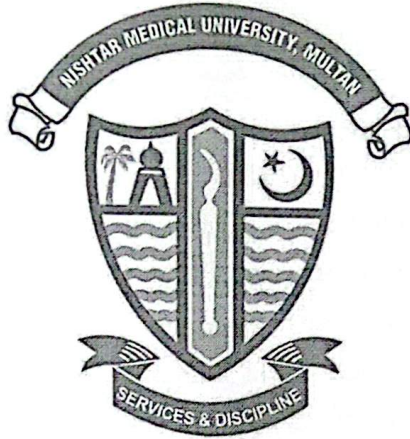




*THE NISHTAR MEDICAL
UNIVERSITY
SYNOPSIS AND THESIS WRITING
REGULATIONS & GUIDELINES
2025*

STATUTES FOR RESEARCH WORK NISHTAR MEDICAL UNIVERSITY MULTAN

1. SYNOPSIS RESEARCH PROPOSAL APPROVAL

- i. For all Master's programs, supervisor & topic of research shall be allocated in the first semester, and a synopsis shall be approved by the end of the 2nd semester.
- ii. The topic will be approved by the Board of Studies (BOS) of concerned department.
- iii. After completing the synopsis in the prescribed university format, it should be forwarded through the chairman Board of Studies to the office of the Registrar NMU for presentation in the Institutional Review Board (IRB) of NMU.
- iv. Institutional Review Board shall ensure that the research topic has translational potential and its alignment with the research agenda and vision, and mission of the university.
- v. The synopsis, on recommendation of the Institutional Review Board, shall be submitted to the Board of Advanced Studies & Research (BASR) for final approval.

2. THESIS SUPERVISION

- i. For Master's degrees the supervisors/co-supervisors shall be from the faculty of concerned department, having a Master's/PHD qualification in relevant subject, duly registered with concerned council.
- ii. Supervisors and co-supervisors shall be allocated by the Board of Advanced Studies & Research (BASR) on recommendation of concerned Board of Studies.
- iii. A supervisor should preferably be a full-time faculty member of the respective department. However, in case of non-availability of such faculty in the department, the Head of the Department shall forward the request to the Board of Studies with the names of proposed supervisors outside the Department. The recommendations/ approval of the BOS will be presented in the BASR for final approval of supervisor. In such case a co supervisor can be allocated from the Department.
- iv. In the event that a supervisor or co-supervisor leaves the university for any reason, and he/ she cannot continue to supervise the thesis work anymore, the BASR shall designate and allocate a new supervisor on the recommendation of BOS to ensure continuity and progress of the research work.

- v. All supervisors and co-supervisors shall submit an undertaking of 'No Conflict of Interest to be neither closely related to a student by consanguinity or marriage up to the third degree relative nor maintaining a dual relationship with the student, or any other personal/professional/financial interest that may influence his/her role as a supervisor/co-supervisor.

3. MANDATORY WORKSHOPS

The Department of Medical Education NMU will organize following mandatory workshops for Master students.

- I. Basic Biostatistics, SPSS and Research Methodology
- II. Skills in synopsis and thesis writing
- III. Skills in information technology
- IV. Communication skills, any other workshop approved by the Advanced Studies & Research Board from time to time.

4. PERFORMANCE EVALUATION

A logbook / Research Log shall be maintained by the student during his/ her research work.

5. THESIS SUBMISSION, EVALUATION & DEFENSE

- i. Thesis shall be prepared on the prescribed 'Thesis Format Guidelines' available at NMU website.
- ii. The thesis can only be submitted within the maximum allowed duration of the degree program.
- iii. Thesis shall be submitted through the Head of the Department concerned.
- iv. The submitted thesis must include the plagiarism report (Similarity index acceptable range is 19%), along with all other documents prescribed by the Examination Department of Nishtar Medical University, Multan.

- v. The Vice Chancellor shall appoint a local external examiner from the panel of three, for the evaluation of the thesis, chosen from the panel approved by the Board of Advanced Studies & Research.
- vi. Examination department will maintain confidentiality by coding the thesis before sending it to the internal evaluator & external evaluator.
- vii. Each examiner will be provided with a copy (electronic/hard) of the thesis and, acting independently, shall be required to provide the Controller of Examinations with a written report on the quality of the thesis, if there is no response from the examiner within three months, and after two reminders, each spaced seven days apart, the examiner shall be replaced by the Vice Chancellor on request of the Controller of Examinations.
- viii. In case of recommendations of minor corrections by the examiners, the scholar would be asked to submit the updated thesis to the Examination Department within ten (10) working days of intimation of the decision, along with an annotated rectification report, duly certified by the supervisor.
- ix. For the evaluation of reported major deficiencies in thesis, a committee will be constituted with the recommendation of BASR.
- x. In all such instances, where thesis evaluator identifies major deficiencies in the thesis, a meeting of the candidate, his/her supervisor and thesis evaluator with the committee mentioned in the preceding paragraph will be arranged by Controller Examination. The committee will, after conducting such a meeting, submit its recommendations to the Vice Chancellor pertaining to re-evaluation of thesis on behalf of BASR.
- xi. However, in cases of major deficiencies identified in a thesis by more than one evaluator, prima facie reflecting poor quality of the thesis, a written explanation will be sought by the Vice Chancellor from the supervisor of the candidate within seven days. The explanation submitted by the supervisor shall be considered by the committee referred in the preceding paragraph. The Committee shall furnish its recommendations to the Vice Chancellor for appropriate decisions about acceptance of the explanation/otherwise, and to proceed further with the thesis evaluation process, on behalf of the Advanced Studies & Research Board.
- xii. After approval of thesis evaluation reports, the scholar will be allowed to proceed with publication in HEC-recognized journals.

- xiii. After approval of thesis evaluation reports, the scholar shall be allowed to proceed to the Thesis Defense and Viva Voce Examination, subject to fulfilment of all other requirements, the thesis defense application shall be recommended by the Head of the department/Dean/Principal.
- xiv. The Controller of Examinations shall arrange the conduct of the Thesis Defense and Viva Voce Examination.
- xv. Thesis Defense and Viva Voce Examination must be attended by the student, examiners, and the Head of the Department or a nominee. The main supervisor or co-supervisor attends but will not participate as an examiner.
- xvi. After successful completion of the Thesis Defense and Viva Voce Examination, the student will provide the hard copies of the final thesis to the Department of Examinations, along with the certificate of completion, duly signed by the examiners, issued by the Department of Examinations within seven days. The Department shall issue a result notification to the candidate.

RESEARCH TITLE
(Title Case Times New Roman 14 Bold)



MASTER OF
IN
DISCIPLINE
(Upper case – Times New Roman 14 - Bold)

By

Name of the Student
(Upper case – Times New Roman 12 - Bold)

Under Supervision of
Name of the Supervisor
(Current designation and Institution)
(Upper case – Times New Roman 12 - Bold)

NISHTAR MEDICAL UNIVERSITY MULTAN
(Upper case – Times New Roman 14 - Bold)

Table of Contents:

1. List of Abbreviations:

(To be arranged in alphabetical order)

2. Project Summary:

In form of continuous text without references, maximum of 500 words, and limited to a single page. It should cover all aspects of the research proposal, including short statement of problem, Research hypothesis/research question, objectives, rationale for proposed study, study design, sample size, sampling technique including method for allocation to groups, methodology, data analysis, and potential significance.

3. Introduction

Limited to 500-700 words max. Introduction should establish the basis of the research, in three paragraphs, duly supported with references.

- I. **First Paragraph:** Introduction of the topic. State the research problems. **First discuss** the modern aspects of the problem and then focus on the specific problems under consideration.
- II. **Second Paragraph:** Give short summary of the current state of knowledge, gaps or controversy in existing knowledge or if there is inconclusive evidence. Investigator may have his own observations/reasons to question the existing knowledge that need to be verified.
- III. **Third Paragraph:** The researcher will build rationale for conducting the study considering gaps or controversies in existing knowledge given in second paragraph.

4. Literature Review:

Not to exceed 3-4 pages, should consist of three sections.

- I. **First Section** should cover current state of knowledge citing available literature with references, with gaps or controversy in existing knowledge or if there is inconclusive evidence;
- II. **2nd Section** should introduce the precise nature of the project;
- III. **3rd Section** should describe goals/objectives in the light of first two sections. (In-text-references should be given in Harvard style preferably from last five years. A few older references can be given only for historical purpose.)

5. Hypothesis:

6. Objectives:

7. Operational Definitions:

If applicable, with references for standard criteria or definitions.

8. Materials & Methods/Subjects & Methods:

Patients/Experimental Animals Selection (Inclusion & Exclusion Criteria; attach all proformas used for data collection at the end as annexures)

9. Study Design:

The study design must be specified (i.e., Randomized Control trial, Comparative study, Experimental study, Quasi Experimental study, Descriptive/Observational study including Cross sectional study, etc. Clinical trial should be registered by WHO.

10. Setting:

Place, where study will be carried out, including the names of collaborating departments and institutes.

11. Sample Size:

To be calculated by appropriate scientific formula and on basis of relevant variables from published research giving its reference. In case of online calculator screenshot should be affixed.

12. Sampling Technique:

Including both recruitment of study subjects and subsequent allocation to groups 4 Sample Selection: Inclusion criteria Exclusion Criteria

13. Methodology:

Data Collection Procedure, what variables (Dependent or outcome and independent or predictors and confounding will be studied)? Details of procedures, techniques, and methods Data Collection Tools/Instruments to be used in the study. In case of Surveys/questionnaire, these must be validated.

14. Statistical Analysis: Data recording, storage, and assessment. List of qualitative and quantitative variables. How will data be analyzed? Software to be used. What parametric or non-parametric tests will be used for different variables, i.e., level of significance?

15. How will the conclusion be drawn?

16. Outcome & Utilization:

(Describe in which way the expected results of your study can be useful in the advancement of medical knowledge, and potential translation into the health care delivery system.)

Bibliography: (Latest, preferably those published in last five years. To be given in an alphabetical order in hanging margins, without serial numbers or bullets. All in-text references should be cited in bibliography.)

17. Referencing Style:

The prescribed referencing style has been Harvard Style, available <https://NMU.edu.pk/>-----
(CTRL+ Mouse Click)

18. Annexures: Including:

- Acceptance of Responsibility Certificate by Research Supervisors & Co-supervisors (duly signed by the supervisor & co-supervisor) - Prescribed template has been made available at page 13 of this document.
- Ethical Considerations (duly signed by the candidate and the supervisor)
- Informed Consent Proforma (English & Urdu Translations) – Prescribed template in English has been made available at pages 14-15 of this document.

- Estimated Cost of the Project: which includes the funds required for all chemicals / reagents, laboratory equipment/ materials or study animals (if any) to be utilized in the research needs. Cost estimates should be given in an itemized, tabulated format, including all direct and indirect costs.
- Plan of work (Gantt Chart): Schedule/Phasing (In order to achieve the desired objectives of the study, divide your work plan into different phases in a tabular form).
- Data collection tool/s including proforma, questionnaire, survey, etc.

THESIS WRITING GUIDELINES

1. COPIES:

Six copies (5 for Examination Department and one for Office record) of the thesis shall be submitted by the candidate in accordance with the University Regulations.

2. PAPER:

Must use A4 size paper for all copies. The recommended paper quality is 80-90 gm. Use only one side of the page for printing.

3. PRINTING:

A laser quality printer should be used for the final copy. The candidate should maintain the quality of the scholarship/research, the soundness of the logic, the originality of ideas, and the lucidity of the prose in the write-up.

Use of headings/chapter titles in a font size larger than 14 is discouraged and the use of excessive ITALICS or BOLD print is not advisable. Acceptable font generated by MS Word program includes Times New Roman.

An example of the font and size is:

- i. **CHAPTER TITLE** (UPPER CASE - Times New Roman -14 - Bold)
- ii. **Headings** (Title case – Times New Roman – 14- Bold)
- iii. **Sub-headings** (Title case – Times New Roman – 12- Bold)
- iv. **Body text** (Title case – Times New Roman – 12 - Normal)

4. SPACING:

The text should be printed in double space. Only footnotes, long quotations, table captions, figures, legend and similar special material may be single spaced. Reference entries should also be single spaced (double space between entries).

5. MARGINS:

On the left 1-1/2 inches; on the top, bottom, and right 1 inch. These are necessary to allow for binding and trimming. The margin should not be punched in holes, since holes would make binding impossible (It is important that the margins on the thesis meet these requirements so the binding can be made correctly). Page numbers do not need to meet the 1-inch margin requirement.

6. TITLE PAGE:

The title page should be in accordance with format annexed. The degree for which thesis is submitted must be indicated i.e. Doctor of Philosophy, Master of Philosophy etc.

The month and year shown on the title page should be those in which the final copy is submitted to the University.

7. ABSTRACT:

A structured abstract should be included in each copy of the thesis. The abstract should not exceed 400 words for a doctoral and 250 words for other degrees. The abstract should be a miniature version of the thesis. It should include a summary of the results, conclusions or main arguments presented in the thesis.

8. ASSEMBLING THE THESIS:

The thesis should be assembled in the following order:

- a. Title page
- b. Certificate by the Supervisor (sample attached)
- c. Acknowledgment
- d. List of abbreviations
- e. Table of Contents
- f. List of Appendices
- g. List of Figures
- h. List of Tables, etc.
- i. Abstract
- j. Text with following Chapters:

Introduction: Stating what the topic is about, identify the research gap and mention the research questions

Literature Survey: It should identify and evaluate the relevant literature within particular field of research focusing on the research that has already been done and emerging along with the current state of knowledge on the topic. A suitable hypothesis based on identified research gap be given at the end with objectives of the study

Materials and Methods: Should give overview of the experiment/design, population/sample, sampling technique, materials, procedures, variables, and statistical analysis.

Results: Should state the findings of the research arranged in a logical sequence. All the figures/tables/graphs should be properly placed and numbered with caption needed.

Discussion: Should provide the findings in few sentences. It should interpret and describe the implication of your results in the light of previous research. Must state the strengths and limitations of your study along with implications of the findings.

Conclusions:

- k. Appendices, if any
- l. Tables and Figures
- m. References

9. PAGE NUMBERING:

Preliminary Pages of the thesis i.e., those preceding the 'Text' (Title Page, Certificate, Acknowledgement, Abstract, List of Abbreviations, Table of Contents, List of Appendices and List of Tables) are to be numbered in lower case Roman numerals i.e. (i), (ii), (iii) etc. and placed in the middle at the bottom of each page.

Pages of The Text itself and of all items following the text i.e., Introduction, Materials and Methods, Results, Discussion, Conclusions, Appendices, Tables and References should be numbered consecutively throughout in numeric (Arabic) numbers i.e. 1, 2, 3 etc. beginning with number 1 on the first page of the first chapter or introduction and shown in the middle at the bottom of each page. Page number should not be shown on the Title Page.

10. PHOTOMICROGRAPHS / PHOTOGRAPHS / DRAWINGS:

All photomicrographs/photographs and figures should be properly labeled. These should appear within the text at the point where reference to them is first made. No press-on letters may be used.

Photomicrographs /photographs should be mounted with white casein (e.g., Elmer's glue), glue stick, or dry mounting tissue. Rubber cement or tape should not be used. Photomicrographs/ Photographs about 5//x4// in size should be used. High-clarity Xerox copies of photomicrographs/ photographs are also acceptable.

Any material which cannot be typed or computer generated should be drawn with permanent black ink in neat and legible with heavy lines, to allow for reduction in microfilming.

Photographs of drawings are acceptable. Xerox reproductions of drawings are acceptable, if reproduced on the correct paper and if they are of high contrast/quality.

11. MULTI-VOLUMES:

Any thesis that is more than 1.75//thick must be bound in two volumes. The thesis should be split in more or less equal parts at some sensible point i.e., start of a new chapter. A separate title page of "Volume II" of the thesis be given with student's name, and other particulars as given in "Volume I".

12. THESIS BINDING:

The colors prescribed for Ph.D./M.Phil. /MD/MS/MDS thesis binding are specified as given against each Degree.

Ph.D.	Maroon
M.Phil.	Olive Green
MD	Navy Blue
MS	Dark Gray
MDS	Black
MSN	Black

Spine of the bound thesis should show "Ph.D./M.Phil. /MD/MS/MDS Thesis" on top across the width of spine, name of candidate in the middle along the length of spine and the year of submission across the width at the bottom. Lettering on spine should preferably be in 18pt. and may be in boldface.

GUIDELINES FOR SUBMISSION OF THESIS

1. Thesis must be submitted in soft form to the email address (NMU@-----) before the submission of hard copies for checking the similarity index through the software Turnitin.
2. Any text copied & pasted from any resource without reference will be considered plagiarism.
3. It is required that any text taken from a resource must be paraphrased in the scholar's own words & must be referenced. The thesis similarity index acceptable range is 19%.
4. On receipt of confirmation that the thesis falls within the acceptable range of similarity index, the following must be submitted through the proper channel to the Controller of Examination, NMU Multan.
 - i. Four (4) Copies of the Thesis (tape binding) with a similarity index/plagiarism report and original signature of the Supervisor on the "Completion Certificate" on each copy.
 - ii. Five (5) Copies of Final Approved Synopsis.
 - iii. One Soft copy (on CD/USB) of the thesis in MS Word format (File Size less than 10 MB)
 - iv. CV of the candidate. (with updated contact information)
 - v. Copy of the Letter of ethical approval
 - vi. Two (2) passport-size photographs (attested)
 - vii. Copy of letter regarding approval of thesis topic.
 - viii. Copy of Last qualification (attested copy)
 - ix. Copy of registration letter of NMU Multan.
 - x. Copy of CNIC (attested)
 - xi. Thesis processing Fee Rs. 25000/- Fee deposited in the form of Draft in favor of Vice Chancellor, NMU Multan.

AFFIDAVIT

(Rs. 100 Stamp Paper)

I, _____ (full name of deponent), son/daughter of _____,
CNIC No. _____, resident of _____
_____, do hereby solemnly affirm and declare as under:

1. That I am a duly enrolled full-time student of Nishtar Medical University, Multan in the program _____.
2. That I undertake to complete my research work and submit my thesis within the stipulated time period as prescribed by the University.
3. That I further undertake to fulfill all academic requirements of the University as a full-time student.
4. That I shall abide by all the rules and regulations of the University during the course of my studies.
5. That in case of any default, the University shall be competent to take any action against me as per rules.

I _____ do hereby verify that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Name: _____

Date: _____

Signature: _____

AUTHOR'S DECLARATION

I, hereby declare that the thesis entitled * * submitted for the award of
the degree of (Ph.D./MD/ MS/ MSN/ M.Phil./) at
 (Name of University), is my own original work.

I further declare that this thesis has not been submitted previously, in whole or in part, for the award of any degree, diploma, or academic qualification at this or any other university/institution, either within the country or abroad.

I also acknowledge that, if at any time this statement is found to be false, even after the conferment of my degree, the University shall have the right to withdraw my degree in accordance with its rules and regulations.

Name of Candidate _____
Registration/Enrollment No. _____
Date: _____

SUPERVISOR'S CERTIFICATE

This is to certify that the thesis entitled " _____ " submitted by Mr./Ms. _____, in partial fulfillment of the requirements for the award of the degree of _____ (Ph.D./MD/ MS/ MSN/ M.Phil.), is based on the results of the candidate's original research work carried out under my supervision.

To the best of my knowledge, the contents of this thesis have not been previously submitted, in whole or in part, for any other degree or qualification at this or any other institution.

The candidate has diligently completed the research work and fulfilled all academic requirements prescribed by the University. I, therefore, recommend that this thesis be accepted for submission in partial fulfillment of the requirements for the award of the degree of _____.

Name of Supervisor
Designation
Department/Institute
Nishtar Medical University, Multan

JK

PLAGIARISM UNDERTAKING

I, _____, solemnly declare that the research work presented in the thesis entitled “_____” * is solely my own work, carried out under the supervision of _____.

I confirm that no significant contribution from any other individual has been included in this work, except where due acknowledgement has been made. Any assistance received in the course of my research has been properly recognized, and all sources of information have been appropriately cited in accordance with academic standards.

I fully understand the **Zero-Tolerance Policy On Plagiarism** adopted by the Higher Education Commission (HEC) Islamabad and Nishtar Medical University, Multan. I declare that this thesis is free from plagiarism and that no part of it has been copied, reproduced, or borrowed from any published or unpublished source, except where explicit reference has been made.

I further undertake that if, at any stage (before or after the award of my degree), this declaration is found to be false and plagiarism is established, the University shall have the right to withdraw my degree in accordance with its rules and regulations. Moreover, the HEC and the University reserve the right to take any disciplinary action deemed appropriate, including publishing my name on the HEC/University website as per official policy.

Name of Candidate
Registration/Enrollment No.
Date:

CERTIFICATE OF APPROVAL

This is to certify that the research work presented in the thesis entitled
“ _____ ” has been carried out by Mr./Ms.
_____ under supervision of _____.

This thesis has not been submitted, in whole or in part, for the award of any other degree at this or
any other institution. The thesis is hereby submitted to the Department of
_____, Nishtar Medical University, Multan in partial fulfillment of
the requirements for the award of the degree of _____ (Ph.D./MD/ MS/ MSN/ M.Phil./)
in the field of _____.

Student Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Head of Department: _____ Signature: _____

Examination Committee

External Examiner 1:

Name, Designation & Institute:

Signature:

External Examiner 2:

Name, Designation & Institute:

Signature:

Internal Examiner:

Name, Designation & Institute:

Signature:

CHECK LIST FOR THESIS SUBMISSION

Candidate is required to observe the prescribed guidelines for submission of thesis given on the NMU website. The checklist is to be signed by the candidate and countersigned by the supervisor and shall be submitted along with the thesis.

Sr. No	Guidelines/ Requirements	Tick the Box
1	Research Repository on NMU website visited and the research proposed should not be the repetition of the any of the earlier topics.	
2	Thesis should be printed on A4 paper on single side of page.	
3	Prescribed font and format for Thesis Headings: Font 14-Times New Roman Body text: Font 12-Times New Roman, justified, with line spacing of 2	
4	Are all headings in accordance with the format?	
5	Is sequence of headings in accordance with format?	
6	Are preceding pages numbered in Roman, numerals and text pages in numeric numbers?	
7	Is thesis duly signed by supervisor, Co-Supervisor, Convener ERC and Principal/Head of the Institution?	
8	Is forwarding/covering letter from Principal/Dean/Head of Institution signed and attached?	
9	Does Abstract consist of a minimum of 250 word?	
10	Does Abstract is in continuous text covering following topics in sequence: • Short statement of problems • Research Hypothesis/Question • Objectives • Methodology • Anticipated Results • Conclusion.	
11	Are the references quoted in Harvard style and majority of references are from the last five years?	
12	Synopsis approval letters	
13	Ethical Considerations	
14	Informed Consent Form	
15	Estimated Cost	
16	Gantt chart	
17	Data Collection Performas	
18	All annexures.	
19	Fee submission slip	

20	Soft copy of thesis	
21	Synopsis and thesis 5 copies	
22	Candidates 'Credentials	
23	Supervisor certificate.	

Candidate Name & Signature

Supervisor's Name & Signature

[Handwritten signature]

Standard Operating Procedures (SOPs) for Thesis Preparation and Approval
Nishtar Medical University, Multan

Step No	Task	Responsibility	Statutory Body for Approval
1	Allocation of Supervisor	Department	BASR
2	Selection of research area/ Topic	Student under guidance of Supervisor	-
3	Finalization of thesis topic	Student under guidance of Supervisor	Board of Studies (BoS)
4	Preparation of research proposal (synopsis)	Student under guidance of Supervisor	—
5	Departmental review of synopsis	Board of Studies (BoS)	Board of Studies (BoS)
6	Ethical clearance	Student under guidance of Supervisor	Institutional Ethical Review Board (IERB)
7	Approval of synopsis	Department forwards to Registrar Office for BASR	Board of Advanced Studies & Research (BASR)
8	Conduct of research & data collection	Student under guidance of Supervisor	—
9	Drafting of thesis	Student under guidance of Supervisor	—
10	Plagiarism check	Quality Enhancement Cell (QEC)	QEC issues clearance as per HEC Antiplagiarism policy
11	Thesis submission	Student (through Supervisor & HoD)	Controller of Examinations
12	Internal review/examination	Supervisor & Internal Examiner(s)	Department / Examination Department
13	External evaluation of thesis	External Examiner(s) (approved panel)	Examination Department
14	Viva voce (thesis defense)	Student, conducted by Examination Department	Examination Department (Supervisor, Co supervisor Internal & External Examiners, HoD, nominee of VC/Dean)
15	Incorporation of revisions	Student under guidance of Supervisor	Examination Department verifies compliance
16	Final hardbound thesis submission	Student	University Library, Examination Department, ORIC, Supervisor, Student
17	Issuance of degree	Degree Cell on passing in written and thesis defense	Degree Cell