



Guidelines for the Undergraduate Research Project

Faculty of Indigenous Medicine
University of Colombo
Rajagiriya
Sri Lanka

Guidelines for the Undergraduate Research Project

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Introduction

Research project is a partial fulfillment of the BAMS/ BUMS degree which reflects the student's effort and creativity of the subject. This project will be carried out under a Supervised Independent study.

Supervised Independent study has been planned to offer a more in-depth study of a precise topic than that is available in the classroom experience under the supervision of an academician with expertise in that field. Student would be able to study how to conduct research, use various research methodologies and arrive at significant conclusions. The content and requirements of the study will be worked out between the supervisor and the student.

This study is included in the curriculum as a research component at the Final Professional (from 7th semester to 9th semester). Students are responsible for choosing the subject matter he/she wishes to study, the method, data sources and theoretical question(s), all under the direction of a supervisor.

Objectives

- To provide training in research through individual guidance and supervision in the respective fields of study.

Learning Outcomes

On completion of the research project the student will be able to;

- identify the research problems
- review of literature and background information
- formulate objectives, design and write research proposals
- understand the issues related to ethical clearance
- collect data using appropriate data collection tools
- analyze and interpret data by using appropriate data analyzing methods
- make conclusions based on the findings
- compile research reports
- defend own research works
- disseminate research findings

Areas of Research Project

- Review studies
- Surveys
- Observational studies
- Basic experimental studies
- Any other areas approved by the relevant Departments

Organization of Research Project

Eligibility

- The student should have registered for Final Professional BAMS/ BUMS

Commencement of Research Project

- Within four weeks of commencement of Final Professional

Duration of Research Project

- 6 credits/ 180 hours during the study period from 7th semester to 8th semester of Final Professional.

Completion of Research Project

- A student should complete the research project before the commencement of 9th semester of Final Professional BAMS/ BUMS.

Supervisors

The Faculty Board shall appoint a supervisor for each student and if necessary, a co-supervisor may be appointed. The maximum and minimum numbers of students for each supervisor will be decided by the Faculty Board every year on the basis of designation.

During the period of the research project, the student shall carry out the research under the guidance of the supervisor unless otherwise a change is made due to an unforeseen reason.

Responsibilities of the Supervisor/s

- should use time productively
- should provide necessary guidance for the research project
- should maintain regular contact with the student
- should meet and discuss the student at least once a week and record should be maintained.
- should arrange for alternative supervision during periods of leave
- should confirm and certify the research project report
- should guide to prepare the presentation

If there is any conflict of interest with the student, he/she should inform the respective department.

Responsibilities of the Student

- Should be prepared to convince the supervisor that he/ she is highly motivated, capable of working on his/her own, and have a sincere interest in his/her proposed work.
- Should meet and discuss the supervisor at least 2 hours per week and maintain a record
- Should submit written work and get it back with supervisor's suggestions timely
- Should maintain the standards at the work according to the time work plan.
- Should submit progress of research work to supervisor/s timely.
- Should submit the final research report on or before the stipulated time.

Writing Research Proposal

1. The student should select a topic in which he/she is interested with the consultation of the supervisor, keeping in mind of feasibility.

Research proposal should be submitted by the student on or before the deadline decided by the Faculty Board using the application for the undergraduate research project (Appendix 01)

2. The student should complete a proposal for the research project which should include:
 - Title of the research
 - Introduction or background of the study
 - Research objectives
 - Literature review
 - Methodology
 - Limitations of the study
 - Ethical consideration – required or not required
 - Resources required (place, equipment, etc.)
 - Time work plan
 - Budget
 - Utilization of results
 - Reference cited

The student should submit the research project proposal to the respective Head of the Department signed by the Supervisor/s.

3. The Heads, will forward the research project proposal to the Faculty Board to recommend to the Senate of the university.
4. Research project proposal must be approved prior to commencement of the study.
5. Research project proposal will not be approved for studies that have already been completed or are in progress.
6. Financial assistance will not be provided by the faculty.

Ethical Consideration

The project which requires the ethical clearance should follow the following procedure.

The Supervisor will forward the proposal to the Ethics Review Committee (ERCFIM) of faculty for ethical clearance through the Head of the Department.

Student should complete the information sheet (Appendix 6) and participant's consent should be obtained as per Appendix 7 whenever necessary.

Once the ethical clearance is made by the ERCFIM, letter of ethical clearance will be issued to the student.

Note – Research project proposals should be approved by the special subcommittee under the Ethics Review Committee of FIM.

Composition of the Subcommittee:

Two (2) members of the Ethics Review Committee and two (2) members of the relevant Department.

Writing Research Project Report

Student should prepare the research project report according to the guidelines provided by the Faculty. Student should submit the research project report to the respective Head of the Department signed by the supervisor and co supervisor (if any) before the given deadline. The research project report should be written in English.

Contents of the Research Project Report

- Cover page
- Title page
- Declaration
- Acknowledgement
- Dedication (permissible)
- Contents page
- List of tables
- List of figures
- List of Abbreviations
- Abstract
- Body of the report

- Introduction
- Methodology
- Results
- Discussion
- Conclusions
- References
- Annexes

Arrangement of Research Project Report

Cover Page

The title which appears on the cover will be in UPPER CASE only (Times New Roman; Regular; 18 pt.). The author's name will also be in upper case, Times New Roman; Regular; 14 pt. (Appendix 02).

Title Page

The title page should contain the following information (Appendix 03):

- The title of the report,
- Name of the Department and Faculty.
- Name of the University,
- Name of the degree programme for which the report is submitted,
- Full name and the registration number of the candidate,
- The supervisor's and co supervisor's (if any) names with qualifications

Declaration

Candidates are expected to include a signed declaration (Appendix 4).

Acknowledgement

This page makes reference to the guidance received by the student from his or her supervisor(s) and other relevant parties. Reference should also be made to any financial assistance received to carry out the study. Any assistance received by the student such as word processing, data collection, data analysis project and so on, should be properly acknowledged. The acknowledgement should not exceed ONE page.

Content Page

The content page must list and provide page references for subsequent sections of the report. Table of contents should list all headings and subheadings presented in the report (Appendix 5).

List of Tables

This list includes the number of each table, the title and the page number.

List of Figures

This list includes the number of each figure, the title and the page number.

List of Abbreviations

The list includes all standard and non-standard abbreviations used in the text of the report.

Abstract

Abstract should not exceed ONE page.

Body of the Report

The number and the title of each chapter must be given in the same form as it appears on the contents page. It is in the body of the report that the student presents and develops all relevant aspects of the research project for which the degree is to be granted.

References

When someone else's work or ideas are quoted in the project report, it is mandatory to mention the details of the work or source. Use Harvard referencing system. When citing in the text, mention the author's surname and the year of publication within brackets after the citation or at the end of the sentence. Full details of the source, which was referred must be included in the reference list. Using other people's ideas without acknowledging/ referring to them is plagiarism.

Follow the below mentioned links for more details.

<https://libraryguides.vu.edu.au/harvard/home>

<https://libraryguides.vu.edu.au/harvard/getting-started-with-harvard-referencing>

Annexes

Annexes have contained those materials which are pertinent to the report. The types of material which may be contained in annexes are questionnaires and interview protocols used. illustrative materials, etc.

General Format

The following guidelines should be followed.

Paper Quality, Size and Printing

GSM 80, A4. All typesetting and printing must be on one side of the paper.

Font, Font Style, and Size

Times New Roman; Regular; must provide black, evenly spaced, neat and dense characters. The same font and size must be used throughout the report. Only the scientific names and technical terms must be in italic.

- Title - 14 bold
- Subtitles - 12 bold
- Body of the text - 12 unbold
- Footnotes, sources of tables and figures - 10 unbold

Line Spacing

The line spacing of the main text must be ONE and HALF (1.5) with the exception of foot notes and long quotations which must be single spaced. Quotations which are single-spaced should be indented 0.5 inches from the left margin and not enclosed in quotation marks.

For the abstract, contents page, list of tables, list of figures, list of abbreviations and list of references, the line spacing is same as the main text.

The following are the exceptions, which should be single spaced; headings of the tables and figures, footnotes and annexure. Paragraphs can be divided by leaving a blank line between paragraphs.

Margins

For binding purposes, left margin of ONE and a HALF (1½) inches is required on each page. Other margins must be ONE (01) inch each, except for the first page of each chapter. Margin regulations must be met on all pages of the report including the pages with figures and tables. The top margin of the first page in each chapter should be THREE (03) inches.

Alignment

General alignment of the text should be justified to create a clean look along the left and right sides of the page. Do not use an indent at the beginning of each paragraph.

Numbering of Pages

Each page in a report including those in the annexure must be numbered consecutively. Illustrative material is to be numbered as well as the text. Page numbers must appear at the midpoint from the bottom of the page.

All pages of the main body of the report, beginning with the CHAPTER 01, must be numbered consecutively, with Arabic numerals.

Roman numerals are used for the prefatory pages (Abstract, Acknowledgement, Contents Page, List of Tables, List of Figures, List of Abbreviations, etc.) and the page numbering must be placed as mentioned above.

Tables and Figures

All tables, figures and mappings included and referenced in the text of the report should be numbered for identification. Figures and mappings should be numbered consecutively as Figure 1, Figure 2.... throughout the document. Likewise, all tables should be numbered as Table 1, Table 2, Table 3, etc. Headings of the tables must be placed on the top of the table and figures must be placed on the bottom of the figure they describe.

Footnotes

Footnotes should be used sparingly. Footnotes should be placed at the bottom of the page

Word Limits: 3,000 – 5,000

Photographs and Plates

Whenever possible colored printouts or photocopies should be used instead of original photographs.

Printing

Laser printing is recommended. Copies of report which are disfigured by corrections will not be accepted. All pages of all copies must be clean, clear and error-free showing letter quality printing.

Final Preparation

Ensure that the report is written in the correct scientific language before submission. Language editing is essential to make sure that your text is free of grammatical, spelling, and other common errors.

Submission of Research Report

Declaration and Certification of the Project Report

A student should submit a declaration and Certification for the project report from the supervisor, co supervisor (if any) and the respective Head of the Department in order to submit the final report (Appendix 04).

Deadline for Final Submission

A student should submit the research project report before the end of 8th Semester of BAMS/ BUMS

Number of Copies Required

Student should produce research report at two stages. Firstly, for the evaluation and secondly, for the final submission. For the evaluation purposes students are required to submit one (1) copy with spiral bound. Students who have successfully completed all the revisions and corrections required by the evaluating committee must submit two (2) copies with spiral bound. Students must prepare additional bound copies to be kept by themselves and their supervisor.

Evaluation of Research Project Report

The evaluation of the research project report will be done by the respective Department under the supervision of the Head of each relevant Department.

Research component will be assessed continuously and marks will be allocated as follows:

- | | |
|--|--------|
| 1. Preparation of research project proposal | 10% |
| 2. Conducting the research project and participation of research workshops | 15% * |
| 3. Seminar presentation | 25% |
| 4. Final project report | 50% ** |

* 3% out of 15% will be allocated for the participation of research workshops, which are organized by the FIM.

** Hence plagiarism is strictly prohibited, and marks will be allocated if only the plagiarism is lesser than 35%.

Preparation of research project proposal

This component will be evaluated by the respective Department.

Conducting the research project and participation in research workshops

This component will be evaluated by the Supervisor and the Head of the respective Department.

Seminar presentation

Students are requested to make a 10 to 15 minutes of PowerPoint presentation as the seminar presentation. The presentation will have to be made at the respective Department, 4 weeks prior to the last day of the 8th Semester.

Final project report

Final project report will be evaluated by the respective Department.

Incompletion of Research Project

Failure to complete the research project and/or submit the agreed upon work product by the end of the respective semester will result in an incomplete (Grade - I) for the final grade.

Publication Policy

Main objective of the research project is to develop student's skills in planning and conducting research and preparing a research report at the undergraduate level.

Presentations and publications generated from the research project should be promoted by the supervisor.

All publications should have the name of the student as the first author with the name of the supervisor as the last author. Copyrights of the publications belong to the Faculty Indigenous Medicine. Plagiarism is strictly prohibited.

Appendix 1: Layout of the Application

Application for undergraduate Research Project

(Name of the Department)

Proposal must be completed under the direction of and with the approval of the Supervisor, the Head of the respective Department.

Name of the student:

Student Registration number:

Current Telephone number:

Email :

I request permission to register in the above indicated course for six credits to be earned through a research project for the term indicated above. This research project report will be completed no later than

Signature:

Date :.....

Description of study:

Attach a copy of the research project proposal.

Consent:

I, _____, give my consent for the above study and I assure to give the necessary time to supervise and grade the work of this student.

Name of the Supervisor:

Signature:

Date:

Recommendation and approval of the Head Department of

.....

Signature:

Date:

Appendix 2 - Layout of the cover page



Research Project Topic

Name of the student

(Student Registration Number)

FACULTY OF INDIGENOUS MEDICINE

UNIVERSITY OF COLOMBO

(Year)

Appendix 3: Layout of the title page

The title of the report

FACULTY OF INDIGENOUS MEDICINE

UNIVERSITY OF COLOMBO

(Year)

Name of the degree programme

Full name of the student

(Student Registration Number)

Full name of the supervisor with qualifications

Full name of the co supervisor (if any) with qualifications

Appendix 4: Layout of the Declaration

DECLARATION

I,declare that this report and the work presented in it are my own and it has been generated by me as the result of my own original research.

Title of the Report:

I confirm that:

- (1). This whole work was done while in candidature for a BAMS/BUMS degree at this faculty;
- (2). Any part of this report has previously not been submitted for a degree or any other qualification at this University or any other institution;
- (3). Where I have consulted the published work of others, this is always clearly attributed;
- (4). Where I have quoted from the work of others, the source is always given. With the exception of such quotations, this report is entirely my own work;
- (5). I have acknowledged all main sources of help;

Signature of Student:

Date:.....

Supervisor's Recommendation:

This is to certify that this report has been prepared by Mr/ Ms
..... under my supervision.

Signature of Supervisor:.....

Date:

Name of Supervisor:

Recommendation of the Head/ Department of

Signature:

Date:

Appendix 5: Layout of Contents page

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Appendix 6: Layout of Participant's Information sheet

I, Mr/Ms student of Final Professional, at the Faculty of Indigenous Medicine, University of Colombo shall intend to conduct a research/survey on (Title) under the supervision of Prof/Dr..... at (Place).

You are invited to voluntarily take part in this study. If you don't want to take part, you don't have to give a reason, and it won't affect the care you receive. If you do want to take part now, but change your mind later, you can pull out of the study at any time.

If you agree to take part in this study, you will be asked to sign the Consent Form. You will be given a copy of both the Participant Information Sheet and the Consent Form to keep.

Please make sure you have read and understood all.

Appendix 7: Layout of the Consent form
CONSENT FORM

Title of the research project:

To be completed by the participant

The participant should complete the whole of this sheet himself/herself.

1. Have you read the information sheet? (Please keep a copy for yourself) YES / NO
2. Have you had an opportunity to discuss this study and ask any questions? YES / NO
3. Have you had satisfactory answers to all your questions? YES / NO
4. Have you received enough information about the study? YES / NO
5. Who explained the study to you?
6. Do you understand that your participation in this study is voluntary? YES / NO

7. Do you understand that you are free to withdraw from the study at any time, without having to give a reason? YES / NO
8. Have you had sufficient time to answer the questions? YES / NO
9. Do you agree to take part in this study? YES/ NO

Participant's signature

Date.....

Name (BLOCK CAPITALS)

Witness

Name:.....

Signature.....

To be completed by the investigator

I have explained the study to the above volunteer and he/ she has indicated her willingness to take part.

Signature of investigator.....

Date.....

Name (BLOCK CAPITALS):