

THESIS FORMAT GUIDELINES

FOR POST GRADUATE PROGRAMS



**RIPHAH COLLEGE OF REHABILITATION
SCIENCES ISLAMABAD**

RIPHAH INTERNATIONAL UNIVERSITY



RIPHAAH INTERNATIONAL UNIVERSITY

**RIPHAAH COLLEGE OF REHABILITATION SCIENCES
ISLAMABAD**

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Rules and requirements

Approval

- The research work must be started after receiving the approval from RRC (Research Review Committee) and IRC (Institutional Review Committee)
- The research work must be planned in such a way that entire research work should be completed in specified time period.
- The topic and research methodologies must be the same as mention in the synopsis protocol approved.
- Patients in the photographs, if included in the thesis, must not be identifiable or the photographs must be accompanied with a written consent of the patients. Color photographs are to be preferred.
- If the tables, figures, diagrams, photographs or any other type of illustrations are reproduced from published literature, they must be properly acknowledged in the thesis.
- Only standard term and abbreviations must be used in needed in the thesis. When using for the first time, a full word or phrase, together with its abbreviation in bracket except for standard units, must be mentioned. A list of all abbreviation used in the text must also be attached in the initial pages of thesis.
- The information about patients such as names, initial or hospital numbers must be kept confidential, especially in illustrative material.

Study Design

- Post graduate students should prefer to use the interventional study, they are not allowed for case report.



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Length of the thesis

- For post graduate the thesis should be of 16000 to 20000 words.

Writing style

- Times New Roman style is acceptable in thesis.

Font size

- CHAPTER TITLE (UPPER CAS E, Times New Roman, **14 Bold**)
- Headings (UPPER CAS E, Times New Roman, **14 Bold**)
- Sub-Headings (Lower Case, Times New Roman, **12 Bold**)
- Body Text (Lower Case, Times New Roman, 12 Normal)

Spacing

- The text should be printed in 1.5 spaces.

Margins

- On the left 1.5 inches, on top, right and bottom 1 inch. These are necessary to allow for binding.

Pagination

- Preliminary or initial pages of thesis include title page, acknowledgement etc are to be numbered in lower case Roman numerals. i.e. (i), (ii), (iii) and placed at the bottom middle of the page.
- Pages of the text itself and of all items following the text i.e. Abstract, Introduction, materials, discussion etc should be numbered consecutively throughout in numeric (Arabic) numbers i.e. 1, 2, 3 etc beginning with number 1 on the abstract page and shown in the bottom middle of the page.



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Abstract

- The abstract should not exceed 250-300 words. It should include background, the purpose of the study, Material and methods, results, conclusion and key words.

Copies

- 4 copies should be submitted to institutes.

Bindings

- Binding of thesis should be hard and title of thesis, students name, session year, program and the institute name should be written on it with silver color. On spine of binding the student name, program and session year should be written.

Printing

- Printing should be on A4 page and only one side of page should be use for printing.

Binding color

- The prescribed color for post graduate thesis bindings is “Dark Blue”

Header

- The running title should be written on right top of all pages.

References style

- Vancouver style should be used for proper references. (End note software application will be appreciated)

Plagiarism

- All supervisors have access to Turnitin plagiarism software. The report of Turnitin must be attached before presenting to defense committee. Only 10% plagiarism for quotation is allowed.
- A candidate whose thesis is proved to be plagiarized, his/her admission will be cancelled.



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Special cases

- If the student wishes to change the supervisor, he/she must intimate the original supervisor in writing that he/she is applying for change of supervisor and submit documentary evidence with full justification to Research Review committee of RCRS.
- It is at committee discretion to allow changing the supervisor.

Research Work

- The research work documented in the thesis will be the property of the University but the author can publish the work elsewhere with the permission of the University.

Submission

- Copies of thesis must be submitted to supervisor in mention date.
- The thesis must be secured with spiral binding.
- After the acceptance form defense committee, it will be given in hard binding.

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Cover page

CROSS SECTIONAL SURVEY (20Bold)



STUDENT'S NAME: _____

SUPERVISOR'S NAME: _____

PROGRAM: _____

**RIPHAH COLLEGE OF REHABILITATION
SCIENCES (18Bold)**

RIPHAH INTERNATIONAL UNIVERSITY

ISLAMABAD – PAKISTAN (20Bold)

TITLE OF THEISS (20 BOLD)



STUDENT'S NAME: _____

REGISTRATION NUMBER: _____ **(18 BOLD)**

**In Partial Fulfilment of Requirements For the Award of Degree of
"Master of Physical Therapy" (14 Bold)**

Riphah College of Rehabilitation Sciences (18 BOLD)

RIPHAH INTERNATIONAL UNIVERSITY

ISLAMABAD (20 BOLD)

RIPHAH INTERNATIONAL UNIVERSITY

ACADEMIC PROGRESS REPORT

As on _____

For the period *from* _____ *to* _____

1. Personal Information of Scholar:

Name:	
Registration No.:	
Program:	
Faculty/Department:	Riphah College of Rehabilitation Sciences
Email:	

2. Academic Progress:

Admission Date:	
Status of Coursework (Credit hours completed and remaining):	
Expected Date of Completion of Research Work:	
Expected Date of Completion of Program:	
Last GPA and CGPA (Please attach result of each semester):	
PP-DPT Comprehensive Examination result:	

3. Research Topic:

Topic of Research:	
Date of Approval	
Name of Supervisor	
Name of Co-Supervisor (if any):	
Status of Research Work	

4. Academic Achievements:

Number of Publications in HEC Recognized Journals (during the reporting period)	
Number of Presentations in Conferences, Seminars, Workshops (during the reporting period)	
Any other significant achievements (during the reporting period)	

5. Employment Status:

Unemployed	
Employed (job place, title, and status—i.e., on study leave or otherwise)	

Please Note: The scholars under HEC Indigenous 5000 Fellowship Program shall not undertake any employment whether paid or otherwise at any stage during their course of study of the program.

Dated: _____

Signature of Scholar: _____

6. Remarks of the Supervisor:

7. Overall progress: (please tick only one)

Poor	Satisfactory	Good	Very Good	Excellent

Verified/Certified by Supervisor	Countersigned by Dean/Director/In-Charge Program
Name:	Name:
Signature:	Signature:
Date:	Date:



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SIGNATURES

Title: _____

Name of Student: _____

Registration No: _____

Defense Committee (Name & Signatures)

1. _____ (Supervisor) _____

2. _____ (Member) _____

3. _____ (Member) _____

4. _____ (Member) _____



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Supervisor Certificate

It is hereby certified that thesis is based on the results of work carried out by Mr. XYZ and that it has not been previously presented for Doctor of Physical Therapy Degree.

Mr. XYZ has done this research work under my supervision. He has fulfilled all the requirements and is qualified to submit the accompanying thesis for the degree of Doctor of Physical Therapy.

Name of Student: _____

Signature: _____

Date: _____

Supervisor's Name: _____

Signature: _____

Date: _____



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LIST OF ABBREVIATIONS

Serial	Abbreviations	Description

RIPHAH
INTERNATIONAL
UNIVERSITY



RIPHAH INTERNATIONAL UNIVERSITY

**RIPHAH COLLEGE OF REHABILITATION SCIENCES
ISLAMABAD**

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LIST OF CONTENTS FOR THESIS

CHAPTER	TITLE	PAGE NO
	Title Page	i
	Academic progress report page	ii
	Signature Page	lii
	Certification of supervisor	iv
	Dedication (optional)	v
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	List of Abbreviations	Vii
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	List of Contents	xi
CHAPTER 1	INTRODUCTION	1
	SIGNIFICANCE OF STUDY	
CHAPTER 2	LITERATURE REVIEW	
CHAPTER 3	OBJECTIVES OF STUDY	
	HYPOTHEISS OF STUDY	
CHAPTER 4	MATERILAS AND METHODS	
CHAPTER 5	RESULTS	
CHAPTER 6	DISCUSSION	
CHAPTER 7	CONCLUSION AND RECOMMENDATION	
CHAPTER 8	REFERENCES	
CHAPTER 9	APPENDIX	

Questioner Sample

Consent form

The study you are about to participate is to

The study has no potential harm to participants. All data collected from you will be coded in order to protect your identity, and should not be disclosed to anyone. Following the study there will be no way to connect your name with your data. Your answers to the questions will not affect the quality of treatment given to you. Any additional information about the study results will be provided to you at its conclusion, upon your request.

You are free to withdraw from the study at any time. You agree to participate, indicating that you have read and understood the nature of the study, and that all your inquiries concerning the activities have been answered to your satisfaction.

Name:

Date:

Name _____ Age/Sex _____

Occupation _____ Address _____

1. The intensity of LBP
 1. Unbearable
 2. Severe
 3. Moderate
 4. Mild
 5. Discomfort
2. Previously exercises habit
 1. Yes
 2. No
3. Sitting Time a day
 1. ≥ 6 hrs
 2. < 6 hrs
4. Body Position in sitting
 1. Forward Bent ≥ 2 hrs
 2. Forward Bent < 2 hrs
5. Chair type
 1. Back Support
 2. No back Support

Riphah College of Rehabilitation Sciences (RCRS)

Time frame for thesis for MS programs (Except PP-DPT & MS-SLP*)

- Research thesis should be completed within the due date in 4th semester.
- The student should ensure that each step of the project is completed as planned and within the expected time frame.
- The student should keep the supervisor informed promptly of any problems that may cause delays in carrying out of the project as planned.
- The student should maintain cordial relationships with all people interacting during the project phase, be ethical in all conduct and maintain good discipline in the field and other work places.
- No students will be entertained after the last date.
- The remaining students have to enroll themselves in next semester for completion of research work.
- The 6 Credit hour fee will be charged.

S #	Activity/Task	Time Frame Fall / Spring
1	Title selection and supervisors approval	31 th October /31 th March (3 rd Semester)
2	Synopsis submission	31 th December /31 th May (3 rd Semester)
3	Data collection	Break b/w Semesters
4	Initial draft	30 th April/30 th September (4 th Semester)
5	Error correction	One month
6	Final draft	31 th May/31 th October (4 th Semester)
7	Defense within due date. A power point presentation and appearance in front of research committee for final approval.	1 st to 30 th June /1 st to 31 th December (4 th Semester)
8	Result announcement	After approval

*PP-DPT & MS-SLP program have course work in final semester so one extra semester is being provided for completion of research work

Time frame for thesis for PP-DPT & MS-SLP Program

- Research thesis should be completed within the due date (one semester after final semester).
- The student should ensure that each step of the project is completed as planned and within the expected time frame.
- The student should keep the supervisor informed promptly of any problems that may cause delays in carrying out of the project as planned.
- The student should maintain cordial relationships with all people interacting during the project phase, be ethical in all conduct and maintain good discipline in the field and other work places.
- No students will be entertained after the last date.
- The remaining students have to enroll themselves in next semester for completion of research work.
- The 6 Credit hour fee will be charged.

S #	Activity/Task	Time Frame Fall / Spring
1	Title selection and supervisors approval	31 th October /31 th March (4 th Semester)
2	Synopsis submission	31 th December /31 th May (4 th Semester)
3	Data collection	After final Semester
4	Initial draft	30 th April/30 th September (Extra Semester)
5	Error correction	One month
6	Final draft	31 th May/31 th October (Extra Semester)
7	Defense within due date. A power point presentation and appearance in front of research committee for final approval.	1 st to 30 th June /1 st to 31 th December (Extra Semester)
8	Result announcement	After approval