

Kathmandu University Guidelines for Postdoctoral Research Position, 2021



Approved by:

Executive Council meeting 626
of dated the 21 May 2021

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Kathmandu University Guidelines for Postdoctoral Research Position, 2021

This document provides information about position, eligibility, procedure and roles of a person holding the appointment of a Postdoctoral Researcher (PDR) or a Senior Post Doctoral Researcher (SPDR) at Kathmandu University. Postdoctoral position at Kathmandu University (KU), offered to Ph.D. degree holders, aims to contribute primarily to the research environment of the university. Through involvement in research works and creative endeavors, the researcher is expected to broaden individual expertise, and contribute significantly to the chosen fields, to the university and to the community at large. The SPDRs are additionally expected to contribute to the teaching mission of the University. This policy applies to postdoctoral positions at all Schools (except the School of Medical Sciences), their Advisor faculties at KU and outside, and any research grants providing institutions or organizations.

1. Postdoctoral Researcher:

A postdoctoral researcher at KU is a research scholar or fellow beyond the doctoral level pursuing advanced research or research studies, teaching and training under the mentorship of one or more Advisors. Appointed by the Research Committee of the relevant School and affiliated with a department, academic unit or research centers, the postdoctoral researcher may be funded either by internal sources or through funding from an outside source.

Two different categories of postdoctoral positions are provided. The first is postdoctoral position which is offered to young candidates with less than five years of professional experience after their Ph.D. and is paid from KU endowment or external funds. The second is senior postdoctoral position which is offered to outstanding scholars with more than five years of professional experience after the completion of their Ph.D. and is paid from external funding sources.

1.1 Eligibility of the Candidate:

To be eligible for a postdoctoral position the candidate shall have:

- a. a strong record of success with proven capacity in research paper publications, a demonstrated commitment to impactful work, and high potential to contribute to KU's mission and vision;
- b. completed Ph.D. degree from any recognized university not more than five years at the time of registration for PDR and more than five years for SPDR with good track record of publications after the completion of Ph.D. in any authentic peer reviewed journals as Lead Author in both the cases.



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1.2 Application Process:

Registering as a postdoctoral researcher at the concerned school is mandatory prior to undertaking the position. To apply and be appointed to a postdoctoral position, the candidate must:

- a. propose an Advisor whose expertise is in a field relevant to that of the candidate;
- b. approach the Dean of the concerned School with the assurance of funding support, or respond to the Announcement of Opportunity by the concerned School /Department or Research Centre through his/her Advisor; and
- c. submit application documents including a cover letter, detailed and up-to-date CV and three reference letters.

Selection of the candidate for the postdoctoral position based on the system of recruitment and evaluation of applicants on the basis of standard criteria, and all approved funding must be endorsed by the Research Committee of concerned School.

1.3 Terms of Appointment

- a. A PDR candidate is registered exclusively for pursuing advanced research on full time basis for one year with possibility of extensions for two more years.
- b. Appointment of SPDR candidate includes 60% research and 40% teaching responsibility, registration is granted from six months to one year with possibility of extension for two more years.

1.4 Salary and benefits:

- a. Salary: Salary for the position of PDR shall be no less than the salary being paid to KU faculty at Assistant Professor level. Salary benefits for the position of SPDR will be as per the agreement signed with external postdoctoral position funding agencies.
- b. Medical insurance: Postdoctoral researchers shall be eligible for all health care insurance plans available to KU faculties, conditions apply for SPDR. The duration of coverage will not extend beyond the end date of the appointment.
- c. Library, labs, computing and communication services: Postdoctoral scholars shall be entitled to the same access and borrowing privileges at KU libraries as faculty members. The scholars are entitled to an e-mail account and access to software for which the University owns licenses.
- d. Absences: The Postdoctoral researchers shall be entitled to paid and unpaid absences as specified in KU Faculty and Staff Rules 2050.

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2. Advisor(s):

The Advisor (whether from KU or another university) must be a highly experienced full-time permanent or retired Visiting or Emeritus Professor with proven ability in supervision. Advisors may take a maximum of two candidates at a time. If there is more than one Advisor, both will have equal status as Advisor.

2.1 Qualifications of the Advisor(s):

The Advisor of postdoctoral researcher should be Professor. She/he must have supervised at least five Ph.D. scholars and published fifteen research articles in peer reviewed journals including at least ten in international journals as Lead or Contributing Author.

3. Rights and Responsibilities

3.1 Advisor (s)

An Advisor's responsibility include:

- a. establishing at the beginning of the appointment the expectations from the postdoctoral researcher;
- b. mentoring in all pertinent areas of academic activities to encourage independence in research and scholarship;
- c. providing and maintaining research environment that is conducive to the postdoctoral scholar's research and scholarly training; and
- d. providing at least Six-monthly written evaluation of the postdoctoral researcher's performance to the Dean of concerned School.

3.2 Post-Doctoral Researcher

The postdoctoral researcher responsibilities include:

- a. conforming to the standards of responsible conduct in research, including taking all current required trainings;
- b. maintenance of a laboratory logbook and/or other comparable records of research activity, which will remain the property of the University upon termination;
- c. adherence to Kathmandu University Policy on Information Disclosure and Social Media Engagement, 2018;
- d. open and timely discussion with the Advisor on the status of the research, and all facets of the research activities;
- e. prompt disclosure to the Advisor regarding the possession and desire to distribute materials, software, and discoveries derived from the research;
- f. collegial conduct towards members of the Department/School and others; and
- g. compliance with RDC Policy, 2015 and all applicable University policies and applicable terms of any sponsored agreement.



4. Funding:

Funding must be arranged by the postdoctoral researcher from sources within or outside Nepal. Unless funding for postdoctoral research is assured, registration shall not take place. A financial proposal, including budget that clearly outlines the necessary research expenses must be presented to the Advisor.

All approved funding is finally endorsed by the meeting of the Executive Council.

5. Layoff provisions

A layoff of the postdoctoral researcher can occur, in the event of but not limited to reduced availability of funds or changes in the nature and scope of work, or an emergency that curtails normal operations, or noncompliance to KU rules and regulations. In the event that layoff should be implemented:

- a. The Advisor informs the Dean, providing a written statement concerning the situation and recommending for implementation of the layoff.
- b. The Dean provides written notification to the researcher stating the reason for the layoff four weeks prior to the effective date of termination.

6. Amendments and Clarification

Amendments to the guidelines shall require the approval of the Executive Council (EC) of the university. Decision of the EC is considered as final regarding the interpretation of the clauses mentioned in the guidelines.



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