

Dear Students,

The following is the Senate approved revised operational guidelines in the allotment of FDTS to students that would be followed by the Departments:

- Students interested in doing off-campus thesis should meet his/her respective Department Research Committee (DRC) along with filled Form A.
- DRC should fill-in the on-campus faculty co-supervisor name in Form A and keep the record.
- Co-supervisor should communicate with off-campus (Host) supervisor and ensure the following:
 - ✓ All phases of the thesis work are done under a supervisor at the off-campus organization and co-supervisor from BITS Pilani as approved by the Department. All evaluations (as mentioned in course handout of First Degree Thesis) are agreed to by both supervisor and co-supervisor. In order to evaluate the work of the student, the co-supervisor must be made fully cognizant of each part of the work. Departments should clearly define the role of the co-supervisor from BITS so that the institute can also gain in the process.
 - ✓ The actual thesis document will become the property of BITS and will be placed in BITS Library.
- Once the off-campus thesis supervisor gives his/her consent for off-campus thesis to the student, the student should send Form B to the off-campus supervisor for the written consent and get Form B back duly signed by the off-campus thesis supervisor.
- Student should submit duly filled Form B along with Offer/Invitation letter from the off-campus supervisor to the DRC.
- DRC will evaluate off-campus thesis applications by ensuring the following:
 - ✓ Off-campus thesis applications should be evaluated based on relevance of topic, academic reputation of international universities or international research institute, financial assistance from the host organization, evidence of outstanding potential of the student through elective, projects, courses, etc., credentials of proposed off-campus supervisor. However, criteria for evaluation are desirable but not essential. While scrutinizing/permitting applications, it is essential to ensure that the overall objective of off-campus Thesis are met as stated in the broad guidelines.
 - ✓ Maximum 2 students from the same Department of BITS (from a campus) will be allowed to do FDTS under the supervision of single off-campus supervisor in a semester.
 - ✓ BITS is not responsible for any stipend / accommodation arrangement for students pursuing off-campus FDTS.
- Recommended applicants for off-campus thesis shall be advised by the Department to apply for PS to TS or TS-TS transfer if they have not done so far.
- Student should submit the Pre-registration form for off-campus thesis to the DRC on or before **April 10, 2019** for First Semester and **November 11, 2019 for Second Semester. Students must ensure the confirmation for PS to TS or TS-TS conversion before submitting their application to the DRC. They are required to complete all formalities**

of conversion from PS to TS in consultation with Practice School well in advance as per the PSD guidelines.

- The AUGSD office should receive the PS to Thesis Transfer minutes from the PS division from all students for official processing of all applications on or before **10th April** for First Semester and **11th November** for Second Semester.
- The DRC should send a copy of Form A and Form B along with Pre-registration form to the AUGSD office on or before **April 15, 2019** for First Semester and **November 15, 2019** for Second Semester.
- The students will be informed by the AUGSD office by email regarding their off-campus thesis registration on or before **May 6, 2019** for First Semester and **December 5, 2019** for Second Semester.
- In case, the Student is not able to report at the host institute for off campus thesis due to Visa issues etc., he/she shall register on campus under the supervision of earlier assigned co-supervisor. In case visa etc. issues are resolved at later date, Department should take appropriate action in consultation with supervisor from the host Institute, co-supervisor from the Campus without compromising quality and overall duration of Thesis work.
- The concerned student must ensure that he/she participates in all evaluation components as per the deadline announced in the FDTs handout and should also ensure that his/her official documents such as reporting of registration, mid-semester & final grade etc. are submitted to the respective DRC through supervisor/co-supervisor within the deadline. The respective DRC will then compile all necessary information and submit to the office of AUGS for further processing.

Associate Dean, AUGSD