

Approved by:

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## **General procedure for conducting research for student**

### **One. Research topic and direction**

A student can choose a research topic in the field of public health in accordance with his/her research interests within the course studied or have been studying.

### **Two. Research supervisor**

Each of the 6 departments of the School of Public health has a schedule for providing research guidelines and direction for the student. In accordance with the research topic, students will receive guidelines, and supervision from faculty members. In some case, 1-2 faculty members can jointly supervise the student's research work. A student can conduct research work in a group or independently.

### **Three. Methodology**

Research supervisor will provide methodological support and technical consultation for the students.

If necessary, additional consultation will be provided by the other faculty members. It can be discussed, and agreed at the department meeting.

### **Four. Ethical issues**

Ethical issues of student research work are resolved in accordance with the "Operational Procedures of the Research Ethics Committee" No. A/92 dated April 28, 2021 of the Director of Mongolian National University of Medical Sciences (MNUMS). It includes:

1. Background
2. Structure, organization and research ethics approval by the research ethical committee
3. Review by research ethics committee
4. Rights, duties, and ethical standards of the chairman, secretary, and member of the research ethics committee
5. Rules of the research ethics committee meeting
6. Funding of the Research Ethics Review Committee
7. List of documents required to receive research ethic permission
8. List of documents required to receive research ethic conclusion

Research Ethics Committee of the MNUMS will receive student's research documents in electronic version, and ethical approval and conclusion will be solved.

- Research ethical approval
- Research ethical review
- Meeting minutes and decisions
- Research Ethical Committee Procedures

For more information:

- [http://www.mnums.edu.mn/?page\\_id=15422](http://www.mnums.edu.mn/?page_id=15422)
- <https://drive.google.com/file/d/1CJAZLch2Nbd7UKZh0Y4vBz1mUiUFPEqw/view>

### **Five. Collecting research data**

Researchers, students and research teams will collect data in accordance with approved methodology. Every student has to contribute to research, and will participate in their research work.

Depending on the research question and methodology, research data collection can be carried out at the research centers and laboratories of the MNUMS.

### **Six. Conducting research at centers and laboratories of the MNUMS**

Faculty members and researchers working at the research centers and laboratories of the School of Public Health will follow "Integrated Procedures for Research Institutes, Centers and Laboratories of MNUMS" the order No. A/52 of the Director, dated 28<sup>th</sup> February 2019.

Electronic version of the procedure of research institutes, centers and laboratories of the MNUMS can be found:

[https://drive.google.com/file/d/1bnhdV0z4OYgsz\\_ZAzw8X9kiBulMFziDa/view](https://drive.google.com/file/d/1bnhdV0z4OYgsz_ZAzw8X9kiBulMFziDa/view)

### **Seven. Report of research findings**

#### **Template for reporting research**

The report will be written on 15-20 pages in A4 paper format, and will be submitted in MS Word. On the first page of the report, research title, name of the authors, research aim, and objectives should be stated clearly. It includes:

- Name of the authors, research rationale, aim and objective doesn't exceed 2-3 pages
- Research methodology and materials doesn't exceed 3-5 pages
- Research finding and results doesn't exceed 10-15 pages
- Discussions doesn't exceed 2-3 pages,
- Summary and references don't exceed 1-2 pages.

## **Seven. Student research conference**

“Student research meeting” of the MNUMS research conference will be organized in April every year, and organized by schools separately. The best 3 students from each school will be selected in order to present at the general student research conference.

## **Eight. Criteria for research**

Reporting guideline for research report:

1. Research topic should be precise and short
2. Report research background in accordance with research topic – search data from valid sources. For example: [www.pubmed.com](http://www.pubmed.com) , [www.mongolmed.mn](http://www.mongolmed.mn) , [www.hinary.com](http://www.hinary.com)
3. Research aim
4. Objectives (2-3 objective should be stated which is related to the research aim)
5. Materials and Methods – Research methods, study population, sample size, statistical analysis etc.
6. Results – main findings should be described. When elaborating research findings, tables, figures and pictures should be used.
7. Discussion - comparison of your findings with similar studies from other researchers.
8. Conclusion – according to the research aim and objectives.
9. References –according to the instructions and required format.
10. Appendix – survey questionnaire, and research criteria will be attached.

## **Nine. Student Research Association of the MNUMS:**

The Student Research Association of the MNUMS was established under the name of Student Research Society of the Faculty of Medicine at the Mongolia National University of Medical Sciences in 1950, and in 1959, it was renamed Student Research Association, and organized the first student research conference.

Student L. Shagdar (Professor, Ph.D) elected as the first chairman of the research conference. The Student Research Association is a voluntary organization. This is an independent student organization which organizes a range of research activities including supporting students to engage in academic work, and to teach them the research methodology.

Student research association collaborate with public and private many organizations including administration of MNUMS, Research institutes, Graduate school, Department of student development, Department of Epidemiology of School of Public health, Academic Council, the Consortium of Mongolian Universities, the "Young

Scientists" Club, Student Club of MNUMS, and "Mongolian Vision" NGO, and "Centre for Future of Adolescents" NGO so on.

### **Purpose**

- Support students to engage in academic work
- Teach students to conduct research and academic work
- Organize research meeting among students, and to select the best student research

### **Activities**

- Research conference on "Student research conference" of the MNUMS (annually)
- Biology-Medical Symposium, a joint conference with the universities and institutions in Mongolia to select "Best student research award" (once every 2 years)
- Best research proposal among students by the "Ulaanbaatar Songdo" hospital
- Research abstract book from student research conference (annually)
- Award ceremony named for G. Zuunain, scientist, writer, doctor and politician
- Award ceremony named for "Sunflower"
- Award ceremony named for P. Dolgor, famous educator, famous surgeon, state recognition of Mongolia, and honored teacher
- Award ceremony named for Tsolmon
- Award ceremony named for L. Budjav, the first statistician of Mongolia
- President's Excellence award, MNUMS
- Dean's Excellence award, School of Medicine
- Dean's Excellence award, School of Public health
- Dean's Excellence award, School of Biomedicine
- Dean's Excellence award, School of Mongolian medicine
- Dean's Excellence award, School of Pharmacy
- Honored member of Student Research Association
- "Research work" a series of lectures
- "Research methodology" course
- *"Theory-Debate" seminar series*
- *"Professional Translation Seminar"*
- "Open Forum" open discussion
- Lectures on Human

For more information:

[https://oeshn-mnums.blogspot.com/p/blog-page\\_7.html](https://oeshn-mnums.blogspot.com/p/blog-page_7.html)

### **Ten. Plan**

Table. Student research plan

No	Activity	O c t o b e r	N o v e m b e r	D e c e m b e r	Ja n u a r y	F e b r u a r y	M a r c h	A p r i l	M a y
1	Choosing a research topic and direction	A							
2	Create research team	A							
3	Get advice from faculty members	A, B							
4	Appoint research PI, and supervisor		A, B						
5	Develop research question, approval of research methodology		A, B	A, B					
6	Submit research ethical approval			A, B					
7	Data collection				A	A, B, C			
8	Data analysis, reporting						A		
9	Submit research to student research conference							A, B	
10	Participation in student research conference							A	
11	Team discussion and future research directions								A, B
Explanation		A for student, B for faculty, C for Others							

