

## **Clearance Process for UG/PG students (Dept. of CSE)**

Before initiating the clearance process, please ensure the following have already been done:

- You have completed all requirements (e.g., course, thesis completion) for graduation (B.Sc./M.Sc./M.Engg./PhD)

### **Please complete the below steps for clearance:**

**Step 1: *Submit thesis soft-copy.*** Go to the link <https://cse.buet.ac.bd/>. Login using your departmental account username and password. Name your thesis soft copy in the format <STDID>.pdf (e.g., 200305001.pdf). Then submit your thesis soft-copy at the appropriate link. In case of any issue, please contact Mr. Nazmul Haque, Sr. Programmer, CSE (nazmul\_haque@cse.buet.ac.bd).

**Step 2: *Submit thesis hard-copy.*** Submit the hardcopy of your thesis to Ms. Helena Begum, STO, Dept. of CSE.

**Step 3: *Clear laboratory dues (if any).*** Login to your BIIS account and check if you have any dues marked as “Department”. Clear all departmental dues. *Note that there may be other dues (e.g., central library or hall dues) which may also need to be cleared for your final clearance. However, the clearance from the department requires that only your departmental dues are cleared. Other dues will be handled by the respective authorizes (e.g., hall administration).*

**Step 4: *Submit exit survey.*** Go to the link <https://cse.buet.ac.bd/feedback>. Login using your departmental account username and password. Then complete and submit the exit survey. In case of any issue, please contact Mr. Nazmul Haque, Programmer, CSE (nazmul\_haque@cse.buet.ac.bd).

**Step 5: *Finally Close Moodle account.*** Please send an email request to Mr. Mostafizur Rahman, STO, CSE ([officer3@ugrad.cse.buet.ac.bd](mailto:officer3@ugrad.cse.buet.ac.bd)) to close your Moodle account. If you face any issues, kindly contact him for assistance.

**After completing the above steps, your clearance will be processed automatically in BIIS within 3 working days.** If the clearance is not completed within this period, please send an email to [ntahmid@cse.buet.ac.bd](mailto:ntahmid@cse.buet.ac.bd).

*[Note: After one year, your departmental email account will be permanently deleted. Please back up any necessary data before that time.]*

Head, Dept. of CSE, BUET