

STUDENT HANDBOOK

Summer & Winter Term | 2022-23

at

CEPT UNIVERSITY

**Students / Professionals Handbook
for Winter & Summer Term: 2022-23
at CEPT University**

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A. Summer & Winter Courses at CEPT University

The CEPT SUMMER & WINTER courses 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 and Winter terms 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 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 Summer & Winter term courses more dynamic and rich multi-cultural learning environments.

The courses for the Summer term will be conducted from 2nd week of May spanning till 4th week of June with duration of about 7 weeks. The courses for Winter term will be conducted during first three weeks 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 Summer & Winter term are experimental, variety and innovation. They explore emerging areas, provide space to test new ideas and methods, facilitate experience, help understand critical sites and situations, and create opportunities to learn by making. The courses in Summer & Winter term are intense and are for a short and period of two to four weeks.

Orientation

The hallmark of the Summer & Winter term 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 Summer & Winter term 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 Summer & Winter term, students have favoured 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 Summer & Winter term 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. Rules for the students/ professionals enrolling in Summer & Winter Term

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 Summer/ Winter courses at the CEPT University.

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

1. Eligibility:

The Summer/Winter courses are open to all students who have passed 12th grade or equivalent and who are currently enrolled in any 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.

The Summer /Winter courses are also 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. 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:

- a) A student set credits and accordingly pays its fees to register for Summer/ Winter course(s). For registration, log on to <https://sws.cept.ac.in> and refer the registration manual.
- b) A student registering for Summer /Winter courses can take maximum of 10 credits and minimum of 2 credits. The fees will be charged per credit basis for Summer / Winter courses. Fees do not include any expenses the student may incur for the materials, field visits, travel, and related expenses.
- c) The new system of first come-first serve is introduced and will be effective from November 11, 2021. Under this approach the portal will allocate the courses to students on first come first serve basis. The status of seat availability will be visible at the time of the selection of courses and a student can confirm it.
- d) A 15-minute timer is set, and a student will have to complete the registration process within this timeline.

- e) A student can register for Summer/ Winter courses only if they select at least one course where a seat is available to them at the time of registration. If no seat is available in the courses of their choice, they may need to come back another time to check if a seat is available.
- f) In addition to confirming an available seat in a course, students can put their names in a waitlist for courses which are more of their liking, but do not currently have available seats. This allows student to mark their priority and put their names in a waiting list for those courses. A student can set priority of up to 3 courses for each of the course-credit combinations they have selected.
- g) When seats become available due to cancellation, the waitlisted candidates will receive an email. However, the accept button will be activated on the dashboard of the candidate who has an earlier time stamp to the waitlist. The accept button will be active for a given duration which would cover ample daytime for the candidate to exercise the option.
- h) For example – Candidate A cancelled the course at 12 am, so the email will go to B, C, D candidates who were in the waitlist for the course.
- i) The accept button will be activated in the dashboard of Candidate B as that was the earliest time stamp.
- j) The button will be active till 6 pm the next day to exercise the choice. Failing which it will get activated in Candidate C's dashboard as that was the earliest time stamp.
- k) If the courses are undersubscribed, it will be the joint decision of Dean of the concerned Faculty and the Provost of CEPT University to continue with the course or to cancel the same. If a course opted by a student is closed due to insufficient registration, the student will have an option to choose one from the list of the courses having vacant seats or to cancel their registration.
- l) The option to change the confirmed courses is provided after the payment is made and registration is complete. It can be changed only twice. The set credits entered at the time of registration will remain the same till the end.
- m) The drop button on the dashboard will be visible when the course allocation result is published.
- n) Professionals will be allocated courses based on the screening of the documents, by the concerned faculty of the course opted.

- o) 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 relevant information from his/her colleague enrolled in the same course.

3. Refund policy / Dropout Option:

The refund policy shall be applicable as per the time frame in which the refund request has been received by the faculty office. These time frames are mentioned as under:

SR. NO.	TIME FRAME	FOR UG, PG, PROFESSIONALS & EXTERNAL STUDENTS	
		Refund	Credit Policy
1.	Within 24 hours of activation of drop button on dashboard	100% fees refund	Respective credits will be carried forward
2.	After 24 hours of activation of drop button on dashboard	N.A.	Respective credits will not be carried forward which means credit will lapse and a student has to attend the course & if he or she is not able to do so, will be marked absent & will be graded "F" in grade sheet
3.	Cancellation of course due to any unforeseen circumstances	100% fees refund	Respective credits will be carried forward

Guidelines:

- The student can drop the course within 24 hours of final allocation.
- For CEPT students (UG & PG), if the course is dropped within 24 hours of activation of drop button on dashboard, respective credits will be carried forward to next Summer / Winter term. For Non CEPT, if dropped the course within 24 hours of activation of drop button, they can apply for refund.
- If course is dropped after 24 hours of activation of drop button, the waiver credits and fee paid will get lapsed.
- Students who would like to avail extra credits over and above the minimum academic requirements can do so by paying the SWS credit fee as applicable.

4. Attendance:

- a) Minimum attendance requirement to earn the credits for the 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 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 comprising the Provosts, Dy. Provost (Academics) and Dean 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:

- a) The grading policy for all the courses offered in Summer & Winter term will be as per the University norms and same shall be included in the transcript along with the credits earned.
- b) The methods of evaluation may be, by way of written examination, assignment, and objective
- c) 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 proposed by the course instructor at the time of offering the course.

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 Dean of the Faculty, within 7 working days of the announcement of the relevant result. The Dean 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 Registrar 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/Provost will act on the recommendations as deemed necessary.
- b) Any indecent behaviour 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 CEPT Campus.

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

- a) 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 student 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.

- b) 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.
- c) **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.
- d) **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.
- e) **Travel Insurance:** Any CEPT Student, Non-CEPT Student or Professional will need to make their own arrangements.
- f) **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 Illrd 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.
- g) Students opting for a travel-based course, would be accepting all terms and conditions mentioned on the student portal, before registering the courses.

C. Undertaking from the students enrolling in Summer & Winter Term

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 term 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 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 (along with Points 1-8, the below mentioned Points 9-12 are applicable)

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.

It will be understood that the student registering for summer / winter courses has gone through the above-mentioned rules and agreement and shall abide by it.