



UNIVERSITY OF HEALTH SCIENCES LAHORE

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GUIDELINES FOR SUBMISSION OF SYNOPSIS

- 1.** Synopsis should be prepared in accordance with the template prescribed in 'Synopsis Proforma', available on UHS website <https://uhs.edu.pk/downloads/SynopsisProforma1.doc>
- 2.** Synopsis should be printed on A4 paper on single side of page. Prescribed font and format for headings (Headings: Font 14-Times New Roman) and body text (Body text: Font 12-Times New Roman, justified, with line spacing of 1.5).
- 3.** Preliminary pages of the synopsis i.e., those preceding the 'Text' (Title Page, Synopsis forwarding proforma, Table of Contents, List of Abbreviations, etc. are to be numbered in lower case Roman numerals i.e. (i), (ii), etc. and placed in the middle at the bottom of each page. Pages of the text itself, starting from the Project Summary, and all sections following it should be numbered consecutively throughout in numeric (arabic) numbers i.e. 1, 2, 3 etc. shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.
- 4.** Synopsis, with duly filled, signed and stamped proforma (by the supervisor, co-supervisor, Head of the Department, Convener Institutional Ethical Review Committee and Principal/Dean/Head of the Institution concerned), should be forwarded through proper channel with covering letter from Principal/Dean/Head of the Institution/Head of the university Teaching Department, as the case may be.
- 5.** Certificate of approval of institutional Ethical Review Committee should be annexed with the synopsis.
- 6.** Covering letter from the institution, and Certificate of approval of Ethical Review Committee/Institutional Review Board shall also be placed with annexures, rather than placing at top of the synopsis.
- 7.** Name of the candidate in synopsis should be strictly in accordance with registration record of the university.
- 8.** M.Phil/MD/MS/MDS/MHPE candidates are required to submit ten (10) copies of synopsis (tape bound), including a copy with original signatures in the Synopsis forwarding proforma, for presentation to the Synopsis Review/Specialty Advisory Committee.
- 9.** M.Phil/MD/MS/MDS/MHPE candidates are required to submit eight (8) copies of synopsis (tape bound) for presentation to Advanced Studies & Research Board.
- 10.** However, Ph.D scholars are required to submit twenty (20) copies of synopsis (tape bound), including a copy with original signatures, for presentation to Advanced Studies & Research Board, with certificates of approval of Ph.D Synopsis Review Committee and Ethical Review Committee.
- 11.** One (1) copy of synopsis shall be submitted along with correction certificate, in case of final approval of the synopsis by the Vice Chancellor on behalf of the Advanced Studies & Research Board.
- 12.** Candidates are required to email a scanned soft copy of synopsis to esynopsis@uhs.edu.pk for issuance of final approval letter.