



**Shifa Tameer-e-Millat University**

شفا تعمیرِ ملت یونیورسٹی



# Master of Health Professions Education (MHPE) Student Hand Book

Shifa School of Health Professions Education (SSHPE)



رَبِّ زِدْنِي عِلْمًا

MY LORD! INCREASE ME IN KNOWLEDGE.

**Book Title: MHPE Student Handbook (SSHPE, STMU)**

**1st Edition:**

### **Disclaimer**

The Student Handbook has been designed by keeping in view all the aspects of the STMU approved rules and regulations. However, it is clarified that the book is not to serve as a replacement of STMU Act, MS/MPhil Regulations or Statutes. You are advised to go through the book on regular basis to keep yourself enlightened about the policies. Rules, regulations and/or policies are subject to be revised as per need and shall be notified by the competent authority. For up-to-date content, kindly consult the relevant section of the university.

Website (<https://stmu.edu.pk/academic/academic-programs/pg-programs/mhpe/>)

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# **Introduction to Master of Health Professions Education (MHPE)**

## **Vision**

Our vision is achieving the highest standards of health professions education throughout Pakistan imparted through expertly trained faculty

## **Mission**

MHPE-STMU facilitates realization of our vision through educating faculty of Health Professions in scholarship of research and education. This can then be applied towards improving medical education and faculty development nationally comparable to international institutes of high academic standing.

## **MHPE Program**

### **Learning Outcomes**

Medical Educationists developed through this MHPE will be able to apply concepts and acquired hands on experience to plan and implement latest and advanced educational trends in local context.

### **Objectives of the Program**

By the end of this program students will be able to:

- Provide a postgraduate program for health care professionals across Pakistan in the scholarship of teaching and educational research
- Develop a body of knowledge that includes the understanding of recent developments in the discipline
- Apply Advanced knowledge of research principle and methods applicable to the field of work or learning

## **Scope Regarding Market, Social and Employment Perspective of the Program**

- Medical Educationists developed through this MHPE will be able to apply concepts and acquired hands on experience to plan and implement latest and advanced educational trends in local context.
- Employment as College Faculty and Research Institutions in area of specialization.

## **Duration of the Program and Semester-wise Break-up of Workload/ Credit hours**

- Duration of the course will be limited to two years.
- There are two semesters per year
- Zero unit will be a mandatory of one day, in which overview and processes of the program will be discussed.
- Each unit will be of nine weeks and one contact session of four days. However, the duration of contact session can be changed with the consent of the program and unit directors and students.

### **Courses:**

<b>Unit</b>	<b>Credits</b>
Unit Zero	
Unit I – Teaching and Learning	4
Unit II- Curriculum Planning &Design	4
Unit III- Assessment	4
Unit IV- Program Evaluation	4
Unit V- Research Methodology	4
Unit VI- Organizational Leadership	4
Unit VII- Quality Assurance and Accreditation	4
Unit VIII- Bioethics	4
Research Project (Thesis)	8
	<b>Total: 40</b>

## **Educational Strategy**

Classes will be conducted in the Shifa College of Medicine to facilitate workplace based learning:

Equipped seminar rooms are available for the contact sessions.

## **Teaching Methodologies**

1. Small group discussions
2. Interactive lecture
3. Problem solving tasks/ Assignment
4. Hands on activities/ Experiential learning
5. Web based online seminars (webinars)
6. Web based online discussions groups (Dashboard)

## **Administration**

Program Coordinator – Dr. Sumreena Mansoor

Administrative Coordinator – Ms. Sobia Parveen

Secretary – Ms. Maryam Nazir

## **Teaching Faculty:**

Dr. M. Iqbal Khan

Dr. Waqas Rabbani

Dr. Sumreena Mansoor

Dr. Tatheer Zahra

Dr. Riffat Shafi

Dr. Muneeza Aamir Sami

Dr. Saeed Shafi

Dr. Aisha Rafi

Dr. Nasir Ayub

Dr. Afrose Liaquat

Dr. Saima Iqbal

Dr. Khurram Irshad

Dr. Ashraf Hussain

Dr. Nazeer Khan (Visiting)

Dr. Fauzia Aamir

Dr. Darakhshan Jabeen

Dr. Sajida Naseem

Dr. Saira Akhlaq

Dr. Shazia Irum

Dr. Gulshan Ara

Dr. Asif Chaudhry

Dr. Janet Strivens

Dr. Ian Willis

Dr. Ayesha Younas

## Tentative Curriculum Map

### MHPE 2022 Academic Calendar (Time table)

**Shifa Tameer-e-Millat University Islamabad**

**2023**

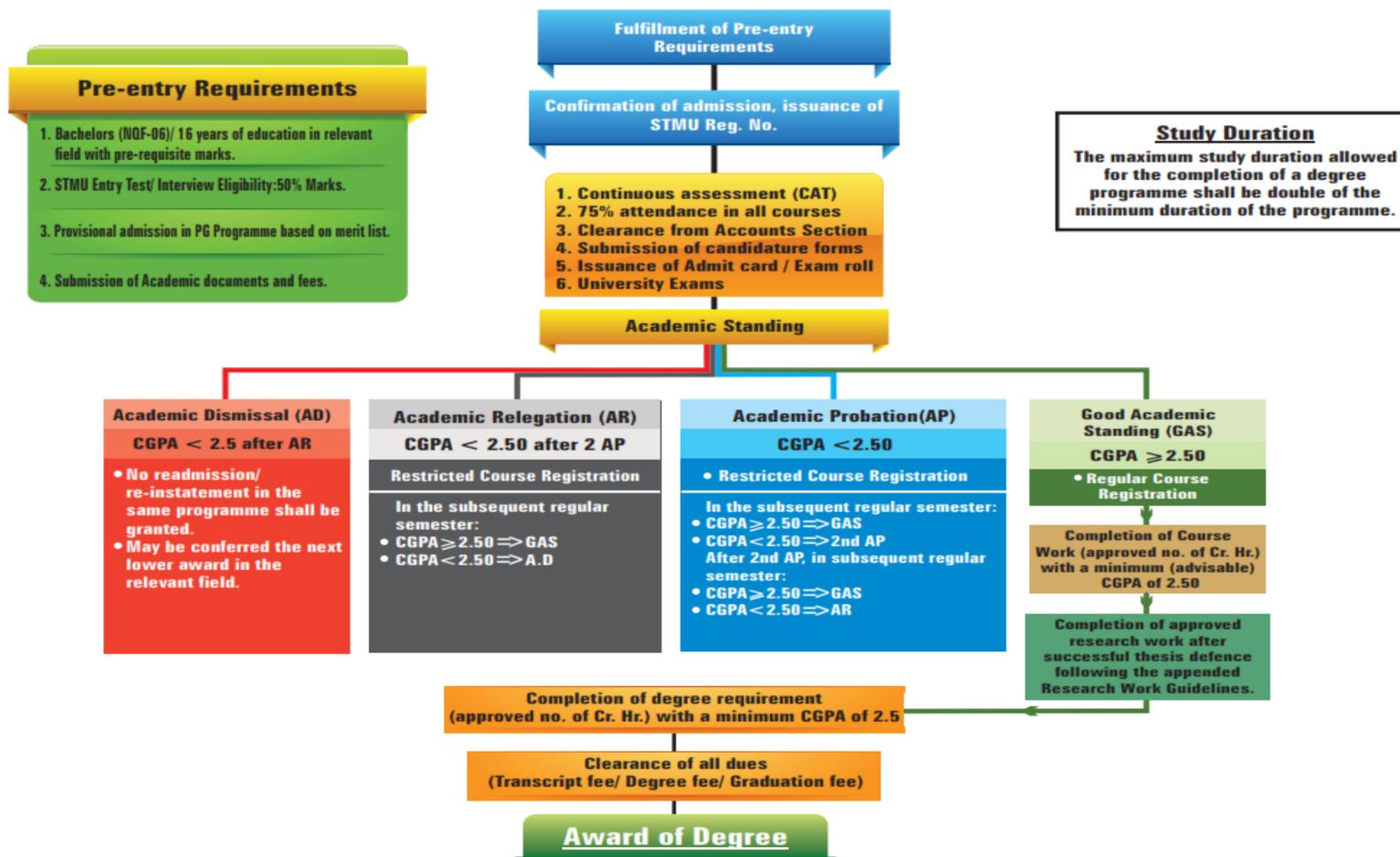
		March				April				May				June				July				August				September				October				November				December				Jan				
		6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	2	9	16	23	30	6	13	20	27	4	11	18	25	1	8
		Semester I														Semester II																														
		Course I Teaching & Learning								Course II Curriculum Planning & Design								Exam & Result Break		Course III Assessment								Course IV Program Evaluation								Remedial, Exam & Result Break										
Zero Contact Session																																														

**2024**

		January				February				March				April				May				June				July				August				September				October		Oct-Mar 6 Months	
		15	22	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	30		
		Semester III														Semester IV																									
		Course V Research Methodology								Course VI Educational Leadership								Course VII Quality Assurance & Accreditation								Exam & Result Break		Course VIII BioEthics								Thesis					

# Guidelines To Earn A Postgraduate Degree

## Guidelines: How to Earn a Postgraduate Degree of a Semester Calendar Programme

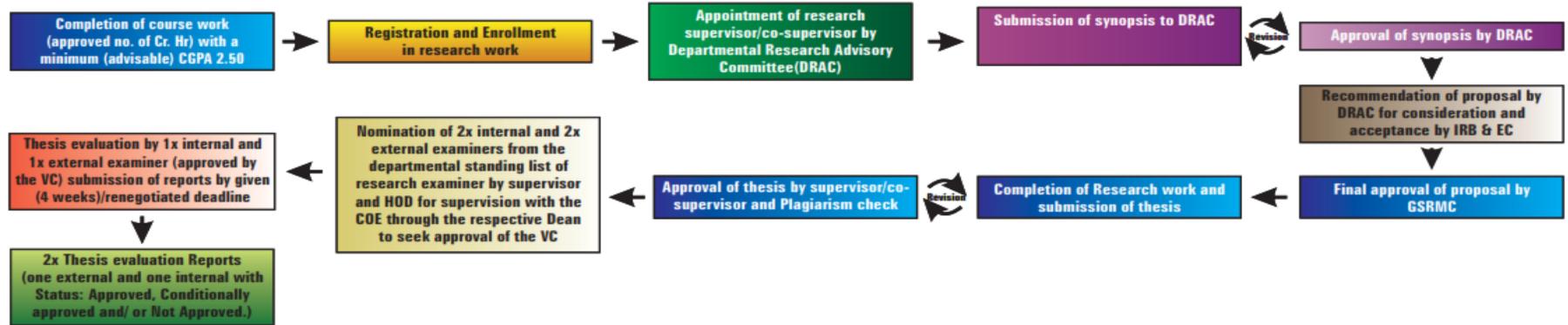


**Note:**

- The guidelines shall be read in conjunction with the M.S/M.Phil. Regulations, 2018 of the university or as may be determined/notified from time to time.
- Students are advised to regularly consult their respective course advisors regarding their academic performance and improvement throughout their course of studies in the University/Department.
- Course offering shall be made by the department concerned as per the recommendation of Academic Affairs Committee.

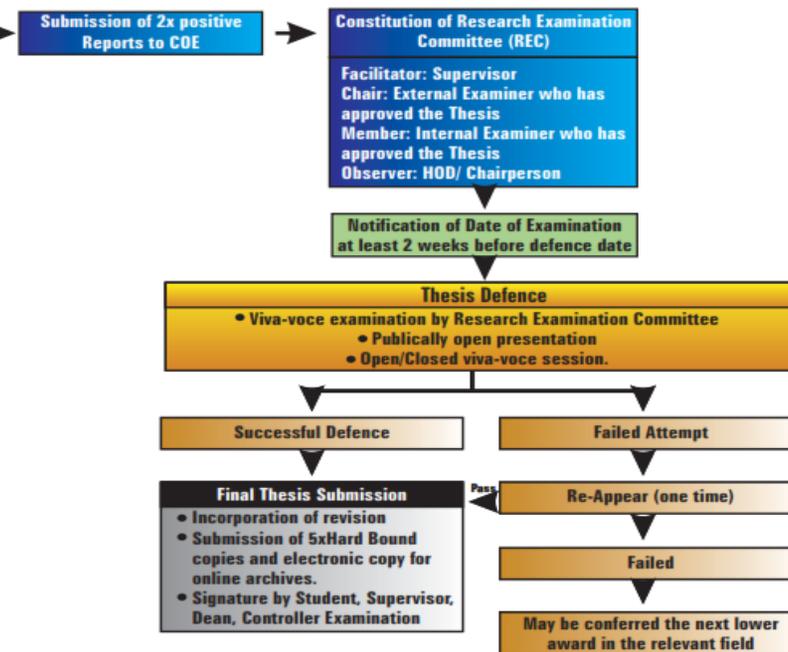
# Research Work Guidelines

## Research Work Guideline for Postgraduate Studies at STMU (To be read in conjunction with Guidelines: How to earn a PG Degree of a Semester Calendar Program)



**Thesis Report Chart:**

Outcome	1 <sup>st</sup> Report	2 <sup>nd</sup> Report	3 <sup>rd</sup> Report (if recommended)	Outcome
1	Approved	Approved	Not applicable	Proceed to thesis defence
2	Not Approved	Not Approved	Not applicable	Academic Dismissal
3	Approved	Conditionally Approved	Not applicable	Revision of thesis to incorporate specific suggested degree & proceed to thesis defence
4	Conditionally Approved	Conditionally Approved	Not applicable	Revision of thesis to incorporate specific suggested degree & proceed to thesis defence
5	Approved/Conditionally Approved	Not Approved	Approved	Proceed to thesis defence
6	Approved/Conditionally Approved	Not Approved	Conditionally Approved	Revision of thesis to incorporate specific suggested degree & proceed to thesis defence
7	Approved/Conditionally Approved	Not Approved	Not Approved	Academic Dismissal



# **Semester Guidelines**

## **Pre-Semster Formalities**

### ➤ **Submission Of Documents**

On being offered provisional admission to MHPE program, the candidate should fulfill all the documentary and financial requirements by the prescribed due date. The student should get his/ her documents verified and provide the following to the MHPE Department:

- 2 x Passport Size Photographs
- 2 x attested copies of Student CNIC
- 2 x attested copies of Matric/ SSC/ O-Levels/ equivalent
- 2 x attested copies of F.Sc./ HSSC/ A-Levels/ equivalent
- 2 x attested copies of BS/ Equivalent
- 1 x attested copies of NTS/ ETS/ HAT/ GAT/ equivalent (if applicable).
- 2 x attested copies of equivalence certificate (if applicable)
- Duly filled University Registration Form (Reg. Form No. 2)
- Fee slip – College Copy

Above-mentioned documents should be submitted before the commencement of classes.

### ➤ **University and Semester Registration**

- University shall be issued University Registration Numbers within a week of the commencement of classes.
- The student registration number will serve as a means of student's identification in all the academic records and will not change throughout the duration of degree program.
- The student registration number shall remain unchanged, even if the student is relegated/ suspended. In such cases, the student should ensure that s/he completes all the degree requirements within the prescribed maximum duration. Refer to Section 7 of STMU PG Academic Regulations.
- The maximum duration for the completion of program shall not be more than double of the minimum duration of program.
- Students during their course work shall be registered automatically in the courses prescribed by the Chairperson Academic Affairs Committee/ Academic Advisor.
- For the subsequent semesters, the students will have to go through registration seven days prior to the commencement of classes.
- Complete registration includes fulfilling all financial obligations for the course. Fee will be paid before commencement of the classes. No student will be guaranteed enrolment in a course unless registration has been completed.

- STMU will permit students to register themselves within the registration week during regular administrative office hours. Registration is to be initiated by submitting a dully filled in semester registration form (SA Form No. 3A).
- It will be mandatory for the students to register for the recommended number of credit hours during course work per semester except in the final semester. For instance, for a semester calendar program a full-time student shall normally undertake nine to twelve credit hours and a part-time student shall undertake six to nine credit hours. The per term specific amount of the credit hours for full-time and part-time students may vary from program to program and shall be determined by the respective program regulations.

### ➤ **Freezing of Semester**

- Students are allowed to freeze their semester due to hospitalization, Floods or other natural calamities, iddat/ divorce or any other situation, for the current term of studies and the fee and charges paid for the term shall be adjusted in the subsequent term or otherwise as may be determined under the Financial Assistant Program of the University (SA Form No. 3B).
- Students are allowed to freeze the semester within the first two weeks of commencement of classes before the start of the academic term, if they have passed the final Examinations of previous semester with a minimum GPA/ CGPA required for the academic standing to remain enrolled. Nevertheless, the students are required to deposit the Tuition Fee of the semester, prior requesting to freeze. The same will be adjusted in the next semester.
- The refund of the Fee will be allowed only if the students apply to freeze the semester within two weeks of the commencement of classes.
- A student, who neither registers any courses for a given term nor requests for freezing of the term, shall deem to have abandoned his program.
- However, he may be allowed to reinstate his/her program in a subsequent term on his request in writing, provided he has sufficient time to complete the requirements of the program within the maximum period allowed from the date of his initial admission in the program.
- He shall be required to pay the prescribed reinstatement fee along with other dues of the term.
- Fresh Students are not allowed to freeze the semester without payment of the Admission Fee and the submission of the complete documents required for meeting the basic eligibility.
- Students are allowed to freeze the semester within the overall degree awarding timeframe (i.e. maximum time allowed for the completion of the degree by STMU or Regulatory Body).

## **Policies and Procedures**

### ➤ **Course Registration and Withdrawal**

- The course registrations must be completed within the registration week. However, in special cases if recommended by the Academic Affairs
- Committee or Academic Advisor, the student should ensure that the courses are added/ dropped in light of the PG Academic Regulations.
- The Head of College/ Department must be informed by the student through a written request regarding his/ her intention for addition or withdrawal of a course. Non-attendance would be considered as an abandoning of the program.
- Course(s) will not be added after one week of commencement of classes.
- Course(s) withdrawn two weeks before the commencement of the final examination will be recorded on the transcript with a grade 'W'. After that, withdrawal of a course will not be allowed.

### ➤ **Attendance Policy**

- One Credit Hour of theory will require minimum 16 Contact Hours per semester at least 32 Contact Hours unless otherwise prescribed by a regulatory body/ respective Board of Studies.
- It will be mandatory for students to attend 100% of the total Contact Hours in a Subject/ Course of Study failing which they will not be allowed to sit in the final examination. It is also to be made clear that the relaxation to maintain attendance is a privilege given by the University and not the right of the students.
- In case of shortage of attendance, a Lesser Grade 'W' shall be awarded to such course(s) and shall be reflected in permanent records (result cards/transcripts) in which a student has failed to maintain the minimum required percentage of attendance. Such lesser grade 'W' shall have no impact on the calculation of SGPA/ CGPA of the student. The student would then have to register afresh in the same course later.

### ➤ **Leave of Absence**

- Compliance to the attendance policy is obligatory for every student.
- No relaxation is admissible in the form of casual leaves.
- However, special consideration might be given by the Academic Affairs Committee if the student requests for it.
- A student's own illness or pregnancy, death of immediate family member, natural disasters or a law and order situation warrants an application request.
- The student should ensure the provision of documentary proofs in the form of medical certificates and/ or death certificates for the consideration of application. Suppl. Form No. 1 should accompany the documentary proof.

- In case of approval of the case, the Head/ In-charges of the departments would nominate the teachers of their respective departments to help the student to cover up for the academic loss incurred during his/ her absence in the courses s/he is enrolled.
- It is clarified that the consideration and approval/ otherwise of the leave of absence is a privilege and not the right of the student.

➤ **Internal Assessment**

- The internal assessment is submitted before every semester prior to final semester examinations.
- As per MS/ M.Phil Academic regulations:
- Each course shall carry 100 marks, out of which 60 shall normally cover in assignments (continuous assessments) 10 for the contact hours and 30 for the University examinations (terminal assessment).
- Breakup of these 100 marks shall be determined through the respective program regulations.
- There would be no retake of the internal assessment tests/ assignments unless recommended by the Academic Affairs Committee in the light of STMU Academic Regulations.

Continuous Assessment		End of semester Summative
Assignments	Contact Period (5 + 5)% = 10%	
60%	5% marks will be allocated to dashboard discussion / participation & 5% marks for contact session assessment.	30%
Weighting may be modified upon the discretion of the unit director if proportion of hands on skills in summative assessment is less		

- A student will be considered fail if he/she scores less than 60% marks. It will be mandatory to pass in every assignment. Students failing in any assignment or those who failed to submit will be required to submit the failed assignment before end of semester examination. Maximum 60 % can be scored in these resubmitted/missed assignments.
- Cumulative score of 60% will be required to successfully pass in each unit. It will be mandatory to pass in every unit.
- Internal assessment is maintained by the Examination Cell FPAHS and forwarded to the Controller of Examinations (COE) office by the Head/ In charge of Dept. / Program.
- Results of all the components of the internal assessment are communicated to students.
- In case the student fails to appear in the internal assessment, s/he should forward an application to the Examination Committee, which would then provide the recommendations, in the light of

STMU academic regulations, to the Head/ Chairperson/ Principal/ Dean for consideration/ otherwise.

- In case the student fails to appear in the terminal examination, a Letter Grade 'F' would be allotted to the student in the particular course unless otherwise recommended by the Examination Committee/ Exam Department.
- The students should abide by the examination disciplinary procedures and 'STMU Code of Conduct' in internal assessment and Terminal Exams.
- Acts of indiscipline/ non-compliance would be dealt with by the Examination Committee in accordance with Examination Regulations of STMU.
- The student can apply for re-totaling of results on prescribed form i.e., Suppl. Form 3 after submitting the prescribed dues within 3 days of declaration of respective results.
- It is clarified that the consideration and approval/ otherwise of the application to reappear in the internal assessment/ Terminal Exams is a privilege and not the right of the student. It might only be carried out after thorough screening / verification of the submitted documentary evidence.

#### ➤ **Terminal Examination/ End-Semester Exam (ESE) Prerequisites**

- The students meeting the eligibility criteria in terms of attendance and financial requirements, candidature form (COE Form No. 4) and submit it to the student affairs at least 3 weeks before the start of the ESE.
- The form is to be duly attested by the Principal/ Head of the respective college/ department. Incomplete forms are not entertained.
- Eligibility list is then finalized by the Exam Cell and forwarded to the Exam Department.
- The eligible students are issued the Admit Cards/ Exam Cards through the Student Affairs Office.
- The students should display the Admit Cards/ Exam Cards at the time of entry into the exam venue and during the examination.
- Non-compliance might result in the non-allowance of the student to appear in the exams.
- Such procedures would be dealt by the Chairperson of the college/ departmental Examination Committee.

#### ➤ **Repeating of Courses**

- A student may be allowed to repeat a course in which the grade points of the earned grade are below the requirements of the award of the program.

- All course repetitions must be completed within the maximum of 50% of the credit hours of course work may be allowed to repeat for improvement of the CGPA.
- All attempts will be depicted on the transcripts with a parenthesis around the new letter grade. The highest grade only will be used for the calculation of CGPA.
- A student has to apply for course repetition on the prescribed form i.e., Form 3A.
- The decision to recover and approve repetition will rest with the Chairperson of the Academic Affairs Committee and Director of Program.
- The student should ensure that the academic and financial liabilities are met before s/he applies for the repetition of course.

### ➤ **Quality Assessment of Faculty and Academic Procedures**

- The students should fill the course, teacher and program evaluation form at the end of the semester. They are expected to provide honest, unbiased feedback as this helps in the improvement of academic and affiliated facilities for the students.
- The students can access the QEC forms through their LMS portal. The individual responses are not shown/ shared with the respective faculty members.
- Submission of QEC forms is mandatory for all students. In case a student does not submit the QEC forms, s/he would not be eligible to appear in the End Semester Examination.

### ➤ **Issuance of Provisional Result Cards**

- Result cards are issued by the Examination Department after the announcement of the semester results. However, in order to facilitate the students, the Exam Cell can issue the provisional exam card.
- A student requesting for the issuance of the provisional result card should fulfill all the academic and financial pre-requisites before submitting the application. There should be no outstanding dues at the part of the student.
- The student should fill the Suppl. Form 4 and submits it to the Student Affairs Office along with the prescribed fees. S/he can then receive the provisional result card on or after the date provided by the Student Affairs Office.

### ➤ **Transfer of Credits and Migration Procedures**

- A candidate may be allowed to transfer his credit hours earned and/ or to get exempted the taught courses qualified at any other recognized/ accredited University/ Degree Awarding Institution

(DAI) on the prescribed application form along with the application form to the Department/ University for admission in the particular program.

- The application of transfer of credit and exemption of courses shall be evaluated by the Admission Committee of the Department or any other body appointed by the higher statutory body/ authority.
- No credit of a course shall be transferred if the letter grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) or a minimum of 60% marks obtained, as the case may be. Equivalence of other scales of evaluations shall be determined by the committee on case to case basis.
- The coursework undertaken and qualified on the non-credit, audit or pass-fail basis shall not be considered for transfer of credit and exemption.
- A maximum of 60% of the total credit hours of the coursework as required for completion of the coursework of program at the Department/ University may be acceptable for transfer/ exemption.
- The transferred/exempted courses and their credit hours shall appear on the transcript with a description standing the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.
- The candidate shall be responsible for providing the migration certificate/No Objection Certificate (NOC) of Admission, syllabi of the courses, letter grades and the grade points or marks (as the case may be) of all the courses that he has qualified/earned at the previous University/DAI and shall meet all the admission requirements and detailed information of the transfer and exemption policy please consult chapter 5 of MS/ M.Phil. Academic Regulations.

### ➤ **End Semester Examination SOPs (Course Work)**

- The students should ensure their presence in the premises at least 15 minutes prior to the start of the examination.
- The students should bring their own stationery. No exchange would be allowed during the exam.
- The students should wear the Admit Cards/ Exam Cards at the time of entry into the exam venue and during the examination. Any noncompliance might result in the non-allowance of the student to appear in the exams. Such procedures would be dealt by the Chairperson of the college/ departmental Examination Committee.
- Mobile phones and other electronic communicating devices are not allowed in the examination hall during the examination. Students should ensure that they keep such devices at home or a secure place.

- The University would not be responsible for the loss and/ or damage of these devices.
- The student should sit at the place designated by the examination staff. In case a student has special needs; s/he should inform the Head Invigilator about the issue which would then be addressed in the light of STMU Academic Regulations.
- The Examination staff supervised by the Head Invigilator holds the final right to make any decision regarding the entry, seating arrangement or other related matters within the premises while the examination is being conducted.
- The students should ensure compliance to the STMU Code of Conduct during the conduct of examination. Any act of indiscipline might result in the imposition of a penalty as described by the Examination Disciplinary Committee.

### ➤ **Post-Result Procedures**

#### Grading policy and GPA Calculation

- The final results are announced within 4 weeks of the conduct of examination.
- Letter grades are allotted on the basis of the percentage of marks in each course.
- The following grading policy is employed:

### **Grade Key for Post Graduate Level Programs**

At the end of every semester the students would be awarded with a semester grade point average (SGPA) and cumulative grade point average (CGPA). The SGPA is the summation of grade points of all Credit Courses divided by the total number of Credit Hours taken by a student during a semester. It is calculated by the following formulae:

$$\text{GPA} = \frac{\sum (\text{Credit Hrs} \times \text{Grade Point})}{\sum \text{Credit Hours}}$$

( $\Sigma$  = is sum of)

The academic fate of a student is dependent upon the cumulative grade point average (CGPA). It is the summation of Grade Points of all Credit.

Courses divided by the total number of Credit Hours taken by a student beginning from his admission till the last examination held.

## GRADE KEY FOR POSTGRADUATE LEVEL PROGRAMS

Percentage Marks	Grade	Grade Point	Remarks
85-100	A	4.00	Outstanding performance
80-84	A-	3.66	
75-79	B+	3.33	Very good performance
70-74	B	3.00	
67-69	B-	2.66	
64-66	C+	2.33	Satisfactory performance
60-63	C	2.00	Barely acceptable performance
Below 60	F	0.00	Unacceptable performance
Withdrawal	W		Withdrawal from course
Incomplete	I		Incomplete course
Replaced Grade	Grade		Repeated/ substituted course
Non-Credit	NC	-	
Audit	AU	-	
Pass/Fail	Pass or Fail	-	Unacceptable performance

### ➤ Academic Standing

- After the announcement of the results, the students can apply for re-totalling of results on prescribed form i.e., Suppl. Form 3 after submitting the prescribed dues within 10 days of announcement of respective results.
- Please refer to the guidelines provided on page no. 50 of STMU Academic Regulation
- The minimum advisable CGPA to qualify for the promotion to the next semester and the award of degree is 2.5, The student shall be placed at the Good Academic Standing (GAS) status.
- Whenever the CGPA falls below the minimum limit, the student shall be placed on the Academic Probation (AP) status. The academic probation shall be a warning that the student has fallen into academic difficulty and s/he needs to improve his grades in order to reach the (GAS) status.
- A student on the (AP) status shall not be allowed to undertake advanced course(s) or the course(s) of the advanced/ subsequent term unless otherwise permitted by the Principal / Director or Dean upon recommendations of the Academic Advisor through the Chairperson/ Head of the Department.
- If a student fails to maintain the minimum advisable CGPA of 2.5, after availing all Probations and chances as mentioned above, then they will be dropped from the program.
- A student dropped on academic grounds may be permitted to join other academic programs, provided they fulfill the basic criteria for admission to the concerned program. If there are some

common courses between the student's previous academic program and the one they want to join, exemption can be claimed for only those courses passed during the previous program.

- The requirements for various degree programs have been summarized in the Academic requirements flowchart and provided in this handbook as well.
- The probation count shall be ascribed on the regular terms and not on the summer/winter or remedial terms and it shall become zero when the minimum required CGPA is achieved.
- No relaxation or extension shall be granted over and above the maximum period allowed for completion of the program for any case of remedy and achieving the “GAS” status.

### ➤ **Issuance of Transcripts**

- Results will be issued to the students upon completion of each semester.
- Result Card/ Transcript shall indicate the course codes, course titles, credit hours, grade points, letter grades and GPA/ CGPA.
- One or more copies of Interim Transcripts can be issued to students any time on their request on payment of charges to the Controller of Examination through student affairs.

### ➤ **Research**

- On successful completion of course work (approved number of Cr. Hrs) with minimum advisable CGPA of 2.50/4.00 the student will be allowed to register and enroll for the research work.
- The Departmental Research Advisory Committee (DRAC) would nominate/Appoint a Supervisor and Co-supervisor (if needed).
- The student would have to submit the synopsis proposal to DRAC within 3 months of completion of course work.
- If approved DRAC would forward the proposal for consideration and acceptance by the Institutional Review Board (IRB) and Ethics Committee(EC). In case the proposal is not accepted by DRAC, the student would have to revise the synopsis in coordination with the Supervisor & Co-supervisor.
- After approval by IRB & EC the proposal would be forwarded to GSRMC (Graduate Studies Research Management Council) for final approval.
- The student shall then start the research work and after successful completion shall submit the thesis to his/her Supervisor and Co-supervisor.
- As per the HEC Plagiarism policy the similarity index in the thesis should be < 19% with not a single course > 5%. In case the thesis does not comply with the limit, the thesis should be revised accordingly.

- In case the thesis needs the Scientific, Linguistic and Technical standards set by the supervisor & Co-Supervisor it would be forwarded to the HOD for the nomination of external thesis examination committee (nomination of 2x internal and 2x external examiners from the departmental standing list of research examiner by supervisor and HOD for consideration by the COE through the respective Dean to seek approval of VC).
- The appointed internal and external examiners (1 each) would submit their reports within 4 weeks (or as negotiated by the Exam Committee).
- The reports can have 3 statuses: Approved, Conditionally Approved, Not Approved.
- The outcomes would depend on the combination of various possibilities as described in the above thesis report chart.
- Thereafter the Research Examination Committee would be constituted which would be facilitated by the supervisor and chaired by the external examiner. The internal examiner would serve as a member, while the HOD/ Chairperson of the respective Department/ College would be the observer.
- The date of examination would be notified by the Exam Department at least two weeks before the defense date.
- The candidate would have to give a presentation on his/her research work.
- In case of successful defense, the student would submit 5x hard bound copies of the thesis after incorporating the recommended changes.
- In case the student fails to defend his/her thesis research, he/she would have one chance to re-attempt/re-appear for the thesis defense. If he/she fails, again he/she may be conferred the next lower award.
- The final thesis has to be signed by the student, Supervisor, Co-supervisor (if any), Dean and Controller Examination.

## **Post-Degree Formalities**

### **➤ Issuance of Transcript**

- After successful completion of all degree formalities, the graduate students would receive one copy of final transcript after the payment of prescribed dues.
- Transcripts are prepared by the Controller Office on a special paper and University seal affixed on the transcripts.
- Interim and final Transcripts are issued within 30 days of the declarations of result.
- Duplicate transcripts are issued on payment as per the timeline provided by the student affairs.

- In case attested copies of transcripts are desired, the same should be mentioned clearly on the request form.
- Postage of Transcript(s) can be arranged on written request of students.
- Current rates for local/ overseas postage/ courier service shall apply for delivery through mail.
- The graduates can contact the student affairs office, directly or through the Shifa Alumni Outreach Office (Shifa AOO), for the facilitation in issuance of transcripts.

### ➤ **Issuance of Degree**

- Graduating students, who complete all the requirements, clear all the dues and obtain final clearance, shall receive degrees/ diplomas in convocation on submission of 'Degree/ Diplomas Request'.
- Degrees and diplomas (of more than 6 months duration) shall not normally be issued before the convocation. However, in case of urgency a student may obtain a certificate from the Controller of Examinations indicating the completion of the degree/ diploma program.
- Graduates who cannot attend the convocation shall personally receive their degrees/ diplomas from the Registrar's Secretariat or offices of the Heads of respective departments, Principals/ colleges/ institutes or directly from the office of the Controller of Examinations.
- Alternately, degree/ diplomas may be obtained through a third person or by special mail service following a set procedure to be approved by the Vice Chancellor. However, this shall be at the risk and expense of the graduate.
- This entire procedure shall also be applicable to the award of medals and merit certificates.
- Duplicate Degree will be issued only once with affix duplicate stamp on it after the submission of fee and completion of documentary formalities.
- The graduates can contact the Student Affairs Office, directly or through the Shifa Alumni Outreach Office (Shifa AOO), for the facilitation in issuance of duplicate degree.

### ➤ **Convocation**

- Degrees and medals would be conferred to the graduating students in the convocations.
- Student should ensure the payment of convocation fees in time so that the students and their guests can attend the convocation.
- The students should attend the convocation in the academic costume prescribed by the Academic Council. The Student Affairs Office would facilitate the collection of rent and the provision of costumes to the student.

- Attendance of rehearsals of the convocation is mandatory for all the graduating students. Non-compliance might result in the cancellation of the invites to attend the convocation.

### ➤ **Honors and Awards**

- Students achieving high academic standards shall be awarded Academic Honors upon completion of the respective term or the whole program.
- All such academic honors shall be conferred along with issuance of merit certificate(s) to the individual student for the purpose of recognition of his hard work and documentary record.
- The academic awards and citations of excellence would be carried out as per the decision of the Academic Affairs Committee.
- Gold and Silver medals shall be awarded to the graduates who achieve first and second position respectively in terms of obtaining highest CGPA or aggregate percentage marks (as the case may be) for the whole program. Please refer to the Academic regulations for further details.
- The medal would be awarded only to such a graduate who has completed all the degree requirements within the normal time duration (with regular work load and no freeze of any term), no F/W grades, no transfer/ exemption of credits/ courses/ contents, no disciplinary punishment throughout the course of study and no conviction by any court of law.
- Other awards might be added in the convocation as approved by the Academic Affairs Committee and Academic Council.

### ➤ **Alumni Registration**

- Shifa Alumni Outreach Office (Shifa AOO) has been set up under the umbrella of Student Affairs Office to facilitate the alumni in their procedures related to STMU.
- Graduates can contact Shifa AOO for all the matters including attestation of documents, issuance of transcripts/ degrees, convocation procedures, issuance of reference letters and participation in Shifa AOO events.
- Graduates should fill the alumni registration forms in their final semesters so that they can be issued the alumni cards.
- The graduates would be contacted via mail and phone about various events and achievements of STMU on regular basis.
- The graduates are recommended to keep in touch with the Shifa AOO to share their professional achievements.

## **Forms**

Following are the forms a student can use for miscellaneous purposes during his/her enrollment in the university.

- University Registration Form
- Course/Semester Registration Form
- University Withdrawal Form
- Semester Freeze Application Form
- Credit Transfer Form
- Candidature Form
- Re-Totaling Form
- Student Clearance Form
- Student Application Form
- IRB Letter
- Publication & Authorship Rules



Mailing Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

**Student's Academic Record: (List the most recent first)**

S.#	Degree /Diploma /Certificate	Name of Board	Year	Roll Number	Marks

**Work Experience (if applicable): (List the most recent first)**

Organization Name	Position	From	To

**Brother (s) & Sister (s) Studying at Shifa Tameer-e-Millat University:**

Name	Campus/College	Registration No	Enrollment No	Semester / Year

I declare that the information supplied by me is correct. I agree to abide by the rules and regulations of the Shifa Tameer-e-Millat University. I understand that any falsification of information on my part may result in my ineligibility for registration.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Program Coordinator/ Principal/HOD  
of the Institute / College**

**Official Stamp**

**CHECK LIST (To be verified by the Registrar and Registration Section)**

Make sure that you have deposited the attested photocopies of following documents where applicable with registration form.

1. National I. D Card/B.Form/Passport.
2. Matriculation Certificate or Equivalent Certificate
3. F. Sc. or equivalent Certificate
4. B.A/B.Sc./B.com Certificate
5. B.S/BBA Certificate
6. MBBS/BDS/Master Certificate


**FOR OFFICE USE ONLY:**

It is certified that Particulars given above have been verified from the original documents of the student.

\_\_\_\_\_  
**Incharge Academic Affairs**

\_\_\_\_\_  
**Registrar**



# University Withdrawal Form



Shifa Tameer-e-Millat University  
شفا تعمیرِ مِلّت یونیورسٹی

SA Form No. 5B

## UNIVERSITY WITHDRAWAL FORM

1. Student Name (as per Matriculation): \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. University Registration Number: \_\_\_\_\_ 4. Program: \_\_\_\_\_ 5. Semester/Year: \_\_\_\_\_
6. Reason of Withdrawal: \_\_\_\_\_
7. Cheque to be issued in the name of: \_\_\_\_\_ (Attach a copy of CNIC)
8. Relation with the cheque bearer: \_\_\_\_\_
9. Date of Application: \_\_\_\_\_ 10. Student Signature: \_\_\_\_\_
11. Contact Number: \_\_\_\_\_
- Note: Please attach a copy of deposited fee receipt (if applicable). The refund will be as per STMU refund policy.  
(Printed Overleaf)

### FOR OFFICIAL USE

Date of Commencement of Classes: \_\_\_\_\_

Semester/ Bi-Annual Calendar

Upto 7th day

From 8th to 15th Day

From 16th Day

Annual Calendar

Up to 15th Day

From 16th to 30th Day

From 31st Day

Security Refund

Particulars:

Fee Deposited (Total Fee: \_\_\_\_\_)

Attach the original paid fee voucher

FEE REFUND	
Fee Detail	Amount (Rs.)
Tuition Fee	
Enrollment Fee	
Security Fee	
Regulatory body fee/Council Registration (For fresh students only)	
University Registration/Affiliation Fee	
Medical Checkup/Immunization Fee	
Co-curricular Activities Fee	
Migration Fee	
Thesis/Research Fee	
Clinical Rotation Fee	
Examination Fee	
Total Refund	

Student Affairs Office  
(Prepared and Forwarded by)

Chairperson/HOD  
(Verified by)

Dean/Principal/Director  
(Recommended by)

Treasurer/Deputy Treasurer  
(Approved by)

Note: Kindly return a signed copy of this form back to Student Affairs Office.

Distribution List:

- Student Dossier

# Semester Freeze Form

**SA Form No. 3B**



**Shifa Tameer-e-Millat University**

شفا تعمیرِ ملت یونیورسٹی

## **SEMESTER FREEZE APPLICATION FORM\***

1. Student Name (as per Matriculation): \_\_\_\_\_
2. University Registration No.: \_\_\_\_\_
3. College/Department/Program: \_\_\_\_\_
4. Last Semester Attended: \_\_\_\_\_
5. Cumulative GPA: \_\_\_\_\_
6. Semester freeze application requested for: \_\_\_\_\_ Semester
7. Tentative date of rejoining: \_\_\_\_\_
8. Reasons for Semester Freeze (Please provide documentary evidence along):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Contact Number: \_\_\_\_\_ 10. Email Address: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature & Date

### **FOR OFFICE USE**

Forwarded by: \_\_\_\_\_ Date: \_\_\_\_\_

*Chairperson Student Affairs Committee*

Case discussed in Academic Affairs Committee Meeting No. \_\_\_\_\_

Endorsed / Not Endorsed by: \_\_\_\_\_ Date: \_\_\_\_\_

*Academic Advisor*

Recommended / Not Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

*Chairperson/HOD*

Approved/Not Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Dean/Principal*

**\*Note: STMU Semester Freeze Policy:** "Students are not allowed to freeze two consecutive semesters. They are also not allowed to freeze more than two semesters in the total duration of the programme." (STMU Academic Regulations Chapter No. 5; Section 31; Sub-section e)





**FOR EVALUATION PURPOSES (STUDENT AFFAIRS OFFICE)**

**Academic Data**

a. Marks in SSC/Equivalent \_\_\_\_\_

b. Marks in F.Sc / Equivalent \_\_\_\_\_

c. Credit Hours Completed (Transcripts Attached)

CGPA \_\_\_\_\_ (Minimum CGPA required 2.5)

Percentage \_\_\_\_\_ (Minimum %age required 60%)

d. NOC Original attached from last University/Institute attended

e. Total credit hours attended \_\_\_\_\_ out of \_\_\_\_\_ (Total credit hours of the Degree Program)

**FORWARDED BY**

**RECOMMENDED /  
NOT RECOMMENDED**

**AUTHORIZED /  
NOT AUTHORIZED**

\_\_\_\_\_  
**Head Equivalence Committee**

\_\_\_\_\_  
**Chairperson/HOD**

\_\_\_\_\_  
**Dean/Principal**

**ENDORSED/ NOT ENDORSED**

**APPROVED/NOT APPROVED**

\_\_\_\_\_  
**Controller Of Examination**

\_\_\_\_\_  
**Vice Chancellor**

**Instructions/Guidelines for the Applicant**

Please submit the following documents in support of this application:

1. Grade Sheet/Transcript certified copy (SSC or equivalent, HSSC or equivalent and transcripts of the semesters completed). The submitted original documents will be verified by the Student Affairs Office at the time of admission.
2. Course Outline of every course for transfer of credit (Copy of approved curriculum/ course outline of previous University/DAI).
3. Original copy of No Objection Certificate issued by the previous University/ DAI.

## Candidature Form



**SHIFA TAMEER-E-MILLAT UNIVERSITY, ISLAMABAD**

Email: [examinations@stmu.edu.pk](mailto:examinations@stmu.edu.pk), Ph: 051-8464234, 8464067

### CANDIDATURE FORM - (Semester Examinations)

<b>Semester</b>	SPRING	FALL	Summer	<b>20</b>	<b>Program</b>	
-----------------	--------	------	--------	-----------	----------------	--

(To be filled in BLOCK LETTERS by the candidate in his/her own hand writing.  
Student & father name must be according to the SSC/IBCC Certificates)

<b>1</b>	University Registration No:		<b>2</b>	Year of Joining
----------	-----------------------------	--	----------	-----------------

<b>3</b>	Candidate Name	
<b>4</b>	Father Name	

**5 Permanent Address of Parents/Guardian**

<b>6</b>	Email:		Tel No:	

**7. Subjects in which the candidates wish to appear: (It is mandatory to Check ✓ Theory/Practical)**

Course	T	P	Course	T	P	Course	T	P

**DECLARATION BY THE CANDIDATE:**

- A. I declare that all the particulars stated by me above are true and I understand that in case of any inaccuracy therein, I shall be fully responsible for the consequences and that I do hereby indemnify Shifa Tameer-e-Millat University against all and any responsibility in this regard.
- B. I certify that I have read, Comprehended and signed the "Instructions to Candidates" enclosed with this form and undertake to abide by them.

Date:

Signature of Candidate

**FOR OFFICIAL USE ONLY**

1. Examination Fee Rs.....Remitted vide DD No.....Dated.....
2. Late Fee Rs.....Remitted vide DD No.....Dated.....
3. It is certified that the candidate has cleared all University dues viz admission fee, tuition fee, hostel fee & all other outstanding dues.
4. It is certified that the candidate has fulfilled the conditions laid down under the rules enforced, that he/she is of good moral character, that he/she has signed this application in my presence and that his/her particulars given above/overleaf are correct.
5. It is certified that the Candidate has passed the..... Semester Examination.
6. It is certified that he/she has fulfilled attendance requirements as per policy. He/she has completed the prescribed course of lectures, practices, demonstrations, clinical works etc as required by the regulations.

Date:



Principal/Chairperson/Head

## INSTRUCTIONS TO CANDIDATES AND RULES FOR THE EXAMINATION HALL

Candidates appearing in any examination conducted by Shifa Tameer-e-Millat University must read the following instructions very carefully.

1. Be punctual ; you should be present in the vicinity of the examination hall well before starting time for each paper or practical, and be seated as directed by the invigilation staff. The door of examination hall will be closed five minutes after the starting time and the paper will start at exact time.
2. Possession of firearms, knives etc, inside and in the vicinity of the examination is a crime under the country's law; and shall constitute a punishable offence.
3. Bring all your needed equipment e.g. pens, pencils, sharpeners, rulers etc with you. You would not be allowed to borrow these items from other candidates.
4. **Electronic notebooks, mobile phone, magazines, notes, written or blank paper sheet etc. are not allowed inside examination hall. If found in the possession of a candidate, his/her paper will immediately be cancelled. Cheating from, and helping other candidates in the examination Hall would also result in same consequences.**
5. Writing on palm, arm or anywhere on the candidate's body is considered enough proof of cheating whether the material is related or unrelated to the exam paper. Such a written material will result in the cancellation of the paper.
6. Calculator may be allowed in certain paper if instructed by the concerned examiners.
7. No foods, beverages or cigarettes will be allowed inside or consumed in the examination hall.
8. No candidate should allow anyone to impersonate him to appear in the examination on his/her behalf. This will result in serious consequences such as cancellation of registration from Shifa Tameer-e-Millat University.
9. No Page should be torn from the main answer book or extra sheet, and no part of these is to be taken out of the Examination Hall. Such practice will result in cancellation of the paper.
10. You must maintain discipline in the examination hall. Talking, making noise, shouting or throwing objects etc. will be considered as a serious and punishable offence.
11. The invigilation staff will be very courteous, friendly and helpful but do not ask them for any help in answering the questions. This will be taken as cheating. You may ask them if any clarification in question paper is required.
12. The **subject teacher may be present for initial 15 minutes in the examination Hall.** You may ask him/ her if clarification/correction in examination paper is needed. After he/she leaves, no one will be allowed to ask any question.
13. You are also required to be respectful and polite towards the invigilation staff. Show of temper, anger, misbehavior, misconduct or disrespectful utterances will be dealt with serious punishment.
14. I will abide by the above mentioned instructions/rules of Shifa Tameer-e-Millat University in true letter and spirit.
15. **I solemnly affirm that I will not challenge any action taken against me, by Shifa Tameer-e-Millat University, in violation of above instructions in any court of law.**

I, Mr. / Miss \_\_\_\_\_ S/o, D/o Mr. \_\_\_\_\_  
Reg. No. \_\_\_\_\_ Program \_\_\_\_\_

I have read the above instructions and have understood them well, if involved in any of the above offences I am liable to strict punishment. This may result in permanent cancellation of my registration from Shifa Tameer-e-Millat University and expulsion from Faculty/College/Institute/Department.

**N.B I understand that these instructions will apply to all examinations conducted by Shifa Tameer-e-Millat University during entire duration of the program.**

Date:

\_\_\_\_\_  
Signature of Candidate



# Student Clearance Form



**Shifa Tameer-e-Millat University**

شفا تعمیر ملت یونیورسٹی

## STUDENT CLEARANCE CERTIFICATE

Joining Date \_\_\_\_\_

Completion/Migration Date \_\_\_\_\_

Mr./Mrs./Miss \_\_\_\_\_

STMU ID No.: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Mobile No : \_\_\_\_\_

Address: \_\_\_\_\_

Please complete this clearance form in all respects and return it to Student Affairs as soon as possible

DEPARTMENT	SIGNATURE	DATE
Accounts Office		
Hostel (if availed)		
Hospital Registration Department (A-Block)		
Library		
Student Affairs Office		

I confirm that I have cleared all my dues and returned all equipment issued to me and I am clear of all obligations to College/Department of \_\_\_\_\_

My Student ID is attached herewith (valid/original).

Please issue security refund cheque (if any) in favour of \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

This is to certify that there is nothing outstanding against Mr./Mrs./Miss \_\_\_\_\_

Class/semester (Session) \_\_\_\_\_ at the time of his/her leaving

Shifa Tameer-e-Millat University, Islamabad on \_\_\_\_\_.

\_\_\_\_\_  
HOD/ Program Coordinator  
(Recommended by)

\_\_\_\_\_  
Principal/Director  
(Approved by)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Student Application Form



**Shifa Tameer-e-Millat University**  
**Shifa School of Health Profession Education**  
**Master of Health Professions Education (MHPE)**

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## Student Application Form

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

**Form:**

Student Name: \_\_\_\_\_

Registration No: \_\_\_\_\_

Program: \_\_\_\_\_

Semester: \_\_\_\_\_

**To: Director of the Program (MHPE)**

**Subject:** \_\_\_\_\_

Sir,

It is requested that

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**(Signature of Student)** \_\_\_\_\_

Phone No. \_\_\_\_\_

**Comments from signing authority:**

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**Recommended / Not Recommended**

---

**Prof. Dr. Sumreena Mansoor**  
**Program Coordinator**

---

**Prof. Dr. M. Iqbal khan,**  
**Vice Chancellor – Director**

# IRB Letter



<b>IRB Ref #</b>		
<b>Date:</b>	_____	<b>Revision #</b>
<b>Received:</b>	_____	_____

Shifa International Hospital / Shifa Tameer-e-Millat University/Shifa Clinical Research Center

## **RESEARCH APPLICATION FORM**

**Institutional Review Board & Ethics Committee (IRB & EC)**  
Sector H-8/4 Islamabad Pakistan  
Email: [irbshifa@shifa.com.pk](mailto:irbshifa@shifa.com.pk)

Office: 051-846-3075  
Fax: 051-486-3109

**Submission Category:** (Please check all that apply)

- New Protocol: (Study never performed. Include all documents listed in Section B.)
- Renewal or Modifications (Please complete Form "B")  
(Study has previously been approved by IRB. Include the IRB Approval letter.)

### **Application for**

- Full Review
- Expedite Review
- Exempt Review

### **Checklist**

- Research Proposal Application Form with Checklist
- Protocol
- Data Collection Forms (surveys, questionnaires, Performa's, data collection etc.)
- Patient Information Sheet and Informed Consent Form English with Urdu Translation
- Only one page of resume and Google Scholar of Principal Investigator(s), and Co-Investigator (s)
- Full financial and conflict of interest disclosure will be provided
- GCP training certificate is mandatory for Randomized control trial<sup>1</sup>
- SCRC has reviewed the protocol
- Approval from the Departmental Head
- The study team members are identified and authorship agreed as per ICMJE guidelines<sup>2</sup>
- Surveillance for clinical trial will routinely be provided to IRB/ DSMB (as per definitions of Specific events described in DSMB Protocol)
- An interim progress and final report will be provided to IRB/ DSMB
- Signed "Undertaking on Plagiarism" by all the investigators
- Raw data and Consent forms will be retained (5 years) and submitted upon request if required
- Any additional document that requires approval
- Sign Declaration for collaborative study
- Meet indemnity insurance.

<sup>1</sup> <https://gcp.nidatraining.org/overview>

<sup>2</sup> <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

**A. COVER PAGE**

**TITLE OF PROPOSAL**

---



---

**TYPE OF PROJECT**

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> Human             | <input type="checkbox"/> Chart Review |
| <input type="checkbox"/> Diagnostic        | <input type="checkbox"/> Therapeutic  |
| <input type="checkbox"/> Laboratory        | <input type="checkbox"/> Animal Study |
| <input type="checkbox"/> Device/Innovation | <input type="checkbox"/> Others       |

**Entity:**

- |                               |                              |                               |
|-------------------------------|------------------------------|-------------------------------|
| <input type="checkbox"/> SIH  | <input type="checkbox"/> SCM | <input type="checkbox"/> SCN  |
| <input type="checkbox"/> SCPS | <input type="checkbox"/> DPT | <input type="checkbox"/> SCMT |

**PRINCIPLE INVESTIGATOR OTHER STUDY TEAM MEMBERS**

Principal Investigator: (Person noted as Principal Investigator in the IRB approval notice.)

Name of PI + Qualification	Title / Position	Department	Signature
<b>Contact No.</b>		<b>Email</b>	

**Other Study Team Members:**

Before signing the authorship agreement please read the guidelines (Annexure-I)

- Authorship will be based on ICMJE recommendations and guidelines
- All conflicts of interest, real and perceived, and funding sources have been reported at the time of proposal submission to IRB & EC
- All the authors are agreed to be accountable for all aspects of the work

Name	Title/Position	Department	Authorship/Contribution Agreement*	Signature

\*I confirm that I am an author on the above mentioned study, which is currently being submitted for the approval of IRB & EC. By signing this authorship agreement and contribution, I confirm that I agree to all the recommendations/guidelines and terms of aforementioned for the authorship contribution by ICMJE.

**B. STUDY DETAILS AS PER ATTACHED GUIDELINE (Annexure-I), Follow below items 1-15 :  
For CPSP Synopsis (Use CPSP format as per Annexure-I)**

**1- WHAT IS THE PURPOSE OF THE STUDY?** (Please give a brief background of the study)

**Required component:**

- Adequate literature review and identification of “gaps” (i.e. what is not known)
- Hypothesis well defined

**2- WHAT ARE THE OBJECTIVES OF THE STUDY?**

**Required component:**

- Clear Primary research question
- Clear secondary question (if any)

**3- STUDY DESIGN:**

**Required component:**

- Appropriate research strategy
- Appropriate variables selected & defined
- State study design
  - Systematic Review, RCT, Retrospective , Survey etc
  - Observational study, Design Cohort, Case control, Cross Sectional Survey,
  - Qualitative study & survey / Forum groups

**4- DESCRIPTION OF METHODS USED IN PROTOCOL**

**Required component:**

- Valid and reliable data collection method
- Inclusion & Exclusion Criteria
- Sample Size determination
- Appropriate choice of controls (if applicable)
- State of subjects randomization or not

**5- PATIENTS SELECTION CRITERIA (Inclusion& Exclusion Criteria)**

**Required component:**

- Appropriate sampling method
- Sample size determination
- Appropriate choice of controls (if applicable )
- State if subjects randomized or not

**6- STATISTICAL METHODS:**

**Required component:**

- Appropriate method
- Do the statistical test answer the research question
- Valid and reliable data collection method

**7- DURATION OF THE STUDY**

**Required component:**

- Mention the duration of the study after approved from IRB

**8- ADVERSE/SERIOUS ADVERSE EFFECTS / POTENTIAL HAZARDS**

**Required component:**

- Explain how these events would be managed?
- Who will bear the cost?

**9- POTENTIAL RISK TO THE PARTICIPANTS**

**10- POTENTIAL BENEFIT TO THE PARTICIPANTS**

**11- EFFORTS AT MINIMIZING SELECTION BIAS, AWARENESS BIAS, DETECTION BIAS:**

**12- EFFORTS TO LIMIT LOST TO FOLLOW-UP & ATTRITION**

**13- EFFORTS TO INTEGRATE AND CONTROL FOR CONFOUNDING FACTORS:**

**14- WORK PLAN / TIMELINE:**

**Required Elements:**

- Appropriate well declared work plan
- Appropriate and adequate follow-up time

**15- EXPLAIN WHAT MEASURES WILL BE TAKEN TO SAFEGUARD PATIENT'S/SUBJECT'S CONFIDENTIALITY & DATA SECURITY**

**16- REFERENCES**

**Required component:**

- Mention at least 6 references from literature

**C. SOURCE OF FUNDING**

Funds Required       Sponsored       No funding required

Please specify the name of the funding source: \_\_\_\_\_

**D. SERVICES**

Will services at SIH & SCM be utilized which are not considered part of routine medical care?

Yes       No

**Payment of Arrangements:** If "Yes" is checked in the above section, an explanation of payment arrangements is required and must be included with this submission packet. (Use Form C' Budget Form)

E. **SETTINGS/FACILITIES TO BE USED FOR THE STUDY** (In case of multi-centered studies, kindly list the name of participating centers/countries) (Please check all that apply)

- Inpatient                       Outpatient  
 Shifa Department (Please specify) \_\_\_\_\_

F. **FULL FINANCIAL DISCLOSURE:**

G. **SECTION APPROVAL:**

1. **Title of Proposal:**

\_\_\_\_\_

2. **Principal Investigator:**

\_\_\_\_\_

3. **Location(s) where the study will be performed:**

\_\_\_\_\_

4. **Approval:**

I have reviewed this proposal and agree that it is scientifically and medically sound. I feel that beds and other facilities (if applicable) are adequate. I approve the participation of the concerned personnel of my department in this study.

\_\_\_\_\_  
Chief of Department / Section Head

*For any violations from original protocol including methods, study title, sample size, study design, financial disclosure, and consent and authorship agreement is liable for disciplinary action as per IRB & EC rules.*

H. **OTHER STUDY RELATED INFORMATION**

- Add any other information that you deem necessary

*\*\* The Ethics Committee must approve Informed Consent Form.*

*\*\* Add pages if necessary.*

## **Declaration for collaborative studies**

I \_\_\_\_\_ certify that I am the Principal Investigator

(Corresponding author) of the research protocol titled:

\_\_\_\_\_  
\_\_\_\_\_

And, I will abide by all the rules and regulations of IRB & EC including

### **For collaborative studies with other institutions**

- Shifa co-investigator identified who will have the primary responsibility of keeping integrity of all data from SIH/STMU and its affiliated institutions and departments
  - Shifa co-investigator: \_\_\_\_\_
- PI will present the protocol in IRB meeting as per agenda
- Supervisor will attend the IRB meeting for Investigators' synopsis/dissertation/thesis
  - Supervisor: \_\_\_\_\_
- Due credit will be given to the Shifa faculty, STMU and institution as per authorship agreement. Shifa Co-investigator who has given permission/approval to collect data from the department must be given authorship (First/Second/Third author).
- Authorship will be based on ICMJE guidelines/recommendations
- Memorandum of Understanding (MOU) must be in place between STMU/concerned department and outside institution.
- For any violations from original protocol including methods, study title, sample size, study design, financial disclosure, and consent and authorship agreement is liable for disciplinary action as per IRB & EC rules.***

Signature of PI: \_\_\_\_\_

Contact number: \_\_\_\_\_

Shifa co-investigator Signature: \_\_\_\_\_

## Publication & Authorship Rules



شفا انٹرنیشنل ہسپتال اسلام آباد

Shifa International Hospitals Ltd.

Sector : H-8/4, Islamabad - Pakistan

Tel : 051-8463000, 8463075

Fax : 051-4863182

Email: irbshifa@shifa.com.pk

web: www.int.shifa.com.pk/irb

## INSTITUTIONAL REVIEW BOARD & ETHICS COMMITTEE

(IRB & EC)

Shifa International Hospitals Ltd. (SIH)

Shifa Tameer-e-Millat University (STMU)

To : **ALL CONSULTANTS/DEANS/FACULTY MEMBERS**  
SIH, STMU (Affiliated Colleges)

Through : **DR ZEESHAN BIN ISHTIAQUE**  
Chief Medical Officer

From : **PROF IQBAL**  
Vice Chancellor STMU

Date : Tuesday, June 28, 2022

Subject : **Institutional Review Board (IRB) / Ethics Committee (EC)**

Dear All,

Unfortunately, over the last few months we have dealt multiple times with **research misconduct** including, unapproved research and publications, plagiarism, falsified data, research without MOUs and authorship conflicts. This has resulted in disciplinary actions, retraction of the articles and highly embarrassing for our institute and university.

To clarify the role of the Institutional Review Board (IRB) & Ethics Committee (EC) the following policies and procedures must be complied:

1. **NO RESEARCH CAN BE CONDUCTED AT SIH, STMU or administered clinics/hospitals WITHOUT THE PRIOR APPROVAL OF THE IRB/EC.**
2. IRB's primary responsibility is to protect the rights and welfare of human research subjects and ensuring that scientifically appropriate/adequate research is conducted at the institution (SIH/ STMU).
3. All research protocols will be submitted to the IRB & EC first which will check for the completion of the protocols form and other scientific requirements according to the checklist provided by the IRB/EC, including written approval from their Department Heads and other relevant Departments if research involves data or patients from other disciplines.
4. **All research must have IRB approval. Any research conducted or published without IRB approval will be liable for disciplinary action(s).**
5. All existing and prospective data (clinical and animal research) are owned by the institution (SIH/ STMU and administered hospitals and clinics) and does not belong to any physician, faculty member or a researcher.
6. IRB & EC does not give approval retrospectively.
7. When submitting a protocol for approval from IRB please ensure to complete all including;

- a. Specifically the study team members are identified and authorship agreed as per ICMJE guidelines<sup>1</sup> (roles in concept and design of study, ownership of data, analysis of data, manuscript writing etc. must be spelt).
  - b. These will clarify roles, spur motivation, and minimize disappointments among the participants
  - c. To resolve any conflict of interest including but not limited to Scientific Misconduct, Plagiarism, Fraud, and Authorship issues, Data Ownership, Misconduct, Redundant Publications or any other dispute, IRB & EC may be approached for arbitration to resolve any outstanding issues if parties (Authors) fail to resolve their conflicts.
  - d. GCP training certificate is necessary prior to submission of any protocol<sup>2</sup>
  - e. In case of a junior faculty the Supervisor must attend the IRB meeting for any Dissertation/Thesis.
  - f. MOU is mandatory when doing collaborative studies with other institutions. (Shifa PI must be responsible for data integrity and presenting in IRB & EC meetings).
  - g. All publications with other institutions must give credit to the Shifa faculty, STMU and its institutions.
  - h. For collaborative studies Shifa co-investigator must be identified who will have the primary responsibility of keeping integrity of all data from SIH/STMU and its affiliated institutions and departments.
  - i. Google Scholar Page of Principal Investigator and Co-Investigator is mandatory
8. For Residents or postgraduates of College of Physicians and Surgeons, Pakistan (CPSP) all Synopsis/Dissertations **must** be approved by the IRB & EC prior to CPSP submission.
  9. For any violations from original protocol including methods, study title, sample size, study design, financial disclosure, consent and authorship agreement is liable for disciplinary action as per IRB & EC rules.
  10. All sponsored Research Projects will be brought to the SCRC which in turn will provide full support to the PI including but not limited to feasibility assessment, administrative support, study staff, implementation processes, contract negotiation, IRB submission, Regulatory Authority submission/approval (where required), documentation, filing, communication etc. to ensure timely initiation, ethical conduction and successful completion of the project.

Cc:

**Dr Manzoor H Qazi, CEO**

**Dr Darakhshan Jabeen, Director Medical Education**

**Dr Ayaz Mir, Director SCRC**

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<sup>1</sup> <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

<sup>2</sup> <https://gcp.nidatraining.org/overview>

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## References

- <https://stmu.edu.pk/wp-content/uploads/2018/07/MS-MPhil-Regulations-2018.pdf>
- <https://stmu.edu.pk/wp-content/uploads/2018/08/Academic-Regulations-As-amended-up-to-June-30-2018.pdf>
- [https://stmu.edu.pk/wp-content/uploads/2018/12/Code-of-ethics\\_Rev\\_0.3\\_EDU.pdf](https://stmu.edu.pk/wp-content/uploads/2018/12/Code-of-ethics_Rev_0.3_EDU.pdf)
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