



Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

Guidelines for Pre-Registration for FDT/HDD

Academic Research Division

Birla Institute of Technology and Science, Pilani
Hyderabad Campus

Pre-Registration for FDT/HDD

First degree and higher degree students are eligible for First Degree Thesis and (FDT) and Higher Degree Dissertation (HDD) respectively. Each of these courses is of one semester duration and is operated round the year (August to December and January to May). FDT/HDD is one of the requisites for graduation of all students of the Thesis (T) stream. The aim of the thesis/dissertation course is to train a student in the methodology of research, to cultivate a logical and creative thinking and to make him express his findings in the form of a scientific report. It also gives an opportunity to the student to comprehend his subject knowledge and apply it to the given problem. The Associate Dean, Academic Research Division (ARD) is the IC for this course. The Departmental Research Committee (DRC) of the individual departments must compile data pertaining to the various evaluation components and submit the same to ARD by the deadline mentioned in the respective handouts (attached).

Suggested important dates:

Activity	First semester	Second semester
Notification to students about pre-registration by HODs/DRCs	November 20	April 20
Submission of filled pre-registration forms by student to HOD/DRC	November 30th	April 30
Submission of pre-registration data (filled Annexure 6) to ARD by DRC	December 7	May 7

The FDTS/HDD process begins with pre-registration, the details of which are as follows:

1. Pre-registration should be done **one semester prior** to the semester when the thesis/dissertation work will be carried out.
2. To begin with, all Heads of Departments need to put up a notice about pre-registration deadline and the place where pre-registration forms can be obtained (either the link on the website or from DRC of the respective departments). Copies of pre-registration forms are attached (Annexures 1 and 2). These preregistration forms can be customized by the individual DRCs, based on their requirements.

*Suggested date for putting up the notice– Nov 20th for first semester / April 20th for second semester;
suggested deadline for submitting filled pre-registration forms to DRC- Nov. 30th for first sem./April 30th for second sem.*

3. A student interested in pursuing FDT or HDD either off or on-campus should meet with the HOD of his/her department and express his/her intention for the same. *Dual degree students can pre-register through either of their departments.*
4. Students opting for on-campus thesis/dissertation need to **only** fill out **Annexure 1(for HDD) or Annexure 2 (for FDT)**. Students intending to carry out off-campus thesis/dissertation should also fill out **Forms A and B (provided separately)** in addition to the respective Annexures.
5. If a student wants to carry out **on-campus** FDT/HDD from a department other than his/her own, the pre-registration form should carry the signature of the HOD of his/her own department as proof of his knowledge and permission.
6. Off-campus thesis/ dissertation can be done only in a research organization/ University **not** associated with Practice School programme with BITS. A student must obtain consent from Head of the concerned department and Associate Dean, Practice School Division before applying to any organization for off-campus thesis/dissertation. *Alternately, the HOD can also obtain consent for off-campus thesis/dissertation from an organization.* A format for communication with an organization for off-campus thesis/dissertation is provided in Annexure-3.
Procedure for application is as follows:
 - Student should approach Associate Dean, Practice School Division with completed **form-A**.
 - Submit form A (forwarded by PS Division) to the concerned HOD for approval.
 - After obtaining consent from HOD, student can approach a research organization/ academic. Institute and obtain the consent of tentative supervisor on Form-B.
 - Student must submit his application to HOD along with duly signed **forms A & B** along with filled **Annexure 1 or 2** (as applicable)
7. A student intending to pursue off-campus thesis/dissertation should identify a co-supervisor from within the institute and get his/her signature on Annexure 1 or 2 (as applicable) along with that of the supervisor and the HOD. Co-supervisors of off-campus thesis/dissertation students should kindly ensure that any publications arising out of the proposed off-campus work should include BITS-Pilani affiliation. A format for communicating with off-campus supervisor for procedural modalities is provided in **Annexure 4**.
8. An off-campus thesis/dissertation student needs to be given a **No Objection Certificate** (on BITS-Pilani letterhead; format in **Annexure 5**) to furnish at the concerned organization.
9. Please note that, prior to pre-registering a student, the HOD needs to verify whether the student belongs to the Practice School (PS) stream or Thesis (T) stream. If PS, the student needs to be asked to apply for transfer of PS to T at the University Industrial Linkage Division (UILD).
10. Following pre-registration, the Departmental Research Committee (DRC) should compile the pre-registration information in the prescribed format (**Annexure 6**). **This final list has to be sent to the ARD by 7th May (second semester) or 7th Dec (first semester).**

11. ARD will compile the information received from all departments and transfer the same to Academic Research and Counseling Division (ARCD) for preparation for registration in the next semester.
12. The student should come to the campus to finish registration process. *Off-campus thesis/dissertation students can register by email.*
13. Following registration, students should be informed to consult their respective Hand-Outs (will be circulated to all DRCs from ARD and also uploaded on CMS).
14. After the commencement of thesis/dissertation work, T-1 form (copy provided with the handout) must be properly filled and duly signed by the respective students' supervisors and a scanned copy of the same must be submitted to the HOD within two weeks of the semester start date (please see Hand-Out for the deadline) . The HODs can then send the same to ARD as a compressed file of all the scanned copies on or before the deadline as per the Hand-Out. *Please note that the DRC of the department that a student's supervisor/co-supervisor belongs to is responsible for his/her T-1 form, grades etc.*
15. DRCs should compile all evaluation data belonging to their respective departments and submit to ARD as per the deadline given in the handout.

ANNEXURE-1**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI****HYDERABAD CAMPUS****ACADEMIC RESEARCH DIVISION**

FIRST/SECOND SEMESTER (20 - 20)

Form for pre registering for Higher Degree Dissertation

Date:

Name of the Student _____ ID

No. _____ Discipline _____ No.

of units intending to register for (9 to 16): _____ Broad area/title of the
dissertation (brief):

E-mail ID:1. BITS email ID _____

2. Non-BITS email ID _____

Phone Number: _____

Contact details of the Supervisor:

Name of Supervisor _____

E-mail id: _____

Office Phone Number: _____

Name of Co-Supervisor (if any) _____

E-mail id: _____

Office Phone Number: _____

Signature of the Student**Signature of the Supervisor****Signature of the Co-supervisor**

Recommendation of HOD:

Signature of HOD**Name:**

ANNEXURE-2**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI****HYDERABAD CAMPUS****ACADEMIC RESEARCH DIVISION**

FIRST/SECOND SEMESTER (20 - 20)

Form for pre registering for First Degree Thesis

Date:

Name of the Student_____ ID

No. _____ Discipline_____ No.

of units intending to register for (9 to 16): _____ Broad area/title of the
dissertation (brief):

E-mail ID:1. BITS email ID_____

2. Non-BITS email ID_____

Phone Number: _____

Contact details of the Supervisor (BITS- Pilani, Hyderabad Campus):

Name of Supervisor_____

E-mail id:_____

Office Phone Number:_____

Name of Co-Supervisor (if any)_____

E-mail id:_____

Office Phone Number:_____

Signature of the Student**Signature of the Supervisor****Signature of the Co-supervisor**

Recommendation of HOD:

**Signature of HOD
Name:**

ANNEXURE-3**Suggested format of initial communication with proposed off campus supervisor by the student**

Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

Dear _____

I, Mr./Ms. _____ of BITS Pilani, Hyderabad Campus, India, am requesting permission to do a First Degree Thesis/Higher Degree Dissertation (1 semester) in your organization. The thesis, which is a requisite for the degree of the institute in various disciplines, is envisaged as training for future research in specific disciplines and areas. Since this is offered as a registered course there are various evaluation components and time lines to be met. I would be obliged if I could have your response to the following points mentioned in order for. I would be obliged if I could have your response to the following points mentioned in order to enable me to initiate the process

- 1) What are the eligibility criteria for selecting student for thesis work?
- 2) Number of positions available for thesis work?
- 3) How much stipend will be given to the student?
- 4) What sort of assistance is available for accommodation of students?
- 5) Is the proposal one time offer or is it going to continue in future also?
- 6) Will you agree for having a co-supervisor from BITS?

I am enclosing the First Degree Thesis handout along with this mail. Kindly go through it and let me know whether you would fulfill all the necessary academic formalities like sending grades etc. as per the requirement of BITS-Pilani. Please feel free to contact me for any further clarifications.

Sincerely,

ANNEXURE-4

Suggested format for communication with off-campus supervisor for procedural modalities



Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

Dear _____

As per your acceptance of Mr./Ms. _____, student of BITS-Pilani, Hyderabad Campus, India to do a First Degree Thesis/Higher Degree Dissertation (1st /2nd semester) in your organization, kindly note the following:

- a. _____, from the department of _____ has been assigned as co-supervisor for this course.
- b. Kindly communicate with us the date on which our student joins your organization
- c. If the student registers off-campus, kindly sign on his/her registration card
- d. Conducting evaluation of the students (as per the handout) is the collective responsibility of the off-campus supervisor and the departmental co-supervisor along with an external examiner.
- e. Kindly follow the deadlines mentioned in the handout to communicate the grades to us.

Sincerely,



Birla Institute of Technology & Science, Pilani
Pilani | Dubai | Goa | Hyderabad

ANNEXURE-5

No Objection Certificate

To whomsoever it may concern

This is to certify that Mr./Ms. _____, ID No. _____, a student of BITS-Pilani, Hyderabad Campus is permitted to carry out her First Degree Thesis at _____ (Place of work) under _____ during II semester 2013-14 (January - May, 2014).

Signature of HOD

Name:

Department of _____

Date:

FORMAT OF TABLE FOR SENDING INFORMATION TO ARD

[illegible]

Date _____

