

MSc/MEngg Supervisor Selection Guidelines

Department of Biomedical Engineering, BUET

Please carefully read and go through the following steps to request a faculty member for MSc/MEngg Thesis/Project supervision.

1. Download the files from **here**.
2. Use the template as the cover letter of your email to seek a meeting date with the prospective supervisor. Fill in the Supervisor_Selection_Form_I and attach it to your email in **PDF** format.
3. Come to the meeting on the designated date as agreed upon with the prospective supervisor. On the day of the meeting, **bring a hard copy of the filled-up form** you emailed earlier.
4. If the supervisor agrees to supervise you, give him/her the printed form to approve it with signature and seal.
5. Make a PDF of the approved form and submit the soft copy in this **Google Form**.
6. Submit the hard copy of the approval letter to the office (Mrs. Sharmin).

There should not be a delay of more than 3 days between the date of submitting the hardcopy and the softcopy. You need to complete the entire process within the registration period of each semester.