

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.)

Please complete the below steps for clearance:

Step 1: **Submit thesis soft-copy.** Go to the link <https://cse.buet.ac.bd/login>. 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, Asst. Programmer, CSE (nazmul_haque@cse.buet.ac.bd).

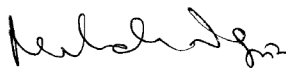
Step 2: **Submit thesis hard-copy.** Submit the hardcopy of your thesis to Ms. Helena Begum, ATO, Dept. of CSE.

Step 3: **Clear laboratory dues (if any).** Login to your BUIS 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, Asst. Programmer, CSE (nazmul_haque@cse.buet.ac.bd).

Step 5: **Finally Close Moodle account.** Contact Mr. Mostafizur Rahman, TO, CSE (officer3@ugrad.cse.buet.ac.bd) to close your Moodle account.

[Note: After one-year your departmental email account also will be permanently deleted.]


Head Dept. of CSE, BUET
27/5/2023
Head, CSE, BUET