

Guideline for Fourth Year Research Project



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1.1. INTRODUCTION TO RESEARCH PROJECT

The health promotion study program has two exit levels and these levels are B.Sc. in Health Promotion (general) degree (3 years) and B.Sc. in Health Promotion (special) degree (4 years). Undergraduates who fulfil the required qualifications after completing 4 semesters enroll into the honors degree program. Research topics could be selected by the students with the support of the supervisor. Academic advisor of the study program shall also help students to select relevant topics. The selected or assigned topics should be directly relevant to the study program and students must carry out a small-scale research project to apply the knowledge and skills gained during the first three years.

The project will be focusing on carrying out a specified health promotion intervention in a small community or several households or a setting. The area, where the intervention will focus, will be selected from a list of options that are available to students. Tentative lists of subject areas from which students shall choose are given below. Any subjects outside this list will also be considered. Provided that the student justifies his /her choice of subject in terms of public wellbeing, the significance of the issue and the potential to create an impact during the project period. Students must discuss with the supervisors to select his/her project topic.

Tentative themes for project topics:

- Improving Child well being and development
- Reduction of the spread of sexually transmitted diseases (Mainly HIV/AIDS)
- Reduction of tobacco, alcohol & other drug-related harm
- Reduction of suicides and accidents
- Improving workplace health
- Reduction of violence

The research project consists of sixteen (16) credits and students must submit a research proposal, do a proposal presentation, carry out project implementation, submit a dissertation and do a final oral presentation to cover these 16 credits.

The fourth-year project provides an opportunity for students to identify health-related issues, design and carry out the health promotion intervention and evaluate the effectiveness of the intervention. Also, this project used to increase students' critical thinking ability in the particular problem domain, identifying the gap and define the research the problem, come up with a conceptual framework to address the identified research problem by applying knowledge and skills in implementing health promotion interventions, research methodologies and eventually conclude the project with deliverables. Further, this will be an opportunity for students to develop their decision-making skills and negotiation skills, especially with supervisors.

1.2. OBJECTIVES OF THE FOURTH YEAR RESEARCH PROJECTS

At the end of the undergraduate research project, students should be able to,

1. Identify and define a major health issue relevant to health promotion
2. Collect relevant information systematically on an issue, using recognized data collection methods.
3. Analyze, interpret and discuss the information according to standard principles.
4. Carry out a Health Promotion intervention to address identified health issue with a selected group or community
5. draw conclusions and make recommendations relevant to the findings of the study
6. Write and present the study in line with undergraduate level standards

1.3. RESEARCH PROJECT

Students doing the honors degree will carry out a specified research project, with the submission of an appropriate dissertation in their final semester.

Fourth-year research project comprises of two parts, Health Promotion Project - Part I (HPP 4801) and Health Promotion Project - Part II (HPP 4802)

HPP 4801 – PROJECT PART 1

1. Project proposal (2 credits)

The first stage will include preparatory study and the formulation of a proposal.

2. Project implementation I (6 credits)

HPP 4802 – PROJECT PART II

1. Project Implementation II (4 credits)

The implementation of the project will be monitored through periodic supervision. The project will spread over a period of at least twenty weeks. Regular monitoring meetings will be held with the supervising staff.

2. Dissertation (3 credits)

Preparation and submission of the dissertation, reporting the work carried out and the results obtained will be done in the third stage. The report will have to be presented in a standard format that will be prescribed.

3. Oral presentation (1 credit)

Findings of the research project should be presented at the Annual Research Symposium.

2.1. GUIDELINES FOR STUDENTS, SUPERVISORS AND EXAMINERS

The fourth-year research project is an in-depth study of an issue related to the health promotion field. The final outcome of the project would be an innovative intervention plan which inputs qualitative and quantitative measures about the issue. The contribution of the student must be original.

2.2. PROCESS

1. The fourth-year students under B.Sc. (Special) degree in Health Promotion should conduct this research project in the first and second semesters. Students are notified of the interest subject areas to the Health Promotion Department after selecting for the honors degree program
2. Both internal and external supervisors are allocated as first supervisor and second supervisor by the department considering the topics submitted by the students. Basically, the first supervisor provides technical support for designing the health promotion intervention and the second supervisor is assigned based on their ability in research.
3. The students will undertake the project under the guidance of supervisors.
4. The student should adhere to the project break down explained in section 1.3
5. The student will develop their research proposal (Refer 2.6) in the first semester and submit to the department and department send students' proposals to the selected examiners.
6. Proposal defending presentations (Refer 2.7) will be arranged by the department once receiving the examiner's report
7. The student and the supervisor will meet periodically to check the progress of the project
8. If there are problems encountered in adhering to the time frame and other constraints, the student should contact the academic advisor of the department
9. The student has to carry out the health promotion intervention and it should cover at least 4 months at the community and it can cover in the first and second semesters of the academic year. Project implementation will be comprised of two sections as project implementation parts 1 and 2. The internal supervisor assesses the implementation of the project (**Refer 2.8**).
10. Students must complete the project and write a dissertation with the guidance of supervisors. They are expected to follow the instructions and guidelines given in section 2.9 when preparing the dissertation.
11. The project dissertation will be evaluated by an external examiner appointed by the department and after receiving the recommendations an oral examination (seminar) is arranged for students to present and defend the project dissertation (Refer 2.10)
12. Two copies (original and a copy) of the final draft of the report shall in the first instance be submitted by the students through supervisors to the Head of the Department.
13. When the dissertation is accepted by the Examination Committee and revised satisfactorily, two bound copies shall be submitted by the student to the Head of the

Department. One copy shall become the property of the Faculty, while the other will be returned to the students.

14. The research project and oral presentation (seminar) will be assessed based on the approved criteria of the department.
15. The student has to submit the final hard binding accordance with the guideline mentioned in section 2.9 for receiving the academic transcript.

2.3. RESPONSIBILITIES OF STUDENTS

The students carrying out a fourth-year research project expected to undertake the following responsibilities:

1. It is a need that the student engage in their project work and complete the task within a period of an academic year
2. The student should have a preliminary discussion with supervisors before starting the research project
3. This research project consists of two (2) compulsory course units with 16 credit values. The project-related matters should be discussed regularly with the supervisors after requesting a prior appointment. Contacting through official channels such as emails are also recommended.
4. The student should keep up a notebook and need to update regularly with important decisions after meeting with the supervisor.
5. Students are highly encouraged to refer to the library and other academic journals while they are conducting the literature search and research tasks.
6. The student should keep informed supervisor and academic advisor if any problem appears that interrupt their research work
7. The student should get the ethical clearance before implementing the research work and required permission should get from the officials through proper channel
8. Students should submit the research proposal to the department on or before the submission date given by the department.
9. The student should make a 12-minute presentation for proposal defending.
10. The student should cover the required minimum period of 4 months for project implementation part I and II
11. The student should submit a progress report every 3 months according to the format given in an annexure (annex 01).
12. The student should get the necessary action to complete the dissertation and final seminar presentation with the support of the supervisors.
13. Students need to correct all marked corrections by examiners before submission of the final dissertation to the department and three copies need to submit.

2.4. ROLE OF A SUPERVISOR

The supervisor is expected to help the student to complete the final research project through the following means.

1. Guide student to finalize the research title.
2. Guide students to formulate an appropriate project proposal and outline of the dissertation.
3. Conduct supervision meetings regularly.
4. Advise students when designing the health promotion intervention and carrying out research activities, composing dissertation and developing seminar presentation.
5. Review the draft of the research proposal, presentations and dissertation and give suggestions to improve.
6. Act as one of the examiners of the project
7. Guide students to publish their work in a scientific forum

2.5. PROJECT TIME FRAME

Time Duration	Activity
First month	Assigning supervisors, finalizing the research topic, and literature survey, Planning the research project
Second month	Submission of the research proposal
Third month	proposal presentation
Fourth, fifth and sixth months	Project implementation part I
Seven, eight and ninth months	Project implementation part II
Tenth and eleventh months	Dissertation writing
Twelfth month	Final seminar

2.6. PREPARING THE RESEARCH PROPOSAL

Research project proposal guides students to conduct research project effectively. The scope of the research project should be a small-scale one with a health promotion intervention and should be able to complete within a given time frame.

Key components of the project proposal,

1. **Title page:** The title of the project, names of investigators
2. **Content page**
3. **Introduction:** Background to the study and research objectives
4. **Literature review:** Summary of key relevant literature
5. **Methodology:** A more detailed outline of the research
6. **Work plan:** The key activities of the project with time duration
7. **Ethics:** An appreciation of any ethical issue raised and how they will be addressed

8. Reference: Should follow Harvard reference style

9. Annexes: Relevant to the study

2.7. PROPOSAL PRESENTATION

The date, time and the venue for the proposal presentation will be informed to students after receiving the examiners' comments for the proposals. The panel will consist of supervisors and the examiners. The overall presentation includes two components: Component one is the presentation done by the student which lasts for 12 minutes and second component is the questioning session which lasts 8 minutes. During the presentation, the first bell will ring in the 10th minute and the second bell will ring in the 12th minute of the presentation.

2.8. PROJECT IMPLEMENTATION (PART I & PART II)

The project implementation has two phases. In the first semester of the fourth year the student expected to complete the first part of the project implementation (part I) which has a weight of 6 credits. The project implementation part II which has a weight of 6 credits, shall be completed in the second semester of the fourth year. The project implementation is closely monitored by the internal supervisor assigned by the Health Promotion Department.

2.9. PREPARING THE PROJECT DISSERTATION

The following structure should be followed by the undergraduates when developing the research dissertation.

Structure of the Dissertation

Title page - The second page should be developed according to the prescribed format (Annex)

Acknowledgement: The students should acknowledge the assistance given by their supervisors, and other persons that has helped in finalizing the research study.

Abstract: This is an outline of the study question, aim and objectives, background, literature review, methods, results, conclusion and recommendations. An abstract of the report of not more than six hundred words should be included in the report.

Introduction: This section is basically used to introduce the research problem, knowledge gap, justification of the study and outline of objectives.

Literature review: This section is used to demonstrate student's investigation ability in particular research problem considering the different potential dimensions.

Methods: This section includes the methodology of the research. It can be a form of study design, study setting, the study population, sampling and sample size, data collection instruments, data collection, data analysis, health promotion intervention and ethical consideration.

Results: This section includes the entire outcomes of the research. This section includes qualitative and quantitative measures in form of figures, graphs and tables. All tables, figures and graphs, should be numbered consequently throughout the whole dissertation and labeled with a clear title. Tables and figures should be numbered with Arabic numerals and be accompanied by titles.

Discussion: The proper interpretation of the findings presents in this section. Limitations and strength of the study should discuss.

Conclusion: This section summarizes the key results and the conclusions that the students can draw from the results.

Recommendation: As a research practice, need to suggest recommendations for further research.

Reference: As a professional researcher, students are expected to avoid plagiarism and it is expected properly refer student's work with original research details. Students can follow Harvard reference style in their dissertation. References are cited in the text by the author and year and are not numbered. All references in the text must be listed in the reference section with names of authors arranged alphabetically.

References should be composed in the following order:

Author's name and initials / Year of publication/ Title of article/ name of Journal/ Volume/ Number and pages.

Appendices: Students may include the external which are used to conduct the research in this section. These resources can be questionnaires, evaluation instruments, letters, ethics approval and additional explanations.

The following points should be observed in the preparation of the project Report.

a) Paper:

Clear A4 paper 21.0 × 29.7 cm should be used for the final two copies of the report. One type of paper must be used throughout a given report except for charts and figures. Photographic plates are allowed for charts and diagrams.

b) Typing:

Any standard type is acceptable, but one size and style must be used consistently throughout the report. All typing should be on one side of the paper only. Margins are 1 ½" (3.7cm) left, ¾" (2.0cm) right, 1¼" (3.5cm) top, 1¼" (3.5cm) bottom. (The right margin should be ¾" (2.0cm) after binding is over. Therefore, it is advisable to keep 1" (2.5cm) margin at the time of typing.

c) General form and style:

The generally used subdivisions are:

Introduction, Literature Review, Materials and Methods, Results, Discussion and Conclusion.

All the First order or main headings should be in **Bold, Centered, Capitals**. (E.g. **INTRODUCTION, REFERENCES**)

All sub-headings should be in bold, simple letters expect the 1st letter of the 1st word.

All sub-sub-headings should be in Simple letters expect the 1st letter of the 1st word.

d) Units of physical quantities:

Students are encouraged to use the international Systems of units.

e) Cover:

The cover of the report should stand at 21.5 × 30.2 cm in the finally bound position.

Official copies (two) bound by dark blue hard cover with author's name with initials, degree and year printed in yellow colour on the spine, bottom upwards, in that order leaving 2.5cm space on either end.

The front cover will carry the title at the top, author's name in full in the center, and the name of the report and the year at the bottom printed in yellow colour.

f) Pages to be numbered as follows:

Abstract to notations should be in Roman figures printed at the top center of each page. Commencing from the beginning of the body of text to the end of the report, numbering should be in Arabic figures printed at the top center of each page. The pages that commence chapters are to be left out without numbering but should be continued for the purpose of numbering.

2.10. PREPARING ORAL PRESENTATION (FINAL)

The date, time and venue for the oral presentation will be notified to students after receiving the examiners' report of the dissertation. The final oral presentation has two parts. The first part is the presentation of the student that lasts 15 minutes and the second part will be panel questioning that lasts for 5 minutes. Students should take the time constraints into consideration when preparing the presentation slides. The first bell will ring in the 12th minute of the presentation and the second bell will ring in the 15th minute to close the presentation.

The presentation slide shall be organized according to the same flow which has been used for

the dissertation. In the first slide, title, supervisors' names, student index number should be clearly shown. Students should pay honors attention to the best practice for making an effective presentation while highlighting the health promotion intervention. The panel will be consisted of supervisors and the examiners.

3.1. EVALUATION OF HONORSDEGREE PROJECT

This section provides information on general considerations and assessment criteria for the project. It also provides guidance to students about what examiners will be expecting for examining projects. The evaluation is conducted throughout the courses in several phases.

Fifty percent of the marks will be awarded on the performance during the project work. This will be assessed on the reports of the supervisors regarding the level of professionalism, application and diligence demonstrated by the student. The supervisors may stop the practical in the event that they consider it unethical to foist on a community a student whose performance is found to be seriously flawed and not amenable to correction. In that event the student fails the 'project' and will not be eligible for a honors degree.

Fifty percent of the marks will be awarded on the basis of assessment of the impact on the chosen community or households. This will include comments by the members of the community on how they rate the student in terms of care, concern and respect for the members of that community.

3.2. ASSESSMENT PROCEDURE

***The project will be assessed at two stages, Namely Project Part 1 – during semester 7 and Project Part 2 – during semester 8**

	Criteria	Allocated marks
HPP 4801	Project proposal	50%
	Proposal presentation	20%
	Project implementation – Part I (Continuous assessment)	30%
HPP 4802	Project implementation - Part II (Continuous assessment)	30%
	Dissertation	50%
	Final presentation	20%

Annex 01– Progress Report Format - Fourth Year Research Project
Department of Health Promotion – Faculty of Applied Sciences

Progress Report

Name of the student:.....

Registration No.:.....

Title of the Research:
.....

Time period for which the progress report is valid:

.....
Signature of the student

Date:

Recommendation of the principle supervisor:

Observations of the supervisor:

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.....
.....

Recommended /Not Recommended

.....
Name and Signature of supervisor

Date.....

Approval

Approved/Non Approved

.....
Head of the Department

.....
Date

1. Objectives:

General Objective

Specific Objectives

2. Summary of the methodology of the research:

3. Work done since the last progress report: Explicitly mention the relevant activities completed during the period covered by this progress report.

(Eg: Developing the proposal, carrying out a literature survey, developing Health Promotion intervention, developing indicators, developing data collection tools, sampling, sample size calculation, plan of data collection, carrying out data collection including the arrangements, carrying out the intervention using Health Promotion principles (clearly mention the Health Promotion process), data analysis, data interpretation and developing the dissertation)

4. Date of submission of previous progress report/s:

5. Work Plan/Time frame: (Highlight the activities covered during this period)