



# RESEARCH FELLOWS

Guidelines for application and research activities

## **Abstract**

Guidelines and process for granting Research Fellow (RF) status and undertaking research activities at Paragon International University

**Office of Research**

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## RESEARCH FELLOWS:

### Aims

Research Fellow status is a part of Paragon International University's goal to foster research activities at university and in Cambodia. Researchers from all over the world can apply and undertake their research using premises and other facilities provided by Paragon International University.

### Qualifications and Status

The University grants *Research Fellow* (RF) status using the following guidelines:

**RF status is granted** to bachelor, master and PhD students, faculty members and researchers from recognized universities and research institutes. The status can be also granted to individuals working in think tanks, NGOs or other types of organizations that utilize research. Paragon International University grants the following statuses to RFs:

- *Senior Research Fellow* – to individuals holding PhD degrees and engaged in research that involves Paragon International University faculty members and/or students
- *Research Fellow* – to individuals in postgraduate programs or working for think tanks, NGOs or other types of organizations that utilize research
- *Junior Research Fellow* – to bachelor students or master students in the initial stages of their research

The amendments to qualifications and eligibilities for RF position can be introduced by the Research Director with approval from the Rector.

### Application Procedures

There are two tracks to apply for RF status. The first track is for individual researchers (having the above-mentioned qualifications) who want to do research in Cambodia using Paragon International University premises and other facilities. They can apply directly with no specific call issued by Paragon International University. The applications for the second track are accepted upon issuance of specific Call for RFs (Call) by Paragon International University's Office of Research.

#### **Application procedures for individual application (with no specific call)**

1. Application is open throughout the year. Acceptance of applications is subject to availability of space and/or facilities at Paragon International University.
2. Application package should include:
  - a. A letter written to the Director of Research, containing the following information:

- i. Short introduction of the applicants and research project to be undertaken at Paragon International University
    - ii. Expectations from Paragon International University
    - iii. How the research stay in RF status can benefit Paragon International University
    - iv. List of referees
    - v. Other relevant information
  - b. Curriculum Vitae
  - c. At least one reference letter (for students - reference letter from thesis supervisor)
  - d. The decision of ethics committee or other proof that research undertaken using Paragon International University premises is in line with ethical standards for scientific research
3. All documents should be submitted electronically to [research@paragoniu.edu.kh](mailto:research@paragoniu.edu.kh). Reference letters should be submitted directly by referees to the same email address
  4. The Office of Research may request additional information from the applicants if deemed necessary
  5. Applicants will be informed about the decision on RF status in 6 weeks after the complete application package is received.

### **Application procedures for specific Call for RF position by Paragon International University**

The documents and RF candidate qualifications and position types in this track are to be specified in the Call.

The text of the Call should be presented to Research Committee for approval and further procedures.

### **Opportunities for Research Fellows**

RFs at Paragon International University are offered the following opportunities upon negotiation and availability:

1. Air-conditioned room / desk
2. Access to free Wi-Fi
3. Access to Paragon International University Library services
4. Venue for organizing knowledge sharing events at Paragon International University premises
5. Assistance in engaging Paragon International University students and faculty members for data collection, analysis, and other research-related activities.
6. Possibility of teaching modules or full semester courses for RFs (for PhD students and PhD holders) upon discussion with relevant Heads of Department

Research Fellows coordinate their activities in terms of opportunities provided by Paragon International University with the Office of Research.

The opportunities for candidates that apply for specific Calls issued by Paragon International University are to be indicated in these Calls and they may differ from those presented here.

### Expectations from Research Fellows

Minimum expectations:

- Acknowledgement of Paragon International University in publications related to research activities conducted while at Paragon International University
- At least one knowledge sharing event (workshop, seminar, presentation, etc.) at any stage of research stay at Paragon International University and/or a Working Paper to be archived at the Research Office, if applicable.

Optional and preferred

- Providing opportunities for Paragon International University students and/or faculty members to engage in research on voluntarily or paid basis
- Sharing knowledge on research methodology and other topics through seminars and workshops
- Doing research and co-authoring publication together with Paragon International University students and/or faculty members.

The expectations from RFs hired based on specific Calls issued by Paragon International University may differ but should not be below the minimum expectations indicated here.