

Birla Institute of Technology and Science, Pilani
Work Integrated Learning Programmes
Second Semester 2019-2020
Important Information for WILP Students taking exams at Dubai

Disclaimer: This message is being sent to all students of BITS Pilani Work Integrated Learning Programmes (WILP) who have chosen **DUBAI** as their exam center for taking their Mid-Semester Tests and/or Comprehensive Examinations during the current semester (**Second Semester 2019- 2020**). If you are not the intended recipient of this email, please notify registration@wilp.bits-pilani.ac.in with your BITS ID No. and Name.

Dear Student,

As you might be aware, the examinations for the current semester (Second Semester 2019-20) are scheduled for the following dates:

March 06-07, 2020: Regular Mid-Semester Tests (also known as EC-2 Regular)

March 20-22, 2020: Makeup Mid-Semester Tests (also known as EC-2 Makeup)

May 1-3, 2020: Regular Comprehensive Exams (also known as EC-3 Regular)

May 15- 17, 2020: Makeup Comprehensive Exams (also known as EC-3 Makeup)

If you plan to appear for your exams at **Dubai**, please follow the instructions given below:

1. All students taking their exams at **Dubai** exam center will be required to pay an **examination center fees of 1000 UAE Dirhams (AED) per semester**.

This exam center fee can be paid in two installments: 500 AED should be paid during Mid-Semester Tests (EC-2) and another 500 AED should be paid during the Comprehensive Exams (EC-3). If you have already paid 500 AED during Regular Test / Exam in a semester, then you need not pay again during Makeup Test / Exam in the same semester, in case you appear for Regular Tests/ Exams for some courses and take Makeup Tests/Exams for the other courses.

This exam centre fee of 500 AED (or 1000 AED) should be paid in cash at the BITS Pilani Dubai Campus cash counter. A receipt will be issued for the fee paid.

In case you wish to pay the exam center fee through a **Demand Draft** (which should preferably be avoided as far as possible), please purchase a Demand Draft (without any correction or alteration) for the specified amount in AED or equivalent USD, drawn in favour of “**BITS PILANI FZ LLC**” payable at Dubai. The Demand Draft should be submitted **IN PERSON** when you appear for the first Mid-Semester Test and the first Comprehensive Examination at BITS Pilani DUBAI Campus. Please note that cheques will not be accepted, and **NO form of electronic payment of exam center fees is available**.

2. All exam timings given in the Hall Ticket are in Indian Standard Time (IST). The exams at Dubai exam centre will be held at the corresponding Dubai Local Time.

The timings for **Mid-Semester Tests (CLOSED BOOK)** at Dubai Campus will be:

Forenoon Session: 10 AM IST to 12 Noon IST (8.30 AM to 10.30 AM Dubai Local Time)

Afternoon Session: 2 PM IST to 4 PM IST (12.30 PM to 2.30 PM Dubai Local Time)

The timings for **Comprehensive Examinations (OPEN BOOK)** at Dubai will be:

Forenoon Session: 9 AM IST to 12 Noon IST (7.30 AM to 10.30 AM Dubai Local Time)

Afternoon Session: 2 PM IST to 5 PM IST (12.30 PM to 3.30 PM Dubai Local Time)

3. Please refer to the respective course handouts for the schedule of examinations for each course in which you are registered during the current semester.

4. **You should report at the exam venue at least 40 minutes before the start of each exam session**, with your hall ticket (which can be downloaded from the BITS WILP website) **along with your valid Passport** and any other valid, personal identification document like a copy of your company Identity Card, Driving License or Work Permit.

5. **Students reaching late (after the start of the examination) will NOT be permitted to take the examination. No student will be allowed to leave the exam hall within the first 60 minutes of each examination.**

6. If you have any questions regarding the procedures for taking BITS WILP exams at BITS Pilani Dubai Campus, please contact the BITS Coordinator, Prof. K.K. Singh.

The contact details of the BITS Coordinator at Dubai Exam Centre are:

Prof.K.K.Singh

Department of Physics

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Dubai International Academic City, Dubai, UAE

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7. Please refer to the **Make-up Exam Policy**, available through the link http://wilpdar.bits-pilani.ac.in/online/guidelines/makeup_policy.html, for the procedure to appear for the Make-up Mid-Semester Tests/ Makeup Comprehensive Exams.

You may share the information in this message with other BITS WILP students who are likely to appear for the Mid-Semester Tests and Comprehensive Examinations at Dubai.

Please write to the **Student Care Help Desk** on the BITS WILP eLearn Portal for any queries regarding your Hall Ticket.

Best Wishes,

BITS Pilani WILP Exams Team