

# FACULTY HANDBOOK



# Handbook of Summer Winter School at CEPT University (CEPT SWS) year 2018 - for Faculty

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Step by step guide for a faculty to offer  
Summer Winter School



## **Propose the course (B)**

Define the objective of the course and give all required details in the proposal as asked in the portal. Define learning outcomes explicitly along with the course outputs, evaluation plans and breakups. Discuss the same with Dean of the faculty and Director-Summer Winter School. Timely submission of all the details will enable us to prepare the flyer and poster and will facilitate us to upload on website on the pre announced dates. Kindly note the plan uploaded on the portal will stand final. Any change on the same will not be entertained once the course is uploaded on the portal.



## **Prepare and submit the budget (C) (E)**

Prepare the budget in the line of the guidelines given and get it checked by SWS office. The budget needs to be considered precisely as it has direct financial implications on CEPT University. Faculty has to be well planned for Teaching assistant, Academic associate, material cost, rented equipment's, local visits, outputs, travels, hotels and experts to be called etc. Any other special requirements if needed, should be accounted in budget and should be intimated to SWS office well in advance. Without the budget submission, proposal cannot be considered. Budget once submitted and approved will not be revised on course allocation.



## **Publicize your course**

SWS is making sufficient efforts to publicize all the courses, but it will also be required from your side to do the same. You can use any medium/tool (Facebook, Twitter, LinkedIn etc.) for the publicity of your course.



## **If course on board, contact the students (D)**

After the course is on board, you will get official invitation from CEPT University. You will also get the list of students along with their contact details enrolled in your course. It will be your responsibility to contact them and call upon the meeting for pre-requirement of your course. If it is travel based course, you will have to conduct frequent meetings with the students for travel plan and hotel stay.



## **Book travel tickets and hotel stay (E)**

If it is travel based course, you will have to conduct frequent meetings with the students for travel plan and hotel stay. For tickets and hotel stay, you will have to contact SWS with your options. The required bookings will be done by CEPT Travel desk after the final approval of SWS.



### **Fill up advance form if needed (D)**

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Advance money if required against the course cost should be claimed before 20 days of the start of course. Advance form is required to be filled up, which is available with SWS.



### **Starting the course**

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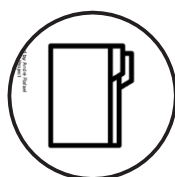
On the day of start of the course, you will be given the kit from SWS. This kit comprises of Rules for students, Attendance Sheet and SWS Booklet.



### **While course is on**

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During the course, it will be appreciated if you send periodical blog or pictures so as to upload the same on CEPT website.



### **On completion of course**

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After the course is over, faculty is required to submit the final results of the students and output generated along with the compilation of the pictures/ videos related to the course. In case an exhibition is planned, the faculty will be informed well in advance. For exhibition, a standard format will be shared by SWS office. Faculty is requested to follow the same and take out the prints accordingly. It is required to avail the Stationery and Printing facility of CEPT University only.

### **Submission of expense statement and course output**

The faculty has to keep all the original bills; boarding passes, hotel receipts etc., and will have to hand over the same to SWS office along with the summary of expenses for accounts purpose. Without that, accounts department will not be able to proceed for the said payment. Bills should be submitted within 10 days of the course completion. Late submission will not be entertained. The settlement of the bills will take around one month from the date of the submission of bills.

## A. Summer Winter School

The CEPT SUMMER WINTER SCHOOL (SWS) programs emerge from an acknowledgement of the value of learning from embodied experience. Planned as structured study courses, they hinge on the idea that the challenge of being in a new environment and actual on-site observations contribute to a great degree to the tacit learning processes.

The Summer Winter Schools (SWS) at CEPT University are opportunities for students to gain valuable learning experience that go far beyond the structured classrooms. Along with providing students and faculty an innovative and experimental learning teaching landscape, the SWS concept provides students an opportunity to learn by being immersed in diverse habitats. The habitats will be studied from a wide range of perspectives from infrastructure planning, to construction detail to spatial constructs.

Wide range of participation of students and professionals from varied backgrounds make the SWS courses more dynamic and rich multi-cultural learning environments.

The courses for the Summer School will be conducted in the month of May and June with duration of about 7 weeks. The courses for Winter School will be conducted during the month of December. The exact dates depend on the academic calendar of CEPT University and regular announcements will be posted on the website along with the required specific details.

### Objectives

These programs differ from the regular semester ones in terms of structure, approach and content. The key words that capture the spirit of SWS are experimental, variety and innovation. They explore emerging areas, provide space to test new ideas and methods, facilitate in situ experience, help understand critical sites and situations, and create opportunities to learn by making. The courses in SWS are intense and are for a short period of two to four weeks.

### Orientation

The hallmark of the SWS is their enriching variety. They achieve it by offering courses that cover a wide range of topics and issues and creating a diverse learning group by inviting students from different schools to apply for the courses. The intellectual environment is also enriched by bringing potential professionals, academicians, artists and other experts from across the country and abroad to teach. To attract more resource people from outside and make it convenient for them, the SWS encourages CEPT faculty to host courses with them. In such cases, the university teaching staffs often take a good part of the responsibility to administer the courses.

### Courses

Faculties' help students understand the nature and orientation of the courses and enable them to make a well-informed choice. To achieve this, they explicitly state the objectives, mode of teaching or working, and learning outcomes of the courses up front. In the previous SWS, students have favored sessions such as workshops, activities that are installation oriented and require travel, and opportunities that provide acquisition of specific skills.

In coming years, this pallet would be expanded by offering more courses, that intellectually stimulates, involve multi-sensorial learning, focuses on specialized process and skill impartation. The SWS are unique opportunities to expand horizon of learning, interact with a large group of enthusiastic and talented students, practitioners and academicians, and showcase CEPT academic initiatives. Open to students from varied backgrounds, the courses become dynamic and rich multi-cultural learning environments. In years to come, the programs would explore new avenues and grow in strength.

## B. Guidelines for submitting proposals to SWS

Proposals for summer and winter schools can be sent right through the year.

1. In order to propose a course for Summer Winter School, it is imperative for faculty members to have at least 5 years of experience after under graduation and 3 years of experience after post-graduation. Interested professionals/faculty members should send a mail to SWS office ([summerwinterschool@cept.ac.in](mailto:summerwinterschool@cept.ac.in) to create a login id and also forward their resume)
2. Summer Winter Schools (SWS) are of short duration but intense in terms of content and exposure.
3. The SWS courses should be offered for a minimum of 4 days for a two credit course, 6 days for three credit course and 10 days for a five credits course with Saturdays as work days. The contact and preparatory hours per credit are 16 and 8 respectively.
4. There is scope to have flexible contact hours.
5. Proposal should contain the following information which can be filled online in the portal.
  - a) Inhabitation (Where would the course be conducted? Would it be under Faculty of Architecture/ Planning/Management/Design/Technology?)
  - b) Title of the course
  - c) Objective, description and learning outcome of the course.
  - d) Location of the course: Where would it be conducted? In CEPT University, does it involve Domestic or International travel or a combination of the two?
  - e) Credits
  - f) Does it involve collaboration with other institutions?
  - g) Work plan (elaborated schedule day wise) and contact hours of the concerned faculties
  - h) Methodology (lecture based/ Workshop based/Travel based/ Combination of any of these mentioned)
  - i) Apart from the registration fee, which would be determined based on the number of credits of the course, will it involve other expense for the students. What would be the approximate amount? (Material, travel stay, local travel, food, insurance, Visa)
  - j) Student deliverables (Output inform of booklet/ installations/prints/sketches etc.)
  - k) Student intake (Please refer below mentioned point 9)
  - l) Prerequisites, if any
  - m) Open for professionals? If yes, any criteria of experience years?
  - n) Requirement of Teaching assistant (TA)/Academic Associate (AA)/Student's Assistant (SA), please specify while finalizing the proposal and budget.
  - o) Picture related to course.
  - p) Details of instructor/s such as photograph, general information (to be filled in Separate visiting faculty form) and brief introduction of about 150 / 200 words.
  - q) Any other special requirement in terms of conducting the course or presentations



## 6. Credit, Contact Hours and Preparation Hours:

Depending on the number of credits the course offers, the contact and preparatory hours would vary. Please refer the following table:

Course Credits	Contact Hours	Preparation Hours	Total Hours
2	32	16	48
3	48	24	72
5	80	40	120

- a. If course is offered by multiple instructors, the proposal should indicate the distribution of contact hours.
- b. If the 80 per cent or more of the course load is handled by a full time faculty member, he or she will get full credit for teaching the courses and the total hours would be accounted for as a part of their workload.
- c. In case the full time faculty member is sharing less than 80 per cent of the contact hours of the course, the teaching load will be calculated in proportion to their actual contact time with students.
- d. Experts' are those who are invited as resource persons and spend less than a day in the SWS courses. Other invited resource people will be considered as visiting faculty members. **Not more than 20% of expert hours will be permitted.**

## 7. Special Notes for Faculty Members/Professionals interested in proposing the course

- a. The remuneration for the faculty members is based on the years of experience an Individual has after the completion of the Undergraduate degree as per the norms set by the CEPT University.
- b. If an International faculty member wishes to propose a course, then a TRC (Tax Residency Certificate) of the faculty member residing in a foreign country will be required, to avoid double taxation.
- c. SWS office would be providing the supporting Visa letters for the International travel based courses to the respective faculty members. However, the entire visa procedure/Visa Application and the other documents required to file the visa, will have to be arranged by the concerned faculty themselves. Please note,, we do not provide all arrangements for travel, stay or any other expenses for an AA/TA participating in travel based courses, will have to be managed by the course instructor or the participating AA/TA themself.
- d. In case if the faculty members are travelling outside Ahmedabad for the SWS courses(Within India/Outside India) along with their family members then any additional expenses pertaining to the same needs to be borne by the Individual faculty member. CEPT University would not bear any additional expenses of the same.

## 8. Student intake

The following Minimum Student intake has been worked out based on the financial feasibility of courses. However, these numbers might change depending on the Course and University budget.

	CEPT/Visiting Faculty		International Visiting Faculty		AA
	One Instructor	Two Instructors	One Instructor	Two Instructors	
Course on CEPT Campus	10	20	20	30	Additional 10 Students
Travel based : Within India	20	25	25	35	Additional 10 Students
Travel based : Outside India	20	30	30	40	*Additional 10 Students

\*For Travel based International courses No Travel, Stay, DA or any other expenses are given are to AA

\* The above number of the students are subject to the available budget for a said course

## 9. Important instructions for Travel based courses

- a. Faculties conducting a travel based course need to design the work plan financial add-ons in detail and approximate cost for the students well in advance to avoid any kind of misunderstanding at the later stage among the students and as well as the University.
- b. It will be helpful if the faculty members can locate good and affordable places to stay for students. However, this is not compulsory.
- c. Faculty members have to take the responsibility of completing all formalities such as VISA, Travel, Hotel booking, Internal transfers etc. CEPT has in-house travel desk that will facilitate the travel requirements for all the faculty members. CEPT members, please refer the travel policy set by the University, which was circulated by the Registrar via email dated August 25, 2015.
- d. Only if the course gets adequate number of students, as mentioned in section 7, the SWS will notify the course. The faculty members, after receiving the Notification, can proceed with travel and other arrangements through the travel desk and Summer Winter school office.

If you have any further query please contact Summer Winter School office.

## 10. Remuneration for the Visiting Faculty & Experts:

The remuneration of course instructors will be decided by Deans of respective faculty as per SWS norms in proportion to their contact hours as proposed at the time of proposal and subsequent approval. Curriculum Vitae of the faculty members are required for course approval.

## C. Guidelines for preparing and submitting the budget of the course

When the course is announced, along with the proposal, budget file is needed to be submitted by faculty. The reason to do this is to have the proper planning and smooth functioning of the financial aspects in the course. Faculties are responsible for the costs of their own courses except the University spaces. They will have about 50% of the fees collected for the course towards the expenses related to the course.

Following points whichever applicable are considered while working out the budget. The faculty will have to submit the estimated cost under each head:

- a. Material cost (for work shop based course)
- b. Printing cost (For exhibition purpose only, templates will be shared, otherwise soft copy of the outputs preferred) Note: Printing of course output in form of a book (booklet/coffee table/report) will have to be done under CEPT University Press.
- c. Stationery required.
- d. Local travel if needed to be done (for field visits in and around Ahmedabad, as per CEPT Travel norms)
- e. Renting any equipment/ hall/ speakers/generator/ any other things
- f. Experts( if invited from outside Ahmedabad, then their travel, stay and airport/ station pick up-drop off)
- g. Books or any other reading material for the students. Books to be ordered in consultation of SWS & CEPT library.
- h. Any other (needed to specify clearly)
- i. Air/Rail/Bus/ Taxi fare (As per CEPT Travel norms)
- j. Stay in hotel (As per CEPT Travel norms)
- k. VISA and insurance charges for course faculty
- l. Airport/station pick up- drop off (As per CEPT Travel norms)

The budget form will be sent through mail where in faculty is required to fill up and revert back. For travel norms: refer point E.

In addition to that, the remuneration will be added for the visiting faculty/Teaching Assistant/ Academic Associate/Experts as per CEPT University norms which will be done by Summer Winter School office and will be communicated the same to you.

Please note: Submission of budget for the course is mandatory requirement for acceptance of the course.

The budget submitted will be approved by the Dean of the respective Faculty in consultation with Summer Winter School Office.

If the budgeted amount is not in compliance with CEPT University rules, Summer Winter School Office will get back to you for the clarification and might suggest some modifications. If you have any query regarding the same, you can approach Director-Summer Winter School.

## **D. Guidelines after the course is on board and submitting the actual expense**

### **E. Statement after completion of the course**

1. Summer Winter School will send a confirmation mail of the course on board along with the details of the students enrolled in the course. It is required to have immediate interaction with the students, either through mail/Skype/ classroom meeting etc and brief them regarding work plan or any other respective queries. Please note: Neither the faculty nor the University is responsible for the VISA, Travel, and Insurance, Stay, Entrance fees etc of the students.

2. Contracts between the institutes, if needed, should be done in consideration with Summer Winter School along with the required details.

3. CEPT Finance Department will require at least requires two week for preparing the remuneration cheques for the Expert.

4. If there is specific requirement of space/ projector/ computer etc, it should be communicated well in advance with Summer Winter School Office. Whatever is possible from the University, will be provided.

5. Hotel, inter-city travel and other travel needs will have to be booked using the CEPT Travel desk. Their bills are paid directly by CEPT as per the University norms. Prior permission is required if you are not using the CEPT travel desk. (Please refer CEPT travel policy)

6. The Stationery items should be purchased from SNEHA stationeries at CEPT University as the bills are paid directly by CEPT University. This expense should be budgeted before the course announcement.

7. If books/reading materials are needed for your course, the request has to be sent to CEPT University Library after notifying the same to Summer Winter School Office. The books should be procured through CEPT University Library. Online purchase of the books or any other reading material is not allowed. This expense should be budgeted before the course announcement.

8. Advance cannot be availed against remuneration. But CEPT University can facilitate advance of 70% of the budgeted amount for off campus expenses, material purchase etc for which the bills have to be produced at the time of account settlement. For Travel based course, 100% DA as per University norms can be availed as advance

Please note: The template of Advance form is available with Summer Winter School, which is needed to be filled and reverted at least 15 days prior to start of the course. Kindly drop the mail on [summerwinterschool@cept.ac.in](mailto:summerwinterschool@cept.ac.in) requesting to send the Advance Request form.

9. On the day of the start of the course, Summer and Winter School will provide you the set of important documents containing Student's Rules and Attendance sheet. Faculty will be required to mark the attendance daily and submit the same along with the grades to Summer Winter School office within 7 days of completion of the course.

10. It is responsibility of the faculty to decide the suitable output of the student's work in the form of booklet, installation, prints, sketches etc. This will be displayed during the exhibition that is normally held after completion of winter school. The student's deliverables will also be shared with CEPT Outreach Department, CEPT Portfolio, CEPT Library and CEPT Archives Department. Please note that ownership of Intellectual Property such as teaching materials, outputs, products, etc. developed by the full-time and adjunct faculty members, visiting faculty, academic associate, teaching associate, students and others participating in the Summer & Winter school programs of CEPT University, including visitors, with the significant use of funds or facilities administered by CEPT University will vest with CEPT University. (Your contract is governed by the law of the country i.e. India. Any non-compliance with any legal requirements may result into termination of your contract without any notice or compensation in lieu there- of. Any dispute under this contract shall be subject to jurisdiction of courts in Ahmedabad only Gujarat, India).

11. Course instructors are required to submit result of the students within a week after the end date of the course.

12. Course instructors are required to submit travel/ course expense reports within 7 working days of the course completion. Summer Winter School office will send the template of the expense report which you can fill and revert with the original receipts (original boarding pass, train/bus tickets, hotel bill, taxi bill) attached. Final settlement of the payment will be done after the submission of results, course outputs and original bills. SWS office will require one week to compile the same and finance department will take minimum 10 working days for clearance of the bills and the payments.

**Please note:**

- a. Purchase of IT related items such as mouse, pen drive, hard drive, projector, lap top etc. are not allowable expenses under SWS courses and it will be under the faculty's own account.
- b. Entertainment expense, if at all incurred, should be borne by the faculty only. No such claim should be made while submitting the expenses statement.
- c. The Course instructor's remuneration cheques will be cleared from the finance department once we receive the final accounts/expenses of the course along with the summary and the original bills. The remuneration can be withheld, if output and learning outcome are not submitted by the course faculty. If there is any query filling up the same, you can contact summer winter school office.
- d. It is requested to adhere to the budgeted expenses, as once finalized and submitted in the Accounts department, it will be difficult to alter the course expenses
- e. In case of a travel based courses (Within India/Outside India) once the tickets are booked for the course and if any cancellations/amendments are require to be made for the same, then the additional expenses pertaining to it needs to be borne by the respective faculty member. CEPT University or SWS would not bear any expenses pertaining to cancellations/amendments.

(Separate document with all the relevant details will be sent through SWS office)

For faculty members &/or staff travelling for Summer Winter School, the Director of Summer Winter School at CEPT will need to approve all travel related expenses. No travel booking shall be done for any Summer Winter School program without approval from the Director Summer Winter School.

# Rules for the students/ professionals enrolling in SWS

Following rules and regulations shall govern registration, conduct of courses, and evaluation of students, examinations and maintenance of discipline in all programs under Faculty of Architecture, Faculty of Design, Faculty of Management, Faculty of Planning, and Faculty of Technology. These rules shall be for students registering for all Winter/ Summer School courses at the CEPT University.

These rules are effective from September 10, 2013. The clause related to Professionals in the Eligibility is added from 25th Feb-2015.

## 1. Eligibility:

The Summer /Winter School courses are open to all students who have passed 12th grade or equivalent and who are currently enrolled in the University or Institution for college education. Non- CEPT students need to submit a bonafide certificate from their institute via email to [summerwinterschool@cept.ac.in](mailto:summerwinterschool@cept.ac.in).

The Summer /Winter School courses are now open to the professionals who have acquired their Bachelor's /Master's Degree after December-2013. They need to submit their Degree Certificate and the letter from the current organization with which they are associated via email to [summerwinterschool@cept.ac.in](mailto:summerwinterschool@cept.ac.in). All the below mentioned rules that are applicable to the students are applicable to professionals as well.

## 2. Process of Registration and allocation of courses:

1. A student can register for courses only after (s)he has paid the fees as per requirement. For registration, log on to [sws.cept.ac.in](http://sws.cept.ac.in) or go to [ceptsws.in](http://ceptsws.in) and refer the registration manual.
2. A student registering for Summer /Winter School courses can take maximum of 8 credits and minimum of 2 credits. The fees will be charged per credit basis for Summer / Winter School courses. Fees do not include any expenses the student may incur for the materials, field visits, travel, and related expenses.
3. There will be 5 preferences in the registration form. Student needs to choose all the preferences carefully as it will be presumed that all those courses are of his/her choice. It might be possible that the preference that has been chosen would be either oversubscribed or undersubscribed, in either of the cases Summer Winter School office will take the decision along with the consent of Dean of the concerned Faculty and Academic Director of CEPT University.
4. After the 1st round of registration is over and if any of the courses are oversubscribed, the courses will be allocated to the students through the special algorithm prepared for summer/winter school which is depending upon their preferences given while registration.
5. If the courses are undersubscribed, it will be the joint decision of Summer/Winter School Office, Dean of the concerned Faculty and Academic Director of CEPT University to continue with the course or to stop the same. In any of the cases, the preferences given will govern the course allotment. Once the courses opted by the students are getting closed due to insufficient registrations, students will be asked to choose one from the list of the courses having vacant seats.
6. The courses allocated to the students will not be changed through any personal request.
7. The Professionals will be allocated courses based on the screening of the documents, by the concerned faculty of the course opted.

8. Once the course is allocated, it is student's responsibility to meet the concerned faculty before the commencement of the course. If the concerned faculty calls for a meeting and a student cannot attend the same, he/she should inform the faculty and try to get the if relevant information from his/her colleague enrolled in the same course.

### 3. Refund policy

University has formulated a refund policy which implies to External students / Professionals and UG - 2014/2015 and PG - 2016 only. The refund policy shall be applicable as per the time frame in which the refund request has been received by SWS office (Details are mentioned in student's hand- book and on website)

### 4. Attendance

- a. Minimum attendance requirement to earn the credits for the SWS course opted is 85%.
- b. Student who are found not attending the course, will be marked "FAIL"
- c. In the event of prolonged illness/hospitalization, minimum attendance requirement to earn the credits for a course is 70%. The medical certificate has to be submitted on the day of joining back after the medical leave. This certificate will be verified by the Doctor on campus. The student or his/her parents must intimate the concerned Faculty about illness / hospitalization as soon as it is practical but before the date of joining back.
- d. Students missing out on evaluation or assessment on medical ground or other unavoidable circumstances will have to be kept on "HOLD", until they complete all requirements of the course, within one week of completion of respective SWS course. Thereafter, the result of the student will be marked "Fail", if (s) he does not complete the requirements within the stipulated time.
- e. Any exceptional cases not meeting the above requirements will be reviewed by a committee constituted by Academic Director, Dean and Summer Winter School Office along with the concerned faculty. Dean may act on the recommendation of the committee.
- f. If a student is observed attending any other course apart from the allocated one, strict action will be taken against him/her.

### 5. Grading System and Assessment:

The grading policy for all the courses offered in Summer / Winter School program will be As per the University norms and same shall be included in the transcript along with the credits earned.

The methods of evaluation may be, by way of written examination, assignment, and objective test, presentation, seminar, performance, installation or any combination thereof as per the discretion of the concerned faculty in charge of the course and must be included in the course outline given to students during announcement of course or during class hours.

Note: GPA/NGPA status will be decided by Academic Director, Dean of the faculty, course instructor and Director, SWS.



## 6. Appeal

If any student feels that the interim or final result in any course is erroneous or unfair, the student should first contact the course instructor to resolve the issue within five working days of the announcement of the relevant result. If issue remains unresolved, the student may appeal to the Academic Director and Dean of the Faculty, within 7 working days of the announcement of the relevant result. The Academic Director will constitute an appeal panel and will act on the recommendations deemed necessary and give the decision in 7 working days after application.

## 7. Award of Certificate of Satisfactory Completion of Course (For Non CEPT Students/ Professionals)

- a. A student must have cleared the course with the grades as per CEPT University norms before the award of the Certificate of Satisfactory Completion of Course and issuance of certificate from University.
- b. The Dean of the Faculty and Director of Diploma Certificate Office of CEPT University will be the signing authority for the award of the Certificate.
- c. Provisional certificate will not be provided.

## 8. Discipline

- a. High standard of discipline is expected from all the students. Basic guidelines for the code of conduct have been included in the agreements signed by the Students and Parent/Guardian, at the time of admission. Any infringement of the laid down norms will result in disciplinary action and if needed leading to expulsion from the CEPT University. A Committee appointed by the Dean of the concerned Faculty will examine the case or cases and submit recommendations to Dean. The Dean in consultation with President/ Academic Director will act on the recommendations as deemed necessary.
- b. Any indecent behavior or an act of mental or physical torture to any fellow student shall be considered as a serious act of indiscipline and will attract severe punishment.
- c. No student will indulge in ragging of any form, on/off the campus. A reported alleged case of ragging will be processed as per guidelines laid down by Government of India.
- d. Smoking is prohibited in the Campus

## 9. Additional rules for the students opting for travel based course:

- The University reserves the right to make changes to the Program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes. Any additional expense resulting from the above will be paid by the student.
- Students are financially and logistically responsible for aspects related to air / rail tickets, local travel, visa & insurance (in case of international field visits), food and other incidental expenses.



- **Passport:** For international travel, you must have a passport in your possession, valid for up to 12 months past your return date. This requirement, though, varies from country to country. If you do not currently have a passport with this validity, you should apply for a new passport immediately
- **VISA:** Trips to international destinations will require visa. Students planning to apply for International travel are advised to proceed themselves of the visa requirements of the country of their destination. Students may be required to travel to the Embassies or Consulates of the countries to get the visa. University will provide all the documents pertaining to the VISA requirements. University will not be responsible for acquiring the VISA.
- **Insurance:** Any CEPT Student, Non-CEPT Student or Professional will need to make their own arrangements.
- **Field Visit Expense:** Efforts have been made to provide approximate expense related to the field visit outside Ahmedabad. Field visit expense within India is based on III rd A/C railway fare, shared accommodation, and food. Field visit expense outside India is based on the economy airfare, shared accommodation, food, museum fees, internal transport, visa fee and insurance. Actual cost related to the field visit may vary from the figure mentioned in the poster, depending on various factors like time of booking.

## **F. Grant Details**

CEPT University has introduced a need based grants for the bonafide students of CEPT University (UG - 2014/2015 and PG - 2016 only) enrolling in the courses of Summer Winter School. (Details are mentioned in student's handbook and on website)

Application form for availing the grants can be downloaded from CEPT Website.

## G. Undertaking from the students enrolling in SWS

1. I will not indulge in to:
  - a. Ragging of any kind as the same is prohibited by law;
  - b. Willful defiance of orders & instructions issued from time to time;
  - c. Any activity individually or collectively which may obstruct smooth administrative functioning or which is in contravention of pronounced university policy;
  - d. Create any obstacle in the smooth running of the courses;
  - e. Insubordination to Faculty & Staff directly or indirectly;
  - f. Carry out any unlawful activity.
  
2. I will maintain:
  - a. Correct personal behavior & conduct towards all while inside classes/studios, workshops, laboratory, office, in / off campus.
  - b. Sense of proportion & balance during extracurricular activities.
  
3. I will abide by:
  - a. Any instructions & directions issued by the faculty & administrative authorities in the letter & spirit intended;
  - b. Have in possession identity card issued & produce the same on demand;
  - c. Manage any funds placed at my disposal economically, truthfully & submit accounts at laid down schedules;
  - d. All teaching sessions of the course(s) offered;
  - e. Attend site visits assigned & prepare site reports thereof.
  
4. I fully understand that
  - a. The Summer & Winter Schools are regulated similar to academic semesters;
  - b. During the Site Visit (s) / Field Survey (s) and Project work I am required to carry out work on my own & independently, and these sessions are regulated similar to academic behavior on campus.
  
5. I understand and agree that the University reserves the right to make changes to the Program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the University makes a flight arrangement. Any additional expense resulting from the above will be paid by me.
  
6. I understand that, CEPT University neither commits nor proposes to obtain any approval, endorsement, rating or recognition from any non-statutory organizations.
  
7. I hereby indemnify and agree to keep the CEPT University, its management, faculty, and staff fully indemnified against all claims, loss or damage whatsoever in respect of death, injury, disability or any loss or damage whatsoever arising from any cause in connection with the my participation therein.
  
8. I hereby certify that the information provided by me is true to the best of my knowledge. For International Students Only (Points 9 Through 13)
  
9. I will be a student at CEPT and undertake the courses as indicated in my registration form.

10. I agree to adhere to the provisions of the visa granted to me by the Government of India and CEPT University. The University and/or any of its staff, employees and agents are not to be held responsible for my actions that may be in violation of the above mentioned provisions and agreements.

11. I represent and warrant that I will be covered throughout the Program and throughout my stay in India by a policy of comprehensive health and accident insurance which provides coverage for illnesses or injuries I may sustain or experience. I hereby release and discharge the University from all responsibility and liability for any injuries (including death) illnesses, medical bills, claims, damages, bills, charges or similar expenses I incur as a student.

12. I further represent and warrant that I have no condition, physical or mental, which requires special medical attention or accommodation during my participation in the Program.

13. I understand and agree that the University reserves the right to make changes to the Program or travel (if required) at any time and for any reason, with or without notice, and the University shall not be liable for any loss whatsoever to me by reason of any such cancellation or change. The University is not responsible for penalties assessed by air carriers that may result due to operational and/or itinerary changes, regardless of whether the University makes a flight arrangement. Any additional expense resulting from the above will be paid by me.

It will be understood that the student registering for summer winter school has gone through the above mentioned Rules and agreement and shall abide by it.

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