

राजस्थान स्वास्थ्य विज्ञान विश्वविद्यालय
RAJASTHAN UNIVERSITY OF HEALTH SCIENCES
Sector-18, Kumbha Marg, Pratap Nagar, Tonk Road, Jaipur-302033 (Raj.)

Guidelines for Short Term Studentships (STS) Programme

RUHS STS program has been initiated by Rajasthan University of Health Sciences, Jaipur to promote Research acumen in students pursuing Undergraduate Courses in Constituent and affiliated Institutions of RUHS. 15 Studentships are available in each of six faculties being run by RUHS i.e Medicine, Dental, Pharmacy, Nursing, Paramedical and Physiotherapy.

1. General Instructions:

- 1) For RUHS STS program, the last date for submitting duly filled applications with research proposal and other enclosures is as specified by RUHS from time to time. Only proposals submitted online through Link on RUHS website shall be considered. No hard copies of the proposal or proposals submitted by e mail shall be considered.
- 2) There are no priority topics and the student is free to choose any topic of his/her choice which is doable in a period of two months.
- 3) The student must carry out the research in his/ her own college under the guide who is employed in the college/University as a faculty.
- 4) Only permanent and full time faculty members working in any of the Department of the College where the student is enrolled, can act as the guide. Part time consultants/ residents/ Pool officers/ PG students cannot be the guide.
- 5) Only one student will be allowed to work under one guide. Similarly one guide can take up only one student under RUHS STS in any given year. Two or more students are not permitted to work on same topic together. Proposals submitted on the same topic by different students are liable to be rejected outright. The student may have one Guide and other Co-Guides. However, the University will recognize only ONE main Guide for all purposes.
- 6) Clinical trial protocols will not be considered under STS and should not be submitted.
- 7) The student should obtain a clearance from the Institutional Ethics Committee (IEC) /IRB if the proposal involves research on human participants and from Institutional Animal Ethics Committee (IAEC) if the work involves use of animals. Informed consent is to be obtained for research on human participants.



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- 8) The Institutional Ethics Committee approval should be obtained from the college where the student is enrolled before initiating research but the certificate of Ethical approval is only to be submitted at the time of submission of report.
- 9) The student should attach all documents including (Research proposal/ attestation form issued by Principal/ other relevant enclosures, ICF, Case record forms etc).
- 10) Scanned documents i.e. Ethics Committee Clearance or other files viz., Case record, Questionnaire etc. should be attached as PDF file only.
- 11) Students who were unable to complete their project can re-apply next year for RUHS STS with the same project or another project. However, it will not be given any special preference and will be treated as a fresh/ new application.
- 12) Students/Guides are requested to submit RUHS STS applications well in advance and not to wait for the last date so as to avoid the last minute rush.
- 13) RUHS will not be responsible in case the student is unable to submit the proposal/ project in stipulated time due to any reason whatsoever and request for extension of last date will not be considered.
- 14) Students are requested to visit the university website (www.ruhsraj.org) and comply with instructions updated from time to time about RUHS STS program.
- 15) In an event of the guide leaving the Institute/College before completion of the project, the student may continue the research work under the new guide who fulfills the eligibility requirements from the same Department after obtaining permission from Principal/Dean. Permission of the university is not required. Details of new guide may be intimated to the university at the time of report submission along with written permission of Principal/Dean.
- 16) Guide shall be responsible for the conduct of the research project, preparation and submission of complete report and the required enclosures duly verified within the stipulated time period.
- 17) The payment of funds will shall be done in student's bank account through RTGS. To receive the stipend, the student must have a bank account in his/her name and a cheque book from the bank
- 18) The certificates will be prepared and sent to the principal's office of concerned college.

2. Registration:

All interested candidates are required to register for the RUHS STS programme, as per the notification. All candidates must provide following information -

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- 1) NAME OF CANDIDATE:-
- 2) EMAIL:-
- 3) MOBILE NUMBER:-
- 4) COLLEGE NAME:-
- 5) COURSE (CURRENTLY ENROLLED IN):-
- 6) HIGHEST QUALIFICATION:-
- 7) NAME OF THE GUIDE:-
- 8) DESIGNATION OF GUIDE ,short CV of guide (eg as NIH CV):-
- 9) E-MAIL:-
- 10) MOBILE NUMBER:-
- 11) CO-GUIDES (if any):-
- 12) DESIGNATION OF CO GUIDES:-
- 13) EMAIL ID:-
- 14) RESEARCH PROPOSAL:-

3. Please note:-

- 1) One student should **register only once**, duplicate registration shall be ground for disqualification
- 2) The student must provide information with due care and any request for change in student information at a later date will not be considered.
- 3) The student should write his/ her name in sentence case without a prefix Mr./Ms. with your name. If selected, the stipend and certificate will be issued in the name of student as mentioned in the form.
- 4) Applicant is expected to give complete postal address in the application form. Changes in address at a later date will not be allowed.
- 5) The students should also provide their contact telephone no. / mobile / e-mail to facilitate communication.
- 6) STS Application and Research Proposal should be submitted online along with duly filled attestation form (to be uploaded as scanned copy).
- 7) Students of constituent & affiliated colleges of RUHS (except final year students) are eligible for this programme.
- 8) Interns & PG students are not eligible for this programme.

4. Protocol for writing Research Proposal:

- 1) Research Proposal should be prepared in brief with the following sections-Title (upto 25 words), Introduction (upto 300 words), Objectives (upto 100 words), Methodology (upto 800 words), Implications (upto 100 words), References (upto



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300 words) of the study. The word limit is flexible and is provided just as a guideline. The proposal should mention a brief work plan of proposed research including introduction, objectives and also clearly stating the methodology giving sample size and appropriate statistical methodology, which will be used along with implications of the research study. The student may include the case report form, informed consent form or any other questionnaire also as part of project proposal or can submit them as separate attachments. The Guide should ensure that she/he selects a suitable brief topic for this studentship, which can be completed within 2 months without asking for extension. The proposal/ project should not have any identifying information of the student or guide for unbiased review by reviewers. Please remove the following information from the RUHS STS project:

- 2) Name of the student/ guide
- 3) Address/ contact details
- 4) Telephone no.
- 5) E-mail ID's

A. Type of Study:-

You will be required to mention the type of study as per following:

- 1) Clinical Investigations
- 2) Epidemiological Investigations
- 3) Field Operational Research
- 4) Health Education
- 5) Laboratory Investigations
- 6) Product Development
- 7) Therapy and Management
- 8) Any other, please specify

B. Subject Area:-

Please choose the most related subject area from amongst the following:

- 1) Accident, Injuries & Trauma
- 2) Allied Science
- 3) Anatomy & Forensic medicine
- 4) Anaesthesia
- 5) Bioinformatics & Biostatistics
- 6) Biochemistry
- 7) Child Health / Pediatrics & its Subspecialities
- 8) Critical & Intensive Care & Nursing



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- 9) Cardiology (includes surgical areas)
 - 10) Dermatology & Venereal Diseases
 - 11) Education & Advocacy
 - 12) Endocrinology
 - 13) Ear, Nose, Throat (ENT)
 - 14) Environment & Occupational Health
 - 15) Gastroenterology & Hepatology
 - 16) Geriatrics
 - 17) Gynecology & Obstetrics
 - 18) Hematology
 - 19) Human Genetics
 - 20) Microbiology / Immunology / Immunization
 - 21) Nephrology & Urology
 - 22) Neurology
 - 23) Obesity, Nutrition & Dietetics
 - 24) Oncology, Pathology & Cytology
 - 25) Ophthalmology
 - 26) Oral health
 - 27) Orthopedics
 - 28) Pharmacology
 - 29) Physiology
 - 30) Public Health & Epidemiology
 - 31) Pulmonology & Respiratory Medicine
 - 32) Psychology, Mental Health & Socio-Behavioural Research
 - 33) Radiology
 - 34) Social & Preventive Medicine
 - 35) Surgery
 - 36) Traditional Medicine
 - 37) Any other, please specify

5. Preparation of Proposal:

Please follow the '**RUHS STS PROJECT FORMAT**' given below:

- | | |
|-----------------|-------------|
| 1. Title | (25 Words) |
| 2. Introduction | (300 Words) |
| 3. Objectives | (100 Words) |
| 4. Methodology | (800 Words) |
| 5. Implications | (100 Words) |
| 6. References | (300 Words) |

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- a) The stated word limit is to serve only as a guide and is flexible as per requirements. The student is free to choose any topic of his/ her interest in consultation with guide.
- b) No name / contact details (Telephone number / email) should be provided. The proposal would be automatically rejected if any identifying information of the student/ guide is provided.
- c) **Title-** A good title should be short, accurate and concise and should make the central objectives of the study clear to the Evaluator.
- d) **Introduction-** The purpose of an introduction is to provide the rationale behind the work, so that the reviewer may understand and appreciate the objectives and significance of the study. Describe the current situation and clearly mention the gaps in the existing knowledge and/ or controversy and inconclusive evidence.
- e) **Objectives-** Should specify what kind of knowledge / Benefits the study is expected to obtain. It should give a clear notion of what is to be described, determined, identified, compared or confirmed. Hypothesis may be stated and objectives should be specific, to the point and achievable.
- f) **Methodology-** Describes all the procedures that will be used to achieve the objectives and justify the study design including any techniques and procedures to be used. This may include: type of study and study design, study population, sample size and selection criteria, Proposed intervention (if applicable), Data collection procedures & instruments used, quality control, confidentiality, plan of analysis/ statistical tools, ethical considerations with all required forms.
- g) **Implications-** Describes what is expected to be achieved or gained from the proposed research in terms of knowledge gained by the student or in terms of scientific advancement.
- h) **References-** Provide appropriate references from recently published journals/ literature supporting the proposed research.

6. Declaration of Proposal – Results

- 1) The selection of the candidates for award of research studentship will be done after technical evaluation of the research plan by a panel of experts.
- 2) The results will be displayed on RUHS website .
- 3) Sanction letters will not be issued individually to the student/ guide. The results / list of selected students shall be uploaded on the website of RUHS for future reference.
- 4) The decision of RUHS in regard to selection of students will be final.



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- 5) Requests for reconsideration will not be entertained and reasons for rejection of applications for award of studentship should not be asked for.
- 6) Selected students are required to perform the research work, in the given time period and send a detailed report about their work to RUHS. After evaluation of the report, funds will be released with the upper limit of 15,000 Rs/-
- 7) **Only the actual amount spent, shall be reimbursed (like Kits, Consumables, Data Entry, Stationary, Postage, Local Travel, other services).**

7. Preparation of Report:

- 1) The students must complete the research project and prepare detailed report in consultation with their guide in soft copies (PDF) for ONLINE submission, the details of which shall be uploaded on RUHS website.
- 2) Reports should only be sent as per guidelines. The report should detail only the **original work** carried out by the students under their Guide. The report should not give results of earlier Guides' research/ other students' research (MD/Ph.D. thesis)/ or taken from other sources in which student was not involved. In case it is found that details have been copied/ pasted, work is not original or plagiarized the report will be rejected.

The report must be in given format:

- a) Title
- b) Introduction
- c) Review of literature
- d) Aims and Objectives
- e) Material and Methods
- f) Observations and Results
- g) Discussion
- h) Conclusion
- i) Summary
- j) References
- k) **Optional sections:**
 - l) Suggestions
 - m) Questionnaire/ StudyTool
 - n) Informed Consent Format (should not contain any names)
- 3) Results must be presented in the form of graphs, figures, tables. The different sections of report should not be combined. (for e.g., Results and Discussion should not be combined). Incomplete reports/ reports not in prescribed format will be automatically rejected.



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- 4) Report should be prepared in **PDF** format and may be around 20-30 pages **with file size upto a maximum of 3 Mb including** graphs/figures/tables in the same file. Please avoid Photographs/ pictures, as they may need more space.
- 5) The report is to be prepared as a single file compiling any anonymized blank format of any Performa/ questionnaire/ case record forms/ any other tools/ format of data collection sheet used for research. **There is no provision for separate submission for these forms/tools.**
- 6) The RUHS STS report may be rejected/withheld under the following circumstances:
- 7) If the STS report is not prepared as per given format or if any part is not provided (for e.g. review of literature or reference not provided in the report), If two or more sections of RUHS STS are combined together (for e.g., results and discussions presented together, or introduction and review of literature not written separately, then the report is likely to be rejected.
- 8) Report is incomplete or not in detail (too brief)
- 9) Major deviations from the proposed study objectives or research plan
- 10) If the work is not found to be original and has been copied/pasted from other sources/ other thesis
- 11) If the data presented under results is found to be fictitious/ cooked up or copied,
- 12) Appropriate Ethics committee/IRB approval has not been obtained,
- 13) Ethics committee approval letter is dated after initiation of research work and does not give a minimum time of 2 months for research.
- 14) Ethics committee approval is signed by Principal as chairperson of ethics committee/membership of ethics committee which is not as per RUHS Guidelines.
- 15) Ethical committee has given a provisional approval.
- 16) Attestation form is not signed by authorities/not stamped/not dated/mismatch in information
- 17) If the student uploads identifying information in the report.
- 18) Any other reason/s as found suitable by the reviewers.

8. Ethical Considerations:

- 1) The student should obtain approval from the Institutional Ethics Committee (IEC)/IRB if the proposal involves research on human participants and from

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- Institutional Animal Ethics Committee (IAEC) if the work involves use of animals.
- 2) Ethics committee approval is needed for all kinds of biomedical research involving human and animal participants or their samples or stored data/ clinical records.
 - 3) Ethics committee approval must be obtained necessarily before beginning the research work.
 - 4) IEC/ IAEC approval can be obtained from the Institutional Ethics Committee of the medical college where the student is studying. In case the study involves collaboration with another medical college, an ethics committee approval from all collaborating institutions needs to be obtained.
 - 5) IEC and IAEC submission at the time of application submission is optional however **mandatory** along with the final report.
 - 6) In the IEC/ IAEC approval letter, the name of the student, guide and title of study and approval status should clearly be mentioned.
 - 7) Ethics committee approval letter for other similar projects of guide will not be accepted, separate ethical committee approval is required for student's STS project.
 - 8) Research should not be carried out if ethics committee has not given the clearance. If the ethics committee is not holding a meeting the student will be unable to carry out research. Any research carried out without IEC/ IAEC approval is likely to be rejected.
 - 9) Without the ethical clearance or late approval by IEC's/IRB which does not give minimum 2 month time for research or for any other such reason, the report may not be accepted.
 - 10) Research which does not involve human participants, samples or data may be categorized by ethics committee to fall under "Exemption from ethical review". The decision is taken by ethics committee or its secretariat. The decision in this regard cannot be taken by the Student/ Guide/ HOD.
 - 11) In case research belongs to exempt category a "certificate of exemption" may be obtained from the IEC and submitted along with the report.
 - 12) Informed consent is to be obtained for any research on human participants.
 - 13) Scanned copy of Ethics Committee Clearance/ approval letter and/ or informed consent form should be submitted as PDF file (up to 1 MB). In case the student has already submitted the ethics committee approval at the time of submitting



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the application/ proposal then there is no need to resubmit the same document again. Original document should be safely kept by the student. It may also be required later when the student would try to publish the research in a journal.

- 14) Kindly note that the composition of ethics committee should be as per **ICMR Ethical Guidelines for Biomedical Research on Human Participants, 2006.** If the composition is inappropriate (for example, if Principal of medical college is part of ethics committee as a Chairperson or the guide has participated in ethics committee meeting decisions as a member, etc.) the ethical clearance will not be accepted and thereby RUHS STS report of student may also not be accepted.

9. Misconduct and Plagiarism:


- 1) It is important to encourage highest ethical standards in the conduct of research and RUHS does not accept any proposal/ report from undergraduate student/ guide that involves misconduct or plagiarism. For e.g., obtaining another person's ideas, information or text, words, outcomes or results, copying from internet sources, earlier student proposal or STS report/ PG Thesis/ textbook/ published work/ someone else's research proposal without giving credit/ without quoting reference or manipulating or falsifying research procedures or wrongly reporting results are included in Research Misconduct/ Plagiarism / Fraud.
- 2) It has been noted in our evaluations that students copy word by word or paraphrase or copy from internet without giving acknowledging the source document. A number of students copy from other earlier STS reports or PG/Ph.D. thesis which shall be unacceptable and will be categorized under 'Research Misconduct' and not accepted by RUHS
- 3) Kindly make note of the following:
- 4) Research Integrity is crucial for good conduct of research and its outcomes. The student/ guide should inculcate right research culture for conducting quality research.
- 5) Do not copy paste write up/ information/ results/ data from other sources (published or unpublished) without giving appropriate reference.
- 6) Spend enough time and effort to develop original research proposal/ report for RUHS STS and avoid the last minute rush around the last date.
- 7) Please read available guidance about plagiarism and responsible conduct of research.

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- 8) Research Misconduct can include intellectual dishonesty or theft which can be of various types like; research duplication, fabrication, falsification or plagiarism in preparing the RUHS STS research proposal, conducting the research project, recording of data, analysis of results, preparation of RUHS STS report.
- 9) Fabrication is presenting false data or data tampering or making up observations/ research findings or results and using them in the RUHS STS proposal or RUHS STS report.
- 10) Falsification is changing parameters, or manipulating research procedures, or changing research findings or making false statements or reporting false results in the report.
- 11) Plagiarism is the copying/ stealing ideas, tools, methods, results, or write-up without giving appropriate credit, for e.g., copying from other students work/ Thesis.
- 12) Conflicts of interest, if any, should also be declared. Conflict of interest are situations in which financial or any personal reasons can compromise, an individual's professional judgment in proposing, conducting, supervising or reporting research and therefore can badly affect the quality of research and its reporting and also the scientific objectivity of the proposed research/ report.
- 13) All submissions to RUHS must be prepared by the student under supervision of guide, guide is also required to sign an undertaking to the effect that it is original work and not plagiarized from any other sources.
- 14) In case student is assigned work which is part of larger project only work actually done by student should be given in the report. Please note that now software tools are available to check plagiarism. Many of the tools are also available online.


Vice Dean
Academic & Research
RUHS, Jaipur