



## Notice

### **Internship (BBA/MBA) Course Registration Notice for Spring 2024-2025**

This is to notify, the students of **BBA/MBA** who intend to take the **Internship Course** in **Spring 2024-2025** must follow the procedure given below.

- **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 BBA program must complete 137 out of 140 Credits and MBA program must complete 57 out of 60 Credits.  
(Note: Students from BBA old curriculum must complete 123 out of 126 Credits)
- **Registration To-dos:**

Students need to **fill out the following "Internship Registration Request Form"**.

Form Link: <https://forms.office.com/r/qDCwYT5xE2>

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 pre and final registration notices posted/to be posted on the University website to keep track of the official registration periods and deadlines. This form will be available from the pre-registration period to the final registration period but **if any student misses any of the official 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 acknowledgment 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 FBA.
- **After completing your internship registration, please make clearance by accounts for course validation.**
- **If you fail to validate your registration your registration will be automatically cancelled.**
- **If you fail to validate your registration with the accounts department by the start of the second week of the Spring 2024-25 semester, your registration will be automatically canceled, and no applications will be entertained.**

**\*\*Regarding exceptional case(s): students are advised to contact nur.alam@aiub.edu with subject "Internship Registration Spring 24-25**

**+Finding Internship Placement:**

- Students must find Internships/Jobs (outside AIUB) on their own.
- Students may collect the forwarding letters form OPA if required for their internship placement.
- Time to time OPA/FBA 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/QbXH7GMnjt>
- 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.



:: xx- xxxxx-x" (Put your AIUB ID at place of xx-xxxxx-x