

STUDENT HANDBOOK

Summer Winter School | 2016 - 2017

Handbook of Summer Winter School at CEPT University (CEPT SWS) year 2016-2017 - for Students/ 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 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 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 from 2nd week of May spanning till 4th week of June with duration of about 7 weeks. The courses for 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

These programmes 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 and 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 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 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 programmes would explore new avenues and grow in strength.

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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.

The Summer /Winter School courses are now open to the 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 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:

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 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 course that has been opted by the student 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 done on first come first basis. The Professionals will be allocated the courses based on the screening of the documents by the concerned faculty of the course opted for and Summer Winter School.

6. The courses allocated to the students will not be changed through any personal request.
7. The Professionals will be allocated the courses based on the screening of the documents by the concerned faculty of the course opted for and Summer Winter School.
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 a meeting and a student cannot attend the same, he/she should inform the faculty and try to get 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. These time frames are mentioned as under.

Sr. No	Time Frame	Refund %	Remarks
1.	After the registration of the course and before the allocation date that is announced	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.	After the 3 days of allocation of the course and before commencement of the course.	75% fees refunded if allocated course is to be conducted 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. VISA rejection c. Personal reason d. Unwillingness to join the course e. Dates not suitable f. Any other
		50% of fees will be refunded if allocated course is to be conducted off campus /Travel based course.	

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. VISA rejection c. Personal reason d. Unwillingness to join the course e. Dates not suitable f. 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 can request for the refund of 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 for refund can be downloaded from CEPT website.

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 and 2017 and for students enrolled for Post Graduate Program 2017.

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

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 avail extra credits (over and above the minimum academic requirements), by enrolling in SWS will incur additional expenses as applicable.

4. Attendance:

- Minimum attendance requirement to qualify for pass / fail credit is 85%.
- 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. This certificate will be verified by the Doctor on campus. The student or his/her parents must intimate the concerned Faculty of the illness / hospitalization as soon as it is practical but before the date of joining back.
- Students missing out on evaluation or assessment on medical ground or other unavoidable

circumstances will be graded incomplete (IC) and given a time of 4 weeks to complete all requirements of the course. Student will be marked no pass (NP) if (s)he fails to complete the requirements within this stipulated time.

4. 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.
5. 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:

1. All courses offered in the Winter /Summer School will be Pass /No Pass basis and will not 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 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 fulfil 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 methods of evaluation may be, by way of 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 the subject will take any other course to fulfil the credit requirements in the following Winter/Summer School(s). It is important to note that no supplementary examination will be allowed in case of NP in a 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 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)

1. A student must have cleared the course with “Pass” grade before the award of the Certificate of Satisfactory Completion of Course and issuance of certificate from University.
2. The Dean of the Faculty and 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. 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.
2. 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.
3. 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.
4. Smoking is prohibited in the Campus.

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

1. 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.
2. 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.
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:

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.

5. Insurance:

Any CEPT Student, Non-CEPT Student or Professional will need to make their own arrangements and submit a copy to Summer Winter Administration

6. 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, type of accommodation etc.

7. CEPT University has now set up a travel desk within the campus. Students may choose to use their services.
8. Students opting for a travel based course will have to fill Indemnity form prepared by CEPT University. Indemnity form can be downloaded from CEPT 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.
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 Installment Plan	Tuition Waiver Plan	Travel grant (within India and other SAARC countries/ International)
Eligibility: Means Criterion	The student whose parents' (both) / spouse's annual gross 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 parents' (both)/spouse's annual gross income from all sources does not exceed Rs. 7, 50,000/- are eligible for consideration.

Eligibility: Means Criterion	Nil.	Nil.	The student 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 5,000/- (10 students)
			Grant for International travel	Actual cost but not greater than Rs 50,000/- (20 students)
				Actual cost but not greater than Rs 25,000/- (20 students)

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 website.

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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, work shops, 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.

CEPTSWS.IN

Contact: summerwinterschool@cept.ac.in

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