

# About Short Term Studentship (STSH) Program

## Background

1. The Central Council for Research in Homoeopathy (CCRH) has initiated the Short -Term Studentship Program in order to promote interest and aptitude for research among medical undergraduates. The main objective of this program is to provide an opportunity to undergraduate medical students to familiarize themselves with research methodology and techniques by being associated for a short duration with their seniors on ongoing research programs or by undertaking independent projects. This may serve as an incentive for them to take up research as a career in the future. The Guide/ Institution must provide the student with all the facilities for carrying out research.
2. The value of the studentship will be **Rs. 30000/- only** and is meant to be a stipend for the student. Cost of research must be borne by the Medical College/ Institution where research is carried out.

## Eligibility

1. This program is only for undergraduate Bachelor of Homoeopathic Medicine and Surgery (BHMS) students (2<sup>nd</sup> year to internship).
2. The student must carry out research in his/ her own medical college under a guide who is employed in the medical college as a faculty. Only permanent full-time faculty members working in any of the Department of the Medical College where the student is enrolled can act as the guide. Part-time consultants/visiting faculty/ residents/ Tutors/ Pool officers/ PG students cannot be the guide.
3. Two students will be allowed to work under one guide, which may be any faculty of the college. Two or more are not permitted to work on the 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, CCRH will recognize only ONE main Guide for all purposes.
4. Only Indian National students who are studying in recognized homeopathic medical colleges of India can apply. NRI's & Students from foreign institutes are not eligible for this program.

## Procedure

1. STSH program shall be taken up in offline mode but through email communications. No hardcopies shall be required to be submitted.
2. The student is required to register and submit an application/proposal in August. The names of shortlisted candidates will be announced in December. If selected, the student is expected to complete the project between January to July and submit the report before the last date of submission. The student will be awarded a stipend and certificate only if his/her report is approved.

3. The last date of registration & submission of proposal is 31<sup>st</sup> August every year.
4. Guide must take overall responsibility for the conduct of the research project, preparation and submission of complete report & the required enclosures within the stipulated time period.
5. The selection of the candidates for the award of research studentship will be done after technical evaluation of the research plan by a panel of experts. The decision of the Council in regard to the selection of students will be final. Requests for reconsideration will not be entertained and reasons for rejection of applications for the award of studentship will not be provided.
6. The student should obtain clearance from the Institutional Ethics Committee (IEC) if the proposal involves research on human participants and from Institutional Animal Ethics Committee (IAEC) if the work involves use of animals. The IEC/ IAEC approval should be obtained any time before beginning actual research work. The certificate may be submitted either along with proposal or before initiation of the research work. Informed consent is to be obtained for research on human participants. For more information, please refer to ICMR “Ethical Guidelines for Biomedical Research on Human Participants 2017” available on [https://main.icmr.nic.in/sites/default/files/guidelines/ICMR\\_Ethical\\_Guidelines\\_2017.pdf](https://main.icmr.nic.in/sites/default/files/guidelines/ICMR_Ethical_Guidelines_2017.pdf) and National guidelines for Ethics Committees reviewing Biomedical and Health Research during COVID 19 pandemic available at [https://www.icmr.gov.in/pdf/covid/techdoc/EC\\_Guidance\\_COVID19\\_06052020.pdf](https://www.icmr.gov.in/pdf/covid/techdoc/EC_Guidance_COVID19_06052020.pdf)

### **DECLARATION OF RESULTS**

1. The selection of the candidates for the award of research studentship will be done after technical evaluation of the research plan by a panel of experts.
2. The results of the selected awardees will be announced in January of the following year.
3. Selection letters will not be issued individually to the student/ guide. The students should print out the results /list of selected students from the website for future reference.
4. The decision of the Council regarding selection of students will be final.
5. Requests for reconsideration will not be entertained and reasons for rejection of applications for award of studentship should not be asked for.

## Frequently Asked Questions

1. How do I choose the topic for my research?

Students are free to choose any topic related to medical research depending on their interest. The topic should be relevant and should lead to creation of new knowledge or help in gaining new knowledge or skills by the student. Research should not be carried out on well-established/ known facts.

2. I want to apply for STSH, is there any nationality criteria?

Only Indian National students who are studying in recognized homoeopathic medical colleges of India can apply. NRI's & Students from foreign institutes are not eligible for this program.

3. I don't have my email ID; may I use my friends/parents/other relative's email id for registration?

Students should use their email id and in case they do not have an email they may create a new e-mail id before registration. They should remember their email id and its password and be able to access their account as all correspondence will be done on that email ID.

4. What is the eligibility criteria to apply for STSH?

STSH program is open only to undergraduate Bachelor of Homoeopathic Medicine and Surgery (BHMS) from 2<sup>nd</sup> year to internship students. Those Students whose internship will be ending within next three months after last date of STSH registration will not be eligible. Paramedical/ non-medical students are not eligible.

5. I am a final year BHMS student and going to begin my internship. Am I eligible for applying?

Yes, you will be eligible.

6. What is the last date for registration/ proposal submission for STSH?

Last date for registration and proposal submission is generally 31<sup>st</sup> August each year.

7. I was not selected for STSH this year. Can I apply again?

A student (BHMS 2<sup>nd</sup> year to Internship) can apply each year, but the topic should be different and not similar to the proposal submitted earlier.

8. What information is needed at the time of registration and proposal submission?

**Registration and application form is divided into three sections**

Part A

Login Details: Please provide student's active email id and mobile number.

Course Details: Student name, course, college name & address.

Personal Details: Student's date of birth & residence address.

Part B

Guide Details

Part C

Enclosures and Attachments

Part D

Proposal submission

9. How do I know that my on-line registration is successful? Do I get any acknowledgement upon submission of on-line form?

Yes, all accepted registrations will receive a confirmation email containing their unique Registration ID.

10. Can one guide take two students or can submit two projects for STSH?

Please note two students will be allowed to work under one guide, which may be any faculty of the college in any given year. Two or more students are not permitted to work on the same topic together. Proposals submitted on the same topic by different students are liable to be rejected outright.

11. My registered email id has been blocked/ lost/ forgotten/ incorrect. Can I register again with a new email id?

The program automatically searches for duplicate registration and all duplicate entries will be deleted. In case you need to register again you must send an email to [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com) and request for cancellation of the incorrect previous registration. In case the registration period is over you may send an email to [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com) for changing previously registered email-id.

12. What identifying details should be removed from the proposal/ report?

Name and Contact details of student/guide should not be present in the proposal/ report (including name, address, email-id, telephone number).

13. I want to know that Part B (Guide details) should be filled up by Guide or self?

Part B (Guide details) may be filled up by the student or the guide.

14. What are the types of attestation forms?

Application Attestation Form (AAF) is to be submitted with the concept proposal and Report Attestation Form (RAF) is to be submitted along with the Final report.

15. Should my photograph on the Application/Report attestation form be attested?

Attestation of photograph is not required.

16. When will proposal/ report result come out?

Result for shortlisted proposals will be announced around in January each year. For new updates, please stay updated on the official website.

17. My proposal has been selected. Can I make some changes to aims/ objectives or methodology?

Minor changes may be acceptable. You may however need to take permission from the ethics committee for any changes. Major changes will not be permitted. You must inform (with appropriate justification) regarding the changes at the time of report submission. These will be reviewed & may or may not be accepted.

18. Ethics committee has not held any meeting yet? Can I submit the ethical clearance later?

Ethics committee approval should obtain any time before beginning your research work. Submission of ethical clearance at the time of submission of application/ proposal is optional. However, before beginning research the ethics committee approval is mandatory and should be obtained. A copy of the same must be submitted before beginning the

Research work as well as along with the report. No research should be done if ethics committee has not given the clearance. Report on research carried out without ethical approvals shall not be accepted under any circumstances.

19. I would like to work with another institute/outside my medical college. How do I do that?

The student is required to take the Guide from the same homoeopathic medical college and is free to work in collaboration with another Institute with a co-guide after obtaining due approval from his college. Kindly note that in such cases ethics committee approval may be required from both the Institutions.

20. Can a parent if working as a faculty in the same college, become a guide of his or her child?

Preferably the parent should not be the guide of his or her child, however permission of college authorities may be taken for exceptional reasons.

21. Do I need to submit all the raw data in excel sheet?

No, it is not required. You may extract the relevant data and present it in the tabular form in the report.

22. Do I need to submit completed case record forms and signed informed consent forms from all the participants?

No, you need to only submit one blank unsigned consent form/ case report form. Confidential information about participants should not be submitted.

23. My guide has left/moved/transferred from medical college. May I change my guide? Yes, the student may approach another faculty member from the same department and take permission of college authorities regarding the change. You do not need the permission of the Council for this change. However, you need to inform CCRH regarding this at the time of report submission.

24. How to make/ reduce the size of the PDF file?

Student can make use of internet or available software's/ tools for making/ reduce the size of PDF file. In case you have a difficulty, kindly take help from computer personnel.

25. How to insert image file into word document?

- Open the Microsoft Word.
- Choose the "Insert" tab and from that menu ribbon select "Picture" option.
- Browse your graphic file.
- Choose your image, and then click Insert.

26. What should be the name of the files which I want to upload?

There is no specific requirement, you are free to choose any file name.

27. I do not have a bank account; may I use my parent's/ Guide's or /other's account?

Payment will be made either online or via cheque in the name of student. Therefore, a student should have a bank account (single or joint) to receive the stipend.

28. Can I publish the results of my study?

You are free to publish paper/ present your work in conferences without seeking permission from the Council. However, you must acknowledge the support received from CCRH under STSH program for your research & send a reprint of your paper to CCRH for record.

29. My report has been accepted. Will it be published by CCRH in its journal/ bulletin?

Kindly note that there is no procedure for automatic publication of STSH reports in CCRH journal/ bulletin. In case you want to publish, you may consult your guide and identify a suitable journal and prepare the paper for submission as per journal requirements.

30. My research paper has been selected for presentation in conference abroad, can I get travel fellowship from CCRH?

Travel fellowships are not provided by CCRH under STSH or any other program. Students at their own expense can present their research paper at any conference.

31. When will I receive my certificate and stipend?

Certificates and stipend shall be dispatched around February to March each year.

32. Whom do I contact in case of any queries?

You may either call or send an email to [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com). For any query call on 011-28524415.

33. Will the efforts of my guide be recognized?

To recognize the efforts of the guide, his/her name is printed in the Certificate.

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### **ANNOUNCEMENT FOR STSH-**

1. On behalf of **DR. SUBHASH KAUSHIK**, Director General, Central Council for Research in Homoeopathy (CCRH), applications are invited from interested undergraduate homoeopathic students to participate in the Short-Term Studentship in Homoeopathy Program (**STSH**).
2. The Council has initiated the Short-Term Studentship Program to promote interest and aptitude for research among medical undergraduates. The main objective of this program is to provide an opportunity to undergraduate medical students to familiarize themselves with research methodology and techniques by being associated for a short duration with their seniors on ongoing research programs or by undertaking independent projects. This may serve as an incentive for them to take up research as a career in the future. The Institution must provide the student with all the facilities for carrying out research.
3. The Council decided to initiate the Short-Term Research Studentship in Homoeopathy (STSH) Program for homoeopathic medical undergraduate students of various homoeopathic medical colleges in the country by awarding studentships to deserving undergraduate students in March 2014.
4. The student is required to register and submit the application form and proposal for STSH by 31<sup>st</sup> August, which will be evaluated by the Council. Results will be announced by December, and a list of selected students will be displayed on the website. If selected, the student is expected to complete the project between January to July and submit the report before the last date of submission, which is 30<sup>th</sup> September. The student will be awarded a stipend and certificate only if his/her report is approved.
5. The value of the studentship will be Rs.30000/- and is meant to be a stipend for the student. Cost of research must be borne by the Medical College/ Institution where research is carried out.
6. For any queries, please contact preferably through email to [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com).
7. For any further clarifications please write to:

Dr. Sunil Ramteke, DDG,  
Central Council for Research in Homoeopathy  
61-65, Institutional Area, D-Block,  
Janakpuri, New Delhi - 110058, India  
**Telephone No.:** 91-11-2852 4415  
**Fax:** 91-11-28521060  
**Or E-mail:** [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com)

# **STSH PROGRAM : GUIDE FOR STUDENTS**

## **REGISTRATION & APPLICATION PROCEDURE**

Online Registration and Concept Proposal Submission (July to August, every year)

Review of Applications and concepts (September – October, every year)

Announcement of shortlisted candidates (December, every year)

## **RESEARCH & REPORT PROCEDURE**

Research & Report Preparation (January- July, every year)

Submission of Final Report (30<sup>th</sup> September, every year)

Review of Reports (October- November, every year)

Result (January, every year)

Stipend and Certificate dispatch (February to March, every year)

## **APPLICATION PROCESS FOR STSH**

**Eligibility:** Please note that this program is only for undergraduate Homeopathic Medical students (2<sup>nd</sup> year to internship).

## **Details for Submitting STSH online form**

### **Student Details (ONLINE Form Part-A)**

1. Interested students should register and submit application/proposal, their e-mail address and other details before 31<sup>st</sup> August.
2. One student should register only once; duplicate registration will be treated as disqualification.
3. The student must provide information with due care. Requests for changes in student information at a later date will not be acceptable.
4. The student should write his/ her name in sentence case. Kindly do not prefix Mr. /Ms. with your name. If selected, the stipend and certificate will be issued in the name of the student, he/she has mentioned.
5. Kindly give the complete postal address in the application form on which stipend can be received from the Council in case the student is selected. Changes in address at a later date will not be allowed.
6. The students should also provide their contact telephone no. / Mobile/ e-mail to facilitate communication.
7. After registration of student details for STSH , a unique Reference/Registration No. will be allotted and will be sent to the student by E-mail.
8. The student will require Reference/ Registration No. and e-mail id at the time of submission of final report. Therefore, these must be noted down carefully. Change of e-mail will not be allowed at any stage. Only registered students will be able to submit the proposals.



### **Particulars of Guide (ONLINE Form Part-B)**

Complete details including Name, Designation, Department, Medical College, Contact details including current email address to be provided. The Guide should ensure that she/he selects a suitable brief topic for this studentship, which can be completed within the given time period for completion without asking for extension. The guide may forward the application of two students each year for STSH program.

### **Enclosures / Attachments (ONLINE form part C)**

1. Each STSH application and research proposal should be submitted along with duly filled in and attested Application Attestation Form (AAF).
2. The Application attestation form should be filled up, signed, attested, scanned and saved as a PDF file. ONLINE submissions of application/ research proposal will not be accepted unless accompanied by Application Attestation Form (AAF).
3. A student can submit one application on selected topic. In case a student submits more than one proposal, all proposals will be automatically rejected.
4. Other documents like Ethics committee approval, informed consent form, case study form and study questionnaire can be submitted now or later before the commencement of study or along with the final report.

### **STSH Application/Proposal (ONLINE Form Part-D)**

This 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 300 words) of the study. The proposal should describe a brief work plan of proposed research giving a short 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 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 STSH project:

- Name of the student/ guide
- Address/ contact details
- Telephone no.
- E-mail ID's

### **Enclosures/ Attachments (ONLINE Form Part-C)**

The enclosures may be scanned and saved as PDF file for submission. Please ensure that the file size should not exceed 1 MB each.

**i. Compulsory attachment:** Submission of 'Application Attestation Form' as per format provided is compulsory with the application. The blank form can be downloaded from website and this has to be filled in and passport size photograph should be pasted by the student. This may then be signed by the Guide and attested and forwarded by the Head of the Department and the Head of the Institution/ Principal/ Dean of the Medical College (with stamp/ seal of the institution). Once

the Attestation Form is signed by all, the student must scan it and save it as a PDF file. This must be uploaded at the time of ONLINE submission. Application will not be accepted unless accompanied with Application Attestation Form (AFF).

**ii. Optional Enclosures:** IEC and IAEC submission at the time of application submission is optional however mandatory along-with the final report. Student is required to obtain clearance from Institutional Ethics Committee (IEC) or an Institutional Animal Ethics Committee (IAEC) for the research. However, submission of ethics committee approval at this stage is optional. In case IEC approval is not obtained at the time of submission of application, kindly do not submit any other document instead as submission of wrong documents can lead to disqualification. If the proposal/project is selected for STSH Program, the student must obtain an ethical clearance before initiating research. In addition, if there are plans to use an Informed Consent Form or any Case Study Form or Questionnaire, the same may also be enclosed with the final report. Please note that submission of IEC/ IAEC certificate is mandatory at the time of STSH report submission. Any research carried out without appropriate IEC/IAEC approval will be automatically rejected.

## **PREPARING SHORT TERM STUDENTSHIP in HOMOEOPATHY (STSH)**

### **PROPOSAL/PROJECT**

Please follow the ‘STSH PROJECT FORMAT’ given below:

Title	(upto 25 words)
Introduction	(upto 300 words)
Objectives	(upto 100 words)
Methodology	(upto 800 words)
Implications	(upto 100 words)
References	(upto 300 words)

**Title-** A good title should be short, accurate and concise. It should make the central objectives and variables of the study clear to the reviewer.

**Introduction-** The purpose of an introduction is to provide the rationale behind the work, so that the reviewer may understand and appreciate the objectives. Please describe the importance (significance) of the study. Defend the model- Provide a rationale and describe the reasoning that led you to selecting them. Briefly describe the experimental design and how it accomplished the stated objectives. Describe the situation and specify clearly the gaps in the existing knowledge and/ or controversy and inconclusive evidence. The discussion should be supported with appropriate references.

**Objectives-** Should specify what kind of knowledge 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.

**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.

**Implications-** Describes what is expected to be achieved or gained from the proposed research. This could be given in terms of knowledge gained by the student or in terms of scientific advancement.

**References-** Provide appropriate references from recently published journals/ literature supporting the proposed research.

*For any further clarifications please write to:*

Dr. Sunil Ramteke, DDG  
Central Council for Research in Homoeopathy  
61-65, Institutional Area, D-Block,  
Janakpuri, New Delhi - 110058, India

OR

Send an email to: [ccrhstsh1@gmail.com](mailto:ccrhstsh1@gmail.com)

## **GENERAL INSTRUCTIONS**

1. For STSH program, the last date for receiving ONLINE completed applications with research proposal and other enclosures is 31<sup>st</sup> August each year. The application form must be filled in and submitted online as per detailed instructions provided. No hard copies of the proposal shall be received or considered.
2. The student must carry out research in his/ her own medical college under the guide who is employed in the medical college as a permanent faculty.
3. Only permanent full time faculty members working in any of the Department of the Medical College where the student is enrolled can act as the guide. Part time consultants/visiting faculty/ residents/ Tutors/ Pool officers/ PG students cannot be the guide.
4. Two students will be allowed to work under one guide, which may be any faculty of the college in any given year. Two or more students are not permitted to work on the 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, CCRH will recognize only ONE main Guide for all purposes.
5. The student should obtain clearance from the Institutional Ethics Committee (IEC) 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. For more information, please refer to ICMR “Ethical Guidelines for Biomedical Research on Human Participants 2017”.
6. If the proposal is accepted, Institutional Ethics Committee approval should be obtained from the medical college where the student is enrolled before initiating research.
7. The student should have all documents ready before filling up application form (Research proposal/ attestation form/ other enclosures like IEC approval, ICF, Case record forms etc.).
8. Scanned documents i.e. Application Attestation Form, Ethics Committee Clearance or other files viz., Case record, Questionnaire etc. should be submitted as PDF files only.
9. Students who were unable to complete their STSH project can re-apply for the next session with the same project. However, it will not be given any special preference and will be treated as a fresh/ new application.
10. Students/Guides are requested to submit STSH applications well in advance and not to wait for the last date and avoid the last-minute rush.
11. The Council will not be responsible in case the student is unable to submit the proposal/ project in time due to any reason whatsoever and the request for extension of last date will not be considered.

## **TERMS AND CONDITIONS**

1. STSH program is intended to encourage and support undergraduates interested in research and all efforts have been made to provide accurate information, however Central Council for Research in Homoeopathy (CCRH), will not be responsible for any loss to any person caused by inaccuracy in the information. Any discrepancy found may be brought to the notice of CCRH.
2. The proposal should give in detail the original work to be carried out by student under the Guide and should not be copied from earlier research/ thesis /other sources.
3. Incomplete applications/ proposals will not be considered. CCRH reserves the right to approve/disapprove a project proposal upon evaluation.
4. Two students will be allowed to work under one guide, which may be any faculty of the college in any given year. Two or more students are not permitted to work on the same topic together. Proposals submitted on the same topic by different students are liable to be rejected outright.
5. Any research carried out by the student without appropriate prior approval by the IEC/IAEC will be rejected.
6. Submission of wrong information/ document etc. detected at any stage will lead to disqualification and the application/ proposal/ project will be treated as cancelled.
7. The studentship is non-transferable and cannot be given to another student in the event of non-acceptance after getting approval. However, in the case of transfer of guide the student can take another faculty member for same department as guide with permission from the medical college.
8. The Council reserves the right for no further discussion on rejected/ incomplete applications/ research proposals / late submissions to the Council.
9. Information from students may be used by the Council/designated authorities to contact students / invite them to research methodology workshop/ conferences or other academic activities.
10. Requests for providing the following categories of information shall not be entertained:
  - Reasons for rejection of STSH applications
  - Names and contact details of students/ guides/ reviewers
  - Any other details of any student/ Guide
  - Titles of STSH projects- approved/ disapproved
  - Scientific details of STSH projects of students
  - Minutes of STSH meetings/ marks/ scores
  - Or any other confidential information
11. The Council shall make all efforts to keep the information about participating students/guides/ scientific reports (soft copies) confidential and in safe custody, however will not be responsible for any unintentional loss of any kind due to unforeseen reasons at this time.