

## **Procedural Guidelines for Appointing Research Fellows at Kathmandu University**

As per the decision of the Executive Council held on 2078/02/28, in order to strengthen research capacity and enhance quality research, Kathmandu University has introduced a new initiative through which its Associate Professors and Professors are entitled to appoint Research Fellows at Master by Research, MPhil and PhD levels at their respective Schools.

The following are the procedural guidelines to be followed when appointing Research Fellows:

1. The "Research Fellow (RF)" is a person registered for a degree awarding research such as Masters by Research, M Phil and PhD under an Associate Professor or a Professor.
2. Each School shall adopt its existing application procedure and admission criteria for enrolling new students to Master by Research, M Phil or PhD level before Research Fellowship is granted.
3. Every Associate Professor or Professor at KU (permanent or on-contract) is entitled to appoint one qualified student as his/her Research Fellow at a time.
4. The selection of Research Fellow, once admitted to the University, shall be entirely up to the concerned Associate Professor or the Professor.
5. The RF will be entitled to receive a waiver of tuition fee of the program he/she is admitted to, for which he/she must maintain a log sheet with actual hours worked in the department or research activities.
6. Such fee waiver will be applicable to only full-time students (Master by Research, MPhil or PhD) at KU.
7. The Research Fellow shall work under the supervision of the concerned Associate Professor/Professor.
8. The Research Fellow shall produce at least one peer-reviewed article in an international journal.
9. Apart from the above-mentioned obligations, the Research Fellow shall adhere to all the other rules and conditions that apply to regular students of Master by Research, MPhil or PhD of the concerned School.

*Approved by 636<sup>th</sup> meeting of Executive Council, dated 31 August 2021*





10. In case the Research Fellow is not able to finish his/her program in the stipulated time, he/she shall pay the required additional fee to the University as per the existing practice of the concerned School.
11. At the end of the Research Fellow's tenure of Master by Research, MPhil or PhD level, she/he shall have fulfilled all the above-mentioned conditions in order to be eligible for graduation from the program.
12. Supervisor(s) are required to get approval from the Dean about the appointment of Research Fellow and the Dean shall inform concerned Head of the Department (HoD) and the Finance Division about the appointment.
13. Supervisor(s) are required to ensure necessary working conditions to the Research Fellow in advance.

