

STUDENT HANDBOOK

Summer Winter School

Students Handbook Summer and Winter School- CEPT University- for students and professionals.

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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 course, they hinge on the idea that the challenge of being in a new environment and actual on-site observations that contribute to a great degree of tacit learning processes.

The Summer Winter School 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 and teaching landscape. Our programs are designed in a way that helps students to learn by immersing in diverse habitats which they will learn from different perspectives like infrastructure planning to construction detail and special constructs.

With the inclusion and participation of different students and professionals from varied background, our courses get more dynamic and provides a rich multicultural learning environment.

The courses from SWS will be conducted from 2nd week of May spanning till 4th week of June with duration of about 10 weeks. The courses of Winter School 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

SWS programs differ from the regular semester in terms of structure, approach and content and its spirit is experimental, variety and innovation personified. They explore the emerging areas, provides space to test new ideas and methods that facilitate in situ experience, helps understand critical sites and situations, create opportunities to learn by making. The courses are of two to four weeks duration and yet are intense in nature.

Orientation

The hallmark of SWS is its enriching variety of courses that cover a wide range of topics and issues that is achieved by inviting students from different schools where they can apply for the courses of their interest. The intellectual environment is also enriched by bringing potential professionals, academicians, artists and other experts from across the country and abroad to teach. With the intention to attract more resource people from outside and to make it convenient for them, SWS encourages CEPT faculty to host courses with them and here the university teaching staff often play an important role to administer the courses.

Courses

Faculties help students to understand the nature and orientation of the courses which 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 upfront. In the previous SWS, students have shown interest in sessions

such as workshops, activities that include installation process and require travel, and opportunities that provide acquisition of specific skills. In coming years, this pallet would be expanded by offering more courses, that stimulates discussions, involve multi-sensorial learning, focuses on specialized process and skill impartation.

Open to students from varied background, the courses help students to learn by interacting with large group of enthusiastic and talented practitioners, academicians. Participants bring wide array of perspectives that enhances our academic curriculum.

B. RULES FOR THE STUDENTS/PROFESSIONAL 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 section is added from 25th Feb-2015)

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

The Summer/Winter School courses are now open to **professionals** who have acquired their Bachelor's/Master's Degree after December 2009. They need to submit their Degree Certificate and the letter from the current organization with which they are associated via email at: summerwinterschool@cept.ac.in . All the below mentioned rules are applicable to the students as well as professionals.

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 or go to ceptsws.in and kindly 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 other expenses that the student may incur for the materials, field visits, travel and related expenses.
3. The number of preferences provided in the registration form will

be five. Students need to choose all the preferences carefully as it will be presumed that all those courses would be either oversubscribed, in wither of the cases Summer Winter School office will take the decision along with the consent of Dean of the concerned Faculty and Director of CEPT University

4. If any of the courses are oversubscribed, the courses will be allocated to the students through a special algorithm prepared for summer/winter school which is depending upon their preference's 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 that has been opted by the students are getting closed due to insufficient registration, students will be asked to choose the course from the list of the courses having vacant seats. This will be on **first come first basis**.
Professionals will be allocated the course based on the screening of the documents by the concerned faculty opted for and Summer Winter School.
6. **The course allocated to the students will not be changed through any personal request.**
7. 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 students cannot attend the same, he/she should inform the faculty and try to get to the useful information from his/her colleague enrolled in the same course.

3. Refund Policy: University has formulated a refund policy which implies to any student or professional registering for the course/s in Summer Winter School. The time frame in which the application of refund is received will be the governing situation. The time frame for the same is mentioned below:

Sr. No.	Time Frame	Refund%	Remarks
1.	After the registration of the course and before the announcement of course allocation	100% fees refund with deduction of Administrative charges.	Rs. 1000/- Administrative charges will be deducted
2.	Within 3 days of allocation of course	100% fees refund with deduction of Administrative charges	Rs. 1000/- Administrative charges will be deducted

3.	Before the commencement of the course	75% fees refunded if allocated course is to be conducted on campus for in and around Ahmedabad	Student might apply for the refund due to following reasons: a. Medical (has to submit medical certificate which will be verified by the Doctor on Campus) b. VISA rejection (for which the proof needs to be submitted) c. Personal reason d. Unwillingness to join the course e. Dates not suitable f. Any other
4.	After the commencement of course (within 3 days of commencement)	50% fees will be refunded if the allocated course is on campus or in and around Ahmedabad	Student might apply for the refund due to following reasons: a. Medical (has to submit medical certificate which will be verified by the Doctor on Campus) b. Personal reason c. Unwillingness to join the course d. Any other
		No fees will be refunded if the allocated course is off campus/ travel based course	
5.	Cancellation of course due to any natural calamity such as heavy rains, flood, earthquake, landslide etc.	100% fees refund with deduction of Administrative charges	Rs. 1000/- Administrative charges will be deducted

Note: Any course which is to be conducted partially at CEPT and partially outside Ahmedabad will be regarded as a travel based/ off campus course).

Those who do not get preferred courses during the allocation cycle in manual registration can request for the refund fees within 3 days of the allotment results. If the application is received after that, the above mentioned relevant time frame condition will be applied.

Application form for refund can be downloaded from SWS website which the student needs to fill and submit at SWS office along with the proof of payment.

Drop out Option for 2016 onwards UG students and 2017 onwards PG students.

The below timeframe is only applicable for students enrolled in **Under Graduate Program of CEPT 2016** onwards and for students enrolled for **Post Graduate Program 2017 onwards**.

Sr. No	Time Frame	Remarks
1.	Within 3 days of allotment of course	Respective credits will be carried forward
2.	After 3 days of allotment of course	Respective credits will not be carried forward which means a student has to attend the course and if he or she is not able to do so, will be marked absent and will be graded "F" in the grade sheet.

Important Note: Under the second case where credits will not be carried forward a student has to apply for the same in the next school(s) where respective per credit fees will be charged. Students who would like to take extra credits (over and above the minimum academic requirements), by enrolling in Summer Winter School will incur additional expenses.

4. Attendance:

1. Minimum attendance requirement to qualify for pass/ fail credit is 85%.
2. In the event of prolonged illness/hospitalization, minimum attendance requirement to receive pass/no pass grade for a course is 70%. The medical certificate has to be submitted on the day of joining back after the medical leave. The doctor on campus will verify this certificate. The student or his/her parents must intimate the concerned Faculty about the illness/ hospitalization as soon as it is practical but before the date of joining back.
3. Students whose evaluation and assessment are incomplete due to medical condition/ illness or any other unavoidable circumstances will be graded incomplete (IC) and will be marked no pass (NP) if (s)he fails to complete the requirements within this stipulated time.
4. Any case, in exception of the above mentioned requirements will be reviewed by a committee constituting of the Academic Director, Dean and Summer Winter School Office along with the concerned faculty. Dean may act on the recommendation of the committee.
5. If a student is observed attending any other course apart from the allocated one, strict action will be taken against him/her.

1. Grading System and Assessment:

1. All courses offered in the Summer/Winter School will be Pass/No Pass basis along with the marks and will be counted towards the Grade Point Average.
2. The Grade shall be worked out as under:

Grade	
P	Pass
NP	No Pass
IC	Incomplete

3. The transcript will include all courses along with the credits and marks earned by the student.
4. IC incomplete is given to a student who is unable to submit an assignment/ appear for an examination because of illness or some other unavoidable cause. An 'IC' becomes an 'NP' if a student does not fulfill the requirement of the course within four weeks from the last day of Summer/Winter school. All incomplete grades must be removed at the time of graduation.
5. The method of evaluation will be based on the performance of a student in the written examination, assignment, 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 on the first day of the class.
6. A student who receives NP grade in a participated course will have to take any other course to fulfill the credit requirements in the following Summer/Winter School(s).It is important to note that no supplementary examination will be allowed in case of NP in a course.
7. **Award of Certificate of Satisfactory Completion of Course(for non-CEPT students and Professionals)**
 1. A student must have cleared a course with Pass grade before the award of the satisfactory completion of the course and issuance of certificate from University.
 2. The Dean of Faculty and the Head of Diploma Certificate Office of CEPT University will be the signing authority for the award of the certificate.

3. Provisional Certificate will not be provided.

8. Discipline:

1. We at CEPT expect high level of discipline from students. Basic guideline for the code of conduct has been included in the agreement signed by the student and Parent/Guardian at the time of admission. Students should conduct themselves with utmost responsibility and maturity (proper decision making and taking care of their wellbeing) and extend empathy towards fellow students. Any infringement of the laid down norms will result in disciplinary action and if needed will lead to expulsion from CEPT University. A Committee appointed by the Dean of the concerned Faculty will examine such cases and then submit their recommendation to the Dean. The Dean in consultation of the President/ Academic Director will act on the same as deemed necessary.
2. Any indecent behavior or an act of physical and mental torture to any fellow student shall be considered as a serious act of indiscipline and will attract severe punishment.
3. A reported alleged case of ragging on or off campus will be processed as per guidelines laid down of Government of India.
4. Smoking is prohibited on the Campus.

9. Additional rules for the students opted for travel based course.

1. The University reserves the right to make changes to the Program or travel (if required) at any time and 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.
2. Students are financially and logistically responsible for aspects related to air/ rail tickets, local travel, visa and insurance (in case of international field visits), food and other expense
3. 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.
4. VISA: Travel to international destination will require VISA. Students planning to apply for International travel are advised to proceed themselves for the VISA requirements of the country of their destination. Students may be required to travel to the respective

Embassy or Consulate of the country to get the VISA. University will provide all the documents pertaining to the VISA requirements. University will not be responsible for acquiring the VISA. In case if a student's VISA gets rejected she/he has to inform the SWS office regarding that.

5. Insurance: Any CEPT students, Non-CEPT student or a Professional will need to make their own arrangements regarding their travel insurance and then submit a copy to Summer Winter Administration.

Field expenses: Efforts have been made to provide approximate expense related to the field visit outside Ahmedabad. Field visit expense within India is based on third A/C railway fare, shared accommodation, food, museums 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, type of accommodation etc.

6. CEPT University has now set up a travel desk within the campus. Students may choose to use their services.
7. Students opting for a travel based course will have to fill Indemnity form prepared by CEPT University. Indemnity form can be downloaded from *SWS website*.

GRANT DETAILS AND APPLICATION

CEPT University has introduced a need based grants for the bonafide students of CEPT University enrolling in the courses of Summer Winter School.

1. Fee Installment Plan: This is the plan for the students who may not be able to pay full fees at the time of registration. A student needs to take approval from (office) and then inform SWS regarding the same.
2. Tuition Waiver Plan: Under this plan; a portion of tuition fee is waived off and the balance tuition fees has to be paid by the student. Waivers are issued for the courses in which a student will be registered.
3. Travel grant: This is the plan for the students who otherwise cannot afford to register for travel based courses that are conducted outside Gujarat due to personal expenses in addition to the tuition fees.

The specific requirement for each of the plan is as mentioned below:

	Fee Instalment	Tuition Waiver	Travel grant
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	Plan	Plan	(within India and other SAARC countries/ International)
Eligibility Means Criterion	The Student whose parents both spouse's annual income from all sources does not exceed Rs. 10,00,000/- are eligible for consideration	The student whose parents both spouse's annual gross income from all sources does not exceed Rs. 6,50,000/- are eligible for consideration	The student whose spouses annual gross income from all sources does not exceed Rs. 7,50,000/- are eligible for consideration

	Fee Installment Plan	Tuition Waiver Plan	Travel grant (within India and other SAARC countries/ International)	
Eligibility Criterion	Nil.	Nil	The students shall have aggregate 60% marks in all previous semesters in currently enrolled academic degree program at CEPT University. Student should not have failed in any subject	
Particulars	Nil	50% waiver (20 students) & 25% waiver (10 students)	Travel grant within India and other SAARC countries	Actual cost but not greater than Rs. 10,000/- (15 students)
				Actual cost but not greater than Rs. 5000/- (10 students)
			Grant for International travel	Actual cost but not greater than 50,000/- (20 students)

				Actual cost but not greater than 25,000/- (20 students)
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Note: The number of students mentioned here are approximate and University has full rights to change the same.

Application for availing grants can be downloaded from SWS website.

UNDERTAKING FROM THE STUDENTS ENROLLING IN

1. Will not indulge into:
 - a. Ragging of any kind as the same is prohibited by law;
 - b. Willful defiance of orders and 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. Insubordinate to Faculty & Staff directly or indirectly;
 - f. Carry out unlawful activity.

2. I will maintain:
 - a. Correct personal behavior and conduct towards all while inside classes/studios, workshops, laboratory, office in/off campus.
 - b. Sense of proportion and balance during extracurricular activities.

3. I will abide by:
 - a. Any instructions and directions issued by the faculty and administrative authorities in the letter and spirit intended;
 - b. Have in possession identity card issued and produce the same on demand;
 - c. Manage any funds placed at my disposal economically, truthfully and submit accounts at laid down schedules;
 - d. All teaching sessions of the course(s) offered;
 - e. Attend site visits assigned and prepare site reports thereof.

4. I fully understand that
 - a. The Summer and Winter Schools are regulated similar to academic semesters;
 - b. During the site visit (s) or field visits(s) and project work I am required to carry out work on my own and 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 results 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.

(Points 9 to 13 are for International Students only)

9. I will be a student at CEPT and undertake the courses as indicated in my registration portal.
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 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 stay in India by a policy of comprehensive health and accident insurance which provides coverage for illness 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 reason with or without notice, 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. I will pay any additional expense resulting from the above.

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.