



Software Project/Thesis/Internship Registration Guideline:: Spring 2020-2021

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Instructions to complete registration **BSc Thesis/Software Project 1/Software Project 2 (Undergrad Program)**

Pre-requisites:

BSc Thesis: (Group Thesis: 4 students at most)

1. Student must complete **Research Methodology** course.
2. Student must **wait** a semester to start **Official Thesis** after completion of **Research Methodology** course. (Unofficial Thesis Period)
3. **Students who are enrolled in Research Methodology course in current semester should not apply at (<https://research.cs.aiub.edu/>).**
4. Student must complete **100 Credits**.

Software Project 1: (Group Project: 4 students at most)

1. Student must complete **70 Credits**.

Software Project 2: (Group Project: 4 students at most)

1. Students must complete **Software Project 1**.
2. Students must **wait a semester** to start Software Project 2, after they have completed Software Project 1.

Process/To-dos:

1. Students need to **contact a supervisor** and discuss research interest before a semester they are targeting to start the official Thesis. This time period will be considered as Unofficial Thesis Period.
2. Students **must** apply to get themselves registered in **CS Research website (<https://research.cs.aiub.edu/>)**. The registration process will be available after the Mid-term exam **till the end of Pre-registration period**.
3. After getting approval from the admin they will be able to enter the portal.
4. Supervisor will **open** a research item in **CS Research website (<https://research.cs.aiub.edu/>)**.
5. Students will be able to **see the available "Research Titles"** for the following semester along with the supervisor's name, research details and category (i.e. BSc Thesis/MSCS Thesis/MSCS Thesis Continued/Software Project 1/Software Project 2).
6. **Find** their preferred (discussed with the supervisor) research from the list.
7. **Apply** to their preferred research categorized in BSc Thesis/Software Project 1/Software Project 2.
8. **Notify** their supervisor as soon as they complete the application process.
9. Once the students apply to the offered BSc Thesis/Software Project 1/Software Project 2, Supervisor will **Approve/Reject** students' application.
10. **After confirmation (Approval)** from the supervisor the processing for the student's official enrollment for the BSc Thesis/Software Project 1/Software Project 2 will be started.
11. Finally, during the Final registration period students will be automatically put into particular BSc Thesis/Software Project 1/Software Project 2 Groups (i.e. G1, G2, G3).

12. After getting officially enrolled in BSc Thesis/Software Project 1/Software Project 2 the students will be supervised by the supervisors directly.

****Failing to complete any of these processes, students are advised to contact with their supervisor immediately****

Instructions to complete registration for **MSCS Thesis** (Grad Program)

Pre-requisites:

MSCS Thesis: (Individual Thesis)

1. Student must complete **18 Credits**.
2. Student must **select his/her specialization**.

Process/To-dos:

1. Student need to **contact a supervisor** and discuss research interest before a semester he/she is targeting.
2. Students **must** apply to get themselves registered in **CS Research website** (<https://research.cs.aiub.edu/>). The registration process will be available after the Mid-term exam **till the end of Pre-registration period**.
3. After getting approval from the admin they will be able to enter the portal.
4. Supervisor will **open** a research item in **CS Research website** (<https://research.cs.aiub.edu/>).
5. Student will be able to **see the available "Research Titles"** for the following semester along with the supervisor's name, research details and category (i.e. BSc Thesis/MSCS Thesis/MSCS Thesis Continued/Software Project 1/Software Project 2).
6. **Find** their preferred (discussed with the supervisor) research from the list.
7. **Apply** to their preferred research categorized in MSCS Thesis.
8. **Notify** his/her supervisor as soon as he/she completes the application process.
9. Once the students apply to the offered MSCS Thesis, Supervisor will **Approve/Reject** students' application.
10. **After confirmation (Approval)** from the supervisor the processing for the student's official enrollment for the MSCS Thesis will be started.
11. Finally, during the Final registration period student will be automatically put into particular MSCS Thesis Group (i.e. G1, G2, G3).
12. After getting officially enrolled in MSCS Thesis, the student will be supervised by the supervisor directly.

****Failing to complete any of these processes, students are advised to contact with their supervisor immediately****

Instructions to complete registration for **MSCS Thesis Continued** (Grad Program)

Pre-requisites:

MSCS Thesis Continued: (Individual Thesis)

1. Student must **complete MSCS Thesis**.
2. Must take MSCS Thesis Continued in the **very next semester** he/she takes MSCS Thesis.
3. Must take the MSCS Thesis Continued under the **same supervisor of MSCS Thesis**.

Process/To-dos:

1. If the students do not have an account in **CS Research website** (<https://research.cs.aiub.edu/>) then they **must** apply to get themselves registered in **CS Research website**.
2. The registration process will be available after the **Mid-term exam till the end of Pre-registration period**. If they are already registered in **CS Research website** (<https://research.cs.aiub.edu/>) they do not need to register again.
3. They can apply to Thesis continued with the same account that they have created for MS Thesis.
4. Supervisor will **open** a research item in **CS Research website** (<https://research.cs.aiub.edu/>).
5. Student will be able to **see the available "Research Titles"** for the following semester along with the supervisor's name, research details and category (i.e. BSc Thesis/MSCS Thesis/MSCS Thesis Continued/Software Project 1/Software Project 2).
6. **Find** their preferred (discussed with the supervisor) research from the list.
7. **Apply** to their preferred research categorized in MSCS Thesis Continued.
8. **Notify** his/her supervisor as soon as he/she completes the application process.
9. Once the students apply to the offered MSCS Thesis Continued, Supervisor will **Approve/Reject** students' application.
10. **After confirmation (Approval)** from the supervisor the processing for the student's official enrollment for the MSCS Thesis Continued will be started.
11. Finally, during the Final registration period students will be automatically put into particular MSCS Thesis Continued Groups (i.e. G1, G2, G3).
12. After getting officially enrolled in MSCS Thesis Continued the students will be supervised by the supervisors directly.

****Failing to complete any of these processes, students are advised to contact with their supervisor immediately****

Instructions to complete registration for **BSc Internship** (Undergrad Program)

Pre-requisites:

BSc Internship:

1. Students from **CSE** program must complete **140 Credits**.
2. Students from other programs (**SE/CS/CIS/CSSE**) must complete **120 Credits**.
3. Students can take at most **10 credits** in the semester **including Internship (3 Credits)**.

Process/To-dos:

1. Students need to Fill-up the following form (Click on blue link below) with **Official AIUB Email** logged in:
[Internship \[BScCS\] Request Spring 2020-2021 \(office.com\)](#)
2. During the Final registration period, students will be automatically put into particular Internship Groups (i.e. G1, G2, G3).
3. An academic supervisor will be assigned to the group.
4. After getting officially enrolled in Internship the students will be supervised by the supervisors directly

Finding Internship:

1. Students need to **find External Internships (Outside AIUB) on their own**.
2. Students can also find **Internships at AIUB** if the Department offers internship opportunities. Also, note that only the registered intern students will be notified about the departmental offering via email. Departmental internship offering includes the following position:
 - i. Teaching Assistant (TA)
 - ii. Research Assistant (RA)
 - iii. Lab Assistant (LA)
 - iv. Office Assistant (OA)

****Failing to complete any of these processes, students are advised to contact info@cs.aiub.edu****

Best Regards,
Department of Computer Science
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