



GUIDELINES FOR UNDERGRADUATE RESEARCH ADVISERS

The following are the guidelines established for faculty members accepting the role as research adviser of undergraduate research students of research projects done under Dentistry 199/198/197:

1. The faculty should sign the conforme. Signing will signify acceptance of the role of research adviser, and:
 - Approval of topic *or* agreement to guide the undergraduate student/s in choosing/finalizing a topic;
 - Willingness to help the student researcher/s in the conduct of the study;
 - Agreement to abide by the guidelines for authorship set for Dentistry 199/198/197.

The faculty may take in at most two (2) papers for each batch of student researchers.

2. The faculty may suggest research topics which:
 - He/she finds interesting or want to study;
 - Can be implemented in one (1) semester;
 - Have methodologies or designs that are simple and inexpensive.
3. The student/s should be required to report and consult with the research adviser on a regular basis. The Dentistry 199/198/197 faculty will be furnishing a list of the assignments and due dates so the research adviser can follow-up and see the student/s' work for any intellectual or practical revisions before submission.
4. The research adviser must assist students most especially in the following:
 - Conceptualizing the research idea;
 - Developing methodology;
 - Developing the research proposal;
 - Advising during implementation and results analysis;
 - Presenting the results of the research;
 - Finalization of the research paper and preparation of manuscript/s, poster/s and other forms.
5. The grammar and organization of thought should also be checked by the research adviser
6. In case of difficulties or issues concerning the student/s and the research paper, the research adviser should coordinate with the Dentistry 199/198/197 faculty.
7. The research adviser **MUST** attend presentation days (proposal and final research output). Schedules will be furnished ahead of time.
8. The research adviser should read final outputs of the research proposal and the final research paper. The research proposal must be properly reviewed and signed/endorsed as an indication of technical approval prior to its submission to the UPM Research Ethics Board for ethical review (including preparation of forms) of the research proposal; and signing of the bound copy of the final paper prior to submission.
9. The research adviser will be asked to rate the student researcher/s as to their performance for each semester. A rating sheets/forms will be provided.
10. The research adviser must abide by the responsibilities of a research adviser as discussed in the National Ethical Guidelines for Health and Health-related Research 2017 or as updated (<https://www.healthresearch.ph/index.php/nuhra1>); and the minimum qualifications that may be required by the UPM Research Ethics Board (e.g. basic research ethics or responsible conduct of research training certification issued in the last 3 years)
11. Recommendations for the improvement of the research courses may be made by the research adviser.

SHOULD THE FACULTY DECIDE TO TAKE THE ROLE OF RESEARCH ADVISER OF THE UNDERGRADUATE STUDENTS, HE/SHE WILL HAVE ADDITIONAL RESPONSIBILITIES FOR CO-AUTHORSHIP.

“The issue of authorship should be discussed early in every collaborative relationship and should be reviewed periodically to take into account new developments.”

(www.mcg.edu/research/policy/guidelines.htm)

Below is an excerpt from the guidelines established by the International Committee of Medical Journal Editors (ICMJE), updated December 2018, on the “Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals” (<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>). It reads as follows:

Authorship credit should be based on:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; **AND**
2. Drafting the work or revising it critically for important intellectual content; **AND**
3. Final approval of the version to be published; **AND**
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

In addition to being accountable for the parts of the work he or she has done, an author should be able to identify which co-authors are responsible for specific other parts of the work. In addition, authors should have confidence in the integrity of the contributions of their co-authors.

ALL conditions must be met.

Acquisition of funding, the collection of data, or general supervision of the researcher or research group, by themselves, do not justify authorship.

The research adviser should keep in mind that the research courses are undergraduate courses spread out to three (3) continuous semesters. Dentistry 199 is a research methodology course wherein the students are expected to prepare a draft research proposal; and collection, processing and analysis of data for Dentistry 198 the following semester after technical and ethical approval of the research proposal. Writing the research paper, presenting the results and submitting the paper with manuscript/s, poster/s plus other forms on time are continued to Dentistry 197 the following semester. The research adviser should let the student/s work first (student/s’ output) before he/she put in her/his ideas and/or correct the student/s’ output (intellectual content revisions). This will help the Dentistry 199/198/197 faculty rate the student/s at the end of each semester. This explicitly ranks the research adviser last in the byline of authorship after the student/s.

The student/s will be required to submit typewritten exercises and other requirements (student/s’ output without intellectual revisions) with the handwritten/digital notations or content revisions of the research adviser.

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CONFORME

After reading the guidelines, I, Dr. _____
(Name of Faculty)

of the Department/Section of _____ accepts the responsibility as

RESEARCH ADVISER of _____ ,
(Name of Student/s)

for the research topic _____

Signature

Date

Kindly e-mail a signed copy to commdent.cd.upm@up.edu.ph