American International University-Bangladesh
Department of Computer Science

Thesis / Software Project Registration Notice for Spring 2026-2027

1. Eligibility

- **Research-Based / Project-Based Thesis [BSCS]: Research Methodology** and **100 credits** completed. Maximum load: **12 credits** = Thesis + **up to 9 credits** of regular courses. **Software Project I:** 70 credits completed. **Software Project II:** Software Project I completed. **MSCS Thesis/Thesis Continued:** contact your supervisor.
- **Plan your courses first [BSCS].** Eligibility and credit load are **verified before registration** and followed strictly. The regular courses you need must already be in your registration **before** the Thesis/SP is added. **After the Thesis/SP is added, requests to add more courses will not be considered.** If the Thesis/SP would take you over 12 credits, reduce your regular courses; if you must keep them, apply through the special case process (Section 4).

2. How each course is registered

Through your supervisor

- **Research-Based Thesis [BSCS]:** solves a research problem or explores a new idea.
- **Thesis / Thesis Continued [MSCS]:** advanced research work; Thesis Continued extends the MSCS Thesis.
- Give your supervisor **complete information**: title, domain, description, and each student's ID, name, email and grade by semester (PDF).
- Submit a **progress/proposal file** (details below the box).
- **Supervisor submits the data & the proposal/progress file** to the Department. Registration is done only after that.

Through the student form

- **Project-Based Thesis [BSCS]:** develops a software system, tool or application.
- **Software Project I/II:** required if your curriculum is based on SP I and II (e.g., SE, CSSE, CSIS, CIS). If your curriculum includes a thesis, follow the thesis process.
- Fill in the form after reading its description:
- https://forms.cloud.microsoft/r/4DjwyV5thX
- **Department approval** is required. The **supervisor is assigned by the Department**.
- For registration issues, contact **CS Info** (Section 4). After your supervisor is assigned, work and report under your supervisor.

Progress/Proposal file (through your supervisor): standard academic format, **named with your thesis title**, with citations and references in the **latest APA edition**. **AI-generated files found during verification will not be accepted.**

- **BSCS: progress report** of unofficial semester work: title, working abstract, group members' names and IDs, introduction, literature review, proposed methodology, references. (collect template from your supervisor)
- **MSCS Thesis: thesis proposal:** title, name and ID, abstract, introduction and problem statement, objectives/research questions, literature review, proposed methodology, expected outcomes, work plan, references. (collect template from your supervisor)
- **MSCS Thesis Continued: progress report:** title, name and ID, summary of work completed, current progress and results, remaining work and plan, references. (collect template from your supervisor)

3. How registration works

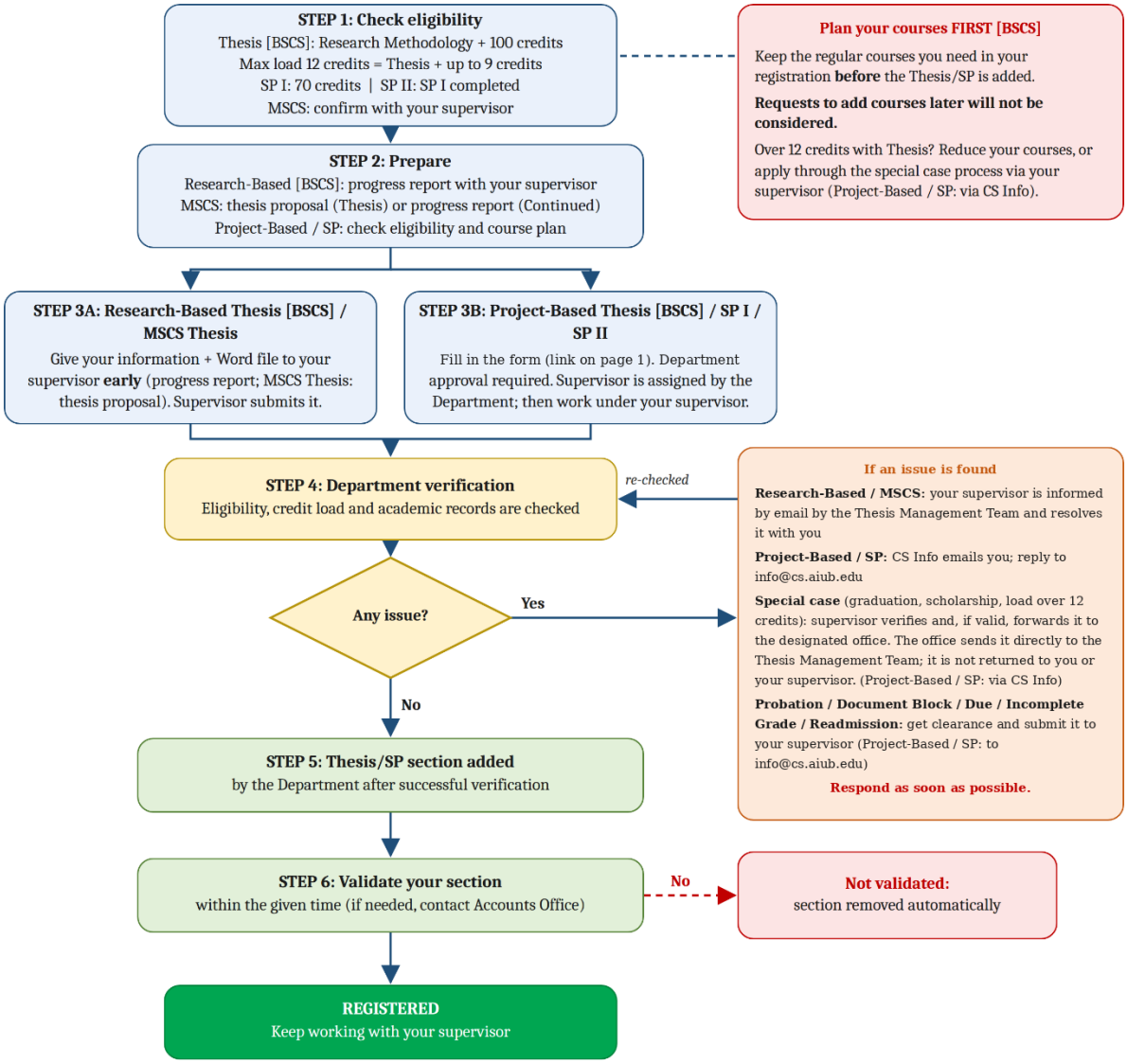
1. **Research-Based Thesis [BSCS] / MSCS: work with your supervisor from the unofficial semester** and prepare the progress report (BSCS / MSCS Thesis Continued) or thesis proposal (MSCS Thesis).
2. **Confirm your eligibility before registration** [BSCS]: Research Methodology, completed credits, current credit load, course plan and any academic issues (Research-Based: with your supervisor; Project-Based/SP: check Section 1 yourself).
3. **Share your information early.** Give your group information to your supervisor for research-based thesis (or submit the project-based form in case you are applying for a project-based thesis) **soon after this notice**, not in the final days. Your supervisor has a deadline too, and late information leaves little time to resolve issues.
4. The Department verifies the information in the system. If an issue is found, **your supervisor** (Research-Based/MSCS) will be informed by email from the Thesis Management Team, or **you** (Project-Based/SP) by CS Info email. Follow the instructions and **respond as soon as possible**.
5. **Probation, Document Block, Due Balance, Incomplete Grade or Readmission issues:** get clearance from the designated office and **submit it to your contact** (Section 4). Registration cannot be completed before that.
6. After the section is added, **validate your registration within the given time** (if needed, contact Accounts Office). **Unvalidated sections are removed automatically.**

4. Deadlines and other notes

- Registration period: **Pre-Registration period to Final Registration period**. Follow the official notices on the University website. **The Department is not responsible for delays caused by late or missing data.**
- **Special cases** (e.g. graduation completion, scholarship, keeping existing courses that take the load over 12 credits): Research-Based/MSCS students discuss with **their supervisor first**; the supervisor verifies the request and, if valid, recommends and forwards it to the **designated office**. The office sends the application directly to the Thesis Management Team; it is not returned to you or your supervisor, and the team works on it after your supervisor submits your data. Project-Based/SP students contact **CS Info**.
- **Change of supervisor or group** is possible only through the official process with prior approval.
- **Your contact for registration issues** (clearances, special cases, other complications): **Research-Based Thesis [BSCS] / MSCS: your supervisor**, supervisor communicates with the **Thesis Management Team through the official contact**. **Project-Based Thesis / SP:** email **only info@cs.aiub.edu** with the subject **"Thesis Registration Spring 26-27 :: xx-xxxxx-x"** (your AIUB ID) and wait **2-3 working days** before following up; after the Department assigns your supervisor, work and report under your supervisor.
- **Unless instructed, do not visit/email/text other offices or faculty members about thesis registration issues.** Follow all registration and validation timelines strictly.

Thesis / SP Registration: Step-by-Step Flow (Spring 2026-2027)

Follow these steps in order. Read page 1 for the full rules.



If you...	Then...
Do not meet the prerequisites	Registration not processed
Exceed 12 credits with the Thesis/SP [BSCS]	Reduce your regular courses, or apply through the special case process via your Supervisor (page 1, Section 4)
Request to add more courses after the Thesis/SP is added	Not considered; keep the courses you need in your registration beforehand
Share your information, progress report (BSCS, MSCS Cont.) or thesis proposal (MSCS) late, or the data is not submitted within the deadline	Registration may not be completed; the Department is not responsible
Have a special case (graduation, scholarship, credit load over 12)	Research-Based/MSCS: talk to your supervisor first; only supervisor-recommended requests are considered. Project-Based/SP: contact CS Info
Change supervisor or group without official approval	Not processed
Have a Probation / Document Block / Due / Incomplete Grade / Readmission issue without clearance	Registration cannot be completed until clearance is taken and submitted to your supervisor (& supervisor submits to CS Info)
Do not validate your section in time (see page 1, point 6)	Section removed automatically
Contact other offices or faculty members without instruction	Not processed through those channels; your registration may be delayed
Need help with a registration issue or an exceptional case	**Research-Based/MSCS:** contact your supervisor. **Project-Based/SP:** email info@cs.aiub.edu and wait 2-3 working days.

Verification is continuous. Any instruction you receive through your supervisor or CS Info must be followed within the given time.

Department of Computer Science, Faculty of Science & Technology