

**Guidelines for
Pre-Registration for First Degree Thesis**



BITS Pilani
Hyderabad Campus

ACADEMIC - UNDERGRADUATE STUDIES DIVISION

**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
HYDERABAD CAMPUS**

Pre-Registration for FD Thesis

First degree students are eligible for First Degree Thesis (FDT). This course is operated round the year (August to December and January to May). *A student intending to do FDT must register concurrently for a thesis course.* FDT is one of the requisites for graduation of all students of the Thesis (T) stream. The aim of this 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-Undergraduate Studies Division (AUGSD) 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 the AUGSD with in the deadline (as per the calendar in the handout).

Suggested important dates:

Activity	First semester	Second semester
Notification to students about pre-registration by the AUGSD	March 29	October 29
Submission of filled pre-registration forms by student to the DRC	April 10	November 11
Submission of pre-registration data (filled Annexure 4 – Hard & Soft Copy) to the AUGSD by DRC	April 15	November 15

The FDT 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 work will be carried out.
2. To begin with, AUGSD Office will put up a notice about pre-registration deadline and the place where pre-registration form (Form C/ Form D) can be obtained (either the link on the website or the DRC of the respective departments). The pre-registration form can be customized by the individual DRCs, based on their requirements.

3. A student interested in pursuing FDT either off or on-campus should meet with the Convener, DRC 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 an on-campus thesis need to **only** fill out **Form D**. Students intending to carry out off-campus thesis should also fill out **Forms A and B (provided separately)** in addition to the **Form C (Pre-Registration Form for First Degree Thesis-Abroad)/ Form D (Pre-Registration Form for First Degree Thesis)**.
5. If a student wants to carry out **on-campus** FDT 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. If a student wants to carry out **off-campus** FDT
7. Off-campus thesis can be done only in a research organization/ University **not** associated with Practice School programme with BITS Pilani. A format for communication with an organization for off-campus thesis is provided in Annexure-1.
 Procedure for application is as follows:
 - Students interested in doing off-campus thesis should meet his/her respective Department Research Committee (DRC) along with filled Form A.
 - Student should submit duly filled Form B along with Offer/Invitation letter from the off-campus supervisor to the DRC.
 - 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 (**Form C (Pre-Registration Form for First Degree Thesis-Abroad)/ Form D (Pre-Registration Form for First Degree Thesis)**) for off-campus thesis to the DRC on or before the deadline. **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.**
7. An off-campus thesis student needs to be given a **No Objection Certificate** (on BITS-Pilani letterhead; format in **Annexure 3**) to furnish at the concerned organization.
8. Please note that, prior to pre-registering a student, the DRC 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 TS at the University Industrial Linkage Division (UILD).
9. Following pre-registration, the Departmental Research Committee (DRC) should compile the pre-registration information along with a copy of all pre-registration forms in the prescribed format (**Annexure 4**). **This final list has to be sent to the AUGSD by April 15 (First Semester) or November 15 (Second Semester).**
11. The lists received from all the departments will be compiled so that the students will be permitted for registration in the next semester by the AUGSD.
12. The students can register to this course the way they register to the regular courses.

13. The registered students can get the handout and information relevant to the course in CMS.
14. After the commencement of thesis work, TS-1 form (proforma provided in 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 Convener, DRC within two weeks of the semester start date (as per the calendar in the handout). The DRC can then send the same to AUGSD as a compressed file of all the scanned copies on or before the deadline (as per the calendar in the handout).
15. DRCs should compile all evaluation data belonging to their respective departments and submit to the AUGSD with in the deadlines (as per the calendar in the handout).
16. The summarized order of communication is

For the off-campus

1. Form A (Application for Off-campus Thesis; to be submitted by the student to concerned DRC)
2. Annexure -1 (Suggested format of initial communication with proposed off campus supervisor by the student)
3. Form B (To be signed by proposed off-campus supervisor to be submitted to concerned DRC)
4. Annexure-2 (Suggested format for communication with off-campus supervisor for procedural modalities)
5. Annexure-3 (No Objection Certificate from the Department to the Organization)
6. Form C (Pre-Registration Form for First Degree Thesis-Abroad)/ Form D (Pre-Registration Form for First Degree Thesis)

For the on-campus

Form D (Pre-Registration Form for First Degree Thesis)

For the DRC

Submission of Annexure-4 (Details of First Degree Thesis Students) to AUGS

