.edu/apply-online

Applications must be submitted via the online process. Applications will only be accepted if a candidate completes following:

1. Upload the application fee on the online form.
2. Submit the application form online. *(Candidate will receive a copy of the application form on their email as a confirmation if the application is submitted successfully)*

Incomplete applications or submission of applications after the deadline is not accepted.

NOTE FOR ALL CANDIDATES

Candidates are requested to ensure they meet application eligibility requirements before applying. These are listed in the programme brochure. Moreover, candidates applying online are responsible to complete the application and other requirements according to the published instructions and time schedule.

Aga Khan University reserves the right to admission; to revoke admission and registration if an application is discovered to be inaccurate or incomplete, or if supporting documents are discovered to be fraudulent. Any candidate who presents a fraudulent document in support of an application for admission may be identified to other universities and colleges.

ADMIT CARD

The admit card to allow you to write the test will be received by candidates who apply online on their portal and/or through an email.

In cases where the admit card is not received 12 days before the date of the test; candidates must email the Admission Office at postgrad.query@aku.edu for the required information and application details.

If a candidate would like to write the test at a different test centre from the one originally noted in the application form, candidate must inform the admission office via email at least 72 hours before the test so that information can be sent to the Test Centre. Walk in candidates are not encouraged.

Please Note: The University does not take responsibility to conduct the test for candidates who walk into a Test Centre without information.

Please note:

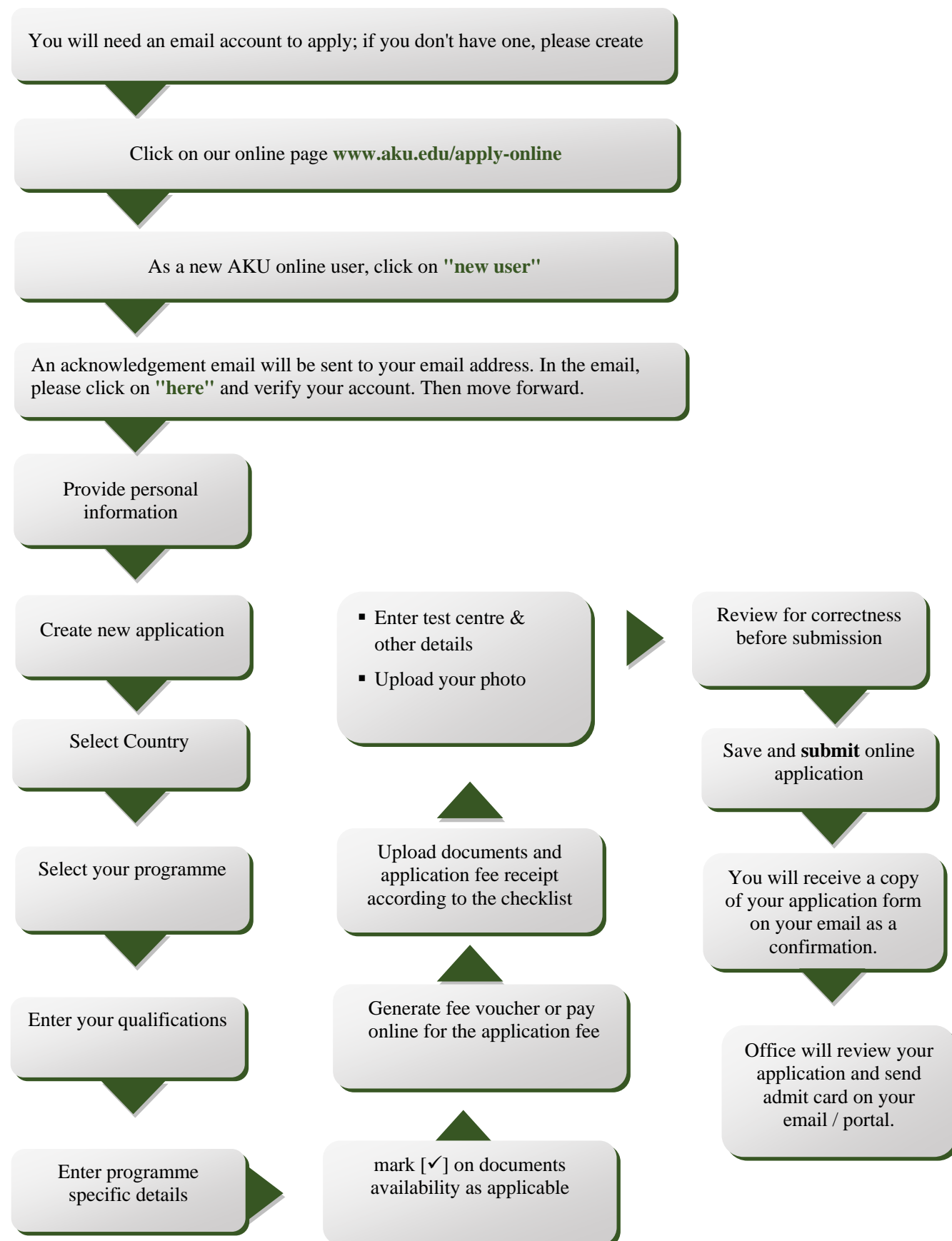
To be allowed into the Test Centre to write the Test, candidates must bring:

- A hard copy of the admit card issued by AKU **AND**
- A valid current photo ID card/original CNIC/college ID card/enrolment card for identification.
- A Covid vaccination card/ evidence.

Without these documents, AKU reserves the right not to allow you to write the Test.

APPLY ONLINE

Follow the steps below to apply for an academic programme online:



PLEASE UPLOAD THE FOLLOWING DOCUMENTS WHEN APPLYING ONLINE

Note: The photograph should be in JPEG format with 2 MB size and all other documents should be in PDF format with 5 MB file each.

1. Photograph (*see photograph specification section*)
2. CNIC / NICOP (*front & back copy*) or relevant *Passport pages (for foreign nationals)*
3. Detailed curriculum vitae (*see CV specification section*)
4. HEC attested undergraduate mark sheet/ degree (16 years) or evidence that you have applied for it (*front & back copy pdf*)
5. HEC equivalence or evidence that you have applied for it (if applying with Post RN BScN / B.Com & MBA / foreign qualification)
6. Relevant Work Experience Letter / Certificate.
7. Application Fee:
 - **Applying from AKU residential countries*** is Rs. 6000/-
 - **Applying from AKU non-residential countries** is US \$ 150/-
 - (*see mode of payment section for details*)

The application fee is non-refundable.

Candidates must ensure eligibility before applying.

*Afghanistan, Burundi, Kenya, Pakistan, Rwanda, Tanzania and Uganda

DOCUMENTS REQUIRED UPON SHORTLISTING

1. SSC / O Level / equivalent mark sheet or certificate
2. HSSC / A Level / equivalent mark sheet or certificate
3. Consolidated mark sheet of undergraduate qualification / equivalent to 16 years - attested by Higher Education Commission (HEC), Pakistan
4. Degree of undergraduate qualification / equivalent to 16 years - attested by (HEC)
5. HEC equivalence of 16 years for candidates applying with Post RN BScN / B.Com & MBA / foreign degree
6. All relevant work experience certificates as entered on the form.
7. Detailed curriculum vitae (CV) - (*see CV specification section*)
8. Three reference letters / recommendation to be sent in sealed envelopes or emailed directly by your referee to postgrad.query@aku.edu
(*Referees should be individuals who are well-acquainted with your previous academic work and professional experience. The letters should be current or not more than one-year-old.*)
9. Transcript / enrolment information of all the courses undertaken or completed at AKU (if applicable)
10. Latest mark sheets / progress reports, if currently enrolled in any other institution (if applicable)

MODE OF PAYMENT

Candidates may pay the application fee through any of the following modes. *When the fee is paid, please upload the receipt on the online admission portal to complete the application.*

• FEE VOUCHER (FOR PAKISTANI CURRENCY ONLY)

Please follow these steps to pay the application fee through fee voucher:

1. On the application home page, please click on “Application Fee Information”
2. For **payment options**, select “Fee Voucher”
3. Click “Yes” to generate the voucher (*make sure that your pop ups aren't blocked*)
4. Take the printed voucher to any branch of Habib Bank Ltd (HBL) and pay the fee (*Please do not transfer online*)
5. Upload the paid voucher on “Upload Documents” Page by selecting fee payment

• ONLINE PAYMENT THROUGH DEBIT/CREDIT CARD (PAKISTANI & US\$ CURRENCY)

Follow these steps to pay application fee online through a debit / credit card:

1. On the application home page, please click on “Application Fee Information”
2. For **payment options**, select “Online Payment” and click yes (*make sure that your pop ups aren't blocked*)
3. Complete your payment details on online web portal: <https://payonline.aku.edu/>
4. Upload the payment acknowledgement email or screenshot on “Upload Documents” Page by selecting fee payment

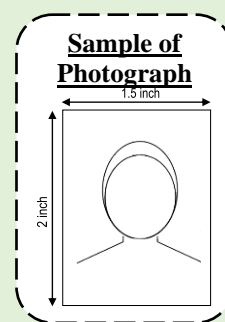
In case you are unable to receive the payment acknowledgement, please notify the Finance Office by emailing your query along with tracking Id, name, and programme name at student.finance@aku.edu

PHOTOGRAPH SPECIFICATION

Your photograph is a vital part of your application. Please follow these instructions carefully.

- Passport size coloured photograph with a plain background; taken within the last 1 week to reflect your current appearance.
- File size and format: 2 MB and JPEG format.
- The photo should show a clear front view; full face of the person.

If your photograph does not reflect your current appearance, the University will not allow you to write the Admission Test.



CURRICULUM VITAE (CV) SPECIFICATION:

Your CV must include the following:

- qualifications with grades/percentage and passing year
- work experiences with job responsibilities and duration
- courses undertaken or completed at AKU (if applying with standalone courses)
- other Continuing Professional Development (CPD) courses
- list of publications (if any)
- other additional information to support your application

FEES AND FUNDING

Admissions to all the academic programmes at Aga Khan University are based on merit and are needs blind, i.e. without considering the financial background of the student.

Upon acceptance into an academic programme, a student who is unable to pay for the cost of education at the University, may apply for financial assistance.

The financial information including student's fee paying status, fee structure for the 2022-2023 session, and financial assistance is available on: www.aku.edu/admissions/fees-and-funding

STUDENTS ON SPONSORSHIP FROM EXTERNAL AGENCIES

Students expecting to receive sponsorships or scholarships from external agencies to complete the programme are requested to submit the relevant documents and approval letter from external agency when accepting the offer of admission.

For more details, please contact Graduate Programme Admission Office, Aga Khan University, Stadium Road, Karachi 74800, Pakistan, Phone: +92-21 3486 4410 / 4412.

ACCOMMODATION

Accommodation for outstation students is arranged in the hostels managed by the University. These are shared, non-air-conditioned, furnished accommodation. Hostel space is restricted to students from outside Karachi only and is offered to graduate programme students, when available.

A fee is charged for all accommodation. Accommodation charges for the 2022-2023 session is available online along with the fee structure. Meals may be purchased separately from the University's cafeteria. All students living in the university hostels are expected to conform to rules and regulations. Residence is conditional upon proper use and care of the property, considerate behaviour and periodic reappraisal of the student's need for such accommodation.

CONTESTED DECISIONS

In all matters pertaining to the selection of students, fees, grants, evaluation of scholastic performance, discipline and student affairs, the decision of the University shall be final. Appeals in matters of student selection will be considered within 15 days of the announcement of the new class only if the appeal cites circumstances suggesting that the University has violated provisions of its Charter or that there has been failure to comply with the admissions procedure as described in this document.

KEY DATES FOR 2022-23 ADMISSIONS

May 9 – June 29, 2022	Admission Open: Apply online via www.aku.edu/apply-online	
August 13	AKU Admission Test -Pakistan	Test Centres Chitral, Faisalabad, Gilgit, Hyderabad, Karachi, Lahore, Multan, Peshawar, Quetta, Rawalpindi and Sukkur
	AKU Admission Test - Overseas	Chicago, Dar es Salam, Dubai, Edmonton, Houston, Iran, Kabul, Kampala, Khorog, London, Nairobi, Riyadh, Syria, Toronto <i>(Additional overseas centres will be confirmed if there are at least 10 candidates to write the test)</i>
Please note: Timings and address for the venue will be stated on the admit card. In case of a change, candidates will be notified through email.		
September 12	<i>Last date to submit:</i> <ul style="list-style-type: none"> ▪ HEC attestation on 16 years of undergraduate transcript and degree ▪ HEC equivalence* (if applicable) 	
September / October	Interviews	
January 2023	Commencement of Classes	

***HEC equivalence applicability:** In case of Post RN BScN / B.Com & MBA / other foreign qualifications, equivalence letter from HEC must be submitted stating that the candidate has completed at least 16 years of education.

DISCLAIMER

This booklet contains information about the programme offered by the Aga Khan University, Pakistan, for the academic year 2022-23. The information provided is subject to change over time. Candidates aiming to apply for programmes in any other academic year are requested to get updated information about minimum eligibility requirement, application and admission process from the University Admission Office.

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