



SOUTHERN AFRICAN INSTITUTE *for* POLICY AND RESEARCH

Affiliation Programme Guidelines

Affiliation Programme Policy

The Southern African Institute for Policy and Research (SAIPAR) grants affiliation to select researchers and scholars already established and distinguished in their respective fields and to scholars conducting doctoral or post-doctoral research. Research must relate to the fields covered by or adjacent to SAIPAR's own research programs and interests. SAIPAR offers four categories for affiliation: (a) *Fellow – Permanent*, (b) *Fellow – Visiting*, (c) *Associate*, and (d) *Network*.

Visiting Fellow, Associate, and Network Member are titles conferred by SAIPAR upon persons who typically have an academic or equivalent appointment at another reputable research institution or university, and who wish to spend time conducting research in Zambia and with SAIPAR. Permanent Fellow Members will be invited by SAIPAR for collaboration on SAIPAR research and programmes. Participants in the Affiliate Programme will be entitled to use SAIPAR facilities where feasible and will be entitled to use of the SAIPAR library.

Purpose of the Programme

The purpose of the Affiliation Programme is to enable SAIPAR to host scholars and researchers who can contribute to and enrich the community's intellectual and research activities while expanding SAIPAR's international network of scholars. In addition to conducting research, visitors are expected to actively participate in SAIPAR's institutional activities in general such as by: delivering a presentation/paper as part of SAIPAR's seminar programme, contributing a discussion paper to one of SAIPAR's publications (the SAIPAR Occasional Papers series, the web-based *Southern African Journal of Policy and Development*, or the printed *Zambia Social Science Journal*), engaging with other researchers associated with SAIPAR, and undertaking collaborative research with SAIPAR staff.

Types of Affiliation

Fellows typically hold the PhD or equivalent degree in their respective discipline or have received equivalent professional recognition. Permanent Fellows will have

“Maano alazwa amukasumbwa”

“Wisdom may be found through careful observation of even the simplest things”

established research careers at other institutions, but will collaborate with SAIPAR while both in-country and out of country. Appointment as a Permanent Fellow is by invitation only. Visiting Fellows may have established research careers at other institutions to which they plan to return after collaboration with SAIPAR. Visiting Fellows will be affiliated to SAIPAR while conducting research from within Zambia and may be appointed for a term of up to one year (renewable).

Associates are established research professionals employed by other research institutions or enrolled in university. Associates are not paid by or employed by SAIPAR, although they may be involved in collaborative research with SAIPAR and other SAIPAR affiliates. Associates are typically sponsored or employed by a university or research institution, or may be sponsored by grant funding. Associates typically hold or are studying towards the PhD degree or have received equivalent recognition. The term of appointment for an Associate shall be up to one year (renewable), with a minimum of three months, and shall be for the purpose of conducting research in line with SAIPAR's research themes.

Network Members are also established research professionals employed by other research institutions or enrolled in university. Network Members are not directly affiliated with SAIPAR, but can access some of SAIPAR's resources while researching in-country. Network Members typically hold or are studying towards the PhD degree or have received equivalent recognition. There is no minimum term for a Network Member, but participation in SAIPAR's Affiliation Programme is limited to an Member's stay within Zambia, or up to one year.

Duration of Appointment

Appointments of *Permanent Fellows* are for the duration of a scholar's career and work on the Southern African sub-region.

Visiting Fellows and *Associates* may be appointed for up to one year, with a minimum of three months, renewable at the discretion of SAIPAR.

There is no minimum term for a *Network Member*, but participation in SAIPAR's Affiliation Programme is limited to a researcher's stay within Zambia, or up to one year.

Fees

Fees for the Affiliation Programme apply to all *Visiting Fellows* and *Associates*. The monthly fees for affiliation are US\$150 per month, and includes airport transfer, use of office space, etc. Immigration fees to be paid by the affiliate.

"Maano alazwa amukasumbwa"

"Wisdom may be found through careful observation of even the simplest things"

Procedure for Application

Applications for appointments as *Visiting Fellow*, *Associate*, and *Network Member* should include the following materials:

- Covering Letter
- CV
- A full project proposal
- A brief description of the proposed research (500 words)

Appointment as a *Permanent Fellow* is by invitation only.

All applications are due at least 3 months before the date of appointment. Application materials may be submitted by email or post to the Director of Research and Programmes. Applications must be approved by the Affiliation Committee of SAIPAR upon the recommendation of the Director of Research and Programs.

Email Address:

marja.hinfelaar@saipar.org

Mailing address:

Southern African Institute for Policy and Research (SAIPAR)
Box 36634, Lusaka
Zambia

Physical address and special deliveries:

Southern African Institute for Policy and Research (SAIPAR)
Suite 24 CCZ
Bishops Road, Kabulonga
Lusaka
Zambia

“Maano alazwa amukasumbwa”

“Wisdom may be found through careful observation of even the simplest things”