

## **EXEMPLARY GUIDE FOR DEVELOPING RESEARCH PROPOSAL**

### **One. Overall remarks**

- 1.1 This exemplified guide is the main guideline for writing a research project that contains general requirements for writing a research project at the university.
- 1.2 The researcher shall follow the guidelines and develop his / her work. The research project shall be scientifically novel, relevant to the needs of society, and have theoretical and practical significance.

### **Two. General requirements for proposal development**

- 2.1 The master's research project should meet the requirements of Article 16.2 of the "General procedure for conducting master's and doctoral studies" of Annex 1 to the Order No. 187 of the Minister of Education, Culture and Science of June 7, 2007.

### **Three. Document formatting for the proposal**

- 3.1 The project should be written on the front side of A4 paper, 3 cm from the left edge and 2.5 cm from the other edge, in Arial font, with Justify on both sides.
- 3.2 Candidate has the right to write proposal in English.
- 3.3 Page numbering does not include the cover page, references, or appendix. From the content list page, start with 3, middle bottom in Arabic numerals.
- 3.4 The title should be in Aral font, 12 pt (size), all letters (UPPERCASE) in capital letters, bold style, center, and the group number in letters. (e.g. **CHAPTER TWO. MATERIAL AND METHODS**)
- 3.5 Subheadings shall be in Aral (font) size, 12 pt (size), highlighted (bold), (sentence case), aligned to the left (align left) and the group number shall be numbered. (e.g.: **2.1 Materials**)
- 3.6 Insert 6 pt space before and after the title and subheading.
- 3.7 The text should be written starting indent for the paragraph (tab-1cm), with a line spacing of 1.5, arial font, regular style, 12 pt (size), and Justified on both sides.

#### Four. Content list

Cover /1,2,3-pages/

Contents 1 page

ABSTRACT /English, Mongolian 1 page long each/

CHAPTER ONE. BACKGROUND /5 pages at minimum/

1.1 Introduction

1.2 Literature review

1.3 Study aim and objectives

CHAPTER TWO. MATERIALS AND METHODS /6 page at minimum/

2.1 Study population and subjects

2.2 Research framework

2.3 Materials and design

2.4 Statistical analysis

CHAPTER THREE. EXPECTED RESULTS /1 page/

REFERENCES / does not count for pages /

APPENDIX / does not count for pages /

- 4.1 Content section should numerate abstract, background, aim and objectives, materials and methods, expected results, references in a way highlighting the first page number of the section is starting.
- 4.2 The cover page should include the name of the ministry, university, manuscript rights, full name, research topic, professional index, degree, city and year according to the attached template.
- 4.3 Abstract
  - 4.3.1 A brief summary of the research project presentation should be up to 300 words in Mongolian and English, one page each, according to the following instructions. The summary should be structured as a background, study aim, materials and methods, expected results, and keywords. In terms of grammar and content, it should be written in a way that fully coherent with the project and should contain at least five keywords.
- 4.4 Background section should contain following three parts in a length that is one third of the whole project.
  - 4.4.1 Introduction section of the research project shall reflect the previously reported studies and current situation and the reasons why the current research project needs to be completed.
  - 4.4.2 The critical review section shall summarize at least 5 or more research articles written by foreign and domestic researchers related to the research project.
  - 4.4.3 Study aims and specific objectives should be clearly defined and formulated in a way that explain all necessary key steps and undertakings of the research project.
- 4.5 Materials and methods chapter section should contain following. These include:
  - 4.5.1 The study population and participants should clearly defined how to recruit to study, the frame, sample size, and sampling method in the group.
  - 4.5.2 A survey outline or a research framework that clearly outlines the assumptions and rationale for the survey, the tools used to collect information from participants, and

the methodology used to process the results should be portrayed for simpler illustration.

- 4.5.3 The research methodology should include the research materials, methods of data collection, methods of collecting sample specimens, methods of laboratory analysis, and the conditions under which the hypotheses can be confirmed or denied. This section provides information related to research ethical issues and plan for clearance.
- 4.5.4 In the Statistical Analysis section, relevant statistical methods to report the results should be clearly stated how they are applied and calculated.
- 4.6 Results that are expected to come out when the planned data is gathered from actual population should be written in this part and required statistical analysis methods should also be mentioned. Researcher explain also how the hypothesis should be considered true or false according to these expected results and its analytical methods.
- 4.7 Reference section must follow strictly “JAMA style” proposed by Journal of American Medical Association. Stick with dissertation mode of referencing style. In every citation records in the manuscript after closing the sentence with period, cite the numbers. If a certain publication is being cited for the second time, write the previously cited number again. Proposals must have at least 20 references at the minimum.
- 4.8 Appendix. A critical literature review should be written in 10 or more pages, of which one should be at least 2 pages long. It cites previously published research articles related to the content of the research topic and provides information on global and Mongolian context and current policies towards the issue. It is important to compare the research methodologies of other researchers who have done research on the topic, and to link the cited facts and information to the specific objectives of your research.

**NOTE:**

**FOLLOWING TEMPLATE IS FOR ILLUSTRATIVE GUIDE ONLY**

13pt, arial, regular,  
UPPERCASE, midway

MINISTRY OF EDUCATION AND SCIENCE  
MONGOLIAN NATIONAL UNIVERSITY OF MEDICAL SCIENCES

6 single enters

12pt, arial regular sentence  
case, right aligned

Copyrighted ©

6 single enters

FIRST Last name

UPPER CASE 14, midway,  
ANDREW McCarthy

12pt, arial regular sentence  
case, midway

**Topic**

Research topic in 16 pt  
arial bold, sentence case  
formatted 3 single enters  
before and after..

E0000000 index (I e: E0000000 Clinical Investigation)

2 enters

Research proposal for Master's Degree defense

12pt, arial regular sentence  
case, голлуулах

15-17 enters

At bottom, 12pt, arial regular  
sentence case, midway

Ulaanbaatar  
2021

This research proposal has been developed and written under the regulations and support of International Cyber Education Center, Graduate School, and ..... department ..... (*title and degree full name*) supervisor's permisison.

12pt, arial regular sentence case, justified on both sides, line spacing 1.

Substitute punctuation and Italian words in this text.

19 enter

Research proposal supervisor:  
*Title and degree, Full name*  
Reviewer of the proposal:  
*Title and degree, Full name*

12pt, arial regular sentence case, align left, line spacing 1.  
One paragraph space is required before writing the degree and full name

At the bottom is 12pt, arial regular sentence case, justified on both sides, line spacing is 1.

Examined and passed for defense by the secretariat of the defense committee

*Title and degree*..... */Last and First name/*

Insert 1 enter

Leave space for signature

Full name

23 enters

12pt, arial, regular, sentence case,

This research project is a legally protected intellectual property, and we conducted an original work without unauthorized copying from the works of others.

1 enter

Supervisor ...../...../

1 enter

Investigator ...../...../

12pt, arial, regular, sentence case, centered

16 enter

At the bottom, 12pt, arial regular sentence case, align to the right

Please read and meet requirements on Articles 3.1.6 and 24.1.3 of the Law on Copyright and Related Rights.

## **ABSTRACT**

Get 6 pt space before and after the title and subheading. The title should be Aral (font), 12 pt (size), all letters (UPPERCASE) in capital letters, highlighted (bold), the group number should be written in letters and centered.

### **Introduction**

Patient Safety Culture is an essential component of the quality of healthcare. Because of dependency of patient, they often incurred an adverse event which leads to unintended injuries or complications even death. At least 1 adverse event has been recorded among every 300 patients worldwide. Providing safe care helps to reduce mortality, morbidity, length of hospital stays and cost. The attitude of adverse events among is one of the most important components of patient safety culture. According to international quality indicators, patient safety culture among physicians, nurses and health professionals is priority to managers and directors for development of strategic plan.

### **Study aim**

This study aimed to assess attitudes of physicians, nurses of UB Songdo Hospital.

### **Methodology**

Cross-sectional descriptive study will be using in this study. Data will be collected by the HSOPSC questionnaire which translated into Mongolian language. Full time staffs of UB Songdo hospital will be recruited in this assessment.

### **Expected results**

As hospital continually seek to improve and plan patient safety and quality, hospital leadership increasingly recognizing the importance of establishing a culture of safety. The findings of this study reveal health care providers perceptions. Thus, hospital managers should consider and create effective plan to improve patient safety.

**Keywords:** international patient safety goal, patient safety culture, ub songdo hospital

The subheading should be in Aral font, 12 pt (size), highlighted (bold), group number written in numbers, and align to the left.

The text should be written starting from the paragraph (tab-1cm), with a line spacing of 1.5, arial font, regular style, 12 pt (size), and justified left and right sides.

Get 6 pt space before and after the title and subheading. The title should be Aral (font), 12 pt (size), all letters (UPPERCASE) in capital letters, highlighted (bold), the group number should be written in letters and centered.

## **НЭГДҮГЭЭР БҮЛЭГ. УДИРТГАЛ**

### **1.1 Судалгааны төслийн үндэслэл**

ӨАБС бол ЭМТҮ-ний чанарын чухал бүрэлдэхүүн хэсэг байдаг ба дэлхийн олон оронд ӨАБ-ыг сайжруулах үйл ажиллагааг тасралтгүй зохион байгуулахын ач холбогдлыг онцгойлон дурдсан байдаг. АНУ-ын Анагаах Ухааны Институт ӨАБ-ыг “Үйлчлүүлэгчид аюул учрахаас сэргийлэх” гэж тодорхойлон ЭМТҮ-ний явцад үүсэх аливаа алдаанаас сэргийлэх, нэгэнт үүссэн алдааны шалтгааныг тодорхойлж дахин үүсэхээс сэргийлэх хэмээн тэмдэглэсэн байна.<sup>1</sup> ЭМБ-ын “Аюулгүй байдлын соёл” нь хувь хүн ба бүлэг хүмүүсийн байгууллагынхаа үйлчлүүлэгчийн аюулгүй байдлын менежментэд хандах хандлага, ойлголт, чадвар, зан төлөвийн байдал буюу дадал гэж тайлбарласан.<sup>2</sup>

JAMA style

### **1.2 Хэвлэлийн тойм**

### **1.3 Судалгааны ажлын зорилго ба зорилт**

УБ Сонгдо эмнэлгийн эмч, сувилагчдын дундах Өвчтөний аюулгүй байдлын соёлыг тодорхойлох

1. Эмч нарын дунд өвчтөний аюулгүй байдлын соёлыг асуумжаар үнэлж, ӨАБС-д нөлөөлж буй хүчин зүйлсийг тодорхойлох
2. Сувилагч нарын дунд өвчтөний аюулгүй байдлын соёлыг асуумжаар үнэлж, ӨАБС-д нөлөөлж буй хүчин зүйлсийг тодорхойлох

## **ХОЁРДУГААР БҮЛЭГ. СУДАЛГААНЫ ХЭРЭГЛЭГДЭХҮҮН БА АРГА ЗҮЙ**

### **2.1 Судалгааны хүн ам**

Бид судалгаанд УБ

The subheading should be in Aral (font) size, 12 pt (size), highlighted (bold), group number should be numbered and align left.

байгаа эмч, сувилагчдыг судалгаанд түүвэрлэн авна. Судалгааг ӨАБ-ын хэрэгжилтэд чухал үүрэг гүйцэтгэдэг, өвчтөн, түүний ар гэрийнхэнтэй биечлэн харилцдаг, өвчтөний аюулгүй байдлыг хангахад гол үүрэгтэй учир клиникийн ажилтнууд, тэр дундаа эмч, сувилагчдыг сонгоно.

### **2.2 Шалгуур үзүүлэлтүүд**

Асуумжаар ӨАБС-ыг тодорхойлоход судалгаанд хамрагдах ажилтан эмнэлгийн

The text should be written starting indent from the paragraph (tab-1cm), with a line spacing of 1.5, arial font, regular style, 12 pt (size), right and left sides justified байна.

... талаар тодорхой мэдлэгтэй байх шаардлагатай  
...улах болон хасах шалгуурыг ажилтны УБ



The title of the table should be Arial (font), highlighted (Bold style), 11 pt (size), justify on both sides, and the line spacing should be 1 pt. Take 6 pt before and after the table heading (before and after space 6 pt).

Сонгдо эмнэлэгт ажилласан хугацаа, клиникт ажилладаг цаг, өдрийн тоо, үйлчлүүлэгчтэй харилцдаг байдлыг харгалзан тогтоож оруулна (Хүснэгт 1).

**Хүснэгт 1. Шалгуур үзүүлэлт**

<b>Оролцуулах шалгуур</b>	<b>Хасах шалгуур</b>
Өвчтөн/үйлчлүүлэгчтэй шууд хүрэлцдэг, эсвэл харилцдаг эмч, сувилагч, техникч	Ажилд ороод 3 ба түүнээс бага сар ажиллаж байгаа эмч, сувилагч
Ажлын ихэнх цагийг эмнэлэгт өнгөрөөдөг эмнэлгийн үндсэн болон гэрээт эмч (яаралтай тусламжийн тасгийн эмч, ерөнхий мэргэжлийн эмч, дадлагажигч эмч)	Бүтэн цагаар ажилладаггүй буюу ажлын 6 өдрийн 3-аас доош өдөр ажилладаг, эсвэл өдөрт 4-с бага цаг ажилладаг эмч, сувилагч

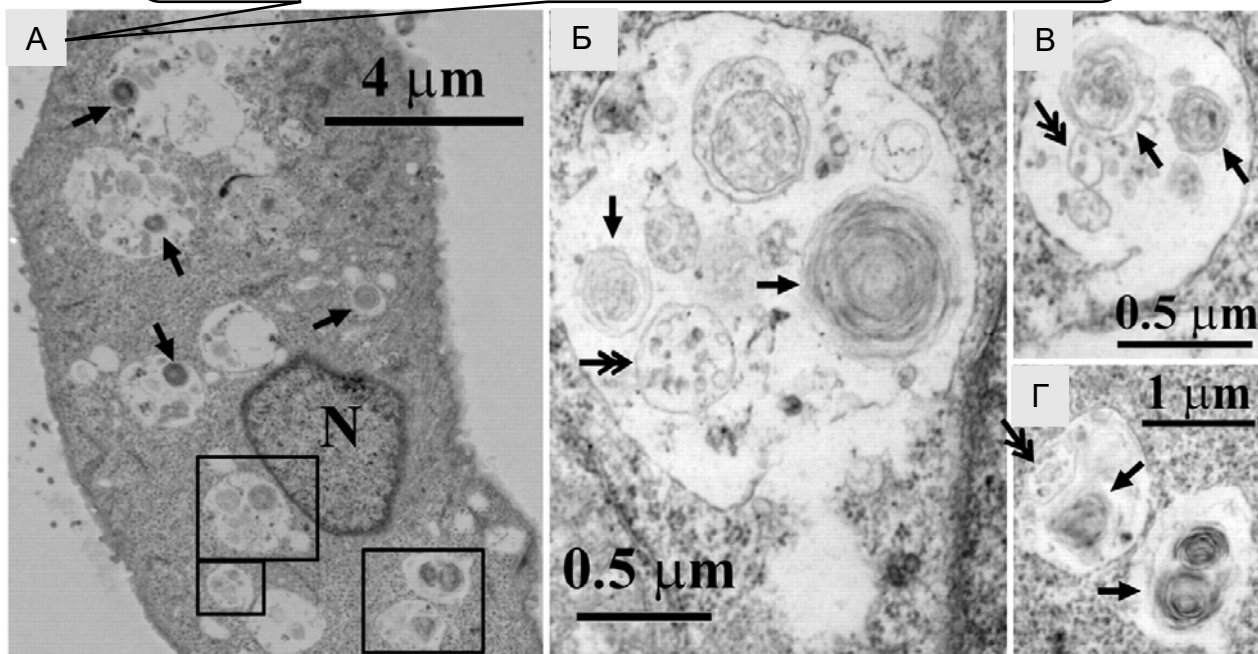
\* Гэрээт эмч гэдэг нь үндсэн ажилтан бус эмчийг хэлнэ.

The description of the table should be in Arial font, Justify on both sides, size 11 pt (size), line spacing 1 pt.

All text in the first row of the table should be in Aral font, bold style, 11 pt (size), align left, and 1 pt between lines.

The text in the table should be in regular font, size 11 pt (size), align left, line spacing 1 pt.

The main concept in the figure is indicated by an arrow, and the dimensions of the drawing are marked according to the model drawing. The caption number of the image should be written in letters.



**Зураг 1. Трансмиссион электрон микроскопын зураг.** А. Вакуол үүссэн байдал, Б. Олон вакуол үүссэн эс, В. Олон вакуол үүссэн эс, Г. Олон вакуол үүссэн эс

The title of the figure should be Arial (font), highlighted (Bold), 11 pt (size). The caption of the image should be continued after the title, with an Arial (font) font, Justify on both sides, size 11 pt (size), line spacing 1 pt.

## CHAPTER FOUR. REFERNCES

### Textbook

1. Лхагва Ц. Шинжлэх Ухааны Үндсэн ойлголт. Улаанбаатар: *Мөнхийн үсэг*; 2009. х. 78.
2. Tompson EW, Brandt RT. Molecular aspects of liver cirrhosis. In: Cruger LA, Simons DK (eds). *Molecular Pathology*, 5th edition. New York, *Sanders*, 197- 211, 2008

### Eelectronic book

1. Fatemi SH, Clayton PJ, eds. *The Medical Basis of Psychiatry*. 3rd ed. Totowa, NJ: Human Press, 2008. <http://rave.ohiolink.edu/ebooks/ebc/9781597452526>. Accessed June 4, 2009.

### Articles

2. Wheeler T, Watkins PJ. Cardiac denervation in diabetes. *BMJ*. 1973 Dec 8; 4: 584-586.
3. O'Keefe M, Coat S. Consulting parents on childhood obesity and implications for medical student learning. *J Paediatr Child Health*. 2009 Sep 14; 45(10): 573-576.