

STUDENT HANDBOOK

For High School Program

Summer Winter School

Students Handbook Summer and Winter School- CEPT University- for High School students

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

The courses of summer school will be conducted from 2nd week of May spanning till 4th week of June with duration of about 7 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

Considering creativity starts from any age and the learning opportunities shouldn't just be limited to college students and professionals we have are now offering courses for high school students as well to participate in the courses that are specially designed for them. The intention is to provide learning opportunities to students by providing them an interactive learning environment by inviting students from different schools and provide them a platform to explore their creative side and help them express themselves in better way. By allowing them to engage them in group activities the intention is to also help them develop a sense of accountability regarding their contribution in their team.

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. 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 students 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 “High School Program”. These rules shall be for students registering for all Winter/Summer School courses at the CEPT University.

1. Eligibility: The Summer/Winter School courses are open to all high school students currently studying in 8th, 9th, 10th, 11th and 12th grade students. In order to participate in our courses students need to submit a bonafide certificate from their school via email at: summerwinterschool@cept.ac.in or the same can also submitted to SWS office. In absence of a bonafide certificate a copy of adhar card or last year’s mark sheet can also be submitted along with the form.

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, one can download the application form from the SWS website or can collect the same from SWS office.

2. The registration for every course will be done on first come first basis.

3. If the courses are undersubscribed then it will be a decision of Summer Winter School office whether to continue with the courses or stop the same. Once the courses are getting cancelled 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**.

3. Refund Policy

No refund will be provided to the student once the registration has been made. If a course gets cancelled due to less number of registrations and if a student does not

want to participate in any other offered courses the fees will be refunded. For which the student has to fill a refund form that will be provided by Summer Winter School office and can submit the same along with the proof of payment.

4. Attendance:

Minimum attendance required to qualify pass the course is 85%.

5. Grading System and Assessment

The method of evaluation will be based on the overall performance of the student during the participation of the course which will be done by the faculty member conducting the course. The same shall be communicated by the faculty member of the first day of the course.

6. Award of Certificate of Satisfactory Completion of Course

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 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.

7. Discipline:

1. We at CEPT expect high level of discipline from students. Basic guidelines for the code of conduct have been included in the agreement signed by the student and Parent/Guardian at the time of taking the course. Students should conduct themselves with utmost responsibility and maturity (proper decision making and taking care of their wellbeing) and extend empathy towards fellow students.
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. Smoking is prohibited on the Campus.

C. Undertaking from the students enrolling in SWS:

1. I will not indulge into:
 - a. Ragging of any kind as the same is prohibited by the law.
 - b. Wilful defiance of orders and instructions issued from time to time.

c. Create any obstacle in the smooth running of the course.

2. I will maintain:

a. Correct personal behavior and conduct towards all while inside classes/ studios/ workshops, office, in/off campus.

b. Sense of proportion and balance during extracurricular activities.

3. 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.

4. I hereby certify that the information provided by me is true to the best of my knowledge.

It will be understood that the students registering for summer winter school high school program has gone through the above mentioned rules and agreement and shall abide by it.