



## Department of Business Administration

### Notice


Date: 12.09.2025

#### Internship/Thesis Registration, Fall 2025

This is to inform all students of the Department of Business Administration that BBA (12<sup>th</sup> Semester) students are required to register for **Internship** and MBA (Regular, EMBA, BBA Grad) students are required to register for **Thesis** in Fall 2025. Students must complete their Internship/Thesis registration by **25<sup>th</sup> September 2025 (Thursday)**. No further registration will be allowed after this date.

BBA Students are advised to collect forwarding letter from the department by the same date, **25<sup>th</sup> September 2025 (Thursday)**. No forwarding letters will be issued after this deadline. Please note that the BBA students those who are already employed are not required to collect forwarding letter. Instead, they must submit official employment document (e.g., ID card or joining letter) from their organization.

**All students are also required to attend the *Supervisor Declaration Meeting* on 26<sup>th</sup> September 2025 (Friday) at 2:00 PM in Room No. 607.**

  
12.09.25

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Shakina Sultana Pomi  
Chairman  
Department of Business Administration