

Name of student : \_\_\_\_\_ Enrolment # \_\_\_\_\_

Specialty & Program : \_\_\_\_\_

### **Check List for PhD Thesis Submission**

#### **Hard Copy:**

- ☐ A covering letter from Program Director to the chairman BASR which includes submission of the copies (Format uploaded)
- ☐ Suggested list of 5 external evaluators (reviewers) as per HEC Graduates Policy 2023 (uploaded) and 5 external examiners from supervisor with CV's of all suggested reviewers and examiners from supervisor.
- ☐ A spiral copy of the thesis with original signature of all supervisor(s)
- ☐ Plagiarism Undertaking Affidavit (on at least Rs. 100 stamp paper). Template uploaded online
- ☐ Clearance Form (form uploaded).

Please make sure that you have got clearance from radiology, animal house, laboratories, department and central ojhla libraries where applicable and following documents are attached here with:

- Enrolment Card Copy
  - Transcripts of all Semesters (attested by HOD)
  - NTS-GAT/DUHS-GAT/GRE Result
  - Comprehensive Examination Result
  - Enrolment Extension Application/Letter (if expired)
  - Re-Admission Letter (if issued)
  - Re-Admission Paid Fee Voucher
  - Synopsis Approval Letter from PhD Advisory Committee, IRB and BASR
  - Fee Certificate (from Fee Section)
  - Research Thesis Evaluation Fee Voucher (from Fee Section)
    - Fee voucher of Rs. 50,000 can be taken from Fee Section, 3rd Floor, Old Administration Building, Dow Medical College by asking them for submission their thesis review Fee.
- Note:** Program coordinator can request for your voucher by sending Name. Program, Subject, and Enrolment No. via email at [cms.fee@duhs.edu.pk](mailto:cms.fee@duhs.edu.pk) and [wajahat.ali@duhs.edu.pk](mailto:wajahat.ali@duhs.edu.pk). Fee section extension is 5818.

#### **Soft Copy:**

- ☐ Just Abstract with Title Only (Not title page)
- ☐ CV of each suggested reviewer and examiner from Supervisor
- ☐ Complete Thesis (Single MS Word file) as per guidelines uploaded online
  - Scan pages of signed declaration and certificates
  - Current printed date on title page and certificates
- ☐ An original published article in "W", or two research articles in "X" category as per HEC Journals and Publication Policy 2024 uploaded.
  - Date (dd-mm-yy) of Publication must be printed in the article if not get it from the journal via email.

The soft copy of the above documents will be sent by the respective institute from their official email IDs to [research.evaluation@duhs.edu.pk](mailto:research.evaluation@duhs.edu.pk) (BASR Office). The BASR Office will review the documents for formatting corrections, generate the similarity report, and forward it to the respective institute's official email ID along with approval for printing.

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Signature & Date: Student

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Signature & Date: Supervisor  
(Designation & Qualification)

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Signature & Date: Program Director