

Daffodil *International* **University**



**Booklet for
International Students**
2021 - 2022



Booklet for International Students



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MESSAGE FROM THE VICE CHANCELLOR

On behalf of Daffodil International University (DIU), we warmly welcome foreign students to the university as their academic home. In line with the vision of “Digital Bangladesh”, DIU is fully committed to its aim of delivery of academic and extra-academic services through automation and implementation of Information Technology in its activities. With all academic and administrative activities of the university fully computerized, the students can participate in all academic activities, view results, university notices and circulars and carry out all financial activities through an electronic platform. Provisions for free laptop for all students help automation of the academic and administrative activities of the students.

Established in 2002, the university is proud of a good number of international students from many countries. Many national and international alumni are engaged in jobs globally. In a very helpful and friendly campus environment at Daffodil Smart City (DSC) at Ashulia, 3 Dhaka, students and teachers share good practice and exchange ideas with local and international students and faculty in a very rich and supportive multicultural environment.

We are a very dynamic and forward-looking modern university fostering academic and extra-academic for the benefits of our students. I would like to invite you to visit our website at <http://www.daffodilvarsity.edu.bd>. to more about DIU,

We welcome you again to be a part of the global digital lifestyle through DIU.

Professor M. Lutfar Rahman, PhD
Vice Chancellor
Daffodil International University
Daffodil Smart City, Ashulia, Dhaka, Bangladesh



MESSAGE FROM THE REGISTRAR

Daffodil International University (DIU), within a short span of only 19 years of its journey, has emerged as a remarkable institution in the higher education sector of Bangladesh. It has also progressed into a thriving academic 'Home' for hundreds of foreign students. Thousands of tertiary level students mainly from rural Bangladesh opt for getting admitted into DIU to pursue their higher studies and job prospects. In addition to evolving into an attractive seat of higher education for local, national, and international students, DIU has achieved very high in global rankings including research as it is a forward-looking ICT-oriented university acclaimed all over the world.

With provisions like 'Art of Living', 'Loco Parentis' care for the students, enculturation of ethos of family values and many more, DIU attracts attention of both students and parents locally and globally. Young people here are in the hands of dedicated and competent teachers under the living care of the visionary Chairman of BoT, Dr. Md. Sabur Khan. We appreciate his recognition with joy in the country as a successful entrepreneur and we acknowledge with respect the conferment of Honorary Doctorate Degrees upon him from around the world for his contributions to education in and outside Bangladesh and for his noble endeavors in creating a technology-oriented skilled society for producing hundreds of entrepreneurs.

Now that Daffodil International University is more renowned than ever before and more luminous in globalized tertiary education, I would earnestly welcome international students from any countries to come, join DIU to reap many benefits from our diverse academic and entrepreneurial programs to serve their own nations and the humanity.

May DIU and all institutions associated with this great institution prosper more and more.

Professor Engr. A. K. M. Fazlul Hoque, PhD

Registrar

Daffodil International University

Daffodil Smart City, Ashulia, Dhaka, Bangladesh



Introduction

In an independent government assessment, Daffodil International University (DIU) has been recognized as one of the top graded universities in Bangladesh. The university was founded by Daffodil Group with the approval of the Ministry of Education under the Private University and a dynamic approach to teaching-learning and research with its proud heritage of service and achievement.

As a leading Bangladeshi university with World- standard facilities for quality teaching, a rich and fully automated library, adequate laboratory facilities; there are twelve different categories of lab allocation for FSIT, with a full-fledged research center in the FBE, with opportunities for higher study in Europe, Australia and North America. With a policy for equal opportunities for all, DIU provides jobs and internships for its students in an attractive lush-green idyllic campus organized as per an excellent architectural design and a safe and supportive culture of its own. A university with outstanding social, cultural and sports amenities, DIU ensures health and safety for all with a modern Canteen, a full-fledged Gymnasium, a Medical Center, and Hostel facilities for male and female students.

Bangladesh at a glance:

Bangladesh is one of the most beautiful countries in the world. It was a part of Pakistan before 1971. This country achieved her freedom through a bloody war for nine months. Three million people sacrificed their lives in the liberation war in 1971. Our Independence Day is the 26th of March and Victory Day is the 16th of December. The national language of our country is Bangla. It is also a matter of great pride for us that we are the only nation who sacrificed their lives for the sake of their mother tongue on the 21st of February, 1952. To show respect to the martyrs for their mother tongue, UNESCO has declared 21st February as the International Mother Language Day.



The total population is about 170 million. Criss-crossed by hundreds of rivers and rivulets including mighty ones like the Padma, the Jamuna, the Meghna; the 1,47,570 square km country is famous for its colorful six distinct seasons with different charming natural and climatic flavors of each one. The famous tourists' attractions of Bangladesh are the Sundarbans, Cox's Bazar, St Martin, Kuakata. Sundarbans is the largest Mangrove forest and Cox's Bazar has the longest beach in the world. The main occasion that people celebrate is Eid Ul Fitr, Eid Ul Adha, Pahela Baishakh, etc. Famous for its hospitable people, delicious cuisine, people of this country know how to live happily and peacefully with others.

LIVING IN DHAKA, BANGLADESH

Cost of Living in Bangladesh

A significant advantage for international students who choose to study in Bangladesh is the reasonable cost of living. The total expenditure on accommodation, either on-campus or off-campus, is affordable.

While your actual cost of living will depend on the location of your accommodation and your lifestyle, students will be pleased to know that Dhaka has been ranked as one of the least expensive cities in the world to live in. For most students, a monthly budget of \$200 will provide them with a relatively comfortable living in Bangladesh.

The students admitted in any Bachelor program will get free accommodation in DIU on campus student hall at Daffodil Smart City, Ashulia, Dhaka. Only the utility bill maximum \$15 has to be paid monthly. And during hall accommodation registration, one time to be paid \$ 40.

But the students admitted in any Master program, have to pay monthly \$32 for accommodation. And during hall accommodation registration, one time to be paid \$ 40.



Food and Housekeeping

Your food and housekeeping expenses are estimated to be around (US \$120). This is based on about (US \$5) for three meals per day. Naturally, if you cook and share the cooking expenses with your friends or eat from the hall canteen, it would be cheaper.

It's possible to have a fast-food meal below (US \$2) in Bangladesh. For example, you can get a meal at a restaurant for (US \$2.5). You can also get meal sets at KFC and pizza deals for group meals below US \$2 per head. Local food like rice and noodles at food stalls or coffee shops range from (US \$0.5-1.5). At mid-range restaurants, you can expect to pay for a meal (US \$2-2.5).

Clothing and Laundry

Your laundry expenses like washing and using the dryer at a self-service laundromat cost around US \$0.15 each time. Clothing expenses vary according to your taste and how often you indulge in new clothes.

Transport

Students who stay on campus or near campus may not incur any traveling to and from classes. However, other traveling may cost approximately (US \$ 10-20) per month.



Telecommunication/ Mobile Phone Bills and Utilities

The mobile phone packages in Bangladesh are very competitive. How much you spend will depend on your usage and the promotional package you choose. The average student may spend about (US \$ 3.50-10.50) per month.

Books, Reading Materials, and Stationery

The estimated cost of books and stationery should be around (US \$12.50-25) per semester, but it would largely depend on the course you have signed up for and the number and nature of projects in your program.

Personal Expenses

Your monthly personal expenses mostly depend on your lifestyle. However, the cost can be estimated between (US \$25) and (US \$50). This includes your socializing needs, toiletries, haircut, clothes, movies, etc.

Using the estimate above, the total cost of living for a student will average at (US \$100) per month or (US \$1,200) per year. It is important to remember that the above estimate is only a guide in planning your budget to study in Bangladesh. The geographical location and personal lifestyle should be considered when planning your costs of study and living.

ADMISSION PROCESS DETAILS



First of all, a student has to go through the courses that DIU offers according to the tuition fees of the respective course, then choose one among them for study. A student needs to complete their admission before arrival in Bangladesh.

Tuition Fees Link:

<https://daffodilvarsity.edu.bd/int-tuition-fees>

Scholarship Link:

<https://daffodilvarsity.edu.bd/int-scholarship/-scholarship-int>

DURATION OF THE PROGRAMS

Bachelor Programs: All bachelor programs are of 04 years duration. Only Bachelor of Architecture is of 05 years duration.

Master Programs: All master programs duration is from 01 year to 02 years based on credits hour.

Semester System

There are two types of semester system:

- Four months duration semester. There are three semesters in each academic year.
- Six months duration semester. There are two semesters in each academic year.

Four months duration semester (Trimester):

January to April

May to August

September to December

Six months duration semester (Semester):

January to June

July to December

Contact of Admission Office

Email: int.admission@daffodilvarsity.edu.bd

Cell/WhatsApp:

+8801713493051, +8801847027527



REQUIRED PAPERS

Students will have to submit/ send his/her previous certificates, transcripts, a copy of a valid passport (the page containing the applicant's details) and equivalence certificates (that certify his/ her degree is accepted globally) by post, through e-mail or through online application.

Solvency Certificate

International Students are required to submit a bank solvency certificate to demonstrate his/ her capability to complete the degree from Daffodil International University, Bangladesh.

Health Fitness

A student must submit a recent health fitness report to show his/her physical health status.

English Proficiency

A student must have to submit his/ her English Proficiency Certificate. Otherwise, S/he has to take admission in an English proficiency Certificate Course certified or prescribed by DIU.

Closing Date of Admission

Application closing date is available on the DIU website. International students are requested to contact DIU at least 2 months prior to the closing date of a semester.

Admission Eligibility Confirmation Letter

International admission seekers are advised to communicate with the admission office to send all academic certificates and transcripts/ marksheets, valid international passport, medical fitness certificate and bank solvency certificate. After checking the eligibility, the admission office will send the Admission Eligibility Confirmation Letter. After getting the letter, the applicant has to pay a minimum \$200 to DIU bank account which will be adjusted with the tuition fees.

Offer Letter for Admission

After getting the payment confirmation, the admission office will send the Offer Letter for Admission by which the applicant applies for the visa and takes admission/ enrollment.



ONLINE ADMISSION

Students also can apply online by uploading all academic papers, PP photo and passport. Admission office will contact you for the next step of admission.

Online Application Link: <http://admission.daffodilvarsity.edu.bd>

PHYSICAL ADMISSION/ ENROLLMENT

Students also can take admission physically after arrival in Bangladesh. But before arrival in Bangladesh, the applicants must collect the student visa. During admission students will collect admission forms by paying \$20 which will be charged in addition to the admission fees while enrolling.

VISA PROCESSING:

The applicant will apply to their respective nearest Embassy/High Commission of Bangladesh. The University will not be responsible for arranging visas for any foreign student, but will provide information to the embassy (if required).

Please be informed that the inclusion of any false information or submission of fake academic documents would constitute grounds for dismissal from the University.



TRANSPORT FACILITIES ON ARRIVAL:

The admission office is responsible for providing the transport facility to receive an international student from the Hazrat Shahjalal International Airport, Dhaka.

To get this facility, all students are advised to send their air ticket a minimum 03 days before to the concerned officer.

On Arrival Transport Requisition:
Email:
int.admission@daffodilvarsity.edu.bd
admission@daffodilvarsity.edu.bd

BANKING/ PAYMENT PROCEDURE FOR ADMISSION / ENROLLMENT

After getting the confirmation from the admission office, the applicant will pay a minimum one semester fee including admission form fee through DIU bank accounts from any corner of the world. Student may deposit all these fees through the following bank account in favor of:

"Daffodil International University"
BANK ASIA LIMITED
Shukrabad Branch, Sukrabad,
Dhaka, Bangladesh.
Account No: 62836000001
Swift Code: BALBBDDHCTS

Address:
House-2, Mirpur Road,
Shukrabad, Dhaka

"Daffodil International University"
DHAKA BANK LIMITED
Dhanmondi Branch,
Dhaka, Bangladesh
Account Number: 205.150.1888
SWIFT Code: DHBLBDDH109
Routing Number: 085261185
Address:
House 500, Road 7,
Dhanmondi R/A,
Dhaka 1205

Payment Procedure:

<https://daffodilvarsity.edu.bd/photos/pdf/payment-guidelines.pdf>

The total tuition fees may vary depending on the number of credits taken in each semester and number of semesters. Student's enrollment will be confirmed upon receiving the main copies of his/her all academic documents and payment of admission and other fees. Admission and tuition fees are not refundable up to the first installment.

In case of physical admission/ enrollment the payment procedure is:

-The students on arrival should immediately report to the University Admission section and complete all the required official formalities of enrollment. All payments will be US Dollar or cash deposit to the DIU account section.

-Also, students can pay through DIU bank accounts from any corner of the world. Students may deposit all these fees through the DIU Bank account.

ADMINISTRATIVE AND ACADEMIC DETAILS



STUDENT ID CARD

After completion of admission, a student's ID card will be prepared by the card division and sent to the respective department office before starting classes. Students can get their ID card from their department office. During movement in the campus, entering the student hall, using the DIU transport or for any administrative/ academic support, students must wear the student ID card.

Respective Department Office:

<https://daffodilvarsity.edu.bd/coordination-officer>

LOSS OF STUDENT ID CARD

If the student ID is lost, you have to apply to the department to get a letter of concern for the studentship. It may take a minimum of 03 working days. With this concern letter has to go to the nearest police station for the general diary. In this general diary, including \$4 payment slips, have to contact the student ID card division to get the new one. It takes a minimum of 03 working days.

Contact for ID Card Recovery

Mobile: +8801708484368, +8801708484369

Email: 1cardsupport@daffodil-bd.com

DIU STUDENT EMAIL

All the students of Daffodil International University are given individual email IDs provided by respective departments. All information on events, opportunities and notices are circulated through this email. Therefore, it is expected that students will regularly check their DIU email accounts and will remain active. If any student forgets the password, they have to contact the respective department officer and by (\$60) it can be retrieved by 03 working days. The student can use this email forever with unlimited storage facility.

Respective Department Office:

<https://daffodilvarsity.edu.bd/coordination-officer>

STUDENT PORTAL

After admission, each student will have their access to the Student Portal. Login credentials of Student Portal are provided by respective departments and are circulated through departmental notice boards. You can access your Student Portal by clicking the forget password & retrieving the password through your DIU Student Email. From the student portal, you can see your payment scheme, payment details, semester result and you can do teaching evaluation, certificate application and finally convocation application.

Student Portal Link:

<http://studentportal.diu.edu.bd/#/login>



BLENDED LEARNING CENTER (BLC)

Blended Learning Center is the digital teaching and learning hub of Daffodil International University. The platform aims to connect teachers and students effectively allowing teachers to track progress of individual students and better facilitate their learning. Guidelines link for students:

BLC Platform:

<https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students>

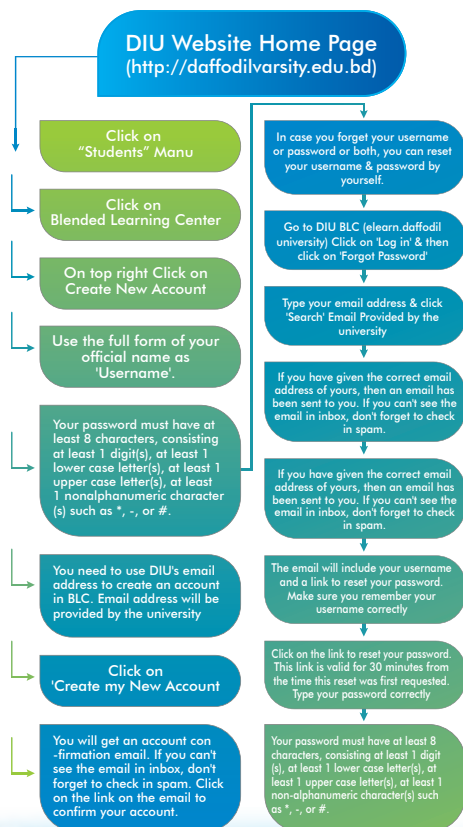
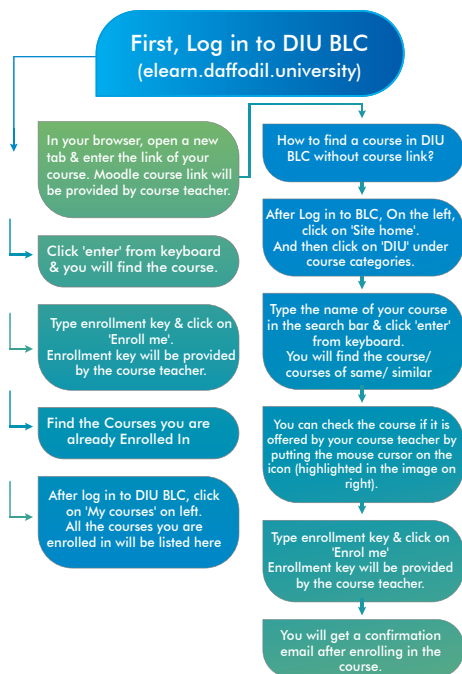
COURSE REGISTRATION PROCESS

- Pay registration fees and previous dues (if there is any) to the accounts office within the scheduled date and collect a software generated registration clearance if all dues are cleared.
- Collect the course offer paper from the corresponding department
- Students have to contact their course advisor according to the course advising date with that clearance and select courses in consultation with the student's advisor.
- Without a valid passport and visa, no one is allowed to do course registration. (For on campus students.)
- Students are required to complete their registration formalities within the duration announced by the university. If a student fails to pay the fees within the next schedule you have to pay a late fee of (\$12) and (\$03) for late installment payments before examinations.

If any student decides not to register for next semester(s), he/she has to inform the authority well ahead of the start of a semester by using the student portal. On failure to inform through proper process, a student will have to pay (\$12) as compensation per semester during the time of his/her next registration for a semester.

How to Enroll in a Course

FLOWCHART of How to Create Account in BLC



Daffodil International University
Daffodil Smart City
Ashulia, Dhaka, Bangladesh.
Cell/WhatsApp: +88 01713493051, +88 01847027527
E-mail: int.admission@daffodilvarsity.edu.bd



www.daffodil.university

BLC Link: <https://elearn.daffodilvarsity.edu.bd/>

RE-ADMISSION

A student who did not formally drop from a program or is absent for 3 consecutive semesters and later on wants to register in courses will have to seek permission from the Head of the department, Dean of the Faculty and Registrar and pay (\$12) for each single semester and (\$60) for 3 consecutive semesters.

PROCEDURE ADD/ DROP THE COURSES IN A SEMESTER

After the registration, you may be able to Add/Drop any course within 7 days after the last date of the registration. Contact your batch advisor. To add a course, one must have the approval of the respective batch adviser. The procedure is given below:

- a) Pick up a Drop/Add form from the department.
- b) Fill up the relevant section of the form
- c) Obtain the signature/ permission of the course teacher/ advisor on the form and the course will be added if the seat capacity is available.
- d) Submit the form to the office of the Registrar.
- e) Check at the Accounts office about any change of fee.

WITHDRAWAL THE SEMESTER

Before Registration:

1. A student who wishes to drop before registration, must apply to the Dean of the concerned Faculty stating the reason for dropping. The Dean may permit you to drop the semester if the reason is acceptable.
2. In case of specific reasons, you must drop the semester in the student portal.
3. Withdrawals are not allowed after the deadline except in the case of verifiable non-academic hardships if granted by the appropriate authority of the University.
4. A statement is entered on the withdrawing student's academic record indicating the official withdrawal. The grade "F" is recorded for students who abandon their courses without officially withdrawing from a semester or from a course.

After Registration:

1. Write an application (describing specific reason) to the Dean through the Head of the Department within 2 weeks of the last date of registration.
2. If the Head and Dean approve, then you need to submit the copy of the approval to the Registrar Office for final approval.
3. One week later you need to check the student portal and/or contact the department office to confirm the semester drop.

Permanent Dropout:

A student who wishes to permanently drop from the program may do so by applying to the Dean of the concerned Faculty with the air ticket of going back to his/ her country of origin.



ATTENDANCE

Attendance is regarded as a part of the course requirements. The expected attendance is 90 percent of classes held. A student may be debarred from appearing at the course final examination if his/her attendance falls below 75 percent. Students are given marks on class attendance.

EXAMINATION PROCEDURES

TESTS AND EXAMS

Quizzes/ Tests/ Class Assignments:

Quizzes/ Tests/ Class Assignments are scheduled in class or tutorial hour. The duration of a quiz may be between 5 to 15 minutes and that of a class test between 15 to 30 minutes.

Midterm Exam:

The Midterm Exam is held in the week announced in the Semester Calendar. The duration of the midterm exam is between 1 to 2 hours.

Final Exam:

Final Exam schedule is announced in the Semester Calendar by the university. The duration of the final exam is between 2 to 3 hours.

GRADING AND PERFORMANCE EVALUATION PROCESS

The final grade in each course will be given on the basis of the performance in class attendance, quizzes, assignments, presentation, midterm and final exam as mentioned below:

Class Attendance	7%
3 Quizzes (Average)	15%
Assignment + Class Presentation	13%
Midterm Tests	25%
Semester Final Examination	40%
Total	100%

A student may earn any of the five-letter grades on the basis of his/her performance in a course. The letter grades A+ to D are considered passing grades. Grade F is the failing grade. The numerical equivalents of the grades and grade points are given below:

Numerical Grade	Letter Grade	Grade Point
80% and Above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00
Incomplete	I	

APPEAL FOR GRADE

- A student not satisfied with the grade in any course may appeal to the course teacher. If the grade is not improved and at the same time, the student is not satisfied with the explanation of the concerned teacher, he/ she may make a written request to the Chair of the department or Dean of the faculty.

- The Chair will review the process by which the grade was determined. After having the grade or answer script-rechecked, the revised final grade will be delivered. These procedures must take place within two weeks after the grade was published.

- Before making an appeal, the student will have to make a payment of fee as determined by the university authority.

GRADE REPORT

- Only the courses graded A+, A, A-, B+, B, B-, C+, C and D are used to determine credits attempted.

- In case students repeat courses, GPA and CGPA will be calculated on the basis of the grades obtained at the last attempt of the course (s) only. Grades obtained in course (s) in all examinations will be shown in the grade report.

- In addition, students who complete courses in addition to their normal credit requirements for graduation will inform the Registrar in writing about the course, which he intends to declare for consideration towards the requirements for the degree.



SUBJECT IMPROVEMENT POLICY

1. Students who got "Grade B" or less "Grade B" may apply for improvement.
2. Collect the improvement form from the department office and fill up the form.
3. Then go to the accounts section and pay the required fees for the improvement exam which is to be signed by the accounts section for clearance.
4. The students have to pay 40% of the course fee to attend the mid-term improvement exam and 60% for the final.
5. Then you have to submit the form to the department office.
6. After complete all this procedure department announced the exam date later

SUBJECT RETAKE POLICY

1. A course passed with a grade "B" or less than "B" may be repeated to improve the relevant grade. When a course is repeated, the higher grade will be accepted.
2. A student earning an "F"; grade in a course is required to earn at least the passing grade by retaking the course in the next semester on payment of requisite fees.
3. A student may also choose to improve the grade by retaking the course (when he/she gets "B"; grade or below in that particular course) on payment of 100% course fees. In case of a course retake, the transcript of a student shall show the grade which is higher.

MAKE UP QUIZZES, TESTS AND EXAMS

- A student seeking leave or make-up exam on medical grounds must contact the Medical Officer of the university as soon as possible and obtain verification of a Medical Certificate from him/her.
- For make-up quizzes, class tests, assignments, participation etc., he/she should apply to the course teacher and for the midterm and final exam, he/she should apply in prescribed form to the Chairperson/Dean of the concerned Faculty through the course teacher.
- A student seeking a make-up exam must pay the make-up exam fee at the prevailing rate.
- After completing these formalities, the student shall watch for the schedule of mid-term make-up exam or final make-up exams and sit for the exam.
- Midterm make-up exam is held only once before final exam week and the make-up final exam is held within 4 weeks from the date of commencement of the new semester.
- If a student misses the schedule, he/she will have to retake the course.

ACADEMIC PROBATION AND DISMISSALS

A student with a GPA of less than 2.50 in a semester is placed on probation, and is allowed a maximum of two semesters to raise his/her GPA. A student who fails to achieve a GPA of 2.50 within two consecutive semesters may be allowed additional chances depending on the improvement made, may be asked to transfer to another degree program or may be dismissed from the university.





CHANGE OF DEGREE PROGRAM

Students seeking to change their Program must submit a written request to the respective Head of the department, Dean of the concerned Faculty and to the Registrar. Upon recommendation from the concerned offices to which the student intends to transfer, the admission office shall make the necessary changes in the student's record.

DEGREE REQUIREMENTS

1. In order to earn the degree, a student must:

- a) Successfully complete all the courses and credits required for the degree
- b) Earn the minimum CGPA (2.5) required for the degree
- c) Have no disciplinary charges or actions against him/her and
- d) Clear all dues and liabilities to the university

2. A student of undergraduate & master program should complete his/her degree requirements within the program duration from the date of his/her first admission. If a student is unable to meet the deadline, he/she may apply to the Academic Progress Review Committee for extension of his/her specified time showing reasons.

3. If a student has completed the requirements for the degree, he/she should apply in the prescribed form to the Controller of Examination Office for provisional/final certificate, transcript and for applying to take part in convocation by paying required fees through student portal.

AREAS OF MISCONDUCT

Academic Misconduct

- Cheating in the examinations by any method or means.
- Helping other students to cheat in the examinations.
- Reproducing the work of others as one's own work.
- Fabrication or the falsification of any information with the intent to deceive.
- Forgery, alteration or abuse of university documents, records and identity cards.

Social Misconduct

- Abusive or disorderly conduct.
- Verbal, mental, physical or sexual harassment.
- Physical assault in any form.
- Direct/ indirect threats of violence.
- Participation in any activity that may disrupt any function of the University.

Disobedience to Lawful Authority

Disobedience, interference, resistance or failure to comply with the direction of an authorized university personnel on duty and unauthorized entry.

Property Damage:

Willful damage or destruction of any property of the university.

Dangers to Health and Safety

- Smoking inside university campus.
- Possession, buying and selling or use of alcohol and drugs or any other illegal and objectionable items.



Use of Cell Phone

All students must keep their cell phones switched off inside the classroom.

Penalties for Misconduct

The following penalties and sanctions will be imposed on a student for violation of the code of conduct of the University.

- Cancellations of facilities (waiver, laptop etc.)
- Warning in the form of written or verbal notice
- Cancellation of an examination and/or an assignment.
- Expulsion for one or more semesters.
- Expulsion from the university for life.

Disciplinary Procedure

The Discipline Committee of the University examines the allegations of misconduct; takes evidence from both sides and recommends penalties to be imposed on the student if found guilty.

Fairness in Tests, Quizzes, Exams, etc.

1. Students are strictly forbidden from adopting unfair means in assignments, tests, quizzes, examinations, project work, term papers, etc. The following acts or activities shall be considered unfair means during examinations and in other contexts:

- communicating with fellow students for obtaining help; (For example, talking, eye contact, signaling, body language etc.).
- copying from another student's script or report or paper;
- copying from printed matter, hand-written script, writing on desk or palm of hand, or from other incriminating documents; possession of any incriminating document, whether used or not; any approach in direct or indirect form to influence a teacher concerning grade and any other unruly behavior which is disruptive of the academic program.

2. If a student is detected by the course teacher while adopting or having adopted unfair means, he/she may be given a "F"; grade for the assignment, test, quiz, paper, report, examination or for that course at the discretion of the invigilator/the course teacher.

Adoption of unfair means may result in the dismissal of the student from the program and expulsion from the university.



CAMPUS FACILITIES

DIU STUDENT HALL BOOKING SYSTEM BEFORE ARRIVAL IN BANGLADESH

Before arrival in Bangladesh, if the student is interested to stay in on campus hall, s/he has to inform before arrival.

HALL FACILITIES

The students can stay in the DIU hall at Daffodil Smart City, Ashulia, Dhaka. Any student admitted in any Bachelor program, can stay in DIU Hall free of cost which is effective from Summer 2021. But admitted in any Master program, the students must pay usual fee as per rule.

Contact of Hall Facilities

Younus Khan Scholar Garden (Male Hall)
Email: hall@daffodilvarsity.edu.bd
Cell: +8801847334955, +8801847334954

Rowsonara Scholar Garden (Female Hall)
Email: hall@daffodilvarsity.edu.bd
Cell: +8801847334960, +8801847334961

HALL FEE

For 04 months duration semester: Payable (\$165) during Hall registration. (Registration fee is (\$40), one time payable and 04 months' rent is (\$125)

For 06 months duration semester: Payable (\$228) during Hall registration. (Registration fee is \$40 one time payable and 06 months' rent is (\$188)

Note: Hall payment must be paid before starting each semester.

For Detail, visit here: <https://hall.daffodilvarsity.edu.bd/>



TRANSPORT FACILITIES

Link: <https://daffodilvarsity.edu.bd/article/transport>

We have around 80 + buses which are exclusively used for our students/faculty/admin personnel and staff. All the transports are moving for the students on different routes towards the campus. Students just need to present their ID card to get this facility. According to the distance they pay a small amount for the transport facility.

- Facilities Inside the Buses:

- Fire Extinguishers
- First Aid Box
- Air conditioner
- Excellent seats and safety belt

Transport Contact:

Cell: +8801847140037

Email: transport-dsc@daffodilvarsity.edu.bd

ACCOUNTS FACILITIES

All international students are advised to pay the total yearly payable cost early each year. With special permission, students can also pay the total semester payable cost before registration of each semester. After payment, a clearance will be made by the account section and the students will be eligible for the course registration.

For Accounts and Payment Related Query, please contact:

E-mail: laptop@daffodilvarsity.edu.bd

Cell/WhatsApp: +8801847140051



ONE STUDENT ONE LAPTOP

All the Bachelor programs' students will be entitled to get a laptop.

Distribution Strategy

After completion of the 4th semester, students will be entitled to receive the laptop. Before and after receiving the laptop, students have to follow university rules and regulations.

Post Distribution Service

Students will get a 4-year warranty. They will be entitled to receive free service for the 1st year and will have to pay a 50% service charge for the rest of the time period (3 years). Moreover, students can receive services from the following Daffodil Computer Ltd. service centers by showing the warranty card / ID card / acknowledgement form.

Head Office

Email: dpcservice@daffodil-bd.com
Mobile: +8801713493155
64/3 Lake Circus Kalabagan,
Mirpur Road, Dhaka-1205
Phone: +88029116600

Misuse of Laptop and Restrictions

DIU preserves the right to take back the laptop from any student any time if any evidence of misuse is found and proved.

If Laptop is Lost

If the laptop is lost, a student will have to inform the DIU authorities through an application where sponsor's signature and acknowledgement are required. DIU will not provide any other laptop in place of the lost one. Students have to take responsibility for the lost laptop.

Laptop Rights

DIU provides Laptop to the students for facilitating their ICT skill and academic performance. As having a laptop is part and parcel for getting education at DIU the students are strictly forbidden to sell laptops during their studentship at DIU. DIU reserves the rights to check individual laptops with a short notice if required. Students will be the absolute owners of the laptops provided to them after receiving degree from DIU

For Further Clarification, please feel free to

E-mail:

accountssupport@daffodilvarsity.edu.bd
Cell: +8801713493088





LIBRARY FACILITIES

Link: <http://library.daffodilvarsity.edu.bd/>

Borrowing privilege: Students of DIU may borrow library materials from the DIU Libraries upon registration as library membership. Borrowing privileges will expire when affiliation with the University is dissolved.

Check-Out Procedures

- Students must present a valid DIU student ID card in order to get library materials.
- All materials should be brought to the Circulation desk to be checked out.
- Everyone is responsible for all library materials charged to his/her card.

Loan Periods: Loan periods vary, depending on the patron group and the type of material.

Type of Patron	Type of materials					
	Printed Books	Periodicals/Journals	Project Report	Annual Reports	CD/Cassette	Newspapers
Borrowing period/ limits						
Students	7 days/2 items	5 days/2 items	14 Days/2 items	N/A	5 days/2 items	N/A

Renewals

Items may be renewed in person, by telephone or using the library's web-based catalogue. All items may be renewed for up to one loan period, provided:

- The item is not on reserve for another patron
- The item is not in high demand

Lost and Damaged Material

Patrons are responsible for all materials while on loan to them, and shall report lost or damaged material at the earliest possible opportunity. A borrower who loses or damages library material shall be required to replace the item. A replacement cost is not acceptable unless the item is not available in the market.

Overdue Policies

Patrons are responsible for returning materials on or before the due date. Retention of borrowed materials beyond the date on which library materials are due shall result in a fine.

Type of Patron	Type of Materials			
	Printed Books	Periodicals/Journals	Project Report	Annual Reports
	Overdue Fines			
Students	\$.65./per day	\$.10 /per day	\$.10 /per day	N/A



Operating Hours Policy

Daffodil International University Libraries remain open

Central Library

Saturday-Thursday: 09:00 am - 09:00 pm

Friday: 10:00 am – 06:00 pm

All DIU libraries remain closed during holidays. In addition, the Library may be closed at any time with the prior approval of the University Authority when appropriate. Closing procedures begin 15 minutes prior to actual closing time and all patrons are requested to exit the library 5 minutes prior to actual closing time.

Library Contact:

Librarian

Daffodil International University

E-mail: librarian@daffodilvarsity.edu.bd

Mobile: +8801713493004

RESEARCH CENTER

Link: <http://research.daffodilvarsity.edu.bd/>

To inspire and involve the faculty and students in research activities, DIU has set up three (03) separate research centers under each faculty, namely

- (i) Bureau of Business & Economics Research
- (ii) Research Center for Science & Information Technology
- (iii) Research Center for Humanities & Social Science.



GYMNASIUM

Link: <https://daffodilvarsity.edu.bd/article/gymnasium>

Rules and Regulations for the Gymnasium

1. Only Regular (Registered) Students can use the Gym, drop-out students are strictly prohibited to use any Gym facilities.
2. Each student must fill-up a prescribed form and submit the relevant documents to the Gym Instructor to avail the facilities.
3. Users must follow the guideline of the instructor while exercising and they must handle the equipment very carefully.
4. Users must not try any equipment without having prior guidance from the instructor as it could be harmful for health and safety
5. If it is found that any user has broken or damaged any equipment by improper use/ handling, then he or she will have to pay a fine as defined by the university authority or Gym Instructor.
6. Students will have to pay (\$7) during Registration to become a member. Membership will be made on a first come first serve basis. Monthly fee structure for each student is (\$15)

7. There will be a total of 8 shifts during the university hour (from 9 AM to 5 PM), among which 2 shifts will be exclusively for female students and the remaining 6 shifts will be for male students. Time limit of each shift will be a maximum of 1 (one) hour.

8. Users having dues in monthly fees will not be allowed to workout until he/she clears all dues.

9. University authority may revise the fee structure upon showing valid reason and prior notification. Authority also reserves the right to cancel membership of any user at any time if any appropriate allegation is found against him/her.

10. Decisions taken by the university authority will be considered as final in case of any incident remains unresolved under the above-mentioned rules.

Contact Persons

Email: gym@daffodilvarsity.edu.bd

Cell: +8801811458872



MEDICAL SERVICE

Link:

<https://daffodilvarsity.edu.bd/medical/diu-medical-center>

The University Medical Service offers general and emergency medical care services to all faculty members, students and staff. The Medical Centre is situated in the -campus. Students, teachers and other employees receive treatment & medical advice here.

Contact info:

Daffodil International University Medical Center

Cell: +8801847334852

Email: medical@daffodilvarsity.edu.bd



PSYCHOLOGICAL SERVICE CENTER

Individual Counseling:

Individual counseling is a one-to-one counseling process of a client and a trained psychologist, where the client seeks help to achieve some goals in a safe, caring and confidential environment.

Group Counseling:

Group counseling is another effective process of counseling that helps people to increase personal growth. The group consists of 4 to 8 individuals facing similar concerns with a trained professional.

Pair Counseling:

We provide pair counseling to those who feel they need to improve their ongoing relationship.

Family Counseling:

We provide family counseling to those who are struggling with relationship problems within the family.

Make an Appointment:

To make an appointment for the first time you must register with your details with the mentioned link or you can visit www.dsa.daffodilvarsity.edu.bd in the psychological service tab.

Links: 1. <https://rb.gy/vvdnmk> 2. http://pd.daffodilvarsity.edu.bd/support_ticket





CAREER DEVELOPMENT CENTER (CDC)

- Key Service Features of Career Development Center (CDC)
- Career Advice and Guidance for individual students.
 - Assist Students to Pursue Higher Studies and Scholarships Globally
 - Provide Students with the Job Linkages
 - Empower the Students with Skills, Knowledge and Aptitude
 - Career Planning and Development Support for the 21st Century
 - Organizing need-based Training, Workshops and Seminars

Contacts Info:
Career Development Center (CDC)
Cell: +8801713493162
E-mail: cdc@daffodilvarsity.edu.bd



DIU CLUBS:

Link: <https://daffodilvarsity.edu.bd/article/extra-curricular>
We have 35+ clubs like: DIU Business & Education Club (DIUBEC), DIU Cultural Club (DIUCC), DIU Computer Programing Club, Law Forum, DIU Moot Court Society, DIU Social Business Students' Forum (SBSF) etc.
Both national and international students can be members of each and every single club and can join in extracurricular activities organized by the clubs.

Contact
DSA Office
Mobile: +8801811458856
Email: dsaoffice@daffodilvarsity.edu.bd
For Detail Information please visit the mentioned link:
<http://dsa.daffodilvarsity.edu.bd/index.php/diu-clubs>

DIU FORUM

DIU forum is an online discussion tool which now is rich with different kind of information which can be really very useful for the students. Students can get access to DIU forum by visiting forum.daffodilvarsity.edu.bd. They can browse information instantly by visiting forum but with limited access without log in. To get the most out of DIU Forum, students are required to register in the Forum using their DIU email IDs. After registration, they can browse and contribute to the Forum.



DIRECTORATE OF STUDENTS' AFFAIRS (DSA)

The Office of the Director of Students' Affairs (DSA Office), a department within Daffodil International University offers students a multitude of opportunities to become involved and active on the DIU campus. Advice about co-curricular opportunities and resources is given at the desk level. Staff members assist students in getting involved in campus life, conduct leadership development programs, provide continuity for organizations from year to year, manage organizational programs, educate students about University policies, reconcile disputes, advise event planners, and help students put classroom learning into practice the techniques of experiential education through Art of Living course.

Our Vision is to have a transformational impact on the lives of every student to create doers instead of learners. Learn about the many exciting outside-the-classroom possibilities and volunteer opportunities available to you through the Office of the Directorate of Students Affairs (DSA Office).

Find Us on Facebook: <https://www.facebook.com/diudsa>
Email: dsa@daffodilvarsity.edu.bd
Mobile: +8801811458856

OTHER FACILITIES

Opportunity to Be a Valued Ambassador of DIU

If any alumni want to serve DIU voluntarily to facilitate its admission, to spread its branding image, to promote DIU in different activities to their respective countries, with prior concern from DIU it can be possible. In this regard, DIU will issue the Ambassador Letter to the interested alumni.

Email Us with Your Interest:
Email: int.admission@daffodilvarsity.edu.bd

VISA EXTENSION PROCESS

1. The first and foremost responsibility of an International student is to stay in Bangladesh legally. The International students will be able to stay in Bangladesh if he or she has a legal visa in his or her passport. The Government of the People's Republic of Bangladesh has the right to deport any International Students who are staying in Bangladesh without a valid Visa.
2. The International Students are requested to apply for their student visa to the immigration of Bangladesh at least two months before expiry of his or her visa. As the immigration takes 60 days to provide a student visa in Bangladesh.
3. The International Students will apply for the extension of his or her visa to the concerned offices (International Students Admission & Service Desk).
4. Upon receiving the application, the concerned officer will provide the forwarding letter to make an application for his or her visa at the Immigration office.
5. Along with the forwarding and with the Online Visa Application Form, students will submit their application to the concerned Officer at the Immigration Office.
6. After getting the approval from the concerned officer, the students will make the payment for visa extension fees to the concerned Bank.
7. Along with the payment slip and application the students will submit their application finally to the concerned immigration officer. In return the officer will provide an MRV slip to the student. Where all the information related to visa extension will be printed according to the submitted application.
8. The application will be forwarded to the Special Branch of Police for verification of the necessity of the students for staying in Bangladesh.

9. Upon receiving the application by the Special Branch police, the assigned police officer will communicate with the students by calling over the phone or sending SMS or any other electronic medium like SMS, Email, What's app, Viber, imo or Facebook or any other social media provided by the student in the application form submitted to the Immigration.

10. As per the policy of verification of the application the police require Fourteen (14) valid documents from the applicant and within the limited period mentioned by the officer.

11. After receiving the proper documents from the applicant, the assigned police officer will submit the investigation report with "No Objections" or "Objection" to extend the student visa. " No Objections" means the student will get his or visa for a specific time reported by the police officer and "Objection" means the student will not get the visa due to some specific reason.

12. A clear instruction will be provided to those who will get the "Objection" report submitted by the police officer.

13. So, now for receiving the printed visa on the passport the student will need to submit his or her passport on the due date that is mentioned in the MRV slip.

14. If there is "no objection" to receiving the visa the student will get the visa on that date mentioned in the MRV slip. The process of printing a visa on the passport will take a few hours based on the rush of applicants on that day in the immigration.

15. Upon submission of the token at the passport receiving counter the officer from the immigration will provide the visa in the applicant passport. And that is the desired student visa for staying in Bangladesh for a legitimate reason.



Concern/ Recommendation Letter:

- For a Concern Letter, you must pay (\$ 0.75) to the Accounts section.
- Write the names of your father and mother names on the back of the money receipt. Then apply to the Head of the Department.
- Attach the money receipt along with the application. (submit the soft copy of the draft recommendation letter, if any).
- To get this letter, it takes a minimum 03 working days.

Medium of Instruction Letter:

- Before getting a final transcript, students can get a Medium of Instruction Letter from their department office by paying (\$ 0.75) in the accounts section. They must apply with the attachment of the money receipt.
- To get a final transcript, students need to collect a prescribed application form from the Registrar office by paying (\$ 0.75) in the accounts section.
- Then they must attach the money receipt and the final transcript photocopy with the application form and submit it to the Registrar office.

- It will take 3 consecutive working days to provide the medium of instruction in each procedure.

Final Certificate and Transcript Application Procedure:

- a) Students need to apply for getting a transcript and certificate through their own student portal. Go to this link to log into Student portal- <http://student-portal.diu.edu.bd/#/login>
- b) Before filling up the application form students need to pay for withdrawing a certificate and Transcript. Available payment methods are-
 - (1) 1Card Apps
 - (2) Cash in DIU accounts section,
 - (3) Demand Draft
 - (4) bKash,
 - (5) EBL &
 - (6) Pay order.

Payment Guidelines Link:

<https://daffodilvarsity.edu.bd/photos/pdf/payment-guidelines.pdf>



Sl.	Particulars	Document Type	Application Type	Fees for the Document \$
Certificates				
1	Main Certificate - Convocation	Original	Urgent/Regular	\$75
2	All Main Certificates	Duplicate	Urgent/Regular	\$45
3	Provisional Certificate	Original/Duplicate	Urgent/Regular	\$15
Transcripts				
11	Final Combined Transcript	Original	Urgent	\$7.5
12	Final Combined Transcript	Original	Regular	\$5
13	Final Semester-wise Transcript	Original	Urgent	\$15
14	Provisional Transcript	Original	Urgent	\$7.5
15	Provisional Transcript	Original	Regular	\$5
16	Partial/Rough Transcript	Original	Regular	\$0.7

c) After submission of the application students will be given a delivery date. A regular application will take 7 days and an urgent application needs 3 consecutive working days to be delivered.

Students need to get clearance from concerned departments. They are:

1. Accounts Office
2. Admission Office
3. Library Office
4. Academic & Administrative Office
5. Exam Office

If concerned departments have no issue then clearance will be given on time. But if there are any dues on the accounts section, missing documents in the admission office then they will let the student know by a note on the online application form. So before collecting documents students need to check if there any problem they have or not with any office to get clearance

d) Finally on the due date students print a copy of the applied application then bring it.

Email to Get the Final Certificate and Transcript:

To Registrar: registrar@daffodilvarsity.edu.bd,

CC: Examination Office: exam@daffodilvarsity.edu.bd

CC: Registrar Office: registraroffice1@daffodilvarsity.edu.bd

For rough or partial transcript or any other issues related to the exam office :

Cell: +8801713493108

Email: exam@daffodilvarsity.edu.bd

PRE-DEPARTURE GUIDELINES

PARTICIPATE IN THE CONVOCATION

After graduation, students are eligible to attend the Convocation.

Payment

First pay the Registration fee in Cash to Accounts/bKash/EBL/Pay Order/Demand Draft in favor of Daffodil International University or by ICard Apps.

Registration Fees

You should pay (\$75) for single degree and (\$110) for dual degree in same convocation. (The payment may change time to time)

Interested graduates can keep the Convocation Gown along with Cap, as a souvenir, on payment of additional \$10. You must update your profile and upload a recent formal color photograph on your student portal that is required for the Convocation Souvenir.

Get an update of your Convocation Clearance Status by checking the Clearance Card on the Student Portal. If any status is not cleared, please contact the concerned department as follows:

- (1) Library Clearance (if any library Books, CDs, Magazines etc. are due).
- (2) Accounts Clearance (if there are any earlier academic dues).
- (3) Convocation Registration Clearance (Deposit Convocation Registration Fee and contact Accounts).
- (4) Costume Collection (Collect invitation letter and costume from your department or located booth on announced date)
- (5) Costume Return (Return costume after finishing Convocation to your department or located booth on announced date)
- (6) Collection of Certificate (Collect your Original Certificate from the Office of the Controller of Examinations on the announced date by submitting original Provisional Certificate 'if taken', ID Card and Photocopy of Money Receipt of Convocation Registration fee. You must apply for your final Transcript first to get the Original Certificate 'if not taken earlier').



FAREWELL

The DSA Office will organize a farewell session for all the students. After getting the certificate, students are advised to contact the DSA office.

Cell: +8801811458856

Email: dsaoffice@daffodilvarsity.edu.bd

TRANSPORT FACILITIES ON DEPARTURE

- The Admission office or DSA office is responsible for providing the transport facility to see off an international student to Hazrat Shahjalal International Airport, Dhaka.

- To get this facility, all students are advised to send their air ticket to the concerned officer three days before their departure date.

Transport Requisition for Departure

Email: int.admission@daffodilvarsity.edu.bd, and
dsaoffice@daffodilvarsity.edu.bd





Admission Section:

Email: int.admission@daffodilvarsity.edu.bd
 Cell/WhatsApp: +8801713493051, +8801847027527,
 Cell: +8809617901212

Registrar Office:

Email: registraroffice1@daffodilvarsity.edu.bd
 Cell: +8801811458807

Vice Chancellor Office:

Email: vcoffice@daffodilvarsity.edu.bd
 Cell: +8801713493025

Accounts Section:

Email: accountssupport@daffodilvarsity.edu.bd
 Cell: +8801847140051, +8809617901212

Exam Section:

Email: exam@daffodilvarsity.edu.bd
 Cell: +8801713493108

IT Support:

Email: itsupport@daffodilvarsity.edu.bd
 Cell: +8801847140015

Library:

E-mail: librarian@daffodilvarsity.edu.bd
 Mobile: +8801713493004

Directorate of Student Affairs Office:

Email: dsaoffice@daffodilvarsity.edu.bd
 Mobile: +8801811458856

Hall Office:

Younus Khan Scholar Garden (Male Hall)

Email: hall@daffodilvarsity.edu.bd
 Cell: 8801847334955, +8801847334954

Rowsonara Scholar Garden (Female Hall)

Email: hall@daffodilvarsity.edu.bd
 Cell: +8801847334960, +8801847334961

GOVERNMENT OFFICE DESK

IMMIGRATION & PASSPORT

Department of Immigration & Passport
 People's Republic of Bangladesh Government
 Agargaon, Dhaka.

BANGLADESH EMERGENCY HELPLINES

Helpline	For Help
999	Police, Fire and Ambulance Services
333	Various Government Services
109	Abusing Women and Children
106	Dudok Helpline
1090	Disaster Warning in Advance
100	Bangladesh Police Helpdesk
101	RAB Helpdesk
102	Fire Service Hotline
105	National Identity Card
16430	Government Legal Assistance

** Any clause of the above-mentioned policy is subject to change with the written consent of the university authority. The university authority possesses the ultimate authority to take any decision with a majority vote.

ADVISED BY

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Director (Administration)
Daffodil International University

EDITED BY

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Daffodil International University

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Mr. Md. Rokanuzzaman Roman
Assistant Registrar & SA to Chairman, BoT

Mr. Md. Sahin Khan
Assistant Administrative Officer
Daffodil International University

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Mr. Hafizur Rahman
Assistant Director
Daffodil International University



Daffodil International University
Daffodil Smart City, Ashulia, Dhaka.
Admission Helpline: +8809617901212
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