



UNIVERSITY OF HEALTH SCIENCES LAHORE

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Registration Department

GUIDELINES FOR SUBMISSION OF SYNOPSIS

1. Synopsis should be prepared in accordance with the format prescribed by UHS for synopsis writing, available on its website.
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 and signed 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 signed covering letter from Principal/Dean/Head of the Institution concerned.
5. Certificate of approval of institutional Ethical Review Committee should be annexed with the synopsis.
6. Name of the candidate in synopsis should be strictly in accordance with registration record of the university.
7. 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 Committee.
8. 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.
9. 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. Certificate of completion of Ph.D Course Work and passing the Comprehensive Examination shall be mandatory for submission of PhD synopsis.
10. One (1) copy of synopsis shall be submitted in case of final approval of the synopsis by the Vice Chancellor on behalf of the Advanced Studies & Research Board.
11. Candidates are required to email a scanned soft copy of synopsis to esynopsis@uhs.edu.pk for issuance of final approval letter.
12. Harvard style of referencing prescribed for in-text and bibliographic references has also been available at UHS website.