Master of Science in
Health Policy and Management

Admission Information
2016 – 2017
THE AGA KHAN UNIVERSITY

Chartered in 1983, the Aga Khan University (AKU) is an international private university that currently operates in South and Central Asia, East Africa and the United Kingdom.

AKU occupies a pivotal place in the Aga Khan Development Network, a group of development agencies working under the leadership of His Highness the Aga Khan, and contributes in major ways to social development. AKU prioritises higher education and research initiatives relevant to the problems of the societies in which it operates, generally in the developing world.

Through on-going partnerships with prestigious institutions worldwide, AKU brings international expertise to bear upon the establishment and enhancement of its current and future programmes and services. With a growing programme offering, in addition to our existing five campuses spread over three continents, we are planning three new faculties and seven graduate schools to deliver a range of educational choices in an environment that respects cultural diversity.

Our merit-based, transparent admissions process and need-based financial assistance programme attempts to ensure that a diversity of high calibre students are able to attend the programmes at AKU.

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 some common criteria include: fluency in English.

THE PROGRAMME

The Aga Khan University offers a two-year Master of Science (MSc) in Health Policy and Management Programme which is housed in the Department of Community Health Sciences (CHS) and has participation from various entities across AKU. The MSc Health Policy and Management is a pioneering programme in Pakistan. It is the only MSc in Health Policy and Management in Pakistan, and offers high quality education with a blend of theory and practice. This programme is designed to train professionals in strategic and operational planning, policy analysis, institutional management and in health systems research and development. The programme is recognized by the Higher Education Commission and is accredited by Pakistan Medical and Dental Council and according to PMDC regulations provides a Type II-B degree which is the most advanced level of master’s degree in Pakistan.

TARGET AUDIENCE

The target audience includes programme managers from NGO and public sectors, policy makers, health system researchers and health system academia, and is open to professionals from medicine, allied health professions, administration and social sciences.
OBJECTIVES

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

- To prepare leaders in designing, implementing and monitoring of health care programmes in response to health needs of Pakistan and developing countries.
- To develop professionals with comprehensive skills in health policy development and analysis and implementation;
- To produce professionals with conceptual and technical skills in institutional management;
- To 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 eight quarterly terms involving coursework, placement/ internship and thesis. Teaching methods are interactive and diverse comprising of lectures, tutorials, discussions, presentation of studies, e-learning, and site visits. The programme has a continuous evaluation system involving presentations, midterm and final assessments during each quarter. Students will have access to the latest information through 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 on Friday afternoons and full day Saturdays. Only selected classes in one of the eight terms will be extended to limited hours on other weekdays.

COURSE WORK

Each term, four to five courses which have been carefully chosen to equip students with required skills, are offered. Course work comprises of 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.
PLACEMENT

Placement of individual students for supervised learning at public sector, private sector or international donor organisations in the health sector, provides a unique opportunity for on-site learning. This is undertaken at the end of the first year and each student is supervised by mentors. Some of the organizations where students have recently undertaken placement include Ministry of Public Health Afghanistan, Gonoshstra Kendra Dhaka, EPI Programme Sindh, MNCH Programme Sindh, Green Star Social Marketing Charsadda and John Snow International-Deliver Islamabad.

PROGRAMME RESOURCES

The MSc in 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, JHPEIGO, University of Alberta; 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.

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. Health professionals, who have family responsibilities and job commitments and wish to upgrade their qualification, are able to benefit from the part-time programme. Further details regarding part-time programme are available from the concerned Programme Directors. The part-time programme will also run on Friday half day and Saturday full day, with part-timers attending fewer courses than their full-time counterparts.

PICK UP STANDALONE COURSES TOWARDS A MASTER’S DEGREE

In 2014 MSc Health Policy & Management opened up a number of its graduate courses for external participants. The Programme offers the option of flexibly accumulating standalone courses towards an MSc HPM degree. Students will register as pre-qualifiers for Masters and can accumulate up to 9 credits of coursework (equivalent to 3-4 courses). Students with a high GPA will enter directly into the Masters programme while those below the required GPA will need to write the Admission Test in subsequent years to be accepted into the Master’s programme. Standalone Courses include the following:
Injury Prevention & Control
Organizational Management
Human Resource for Health
Strategic Planning
Qualitative Research Methods
Quality Management in Health Services
Programme Monitoring & Evaluation
Health Sector Reform

Check AKU HPM website for schedule:
http://www.aku.edu/admissions/graduate/medicine/pakistan/mscinhealthpolicyandmanagement/Pages/standalone_courses.aspx

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.

PROGRAMME AND GRADUATION REQUIREMENTS

- Grade point average (GPA) of at least 2.50 at the end of Year-I course work.
- A Cumulative Grade Point Average (CGPA) of at least 2.50 in all course work in order to graduate.
- Successful completion and defence of a Thesis.

ADMISSION TO THE PROGRAMME

Admission to MSc in Health Policy and Management 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.
**Criteria for Application**

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

- 4 or 5 years of Bachelors education in Health Sciences (Medical, Dental, Nursing, Pharmacy) or
- 4 years of Bachelors education in Social Sciences (Development Studies, Public Administration, Management, Political Science, Economics, Sociology or related field) or
- 2/3 years of Bachelors and 1/2 year of Masters in Social Sciences (Development Studies, Public Administration, Management, Business Administration, Political Science, Economics, Sociology or related field)

**Application for Admission**

Application for admission will be accepted from January 11, 2016 until February 15, 2016 only.

The programme brochure and sample test paper may be downloaded from our website www.aku.edu/registrar. The application form may be completed online by logging on to www.aku.edu/apply-online. Please follow the necessary instructions to complete the online application.

An application must be submitted either online or on the prescribed paper based application form. Before submitting an application, candidates must ensure that they have complied with the instructions given with the application form. Incomplete applications will not be processed.

The completed application form along with the documents mentioned on checklist should be posted by registered mail or sent through a reliable courier service or delivered in person to the Admission Office from Monday to Friday, between 9:00 am and 12:00 noon only. There is no provision for processing applications after the closing date.

It remains the responsibility of the candidate to complete the application requirements according to the instructions and time schedule. The Admission Office will send no reminders. Once acknowledged, an application will not be returned.

Aga Khan University reserves the right to revoke admission and registration if an application form 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.

All applications must be mailed to the following address:
SUBMITTING AN APPLICATION

Candidates must submit the following as application to the programme:

a. Completed application form: PDF of the completed online application; downloaded or paper application; two photographs with your name labeled at the back; this should be coloured on a white background showing full front view of the candidate.

b. One attested copy of CNIC / NICOP / Passport (passport is required for foreign nationals);

c. Curriculum Vita and list of publications, if any;

d. Letters of recommendation from at least 3 people who are well-acquainted with the applicant’s previous academic work and professional experience. These letters should not be more than one year old;

e. Scholastic Achievements: For all achievements mentioned in the application form: attested set of official transcripts of academic record (secondary school, college, graduate school, and/or professional schools, with certification of degrees conferred, courses taken and grades received);

f. Grade Card / Transcript or enrolment information of the courses completed at Aga Khan University in the past or currently in progress, if applicable;

g. Application fee: The application fee is non-refundable; the fee can be paid online or as a bank draft in favour of “The Aga Khan University”. Cash, money orders, postal orders and personal cheques are not acceptable;

Application Fee

- For candidates applying from Pakistan: Rs 5,500/-;
- For candidates who will be overseas during the admission process it is US$ 250.

h. Attested copies of Work Experience Certificate (of all the experiences mentioned in the application form);

i. If you are currently enrolled in any other institution, please provide attested mark-sheets of recent examination taken or progress reports, as applicable.
PHOTOGRAPH SPECIFICATION

Your photograph is a vital part of your application. Please follow these instructions carefully. If photographs received do not meet these requirements your application will be considered incomplete.

- A colour photo is required;
- The background of the photograph should be plain white.
- The photo must measure: width: 1.5 inch, height: 2 inch
- Should have been taken within the last 1 week to reflect your current appearance.
- The photo should show a clear, front view, full face of the person. Side or angled views are NOT acceptable.
- Snapshots, magazine photos, low quality vending machine or mobile phone photos and full-length photographs are not acceptable.

If your photograph does not reflect your current appearance, even if it is not older than one week, the university will not allow you to write the Admission Test.

MODE OF PAYMENT

Candidates may pay their application fee through the following modes of payment:

The payment can be made by a demand draft in favour of “The Aga Khan University” or by online deposit to any branch of Soneri Bank Limited. The banking details are as follows:

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<tr>
<th>Title</th>
<th>The Aga Khan University</th>
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<tbody>
<tr>
<td>Account No.</td>
<td>01021227508</td>
</tr>
<tr>
<td>Branch Code</td>
<td>0024</td>
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<tr>
<td>Branch</td>
<td>The Aga Khan University Branch,</td>
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<td>Stadium Road, Karachi</td>
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The deposit slip given by the bank, which is the acknowledgement of payment to the bank, should be submitted with the application form to the Admission Office.

EVALUATION OF CANDIDATES

Candidates are evaluated in three stages:

Stage I: Applications are reviewed and candidates are invited to write the AKU Admission Test.

Stage II: Includes interviews with senior faculty members of the University.

Stage III: Final selection will be made on the basis of an overall assessment in comparison with other shortlisted candidates.
ADMISSION TEST

All candidates resident in Pakistan are required to write the AKU Admission Test. Candidates will be issued an admit card enabling them to write the Admission Test. Where it is not received in time, candidates are advised to write the Admission Test at a convenient centre taking a copy of the application form, a photo ID and appropriate documents for identification.

The Admission Test will comprise three components: English Language, Numerical and Critical Reasoning. The English Language component assesses language competency. The Numerical Reasoning component is designed to assess basic knowledge of the subject including problem solving ability. The Critical Reasoning component (essay based) will assess candidate’s interest in current health issues and its management.

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

The Aga Khan University Admission Test scores are valid for a period of two years from the date the test is written. For admission to the 2016-2017 academic year the results of the test written in the year 2015 or 2014 will be acceptable for further processing of an application, only in cases where the candidate does not write the Admission Test in the year of application.

SHORTLISTING AND INTERVIEWS

Candidates will be shortlisted on the basis of the Admission Test. Interviews will be conducted for shortlisted candidates. The purpose of the interview is to assess a variety of attributes, including integrity, motivation for the interest in the programme, maturity, social and cultural awareness, knowledge of public health issues in developing nations and evidence of initiative and commitment to the profession.

Interviews will be conducted in Pakistan. However, the University may be able to make special arrangements to interview candidates overseas close to their place of residence.

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<th>ADMISSION SCHEDULE 2016 – 2017</th>
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<tr>
<td>Last date for receiving applications</td>
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<tr>
<td>Admission Test</td>
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<tr>
<td>Interviews</td>
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<td>Announcement of Class</td>
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FINANCIAL INFORMATION

TUITION AND OTHER CHARGES

AKU charges fees for all of its programmes. The tuition and fees structure and schedule for the 2016-17 session will be available separately. Those responsible for a student’s financial obligations should plan accordingly.

The University categorises students as domestic and overseas. Overseas candidates are required to pay their dues in US dollars only. The University reviews its tuition and fees annually to cover inflation and other cost increases. Students are advised to plan their financial obligations for the course of study accordingly.

Candidates shall be categorised as “overseas students” (whether holding Pakistani or dual citizenship), if the candidate meets any one or more of the following criteria:

a) Residence of the principal earning member of the family and source of income during the previous three years;
b) Whether the student was educated in Pakistan or abroad during the three years prior to the application for admission;
c) Whether the student is eligible for State-supported education overseas;
d) Whether the candidate’s or principal earning member is reimbursed educational expenses by their employer.

Students holding Pakistani nationality, CNIC and / or passport should be aware that this does not guarantee “domestic student” classification for the payment of tuition fee and any other charges. The University’s conditions stated above for the application of “overseas” fee status will prevail.

If the candidate’s parents are Pakistani citizens deputed to a government mission overseas, such students will be charged the fee prescribed for students in Pakistan. Documentary evidence will however, be required in such cases.

Candidates doubtful of their fee status should seek clarification from the Office of the Registrar before applying. The Registrar’s decision on fee status shall be final and binding.

Successful candidates are required to pay a component of the fee on acceptance to the programme and the balance over the year of study.

Students defaulting on payments within the due dates may be suspended and/or barred from classes and/or progression to the next year of study until the clearance of dues in accordance with the University’s policies and procedures.

Payments may be made in cash or through a bank draft in favour of “The Aga Khan University”. Personal cheques are not acceptable.
STUDENTS ON SPONSORSHIP

Students expecting to receive sponsorships or scholarships to complete the programme are requested to submit the relevant approval letter 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 4537 / 5449 / 5456.

UNIVERSITY FINANCIAL ASSISTANCE PROGRAMME

Since admission at AKU is needs blind, the University operates a Financial Assistance Programme which ensures that no Pakistani student, resident in Pakistan, who qualifies for admission to programmes at the Aga Khan University, is excluded because of inability to pay tuition and fees.

Through the University's Financial Assistance Programme, students joining graduate programmes are awarded soft loans. The loan is payable in easy instalments after graduation from the programme. Details should be obtained from the Student Financial Assistance and Counselling Office.

Assistance is offered on the basis of demonstrated need as evaluated by the University from data provided by students and their families and other avenues that the University may deem appropriate. Every student applying for financial assistance must also demonstrate that he or she has thoroughly explored all other possible sources of assistance. However, every student is required to make some contribution towards fees, living expenses and other costs, so as to not totally depend on the University for assistance. Continuation of financial assistance is conditional upon yearly assessment of financial needs.

Applications for financial assistance for students admitted to the 2016-17 academic year will be acceptable within seven working days after receipt of the admission letter. Application forms are available online. These are also available from the Student Financial Assistance and Counselling Office http://www.aku.edu/admissions/feesandfunding/Pages/Financial-Assistance-Pakistan.aspx.

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 appeals cities 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.