

Daffodil International University Library Daffodil Tower, (DT)-3, 3rd Floor

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| **Library Confirmation Form** | | | | | | |
| Name of the Student |  | | | | | |
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| Group |  |  | Yes |  |  | No |
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| 1. Project Title |  | | | | | |
| 2. Internship Title |  | | | | | |
| Submission of Soft Copy of Reports |  |  | Yes |  |  | No |
| Name and Designation of the  Project Supervisor |  | | | | | |
|  |  | | | | | |
| Name and Designation of the  Internship Supervisor | Signature of the Internship Supervisor | | | | | |
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# This is for your kind information that the management of DIU has decided to receive students’ Project/Thesis/ Internship Reports by DIU Library through this email ([projectreport@diu.edu.bd](mailto:projectreport@diu.edu.bd)) to check Plagiarism by Turnitin Software before submitting to the departments. Students have to submit a plagiarism checking report provided by the DIU library with their Project Report/ Thesis to the respective departments.

Acceptable range of plagiarism at DIU has been settled as follows:

1. Project/ Thesis report of undergraduate students – 50%
2. Project/ Thesis report of Masters students – 40%

Only the acceptable reports will be submitted for further processing. Actual plagiarism - %

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Name and Signature

Concerned Library Officer

Daffodil International University

**Submission guidelines of Project/ Thesis/ Internship report**

This document contains a guide on soft copy submission of student Project/ Thesis/ Internship Report/ Project Report to DIU library.

## Project Report should be arranged as ordered below:

1. **Title page**
2. **Letter of approval /acceptance (with supervisor’s signature)**
3. **Acknowledgment**
4. **Dedication**
5. **Abstract / Executive Summary**
6. **Table of Contents**
7. **List of Figures, Tables, Abbreviations, etc.**
8. **The main body or chapters:**
   1. Introduction
   2. Literature review / Review of Related Literature
   3. Significance of the Study/ Scope of the Study (Optional)
   4. Methodology/ Experimental Details
   5. Analysis / Discussion / Findings / Recommendations

## Conclusions

1. **Appendices**
2. **References (APA style)**
3. **Page Numbering:**
   1. Preliminary pages must be in lower case roman numerals e.g. i, ii, iii.
   2. All pages of the main body or from chapter one will be numbered in Arabic numerals e.g. 1, 2, 3.
   3. All pages have to be arranged according to the table of contents

## Format:

The report should be in ONE FILE and PDF document.

## Copyright Note:

Write "©Daffodil International University" at footer

1. **Plagiarism checking**: Students’ reports will not be accepted without plagiarism checking by Turnitin software.

## Submission:

Student must send the file to [**projectreport@diu.edu.bd**](mailto:projectreport@diu.edu.bd) andThesis/ Internship Report/ Project Report will not be checked without feedback from the concerned supervisors. Please include your supervisor in cc. If any quarry please contract (4th. Floor, Library Building, Daffodil Tower-03).

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## (Dr. Md. Milan Khan)

Librarian

Daffodil International University