Daffodil International University

Department of Public Health
Frequently Asked Questions (FAQ)

Registration related FAQ

SL	Question	Answer
1.	How do I complete course registration in the semester? (for new students)	At first you have to collect your online account clearance by paying the registration fees in Account Section and then you have to contact Department office to complete your registration process. After the registration you have to check the student portal (http://studentportal.diu.edu.bd/) to be sure about your registration.
2.	How can I complete my course registration in the semester (for existing students)	At first, you have to collect your online clearance from the Account Section by paying fees of registration then contact your batch advisor. He/ she will complete your course registration as per the rule. After the completion you have to check your student portal to be sure about the course registration.
3.	How can I change/add/ drop subject after the registration in the semester?	After the registration, you may be able to change/ add/ drop your subject within 7 days after the last date of the registration. To change/add/drop your subject you have to contact your batch advisor for further procedure.
4.	What can I do to drop the semester? (Before Registration)	In case of specific reason, if you could not pay your registration fees and did not complete the registration, then you must drop the semester in the student portal.
5.	What about the courses of previous syllabus? Do I register myself with previous code as I am a student of previous syllabus?	If Students want to take a retake course, he/she has to write an application to the head of the department.
6.	How can I do to drop my semester? (After registration)	In case after the registration, if you need to drop the semester, you have to write an application to the Registrar through the Head of the Department and Dean of the Faculty for the approval within two weeks of the last date of the registration. You need to submit your written application to the department office. Department office will proceed your application to the Registrar office as per the rules.
7.	How can I do for registration when the registration date is over?	The late registration process is given in the notice board. Please follow the instructions and contact to the department office for further help.
8.	I have already dropped three or more semesters (without informing). Now I want to continue my study.	Please follow the instructions of re-admission given in the notice board and contact to the department office.
9.	I want to take extra courses next semester?	Students may apply to the Dean through Head of the department.
10.	How I can extend registration duration for more than six years?	Please submit your written application to the Registrar (along with partial transcript), DIU through Dean and Head of the Department for time extension
11.	When the courses will be offered for (Spring /Fall) this semester?	Department office will publish the courses offer through email and notice board. Follow the notice board. (online / department notice board)
12.	I want to registrar one course with day/ evening program due to some problem. Is it allowed to take?	Students can do that but have to write an application to the Dean of the faculty through Head.
13.	What is the process of doing duel-major?	If the student wants to do duel-major he has to communicate with the mentor or department office. The office will provide a guideline for the student which he will follow during the rest of the semesters.

Exam related FAQ

SL	Question	Answer
1.	How can I get my admit card or exam clearance?	To get your exam clearance, you ought to pay your exam fees in Account Section following the schedule date and the Account Section will generate your exam clearance. You need to preserve the clearance for the exam.
2.	How can I get Supervisor for Internship?	After complete your internship registration process please contact your department office to know the information of your internship Supervisor.
3.	How can I get my result from website?	At first browse DIU website then follow the right side where there is an option of virtual university & then click on & put your ID on Academic Result option.
4.	How can I get the total result of the courses that I have completed?	Please apply for transcript through online with the payment of 50 taka.
5.	I have two exams in same slot. Can I attend the make-up exam without fee?	You can attend the make-up exam without fee in case of overlapping of exam.
6.	Do I have to attend minimum classes to attend the examinations?	Minimum 60% Classes you have to attend.
7.	What is the minimum CGPA to get the certificate?	The minimum CGPA is 2.50 to get the certificate.
8.	How can I remove result block?	Clear your previous dues and contact with Registrar Office/Exam Office for removal of block result.

Transcript/certificate/concern letter, etc. related FAQ

SL	Question	Answer
1.	How can I take Concern, MoI, LoR, Testimonial, Migration Certificate etc. (Current students)	Pay 50 Taka to DIU accounts and submit the application to the department office with transcript and money receipt then collect the documents from your department.
2.	How can I take Concern, MoI, LoR, Testimonial, Migration Certificate etc. (Alumni)	Please apply through students' application system by paying 50 Taka through online payment system.
3.	How can I get Internship letter?	You must complete all course work before Internship course and maintain at least CGPA 2.5. Then you have to complete all the formalities to complete internship registration. After completing your registration process contact your department office to get your Internship letter.
4.	When I will be allowed for provisional certificate?	When you will complete all required credits for the degree but not to attend at convocation then you will be allowed for provisional certificate.
5.	How can I withdraw academic transcripts/ certificate?	Please apply through online and go to the exam section and collect your transcript and certificate as per deadline after paying required fees.

Miscellaneous related FAQ

SL	Question	Answer
1.	How can I get my email password? (For new students)	You can get your email ID and password from the online notice board and the departmental notice board.
2.	How can I solve the Email password problem?	You need to pay =20/- to account section and fill the register book from the department office for specific problem. Or you may apply through DIU helpdesk.
3.	I cannot login in the student portal. How can I get access to the student portal?	You may reset the password as per forgot password option.
4.	How can I get my class routine of the semester?	You can find your class routine in the notice board and, also in the online notice board and in your email.
5.	I have lost my ID card. What can I do now?	At first, you have to go to the Police Station to do a General Dairy (GD). After getting the GD paper, you have to pay 300 taka at DIU accounts then contact with one card office along with your GD copy, money receipt and one PP size photo.
6.	Where can I get my scholarship/ waiver information?	You can get your scholarship/ waiver in scholarship/ waiver section. Cell no. +8801811458843, Email: scholarship@daffodilvarsity.edu.bd, scholarship1@daffodilvarsity.edu.bd
7.	When is the payment date?	Student will be notified the date of payment by online notice board/offline notice board and also by the email.
8.	What is the installment amount?	The student has to pay the fee in two installments after registration 1st installments must be paid before mid-term and the rest before the final.
9.	How I may solve DIU portal problem?	You will come to the department office and contact with coordination officer.
10.	How may I get scholarship from foreign university?	Keep update yourself on International Affairs' notice board and DIU e-mail. Keep in touch with DIU International Affairs.
11.	How can I change Department?	Collect a form from Admission Office. Fill-up and collect sign from Dean and Department Head. Clear all dues and submit to Registrar Office
12.	How can I change section of courses?	You have to submit an application to the Head of the department.
13.	How to solve Multimedia/ IT related Problem?	Contact with department office.
14.	What is the requirement to get a laptop?	You have to complete minimum 25 courses 54 credits successfully with SGPA 2.5 and payment should be clear up to the last semester.
15.	How I can transfer credit with a foreign university or interested to join in summer program?	Please contact International Affairs Office at AB-4, Ground Floor.
16.	How can I teacher/officer number.	Visit DIU website for Officer: https://daffodilvarsity.edu.bd/page/admin_page_detail/top-management. For teachers: http://faculty.daffodilvarsity.edu.bd/
17.	What is the process of teaching evaluation?	Log in to student portal and update the profile. After that fill the evaluation form and submit it. If needed any help contact with admission office.
18.	How to check payment ledger from student portal?	Log in to student portal and click "payment" option for student payment ledger and payment scheme.
19.	Can I meet with my course teacher other than class period?	You can contact with your teacher during counseling periods.
20.	Where can I find information about insurance?	Cell No.: +8801847334799. Email: zonad.accounts@daffodilvarsity.edu.bd
21.	How can I get BLC related service?	Contact to Department office or Visit: https://sites.google.com/daffodilvarsity.edu.bd/diu-blc-student-guideline/guideline-for-diu-blc-moodle-students?pli=1
22.	How can I get the information of DIU Transportation?	Visit the link: https://daffodilvarsity.edu.bd/article/transport or https://docs.google.com/spreadsheets/d/15xUoX4BVci54TIkHp_AzSnj54CPYvCDMcPf_zs8R_qs/edit#gid=796622161 For more quires Contact: Cell No.: +8801847140037, Email: anisur@daffodilvarsity.edu.bd