

## **Guidelines to International Researchers**

Pokhara University (PU) has been one of the top universities in Nepal for teaching and research. It is located in the Pokhara Valley, which is famous worldwide for the Himalayas, beautiful lakes, and evergreen hills. PU cordially encourages international researchers to conduct research in Nepal particularly in and around Pokhara. PU is going to establish a Centre for International Relations very soon to deal with international researchers. Interested researchers are invited to apply for affiliation complying with following rules:

1. Submit registration form which can be obtained from PU.
2. Attach two copies of research or study proposal clearly written under the following major headings:
  - a. Introduction/background or conceptual framework,
  - b. Purpose and objectives,
  - c. Methodology/procedure of study covering the population, sample and study area,
  - d. Schedule/time frame for the research.
3. Attach estimated expenses for the study under major headings in a separate sheet of paper
4. Attach recommendation letter from concerned embassy, copy of passport with recent visa, bank statement deposited in his/her name and extra deposit for each dependent seeking visa recommendation.

It takes about two weeks to complete the processing of application if all the required documents are submitted on time. After the approval of the application, the researcher has to pay affiliation registration fees and service charges.

The researcher is affiliated under the supervision of a faculty member at the university or one of the experts out of university depending upon the nature of the research. PU issues a request letter to issue the visa. This process might take three more weeks.

After getting an affiliation, the researcher is required to:

1. Keep regular contact with the assigned supervisor for consultation and reporting his/her work progress,
2. If the research is based in Pokhara he/she should contact the PU in person at least once a month. If the researcher is out of Pokhara he/she should communicate to PU by email, telephone or fax at least once a month regarding the work progress,
3. Give at least one presentation about his/her research and findings,
4. Submit a report to PU along with the recommendation letter from the supervisor before applying for renewal of the visa or leaving the country after the completion of the study,
5. Give complete contact address (location, Post Box, fax, Email and phone etc.) and inform immediately in case the contact address is changed.
6. Inform PU in case the study has to be stopped for some times or to leave the country due to any reason before the completion of the study,

Affiliation will be cancelled at any time if the researcher is found not following the rules and regulations of PU and Government of Nepal.