

## REQUIREMENTS FOR M.PHIL SYNOPSIS

**Note:** Kindly arrange all documents in the following sequence

**All documents are required in hard form and soft form.**

For Fresh Cases:

- Arrange S.NO 1 – 10 in a single PDF File named ‘Student Name – MS IOC – Documents’
- Arrange S.NO 2 and S.NO 11 in a single PDF File named ‘Student Name – MS IOC – Synopsis’

For Referred Back Cases:

- Arrange S.NO 1, 2, 6, and 11 in a single PDF File named ‘Student Name – MS IOC – Revised Synopsis’

S.NO	REQUIREMENTS	Remarks
1.	Covering letter duly Signed by concerned coordinator and HoD	In hard & soft form
2.	Incorporation of observation form; observations raised by DGC (for fresh cases) or ASRB (for approved with changes / referred back / Rejected) duly signed by the supervisors and HoD <b>(with page numbers)</b>	In hard & soft form
3.	Approval of Course work issued by ASR	In hard & soft form
4.	Approval of Supervisor(s) issued by ASR	In hard & soft form
5.	Supervision Certificate (Number of scholars under the Supervision of Supervisor– I)	In hard & soft form
6.	Clearance Certificate duly signed by the HoD and Finance Section	In hard & soft form
7.	Anti-Plagiarism Certificate issued by QEC (Both sides of the certificate)	In hard & soft form
8.	KUST Ethical Approval Certificate (if any)	In hard & soft form
9.	Consent Letter (if Supervisor is from outside the KUST)	In hard & soft form
10.	Synopsis Form (Annexure-B duly signed by Supervisors and DGC members)	In hard & soft form
11.	Complete Synopsis (Title Page duly Signed by Supervisors and Director). The Synopsis PDF should not be scanned and must be an editable PDF by converting word/latex to PDF. Only the first page where signatures are, will be a scanned file.	In hard & soft form

Once you prepare the above documents, please ask your supervisor to forward your case from their official email to the concerned coordinator. Remember, don't forward your cases through WhatsApp.

To: [irfanuddin@kust.edu.pk](mailto:irfanuddin@kust.edu.pk)

Subject: Synopsis to be forwarded to ASRB

Body:

Dear Sir,

The case of 'Student Name' MS IOC – MS Fresh/Revised Synopsis is forwarded for the upcoming ASRB meeting.

- Name and Affiliation

Attach the documents as prepared above.