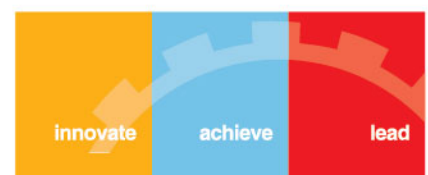


# Admission Bulletin

Higher Degree Programmes 2013 - 2014



**BITS Pilani**  
Dubai Campus



# **Birla Institute of Technology & Science, Pilani**

## **Dubai Campus**

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**BIRLA INSTITUTE OF TECHNOLOGY AND SCIENCE, PILANI  
DUBAI CAMPUS  
(BITS PILANI, DUBAI CAMPUS)**

BITS Pilani, Dubai Campus is the branch campus of the internationally reputed Birla Institute of Technology and Science, Pilani (BITS Pilani) India and is the largest Engineering institution in Dubai International Academic City (DIAC). It was set-up in the year 2000 to offer quality engineering education to the residents of UAE and other countries.

BITS, Pilani, along with the Dubai and Goa campuses, has been awarded the coveted 'A' Grade by the National Assessment and Accreditation Council (NAAC), an autonomous body set up by University Grants Commission, Government of India. BITS Pilani has also been consistently ranked among the top 10 technical universities of India in the surveys conducted by the magazines-India Today, Outlook, The Week-India, Competition Success Review, Dataquest and Electronics for You, to name a few.

There are over 1500 students on the campus admitted from over 20 countries world-wide. Students acquire best quality education in an international environment with state-of-art academic infrastructure from well-experienced, highly qualified and dedicated faculty and research facilities. As on date, 2646 students have graduated from the campus and the Alumni have done exceptionally well in all spheres of life. They are holding leading positions in diverse fields across the world with more than 750 leading companies having recruited the Dubai Campus graduates. More than 75 globally prestigious universities have admitted the Alumni for higher studies. Many alumni are also successful entrepreneurs.

The professional activities at the campus have no parallel and is among the very few institutions in the Middle East to have recognized student chapters of professional societies such as IEEE, ASHRAE, ASME, SAE, and ACM.

BITS Pilani, Dubai Campus is headed by Prof. R.K. Mittal in the capacity of Director. Dr. R.K. Mittal's career spans over 38 years, marked by distinct academic and administrative achievements.

## 1. Programmes of Study

The Higher Degree Programmes are uniquely designed and structured to meet the learning aspirations of Engineers who are employed executives, entrepreneurs and professionals. We treat these degree programmes as continuing education programmes for employed professionals laying great emphasis on work experience and in-service training along with the academic pursuit. Hence, admissions are given normally to candidates with the below academic qualifications who are already employed and whose organizations support / sponsor them in their academic pursuit.

The following Higher Degree Programmes are available at BITS Pilani, Dubai Campus for Admission 2013-2014.

- M.E. Design
- M.E. Microelectronics
- M.E. Software Systems
- M.E. Biotechnology
- Master of Business Administration (M.B.A.)  
in two streams:
  - Engineering & Technology Management
  - IT Enabled Services Management

Normal duration of the above programmes is 2 years (4 semesters+2 summer terms).

## 2. Eligibility Criteria

- A minimum aggregate of 60% in the qualifying degree as indicated below for each programme.
  - M.E. Design:** B.E. / B.Tech. or equivalent in Mechanical Engineering
  - M.E. Microelectronics:** B.E. / B.Tech. or equivalent in EEE /ET&I/ECE/CS or M.Sc. Physics
  - M.E. Software Systems:** B.E. / B.Tech. / M.Sc. / M.C.A or equivalent
  - M.E. Biotechnology:** B.E. / B.Tech. / M.Sc. or equivalent with adequate preparation in Microbiology and Biochemistry
  - M.B.A. Programmes:** B.E. / B.Tech. or its equivalent
- Applicants whose first or native language is not English must demonstrate good proficiency in English. All candidates should have either completed their qualifying degree in English medium or must have a minimum TOEFL score of 550 (paper) or 210 (computer) or 80 (internet) or IELTS score of at least 6, in every section.

Candidates who are eligible will be required to take an aptitude test and interview. The admission will be based on the performance in the qualifying degree, aptitude test and interview.

### 3. Application Procedure

3.1 The Application Form is available at the website link [www.bits-dubai.ac.ae/admission/hd](http://www.bits-dubai.ac.ae/admission/hd). You can use any of the following options to fill the application: (A) Apply online (B) Fill the form on computer (C) Take a printout and fill the form with pen.

- A. Online Application procedure: (Read instructions given below before proceeding to fill the online form).
  - a) Click on "Online Application" link at [www.bits-dubai.ac.ae/admission/hd](http://www.bits-dubai.ac.ae/admission/hd).
  - b) Enter all the information required carefully and correctly in the online form.
  - c) Ensure the correctness of all entered data before submission. Once you confirm the correctness of the entered information and submit the form, the entered data will be recorded and you will not be able to change it.
  - d) Print two copies of the filled application form.
  - e) Sign the form printed; attach your photograph and the documents required (see section 3.2 below) to one copy of the printout. Keep the other copy for your reference.
  - f) Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus" at the address given on Page 2 in person or by courier to reach before the due date (see sections 3.3 and 3.4 below).
- B. Instructions to fill the Application form on computer (Requires MS Office 2007 or later)
  - a) Download the form on your computer from [www.bits-dubai.ac.ae/admission/hd](http://www.bits-dubai.ac.ae/admission/hd).
  - b) Enter all the information required carefully and correctly.
  - c) After completing the form, save the file and mail it to: [admission@bits-dubai.ac.ae](mailto:admission@bits-dubai.ac.ae) as an attachment.
  - d) Print two copies of the filled form.
  - e) Sign the form printed, attach your photograph and the documents required (see section 3.2 below) to one copy of the printout. Keep the other copy for your reference.
  - f) Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus" at the address given on Page 2 in person or by courier to reach before the due date (see sections 3.3 and 3.4 below).
- C. Instructions to fill the printed form with Pen.
  - a) Take a print of the Application Form from [www.bits-dubai.ac.ae/admission/hd](http://www.bits-dubai.ac.ae/admission/hd)
  - b) Fill the application form neatly and legibly, preferably with Black or Blue ink.
  - c) Attach the photograph and the documents required (see section 3.2 below).
  - d) Scan the completed form and mail it to [admission@bits-dubai.ac.ae](mailto:admission@bits-dubai.ac.ae) as an attachment.
  - e) Submit this set with the application fees to "The Admissions Office, BITS Pilani, Dubai Campus" at the address given on Page 2 in person or by courier to reach before the due date (see sections 3.3 and 3.4 below).

3.2 Documents required to be submitted with the application form:

- a) Copy of the 10th Class mark sheet / certificate for date of birth.
- b) Copy of the transcript and degree of Qualifying Examination, such as B.E /B.Tech or its equivalent. If the degree copy is not available, at the time of applying, fax/email this as soon as the same is available.  
If the Transcript is not available, Mark Sheets of all semesters/years of the qualifying degree should be submitted.
- c) Copy of the ID for U.A.E. Nationals. For candidates with other nationalities, Passport copy (first 3 pages and last page), and U.A.E visa page, if holding U.A.E. residence visa. Candidates, who do not possess a valid Passport at the time of applying, must enclose a declaration along with the Application, that they will fax the required Passport pages on or before 2 January, 2014.
- d) TOEFL / IELTS Score Report (For candidates completing their qualifying degree in Non-English Medium)
- e) A 250-word statement of purpose describing what you propose to achieve by doing this programme and your ultimate goal.
- f) Three letters of recommendation with at least one letter from an academic source. If your background includes work experience, you may include one reference from one who can comment on your experience. (Format available on website)
- g) A separate enclosure giving the details of awards like Merit Scholarships, Gold Medal, N.S.T.S., N.T.S., etc., received by you.

- h) If you have given preference to M.E. Software Systems, give the details of the courses/projects done by you in the area of computers and software.
- 3.3 Application fee of AED.200/- only (Arab Emirates Dirham Two hundred only) must be paid along with the Application form. Application fee can be paid by Cash/Cheque /DemandDraft, drawn in favour of BITS Pilani FZ LLC, payable at Dubai. Candidates from India and other countries can pay the Application fee as above or by a demand draft for Rs.2500/- drawn in favour of Birla Institute of Technology & Science, Pilani payable on UCO Bank, Pilani (Code: 0150) or SBI-Pilani (Code:11309) or ICICI Bank, Pilani (Code:1538). Application received without application fee will not be considered.
- 3.4. The last date for submitting the Application form is 15 December 2013.
- 3.5. For candidates filling the application online, the system will generate a unique application number. You may note down the number for all future references. For those candidates who do not apply online, a unique Application Number will be allotted and informed on receipt of the Application. In all subsequent correspondence with the Institute, the candidate must quote this Application Number.
- 3.6. Incomplete Application will be rejected.

#### **4. Admission Procedure**

- 4.1 Candidates who are found eligible will be called for a written aptitude test and interview. Non-GCC Candidates may be given the test and interview online.
- 4.2 The admission will be based on the performance in the qualifying degree, aptitude test and interview.
- 4.3 Admission offer letters will be issued to selected candidates.
- 4.4 Candidate must comply with all the requirements specified in the Admission Offer Letter including submission of various documents and payment of fees on or before the date mentioned in the Admission Offer Letter. Refer Section 5 for fee details.
- 4.5 If the requirements are not fulfilled by the due date, the admission offer letter will be deemed to be cancelled and the seat will be allotted to other candidates.
- 4.6 If a candidate is not allotted his/her first preference due to non-availability of seats, his/her second preference will be considered, if the candidate is eligible for the same. If none of the given preference gets allotted, such a candidate is kept in Wait List.

##### Notes:

- a) The candidates should strictly comply with the deadlines indicated under section no. 8
- b) Applications received after due date will be treated as late applications and may be considered for admission, subject to availability of seats.
- c) All candidates are expected to submit a medical fitness certificate duly certified by authorized medical practitioner at the time of admission. If the health and/or handicap of any candidate comes in the way of his/her education, such a candidate will not be considered for admission. However, without prejudice to this policy, candidates, who are physically challenged, will be considered for admission subject to meeting the eligibility requirements and provided in the opinion of the Institute their handicap doesn't come in the way of pursuing their degree programme satisfactorily.
- d) Candidates who wish to avail a student residence visa through BITS Pilani, Dubai Campus must note that the pursuance of their study at the Institute depends entirely on the issuance of Student Residence Visa (SRV) by Govt. of Dubai. If on medical or other grounds the visa is denied, the admission will automatically stand cancelled. With regard to the rules pertaining to Student Residence Visa, candidates are requested to refer to "Terms and Conditions" under the admissions link in the website- [www.bits-dubai.ac.ae](http://www.bits-dubai.ac.ae).
- e) The copies of the documents submitted by the candidates will be verified with the originals to be provided by the candidates after the commencement of the programme. In case of non-genuineness of any document or non-compliance of any of the admission criteria, the admission of the candidate will automatically stand cancelled.

## 5. Fee structure for Academic Year 2013-14 Admissions

Each Academic Year consists of two semesters. First Semester: September-January, Second Semester: February-June and Summer Term: June-August.

<b>A. One-Time Fees (Payable at the time of Admission)</b>	
Application Fee	AED. 200/-
Admission Fee	AED. 1500/-
Activity Fee	AED. 1000/-
Institute Caution Deposit *	AED. 2000/-
<b>B. Tuition Fee</b>	
First Semester	AED. 12000/- (option to pay in 2 installments)
Second Semester	AED. 12000/- (option to pay in 2 installments)
Summer term	AED. 6000/-
<b>C. Annual fee (payable for each Academic Year)</b>	
<b>DIAC / Visa Fee (For Students on Visa provided by the institute)</b>	
Fresh Visa Fee	AED. 2250/-
Visa Renewal Fee	AED. 1650/-
DIAC Jawaz Card Fee	AED. 150/-
Emirates ID Card Fee	AED. 280/-
Medical Insurance Fee	AED. 1550/-
<i>(Current prevailing Visa Fee, Subject to change by Govt. of U.A.E.)</i>	
<b>D. Hostel Fee (Only for Hostel Residents)</b>	
First Semester	AED. 15000/-
Second Semester	AED. 15000/-
Summer Term	AED. 5200/-
Internet facility Fee	AED. 750/-
Hostel Caution Deposit*	AED. 2000/-
<i>Laundry charges and services charges for using refrigerator in room are additional and information on same is available on the website.</i>	
*Refundable on graduation or on leaving the institute, after due adjustment for damages, breakages caused by the student, if any.	

### 5.1 Fee required to be paid at the time of Admission:

a) Admission fee	AED 1500
b) Activity Fee	AED 1000
c) Caution Deposit	AED 2000
d) First Installment of Semester fee (½ x12000)	AED 6000
e) Visa and ID/ Jawaz Card fee(If Institute Visa Required)	AED 2680
f) First Semester Hostel Fee and Internet fee(for Hostellers)	AED 15750
g) Hostel Caution Deposit (for Hostellers)	AED 2000
h) Medical Insurance Fee (if availing from the Institute)	AED 1550

### 5.2 Fee Payment Instructions:

The above fees can be paid by any one of the modes given below.

- Payment by Cash:** The fee can be paid by Cash in AED or USD at the Fee counter in the Institute.
- Payment by Cheque:** Payment by cheque will be accepted only if the cheque is from a bank based in UAE. All Cheques should be drawn in favor of "BITS Pilani FZ LLC" and payable in AED at a bank in Dubai. There should be no corrections or alterations on the cheque.
- Payment by Telex/ Bank transfer:** Payment can be made directly to the bank account given below through your bank along with collection charges if any. The TT advice/receipt copy received from your bank must be sent to the Accounts department, by fax - 009714-4200838 or email (irfan@bits-dubai.ac.ae), mentioning the name & application number of the student.

Bank	HSBC Bank
Account Title	BITS Pilani FZ LLC
Account No.	026-307181-001
IBAN	AE4502 000 000 2630 7181 001
SWIFT Code	BBMEAEAD
Branch	P.O.Box: 66, Main Branch, Dubai, UAE

- d) Payment by Demand Draft: All Demand Drafts should be drawn in favor of "BITS Pilani FZ LLC" and payable in AED at a bank in Dubai. If the amount is paid by US \$ drafts, an amount of US \$ 50/- is to be added to the fee, payable towards bank charges.

Please note that the fee must be paid in full and any charges towards collection or clearance of DD/TT must be borne by the students. The Institute will give credit only to the Net Amount credited in its bank account.

## 6. Scholarships and Concessions

- 6.1 For New Admissions
- Students who are UAE Nationals will be offered full tuition fee scholarship for the normal duration of the programme.
  - BITS Alumni, Candidates from Collaborative Organizations / Companies and Siblings / Parents of continuing students will be offered a 10% concession on the tuition fee, during the normal duration of the programme.
- 6.2 Merit Scholarship for continuing students  
Merit Scholarship amounting to 20% of semester tuition fees is awarded to the topper of each programme every semester based on the performance of the students in the previous semester. The minimum CGPA for the eligibility of this scholarship shall be 9 on a 10 point scale.

## 7. Refund Policy

Application Fee, Admission Fee, Activity fee and all Visa related fees (if visa applied) are non-refundable.

- 7.1 Tuition Fee:
- If a student accepts the admission offer and completes the admission formalities but withdraws before the date of registration, 80% of the I Installment of the semester tuition fee is refundable.
  - If a student withdraws within one week of the date of registration, 50% of I installment of the semester tuition fee is refundable.
  - If a student withdraws after one week of the date of registration, no tuition fee is refundable.
- 7.2 Hostel Fee:
- If a student opts not to avail the hostel facility after paying the hostel fee and if the request for the same is received before the commencement of the semester, 90% of the semester's hostel fee is refundable.
  - If request for not availing the hostel facility is received within one week of the commencement of the semester, 50% of the semester's hostel fee is refundable.
  - If request for not availing the hostel facility is received after one week of the commencement of the semester, the entire semester's hostel fee is non-refundable.

## 8. Important dates in the admission process

Event	Date
Last date for receipt of Applications*	15 December 2013
Last date for receipt of acceptance of Admission offer along with required Documents and fees	02 January 2014
Orientation and Registration	02 February 2014
Commencement of Classes	03 February 2014

\*Applications received after the last date may be considered subject to availability of seats.

# Birla Institute of Technology & Science, Pilani

## BITS Pilani Campuses



BITS Pilani, Pilani Campus



BITS Pilani, Dubai Campus



BITS Pilani, K.K. Birla Goa Campus



BITS Pilani, Hyderabad Campus