

STANDARD OPERATING PROCEDURE (SOP)

UNDERGRADUATE RESEARCH PROJECT

Faculty of Indigenous Medicine

University of Colombo

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ABBREVIATION

FIM - Faculty of Indigenous Medicine

FB - Faculty Board

UOC - University of Colombo

BAMS - Bachelor of Ayurveda Medicine and Surgery

BUMS - Bachelor of Unani Medicine and Surgery

ERC - Ethics Review Committee

TABLE OF CONTENT

CONTENT	PAGE NUMBER
OBJECTIVES	05
SCOPES	05
RESPONSIBLE PERSON FOR IMPLEMENTATION	05
TARGET GROUP	05
DEFINITIONS	06
REFERENCE MATERIALS	07
STANDARD PROCEDURE	07
Selection of supervisor	07
Procedure for writing research proposal	08
Conducting research work	08
Submission and evaluation of research project	09
Seminar presentation	10
Submission of final marks	10
Incompletion of Research Project	11
Final submission of research project report	11
DISSEMINATION OF RESEARCH FINDINGS	11

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:5/11

1. OBJECTIVES

1.1 To facilitate and enhance the quality control process of undergraduate research project proposal writing, conducting research work, research project report writing as well as conducting a seminar presentation.

1.2 To implement the academic activities which are not imposed, yet regarding undergraduate research projects at the Faculty and University level.

2. SCOPES

2.1 Procedure for writing research project proposal and research project report.

2.2 Procedure for evaluation of research project report.

2.3 Procedure for seminar presentation evaluation.

2.4 Procedure of releasing final marks.

3. RESPONSIBLE PERSON FOR IMPLEMENTATION

Dean of the Faculty of Indigenous Medicine (FIM), University of Colombo (UOC)

4. TARGET GROUP

Final Professional Undergraduate Students (BAMS/BUMS) of Faculty of Indigenous Medicine, University of Colombo (UOC)

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:6/11

5. DEFINITIONS

5.1 Faculty Board: This is the governing body of Faculty of Indigenous Medicine, university of Colombo (FIM-UOC) which consists of the Dean, Professors, Associate Professors, Senior Lecturers, Lecturers, two (02) Probationary Lecturer representatives, two (02) student representatives and three (03) external members appointed by the FIM. The Faculty Board reserved the right to recommend the undergraduate research project proposal to the Senate, appointing supervisors as well as co supervisors and deciding the number of students per each supervisor regarding undergraduate research studies. The Faculty Board can also determine the specific date of submission of research project report.

5.2 Supervisors: Permanent lecturer (nevertheless, not the category of lecturer probationary) in the Faculty of Indigenous Medicine, University of Colombo (FIM-UOC) with certain areas of expertise and requirements appointed by the Faculty Board. He/she shall provide guidance to students in terms of preparing research proposals, conducting research work, and writing a research project report/thesis in order to come across complete scientific rules and academic requirements.

5.3 Co supervisor/collaborators: In-house or outside (State or Private sector) personnel qualified in the research study area and are appointed by the Faculty Board of FIM-UOC, upon the recommendation of the Supervisor.

5.4 Research project report: A final report of a student research work, which was made under the guidance and supervision of supervisor and co supervisor (if any) in the form of a scientific paper based on the results of review/field/laboratory/clinical study, supported by the literature. The research project has a weight of six (06) credits. Research project report/thesis writing must be in accordance with the guidelines of undergraduate research project, that apply at the FIM-UOC.

5.5 Seminar presentation: Presenting of completed scientific research work under the mode of power point presentation in front of a panel of examiners.

5.6 Examination panel: The panel is appointed by the respective Head of each Department. This panel should evaluate the seminar presentations of students.

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:7/11

6. REFERENCE MATERIALS

Guidelines for the undergraduate research project of FIM-UOC.

7. STANDARD PROCEDURE

7.1 Selection of supervisor

7.1.1 The undergraduate research committee of the FIM-UOC, shall proceed on lottery-based method to select a supervisor for each student.

7.1.2 The lecturer probationary category is not considered for the list of supervisors.

7.1.3 The list of registered (eligible) students should be provided by the administrative branch of the FIM-UOC.

7.1.4 The prepared list that contains the number of students assigned per each supervisor, shall be presented to the Faculty Board of the FIM-UOC for the approval.

7.1.5 The Faculty Board of FIM has reserved the right to decide the maximum and minimum numbers of students for each supervisor on the basis of designation of the supervisor

7.1.6 The Faculty Board of FIM has reserved the right to appoint a Co supervisor on the request and recommendation of supervisor if necessary.

7.1.7 If the supervisor is unable to carry on the supervision due an unforeseen reason (retirement. resignation, sabbatical leave, medical condition, etc.) an alternative supervision should be arranged with approval of the Faculty Board of FIM.

7.1.8 If there is any conflict of interest to the student, the supervisor should inform it to the respective Head of the Department.

7.1.9 The responsibilities of the supervisor, are mentioned in the guidelines for the undergraduate research project (page 06).

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:8/11

7.2 Procedure for writing research proposal

7.2.1 For carrying out a research project, the student must be an eligible undergraduate in the FIM-UOC.

7.2.2 The guidelines for the undergraduate research project should be provided to every student.

7.2.3 The supervisor should guide the student to select the title considering the time factor and other available facilities to create a quality research report.

7.2.4 The standard research proposal prepared according to the guidelines and signed by the supervisor, should be submitted to the respective Head of the relevant Department on or before the deadline stipulated by the Faculty Board.

7.2.5 The Head, should forward the title of the research project to the Faculty Board of FIM to recommend to the Senate of the University of Colombo.

7.2.6 The research project proposal must be approved prior to commencement of the study.

7.2.7 Total mark allocation for writing the research proposal is 10% and by evaluating the research proposal, the respective Department should be responsible for allocating a mark for each research proposal.

7.2.8 The research project proposal, which have already been completed or are in progress, will not be approved.

7.3 Conducting research work

7.3.1 Every research project which based on animal or human studies must obtain the approval of Ethics Review Committee (ERC) of FIM-UOC or any other recognized ERC prior to commence the research work.

7.3.2 The student shall complete the ERC application under the guidance of the supervisor.

7.3.3 The supervisor should forward the ERC application with relevant project proposal to the Secretary of ERC, through the relevant Head of the Department.

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:9/11

7.3.4 The ERC application should comprise of information sheet (Appendix 6, page 20 of the guidelines for the undergraduate research project) and the participant's consent form (appendix 7, page 21 of the guidelines for the undergraduate research project) prepared by the student in all three languages (Sinhala, Tamil and English).

7.3.5 The Administration clearance should be obtained whenever necessary.

7.3.6 The time allocated for carrying the research work is 180 hrs.

7.3.7 The conducting of the research work should be evaluated by the supervisor and should allocate an appropriate mark (20%).

7.3.7.1 Total marks allocation for conducting research is 15%.

7.3.7.2 Marks allocated for the participation of the research workshops which are arranged by the FIM-UOC is 5%.

7.4 Submission and evaluation of research project

7.4.1 Successfully carried out research work should be submitted to the relevant Head of the Department, through the supervisor and the co supervisor (if any) in the form of research project report.

7.4.2 The research project report should be in English medium and should follow the guidelines for the undergraduate research projects.

7.4.3 The research project report should be submitted with spiral binding.

7.4.4 Submission should be made on the date stipulated by the Faculty Board.

7.4.5 Evaluation of the research project report is made by the reviewer appointed by the respective Department.

7.4.6 Total marks allocation for the research project report is 50%.

7.4.7 The final mark of each student should be handed over to the Head of the Department, prior to commencement of the seminar presentation.

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:10/11

7.5 Seminar presentation

7.5.1 The seminar should be conducted at the respective Department, four (04) weeks prior to the last day of the eight (8th) Semester.

7.5.2 The Examination panel should be decided by the Head of the respective Department and should include Head of the Department and other senior academic members of the Department. The minimum number of the panel is three (03) excluding Supervisor/Co supervisor of the student.

7.5.3 Allocated time for each student is 15 minutes and out of which, 10 minutes for the power point presentation and the rest is for responding the raising questions.

7.5.4 The total mark allocation is 20% and the breakdown of marks per each component is as follows.

7.5.4.1	Relevance	- 05 Marks
7.5.4.2	Content	- 05 Marks
7.5.4.3	Presentation skills	- 05 Marks
7.5.4.4	Replying questions	- 05 Marks

7.5.5 The final mark of each student should be handed over to the Head of the Department, at the end of the seminar.

7.5.6 Seminar presentation should be conducted onsite except in an unavoidable circumstance.

7.6 Submission of final marks

7.6.1 After completion of seminar presentation, the relevant Head of the respective Department shall submit the analyzed final mark of each student to the Examination Branch of the FIM-UOC.

	Faculty of Indigenous Medicine, University of Colombo	Academic affairs
	STANDARD OPERATING PROCEDURE (SOP)	Edition:
	Undergraduate Research Committee	Page:11/11

7.6.2 The summary of mark allocation is as follows.

7.6.2.1 Preparation of research project proposal	10%
7.6.2.2 Conducting the research project and participation of research workshops	20% *
7.6.2.3 Seminar presentation	20%
7.6.2.4 Final research project report	50% **

7.6.3 * 5% out of 20% will be allocated for the participation of research workshops, which are organized by the FIM-UOC.

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

7.7 Incomplete Research Project

7.7.1 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.

7.8 Final submission of research project report

7.8.1 Students who have successfully completed all the revisions and corrections required by the evaluating committee must submit two (2) copies with spiral bind.

7.8.2 Students must have to prepare additional two (02) spiral bind copies to be kept by themselves and their supervisor.

8. DISSEMINATION OF RESEARCH FINDINGS

8.1 Publication of research findings should be promoted by the supervisor.

8.2 In every publication, name of the student should be considered as the first author with the name of the supervisor as the last author.

8.3 Copyrights of the publications belong to the FIM-UOC.

8.4 Plagiarism is strictly prohibited.