

# Notice

## Internship [BSCS] Course Registration Notice for Spring 2024-2025

This is to notify, the students of BSc in CSE/CS/SE/CSSE/CIS who intend to take the **Internship BSCS Course** in **Spring 2024-2025** 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) 118 Credits.
  3. Students can take at most 6 credits in the semester including the Internship course.
- **Registration To-dos:**

Students need to **Fill-up the following "Internship Registration Request Form"**.

**Form Link:** <https://forms.office.com/r/3WgBGyZ07Y>

**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 or final registration and/or b) the deadline for validating their registration, the Department will not be responsible.** In that case, the student can apply for the internship course in the following semester according to the policies applicable to that semester.
- If any student fills out the above registration request form but has issues 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 the Dept. of CS.
- **After completing your final internship registration, ensure clearance by the accounts department for course validation.**
- **Failure to validate your registration with the accounts department by the start of the Spring 2024-25 semester will result in automatic cancellation of internship course & no applications will be entertained.**
- **Make sure to verify the authenticity of the company/organization you are applying/joining for your internship. Any company with no permanent address/no permanent employees (mostly interns)/no future opportunities etc. should be avoided. Do not submit letters from any 'training center' type organization. Only reputed software companies will be considered in case of remote/online internship.**

**+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/zBVQhbe4t9>
- 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](mailto:info@cs.aiub.edu) with subject "**Internship Registration Spring 24-25 :: xx-xxxxx-x**" (Put your AIUB ID at place of xx-xxxxx-x)\*\*