

Submission Guidelines of Thesis/Project Report (to attend Final Defense)

1. Prepare the report by following the **standard document format** (get it from your Supervisor). If everything is satisfactory, send the soft copy (PDF or DOC file) to the Library via email for **Plagiarism Check**. Follow the **guidelines** for checking the Plagiarism.
2. Submit the properly signed (by **your Supervisor**), spiral-bound copy of your report to EEE Department Office with
 - a) **Partial Transcript** – need to be collected from Controller of Examination, DIU and
 - b) Printed copy of the **first page of Plagiarism Report** – received from **Library, DIU** using **Turnitin** software. Check the guidelines.
3. Wait for the EEE Department Office to get the **notification of Final Defense**. You may need to check the **EEE online notice board** on a regular basis (or contact EEE Department Office).
4. After attending the Defense, **finalize** (correct / amend / change) the report by following the recommendations/suggestions from the board (if required). Lastly, collect your **Supervisor's signature** on the **book binding** copy and submit **one copy** at the EEE Department Office.
5. For **Library Clearance** please fill up your information in **Internship Portal**. **Five fields** must be completed - ID, Name, Department, Project/Internship Title and Supervisor Name. You may need to submit the **softcopy** of the report by attaching the supervisor's and your signature on the Approval and Declaration page.

http://internship.daffodilvarsity.edu.bd/index.php?app=applicant_login
6. Congratulations!!! You have successfully completed the **degree awarding criteria**. It is expected that the official process to publish your result shall not take more than **3 weeks**.

Guidelines to obtain "Plagiarism Clearance" from the DIU library

1. Send your Project Report to the email address “**projectreport@daffodilvarsity.edu.bd**” or “**projectreport@diu.edu.bd**” and keep your supervisor in the **cc** field.
2. Note that the **acceptable range of plagiarism** at DIU is as follows:
 - a) For graduates (MSc programs), a maximum of 30% similarity is allowed for thesis/project reports.
 - b) For undergraduate students, a maximum of **40% similarity** is allowed with **less than 3%** matches from a **single source** for degree completion.
3. **Free** plagiarism checking is available for a maximum of **two times**. For the **3rd or subsequent** checking, a payment of **Tk.100** must be deposited to the Accounts Section.
4. Project reports will only be checked after receiving feedback from the concerned supervisor.