

GUIDELINES FOR SUBMISSION OF THESIS PROTOCOL

(MD/MS/MDS/MSc/MPH/DM/MCh/PhD/ Fellowship)

Submit two copies of all documents along with covering letter, forwarded through the HoD, to the PG Coordinator, at Desk Number 2, Office of the Dean (Academics), BPKIHS, phone ext. 5278.

A soft copy of the documents should also be submitted in two PDF files as given below separately as attachments to the PG Coordinator by email: pgcoordinator.academics@bпкиhs.edu.

PDF 1(scanned signed copies):

1. Covering letter (through the Head of the Department)
2. Dated undertaking that the work has not been started and that the work will be done as per Good Clinical Practice Guidelines
3. Dated undertaking that the scales/ questionnaire/scores to be used are not copyright protected or permission to use them has been obtained
4. Signed first page/s of the format
5. Any other signed document/s

PDF 2:

1. Copy of Thesis Protocol except signed first page/s
2. All relevant Participant Informed Consent Form (PICF) in English and Nepali
3. All relevant Participant Information Sheet (PIS) in English and Nepali
4. Questionnaire/ Participants Record Form
5. Any other relevant annexure
6. Budget (if applicable)

The PG Resident/student must submit the final thesis protocol to the PG Coordinator after presentation in their own department and forwarded through the thesis guide, co-guides and Head of the department within stipulated date and time. The department must invite all co-guides for their input. The guide, co-guide/s and the head must ensure that the project has been reviewed both from the scientific and ethical point of view.

The submission should be made in the prescribed format with signatures of guide, co-guide(s) and head of the department. The submission must be accompanied with Participant Informed Consent Form and Participant Information Sheet in a simple layman's language in a narrative form. Please ensure that all documents are enclosed and the pages are numbered.

No thesis work can be started unless ethical clearance and approval from protocol evaluation committee are obtained. Please bear in mind that no retrospective/post facto approval will be provided to research projects. Research protocol not submitted through proper channel will not be considered for evaluation and the candidate will be responsible for delay resulting therefrom.

The PG Coordinator will hand over the research proposals to the Member Secretary, Institutional Review Committee (IRC) for the review process and ethical clearance. The IRC will send the comments/ suggestions to the resident/student for necessary corrections.

Submission of revised protocol: While submitting the revised protocol after responding to the questions raised by the IRC, the candidates are advised to mention the research reference number/s and also attach a copy of the comments of the IRC. The revised proposal must be submitted through the guide and HoD. After the changes are made, a soft copy of the same must be sent to Member Secretary, IRC through [email:irc@bpkihs.edu](mailto:irc@bpkihs.edu). While submitting amendments in protocols, a covering letter must be provided clearly stating the changes made along with a soft copy of the same.

Letter of approval and ethical clearance: Start your thesis work only after getting approval and ethical clearance letters from the PG Coordinator and Member Secretary, IRC.

Project submission date: Submit the research project on time as mentioned in your prospectus.

General guidelines

1. Pages: Generally minimum 13 pages (appendices extra)
2. Font size:12 (Arial Font); A4 size paper; line spacing: double space
3. Margins: At least 2.5 cm on all sides & justified

The order of contents of the thesis protocol will be as follows:

Title Page
Certificate from Institution (Guide, Co- guide, HOD)
Summary of Protocol
Introduction/ background including lacunae in existing knowledge
Brief review of literature
Aims and objectives of the research project
Patients/ Subjects/ Materials and Methods and sampling methods including plan of statistical evaluation
Index of references (Vancouver system of references) limit to 20-30 most pertinent recent references
Appendix (Data sheet, Case record form, Consent form, etc.)

Check list for attached documents

- a. Covering letter, through proper channel
- b. Copies of the detailed protocol (two hard copies and one soft copy)
- c. Protocol signed by the guide/co-guide and HoD.
- d. Participant Informed Consent Form (PICF) in English and Nepali
- e. Participant Information Sheet (PIS) in English and Nepali
- f. Questionnaire/ Participants Record Form
- g. Style of referencing in Vancouver style
- h. Undertaking stating that the work has not been started and that the work will be done as per Good Clinical Practice Guidelines.
- i. Undertaking stating that the scales/ questionnaire/scores to be used are not copyright protected or permission to use them has to be obtained
- j. Soft copy of all the documents in PDF in two separate files (signed and unsigned)