

# Notice

## Internship [BSc] Course Registration Notice for Fall 2023-2024

This is to notify, the students of BSc in CSE/CS/SE/CSSE/CIS who intend to take **Internship BSc Course** in Fall 2023-2024 must follow the procedure given below.

- **BSc Internship pre-requisites:**
  1. Students need to attach/upload the Appointment Letter of their current "Internship placement/Job" with the given "Internship Registration Request Form" below.
  2. Students from the CSE program must complete 135 Credits and other programs (SE/CS/CIS/CSSE) must complete 118 Credits.
  3. Students can take at most 6 credits in the semester including Internship.
- **Registration To-dos:**
  1. Students need to **Fill-up the following "Internship Registration Request Form"**.

**Form Link:** <https://forms.office.com/r/LWrPGKrWRz>

**Scan the QR Code to get the form link with detailed Registration Guidelines!!!**



**Registration Period: Pre-Registration period and Final Registration period.**

- Note:*
- Students need to follow the official pre and final registration notices posted/to be posted on the University website to keep track of the registration period and deadline. This form will only be available to fill in during the pre-registration period and the final registration period. **If a late registration fee/semester cancellation fee is added as per University policy in case any student misses any of the deadlines- a) the deadline for pre-registration/ final registration and/or b) the deadline for validating their registration, the Department will not be responsible.**
  - If any student fills out the above registration request form but has issue(s) related to **Probation, Document Block, Due Balance, Incomplete Grade, Readmission etc.**, their registration cannot be completed unless the student takes clearance from the designated office according to the issue they have and submits the acknowledgement form to the contact email provided below.
  - **Office of Placement (OPA) collects CVs of Internship enrolled students to keep track of the internship placements.** Students should not confuse this with internship placement at university as there is no open internship opportunity at the Dept. of CS.

### **+Finding Internship Placement:**

- Students must find Internships/Jobs (outside AIUB) on their own.
- Time to time CS Department notifies students about various internship opportunities to help them manage an internship placement so that they can register for an internship course. if you are interested, fill out this following form - <https://forms.office.com/r/MSRF0DM6S5>
- Filling out this form does not ensure your internship placement or registration. After receiving internship/job notifications, you need to do the needful on your own.



\*\*Regarding exceptional case(s): students are advised to contact info@cs.aiub.edu with subject "**Internship Registration Fall 23-24 :: xx-xxxx-x**" (Put your AIUB ID at place of xx-xxxx-x)\*\*