Guidelines for Off-Campus Thesis/Dissertation
BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI
K.K. BIRLA GOA CAMPUS
ACADEMIC RESEARCH DIVISION
FIRST/SECOND SEMESTER 201 - 201

Guidelines for off-campus First Degree Thesis and Higher Degree Thesis/Dissertation for BITS, Pilani - Goa campus students

Step 1

1a. Student interested in doing off-campus thesis/dissertation should meet his/her respective Head of the Department (HOD) along with Form A. The Dual degree student can approach to any of the two HODs of his/her discipline depending on his/her area of research interest.

1b. The HOD may nominate one of his/her colleague (of the same or other department) who can help/guide the student in the selection of off-campus thesis station (a Research Organization/University), Supervisor etc. The HOD should mention about the on-campus faculty co-guide in Form A and keep it in his/her office.

1c. The student may consult with the on-campus faculty co-guide in order to an off-campus supervisor for his/her off-campus thesis/dissertation and arrange the desired Offer/Invitation Letter from the off-campus supervisor. After getting the Offer Letter, the student should consult the HOD for applying for PS to TS or TS to TS Transfer.

1d. Note that the off-campus Research Organization/University should NOT be a Practice School Station of the BITS-Pilani University. For the complete list of PS stations, see the e-Notice board in the ARD website.

Step 2

2a. Once the off-campus thesis supervisor gives his/her consent for off-campus thesis, 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/dissertation supervisor.

2b. After receiving the duly filled-in and signed Form B, the student should submit Form B and the Offer Letter to his/her concerned HOD on and or before 6th April for First Semester and 6th November for Second Semester.

2c. The HOD should send the hard copy of Form B (duly signed in) and a photocopy of Form A along with all supported documents (e.g. Offer Letter) to the ARD office (B-307) on and or before 11th April for First Semester and 11th November for Second Semester.

2d. The ARD office must receive the PS to Thesis Transfer minutes from the PS division from all students for official processing of all applications. Students must ensure the confirmation for PS to TS or TS-TS conversion before submitting their application to the HOD.

2e. The students will be informed by the ARD office by email regarding their off-campus thesis registration on or before 8th May, First Semester and 8th December, Second Semester.
Note:

• The ARD recommends every student should have an on-campus faculty co-guide for a better contact and project monitoring purpose.

• In the Offer Letter, some declaration about the Financial Support (Partial / Full / No) to the student is to be made by the host Research organization/ University.

• Students, who are currently doing their off-campus thesis, should follow the same procedure as mentioned above for the continuation of their thesis program in the next semester.

• Students, currently doing Practice school if be interested to do thesis in the next semester should follow the same procedure as described above.

Associate Dean, ARD