

Instructions for Students Regarding Post-Graduate Pre-Defense Seminar

1. Pre-defense seminars will be held on the **FIRST AND THIRD SATURDAYS OF EACH MONTH** at **4:00 PM.**
2. A maximum of **FOUR PRE-DEFENSE SLOTS** will be available on each seminar will be available on each seminar day. It will be based on a First-Come, First-Served Basis.
3. Each presentation should be **12 minutes long**, followed by a **3-minute Q&A session.**
4. The pre-defense date will be confirmed **at least one week in advance**, and a notification email will be sent.
5. Please follow these steps in order to book the slots:

STEP 1: Verify the availability of dates and time slots in the [Google Calendar](#) (QR Code 1). Consult your supervisor regarding their availability during the pre-defense seminar and then confirm only one preferred slot. *Please note that if multiple bookings are made, the management committee will regard the first date as your final pre-defense date and will cancel subsequent bookings without prior notice to ensure smooth seminar management.*

STEP 2: After successful booking in [Google Calendar](#), please fill out the [MS Form](#) (QR Code 2) carefully as per the instructions stated in the form. The student needs to upload the **CASR-approved thesis proposal** and [BIOGRAPHY with SEMINAR DETAILS](#) (the template can be downloaded from [here](#)).

STEP 3: After completing the form, an *automated email will be sent to you and your supervisor regarding the pre-defense booking.* **Please contact your supervisor immediately to confirm your CASR- approved proposal and your pre-defense seminar booking.**

WITHOUT YOUR SUPERVISOR'S CONFIRMATION MAIL, YOUR PRE-DEFENSE REQUEST WONT BE PROCESSED.

QR Code 1



<https://calendar.app.google/Wp6J7P16Fd6DtDNaA>

QR Code 2



<https://forms.cloud.microsoft/r/bfKDQCndmT>



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