Rohingya Academic Research Institute

RAR-Institute | Diploma in Academic Research Studies
Official Admission Profile – Academic Cohort 2022

1. Introduction

The Rohingya Academic Research Institute (RAR-Institute) proudly offers a Two-Year Diploma in Academic Research Studies, a program designed to cultivate critical thinkers, ethical researchers, and empowered youth leaders from marginalized communities. This diploma aims to build foundational and advanced research knowledge, academic writing proficiency, communication skills, and analytical abilities-essential for addressing the pressing issues facing communities especially the Rohingya people.

The program welcomes passionate, committed individuals who wish to engage in transformative research, advocacy, and community-based learning, aligning with RAR-Institute's mission of advancing knowledge and justice through education.

2. Program Overview

The Diploma in Academic Research Studies at RAR-Institute is a rigorous two-year academic program structured to provide students with both theoretical foundations and practical research skills. The course combines weekly lectures, daily analytical exercises, academic writing tasks, interactive discussions, and supervised research projects. The diploma is delivered in a blended format, primarily via online platforms (Google Meet, Zoom, WhatsApp, Google Classroom, Google Forms, Mentimeter, Padlet, Kahoot and etc...) with supplemental activities and resources provided through digital learning tools. The curriculum is carefully designed to equip learners with:

RAR Institute	
	Foundational and advanced knowledge of research methodologies
	Academic writing and publication
	Leadership in community-centered research and advocacy
	Understanding of ethical research practices and human rights frameworks
	Graduates of this diploma are expected to contribute meaningfully to academic discourse, community development, and the advancement of Rohingya rights and representation on global platforms

Vision and Mission

The **RAR-Institute** was established in response to the urgent need for inclusive, empowering, and accessible education for the **Rohingya refugee community**, one of the world's most persecuted and stateless populations. Since 2022, RAR Institute has been working tirelessly to provide a platform for learning, research, leadership, and self-advocacy rooted in the lived experiences and aspirations of the Rohingya people.

Our Vision

Our vision is to cultivate a thriving and self-reliant Rohingya society equipped with the knowledge, tools, and confidence to build a peaceful and prosperous future not only for themselves but also for future generations. We envision a community where refugees are no longer defined solely by their victimhood or exile, but by their capacity to contribute, lead, and inspire.

RAR Institute envisions becoming a **center of excellence** in refugee-led research and education. We aim to bridge the gap between local community knowledge and international academic standards, creating an ecosystem where **Rohingya learners can pursue higher education, publish research, and collaborate with universities, experts, and policymakers** around the world. This vision is not abstract, it is practical, measurable, and based on our existing successes. Already, the Institute has facilitated access to universities for Rohingya students, developed partnerships with renowned professors and human rights defenders, and provided hundreds of hours of academic and leadership training. In 2025 alone, 12 students graduated from RAR after completing a rigorous academic program, a powerful indicator of what is possible when commitment meets opportunity.

RAR Institute believes in **inclusive development** that centers refugee voices. Our programs are grounded in **community ownership, intercultural dialogue, and participatory methods**. We maintain transparency with our partners and donors and uphold the highest standards of ethics and impact evaluation. Through this mission and vision, the RAR Institute seeks to transform not just individual lives, but entire communities. We invite donors, universities, and global partners to walk with us on this journey, not just as funders, but as co-creators of a more just, educated, and empowered future for Rohingya refugees.

Our Mission

Our Mission is to build a generation of well-informed, skilled, and compassionate leaders through a multi-disciplinary approach that combines **research, education, advocacy, and community support**.

The Institute seeks to empower Rohingya youth and intellectuals to become agents of change in their own communities and beyond, despite the constraints of displacement, statelessness, and limited access to formal education systems. We recognize that education is not only a human right but also the foundation of resilience, dignity, and hope in the face of prolonged crisis.

Our Mission Reflects Four Core Pillars

We conduct comprehensive studies to understand and address the issues affecting the Rohingya community. Our research aims to provide valuable insights and informed policies that can lead to positive change.

We work to enhance educational opportunities by providing resources, support, and training for individuals and communities. Our goal is to empower the next generation with knowledge and skills.

We advocate for human rights and social justice, raising awareness about the plight of the Rohingya and influencing policy changes at local, national, and international levels.

Through partnerships and collaborations, we offer direct support to the Rohingya community, including access to essential services and resources.

Course Objectives

The Diploma in Research Studies at RAR-Institute is designed to equip students with foundational and advanced research skills, preparing them for both academic and field-based work. This program specifically aims:

- ❖ To gain familiarity with the scientific method of research and analysis.
- ❖ To understand the fundamental issues of research including identifying research questions, locating resources, building theoretical arguments, and formulating testable hypotheses;
- ❖ To gain familiarity with a variety of social science research designs, including experimental, quasi-experimental, and non-experimental designs, with potential applications in public administration and political science;

- ❖ To gain operationally meaningful exposure to different approaches to gather data and use them to answer questions of theoretical or applied relevance;
- ❖ To be able to develop an applied research paper appropriate to the topic of interest and prepare a theoretically engaging and methodologically sound research proposal; and
- ❖ To gain understanding of the significance of ethical issues in the process of research from methodological concerns to broader concerns of generalizations of findings.

Duration & Format

- ❖ The Diploma in Research Studies is a two-year academic program, designed to provide students with a comprehensive understanding of research theory, methods, and practice.

- **Total Duration:** 2 Years
- **Format:** Hybrid (Online & Offline Modules)
- **Weekly Commitments:**
- Daily analytical exercises and academic writing tasks (except Fridays)
- Weekly interactive Zoom sessions (primarily Friday & Saturday)
- Periodic workshops, assignments, and evaluations
- **Final Requirement:** Submission of a professionally written research paper and oral presentation

Eligibility Criteria

Applicants interested in the Diploma in Research Studies at RAR-Institute must fulfill the following minimum standards to ensure readiness for the academic and research demands of the program:

1. Minimum Age Requirement: Applicants must be at least 18 years old at the time of admission. Exceptions may be considered for 17-year-olds with outstanding academic records and a strong recommendation letter.

2. Academic Qualifications: Minimum Requirement: Completion of Secondary School Certificate (Matriculation) or an equivalent level of education.

- Preferred: Higher Secondary Certificate (HSC), A-Levels, or enrollment in a university diploma/degree program.
- Official academic transcripts/certificates must be submitted during admission.

3. Language Proficiency: Basic proficiency in English is required to understand course content, participate in discussions, and complete written assignments. Additionally, applicants may be asked to complete a short writing task or oral assessment to demonstrate communication ability.

4. Research Interest & Motivation: A Motivation Letter is required, explaining the applicant's interest in research, commitment to the program, and how the diploma aligns with their personal or community goals.

- Applicants must show passion for community development, critical inquiry, or advocacy.

5. Technology & Digital Readiness: Must have access to a smartphone, tablet, or computer/laptop and a stable internet connection to attend online classes, submit assignments, and participate in research activities.

- Familiarity with Zoom, Google Forms, Email, and WhatsApp is essential.

6. Time Commitment: Students must commit to participating in daily written assignments, weekly Zoom sessions, and research project tasks.

- Consistent attendance and timely submission are mandatory.

7. Residency & Demographic Considerations (Optional): The program is open to global applicants, but preference may be given to youth and students from refugee communities, marginalized backgrounds, or conflict-affected regions.

- Proof of residency (e.g., Camp NO, Progress ID, or FCN) may be requested during enrollment for data collection and scholarship purposes.

8. Conduct & Institutional Alignment: Applicants must agree to uphold RAR-Institute's code of ethics, including integrity, respect for diversity, and academic honesty.

Application Requirements

To apply for the 2-Year Diploma in Research Studies at RAR-Institute, applicants must submit the following:

1. Completed Online Application Form: Fill out the official application form accurately with personal, academic, and contact details.

2. Motivation Letter (Mandatory): A short personal statement (150–300 words) explaining:

- ✓ Why you are interested in this diploma
- ✓ Your goals and passion for research
- ✓ How the course aligns with your future plans

3. Academic Certificates or Transcripts: Upload scanned copies (PDF/JPG) of your most recent qualification: Matriculation, Higher Secondary Certificate or higher.

4. Identification Document: Submit a valid form of ID such as Progress ID, FCN number, or Camp Registration (if applicable).

5. Passport-sized Photograph: Recent clear photo for student ID and records.

6. Email Address & WhatsApp Number: Must be active and accessible for communication and session updates.

7. Recommendation Letter (Optional but Preferred): A letter from a teacher, mentor, supervisor, or organization leader who can speak to your academic interest, character, or potential in research and leadership.

8. Declaration of Commitment: Applicants must agree to RAR-Institute's rules, ethics, and participation standards.

9. Optional Supporting Documents:
- ✓ Writing samples or portfolio (if available)
- ✓ Previous certificates of training, volunteering, or community work

Note: Incomplete, false, or late submissions may lead to disqualification. Only shortlisted candidates will be contacted for further steps.

Admission Process

To ensure a transparent and inclusive admission experience, applicants are required to follow the steps below:

Step 1: Announcement & Call for Applications: An official announcement will be made via RAR-Institute's platforms (Facebook Page, Website, LinkedIn, X, Instagram or WhatsApp channel). Applicants are invited to apply before the deadline.

Step 2: Fill Out the Online Application Form: Applicants must complete the official admission form accurately, providing all required personal, academic, and contact information.

Step 3: Submit Required Documents: Upload the following documents through the application form:
- ✓ Motivation Letter
- ✓ Educational Certificates
- ✓ Passport-sized Photo
- ✓ Valid ID (FCN / Progress / Other)

Optional: Recommendation Letter or Supporting Documents

Step 4: Admission Test (Written): Eligible applicants will be invited to take a written test to assess:
- Research interest
- Academic background
- Motivation
- Writing skills

Step 5: Interview (Oral Screening): Candidates who pass the written test will be invited for a short oral interview via Zoom or WhatsApp to assess commitment, clarity of purpose, and communication skills.

Step 6: Final Selection & Notification: Based on test performance, application strength, and interview, final selected students will be notified via official email or WhatsApp.

Step 7: Enrollment Confirmation & Admission Fee: Selected students must confirm their enrollment by:

- ✓ Paying the admission fee of 1,000 BDT, which covers the Learner's ID card and official RAR-Institute T-shirt
- ✓ Agreeing to the institute's academic and behavioral policies
- ✓ Preparing to join the orientation session

Step 8: Orientation & Class Start: An orientation session will be conducted to introduce the course structure, instructors, class expectations, and regulations. Classes begin as per the academic calendar.

Note: RAR-Institute maintains a fair, merit-based, and inclusive admission policy.

Key Dates and Deadlines

- ❖ RAR-Institute | Diploma in Research Studies – Academic Cohort (2025-2027)
- ❖ Application Opens: February 1, 2025
- ❖ Application Deadline: February 15, 2025
- ❖ Admission Test & Interview: February 18–20, 2025
- ❖ Final Selection Announcement: February 22, 2025
- ❖ Enrollment Fee Submission Deadline: February 25, 2025
- ❖ Orientation Session: February 27, 2025
- ❖ Classes Begin: March 1, 2025

Note: All applicants are advised to mark these dates. No extensions will be granted unless officially announced by the RAR-Institute.

Course Structure & Curriculum

The Diploma in Research Studies at RAR-Institute is structured to be completed over a period of two years, divided into **four semesters**. Each semester is designed to progressively enhance the learner's knowledge, research capabilities, and practical engagement with real-world issues through structured academic content and guided mentorship.

- 1st Semester **Foundations of Research**
- 2nd Semester **Research Methods & Review**
- 3rd Semester **Research Design & Tools**
- 4th Semester **Proposal & Final Research Project**

Foundations of Research

1. Introduction to Research Methodology

- Overview of research fundamentals
- Types of research and their significance
- Role of research in academic and social development

2. Ethics in Academic Research

- Core principles: consent, confidentiality, and academic honesty
- Addressing plagiarism and bias
- Ethical handling of subjects and data

Mid-Semester Assignment: Short reflective essay on ethical challenges in research

Research Methods & Review

3. Qualitative and Quantitative Research Methods

- Tools: surveys, interviews, observations
- Fieldwork approaches
- Introduction to data collection and basic analysis

4. Literature Review and Synthesis

- Identifying credible sources
- Synthesizing findings
- Developing a critical understanding of existing work

Midterm Paper: Literature-based essay on a chosen topic.

3rd Semester

Research Design & Tools

5. Advanced Research Design

- Hypothesis formulation
- Research frameworks and variables
- Sampling techniques

6. Data Analysis and Interpretation

- Manual and software-based data analysis
- Interpreting results and identifying patterns
- Presenting findings effectively

Practical Task: Data interpretation project using sample data

4th Semester

Proposal & Final Research Project

7. Research Proposal Development

- Structuring a proposal
- Aligning objectives, ethics, and methodology
- Proposal writing and peer review

8. Final Research Project

- Independent research on a community-relevant topic
- Regular faculty mentorship
- Preparing for public presentation

Capstone Requirement:

Final Research Paper + Oral Presentation (end of Semester 4)

Learning Methodologies

The Diploma in Research Studies at RAR-Institute adopts a learner-centered, interactive, and application-based teaching approach. The methodologies are carefully designed to develop both individual competence and collaborative skills in research.

Key methodologies include:

I. **Lectures & Interactive Discussions:** Foundational theories and concepts will be introduced through instructor-led lectures followed by interactive group discussions to deepen understanding.

II. **Case Studies & Real-Life Scenarios:** Learners will examine real-world problems, evaluate research findings, and apply academic principles to address practical challenges.

III. **Group Projects & Collaborative Learning:** Learners will be grouped into research teams to encourage collaboration, teamwork, and shared learning experiences across diverse backgrounds.

IV. **Article Writing for Publication:** Learners will be assigned to small teams to co-author academic articles aimed at journal or online publication. This encourages critical thinking, peer engagement, and practical research writing.

V. **Daily Analytical Writing:** Students are required to write brief analytical responses to thought-provoking questions related to research, ethics, or current events, fostering daily reflection and improvement in academic writing.

VI. **Workshops & Guest Lectures:** Experts and guest researchers will be invited for skill-building sessions on research design, academic writing, citation tools, and career planning.

VII. **Peer Review Exercises:** Students will engage in structured peer review processes to evaluate and provide feedback on each other's drafts and proposals, enhancing quality and critical insight.
   - Fieldwork & Community-Based Research (Optional for Advanced Learners)
   - Selected learners may be allowed to engage in community surveys, focus groups, or mini-research projects for practical exposure.

Assignments & Assessments

The Diploma in Research Studies uses a continuous assessment system designed to evaluate students' analytical thinking, research capabilities, and academic integrity. Students are assessed through a variety of individual and collaborative tasks throughout the two semesters.

Key Components of Assessment:

1) **Daily Analytical Assignments (30%):** Learners are expected to submit short written responses to analytical questions shared daily (except Fridays). These tasks assess critical thinking, comprehension, and written articulation.

2) **Midterm Literature Review Paper (20%):** Each student will submit a topic-based literature review, focusing on relevant academic sources. This exercise emphasizes research synthesis, citation practice, and topic development.

3) **Group Article Writing (Optional Bonus Marks):** Students may collaborate in small teams to write articles for potential publication. This will be evaluated for coherence, structure, originality, and teamwork.

4) **Final Research Paper (40%):** A well-structured, original research paper on a topic chosen by the student in consultation with a mentor. The paper must follow academic formatting (APA preferred) and demonstrate mastery of research methodology.

5) **Oral Presentation & Defense (10%):** Each student must present and defend their research findings before a panel. This tests public speaking, clarity of thought, and deep understanding of their research.

6) **Minimum Requirement to Pass:** A cumulative score of 70% or above is required to successfully complete the diploma and qualify for certification.

Grading & Evaluation Criteria

The RAR-Institute follows a performance-based grading system to ensure fairness, academic integrity, and a high standard of achievement. Each learner is evaluated through a combination of daily tasks, midterm assignments, final research submissions, and oral assessments.

COMPONENTS & WEIGHTAGE	
Assessment Type	**Weight (%)**
Daily Analytical Assignments	30%
Midterm Paper Literature Review	20%
Final Research Paper	40%
Oral Presentation & Defense	10%
Total	**100%**

GRADING SCALE		
Score (%)	**Grade**	**Remarks**
90 – 100	A+ (D)	Excellent
80 – 89	A	Very Good
70 – 79	B+	Good / Pass
Below 70	F	Fail (Not Eligible for Diploma)

Important Notes: Students must maintain a minimum of 70% cumulative score to pass the program and receive the diploma.

- ❖ Any act of plagiarism, falsification, or academic dishonesty may lead to automatic disqualification regardless of performance.
- ❖ Bonus marks may be granted for optional group projects, article publications, or exceptional participation (up to 5%).

Code of Conduct & Academic Integrity

All students of the RAR-Institute Diploma in Research Studies are expected to uphold the highest standards of academic discipline, professionalism, and personal integrity. The following guidelines serve as a foundation for maintaining a respectful and ethical learning environment:

1. Academic Integrity:
- Students must submit original work. Plagiarism, AI-generated submissions, cheating, or data falsification are strictly prohibited.
- Proper citation of sources using academic referencing styles (APA preferred) is mandatory.
- Any violation of academic honesty may result in disqualification or termination from the program.

2. Professional Behavior:
- Maintain respectful communication with instructors, facilitators, and peers—whether in Zoom classes, WhatsApp groups, or during assignments.
- Avoid use of inappropriate language, hate speech, or disrespectful remarks at all times.
- Participate actively in discussions, assignments, and collaborative projects.

3. Zoom & Session Conduct:
- Keep microphones muted unless speaking, and avoid background noise during sessions.
- Use your official name (no nicknames or stylized names) during classes and in submission forms.
- Attendance and punctuality are compulsory for all scheduled Zoom sessions.

4. **Group Work & Collaboration:**
   - Students working in groups must contribute equally and honestly.
   - Collaboration is encouraged, but copy-pasting or duplicating work from others without permission is a violation.

Disciplinary Action
Violation of the Code of Conduct may lead to:
   - Formal warning
   - Temporary suspension
   - Permanent termination from the diploma program

Certification Requirements

To be eligible for the Diploma in Research Studies from RAR-Institute, learners must meet the following academic and institutional criteria:

1. Completion Requirements:
   - Successfully complete all required modules and coursework across both semesters.
   - Maintain a minimum overall grade of 70% based on the grading criteria outlined in *Grading and Evaluation Criteria.*
   - Submit all assignments, midterm paper, and the final research project by the specified deadlines.
   - Complete and pass the oral presentation/defense of the final research paper before the academic panel.

2. Participation & Attendance:
   - Attend a minimum of 80% of all live Zoom sessions and actively engage in WhatsApp group discussions and academic activities.
   - Consistently submit daily analytical assignments and respond to instructor-led exercises.

3. Research Paper Requirement:
Midterm Paper & Final Research Paper must:
   - Be original and well-structured.
   - Include proper citations (APA format preferred).
   - Demonstrate critical thinking, analysis, and clarity of argument.
   - A plagiarism check will be conducted before certification is approved.

Additional Notes:
   - ✓ Students must abide by all rules under the Code of Conduct and Academic Integrity.
   - ✓ Any pending dues, ID fee, or registration costs must be cleared before receiving the diploma certificate.
   - ✓ Graduation Ceremony Participation is optional but recommended. Related costs (e.g., certificate printing, event participation, and graduation gown) will be borne by the graduate.

Student Responsibilities

As a learner enrolled in the Diploma in Research Studies at RAR-Institute, students are expected to uphold the highest standards of academic discipline, integrity, and professionalism. Key responsibilities include:

1. Active Participation: Attend all scheduled classes, discussions, and online sessions punctually and actively contribute to learning activities.

2. Assignment Submission: Complete and submit all assignments, research papers, and assessments within the designated deadlines.

3. Academic Integrity: Maintain honesty and originality in all academic work; avoid plagiarism, cheating, or any form of academic misconduct.

4. Respectful Conduct: Treat instructors, peers, and administrative advisors with respect, fostering a positive and inclusive learning environment.

5. Communication: Respond promptly to official communications and seek guidance when needed.

6. Use of Resources: Utilize institute-provided materials, tools, and platforms responsibly and efficiently.

7. Self-Discipline: Manage time effectively to balance coursework, research, and personal commitments.

8. Feedback: Provide constructive feedback to improve course delivery and participate in surveys or evaluations when requested.

9. Compliance: Abide by all policies, guidelines, and codes of conduct established by the RAR-Institute.

Note: Failure to fulfill these responsibilities may result in academic penalties or dismissal from the program.

Attendance Policy

Attendance is very important for your success in the Diploma in Research Studies at RAR-Institute. Being present in classes and activities helps you learn better, understand the material, and improve your skills.

1. Attendance Requirements

- You must attend at least 80% of all classes, meetings, and activities each semester.
- Attendance will be taken at every session, so please be on time and stay for the entire class.
- If you cannot attend due to illness, emergency, or other important reasons, you must tell the academic coordinator as soon as possible and provide proof, like a doctor's note.
- If you miss a class without a valid reason, it will be marked as an unexcused absence.

2. What Happens if You Miss Classes?

- ✓ If you miss more than 20% of the sessions without a good reason, you may have to repeat the semester or the course.
- ✓ Repeated absences may lead to suspension or removal from the program.
- ✓ If you miss important exams, assignments, or presentations because of poor attendance, you may get zero marks for those.

3. How Attendance is monitored?

- ✓ Your attendance will be checked regularly and reported to the guides learners and instructors.
- ✓ If your attendance drops below 80%, you will be informed and given advice on how to improve.

Research Ethics & Compliance

At RAR-Institute, all students must follow strict ethical standards when conducting academic research. Ethics ensure honesty, responsibility, and respect for others in all research activities.

Key Ethical Principles:

1) **Honesty & Integrity:** Always present true data and results. Do not fabricate, falsify, or mislead.
2) **Respect for Participants**: If your research involves people, treat them with dignity and care. Always get their informed consent before involving them.
3) **Confidentiality**: Keep all personal or sensitive information private unless participants have given clear permission.
4) **Avoid Plagiarism:** Use your own words. If you refer to someone else's work, give proper credit through citations.
5) **Voluntary Participation:** No one should be forced to participate in your study. They must agree freely and can leave at any time.
6) **No Harm Principle:** Make sure your research does not harm anyone physically, emotionally, or socially.

Research Compliance Guidelines:

- You must submit your research proposal and get approval from the assigned supervisor or academic board before starting data collection.
- Use ethical research tools, such as consent forms and anonymized data collection sheets.
- For any project involving interviews or community fieldwork, you are required to brief the participants clearly and provide a consent letter.

Violations of Ethics May Result In:

- Disqualification of your research paper.
- Failing the course or removal from the diploma program.
- Official notice or report against academic misconduct.

Faculty & Instructors (Optional)

RAR-Institute is proud to be guided by a diverse team of passionate, qualified, and highly experienced instructors, professors and academics from both local and international academic backgrounds. Our faculty brings expertise in research methodology, human rights, peacebuilding, data analysis, and social science disciplines.

Mr. Kaisayr
Founder and Executive Director — RAR Institute
Ph.D. Researcher (Education and International Relations)

Guest Lecturers & Mentors
RAR-Institute regularly invites experienced scholars, human rights professionals, academics, professors and research experts to deliver specialized lectures, mentorship sessions, and research guidance throughout the diploma program.

Our instructors are not only educators but also mentors committed to supporting learners in their academic journeys, personal growth, and community impact.

Contact Information

For general inquiries, academic collaboration, or further information about our programs and activities, please reach out to us through the following channels:

- WhatsApp: +905537609037
- Email: info@rohingya-arf.org
- Website: www.rohingya-arf.org

RAR Institute Academic Affairs
Advancing Knowledge and Building Futures