CEPT FOUNDATION PROGRAMME

Students' Handbook
2019 - 20

Contents

This manual must be read along with the CEPT University Undergraduate Student Handbook Rules and Regulations. In matters that are not mentioned in this manual, the students will follow the rules and guidelines mentioned in the CEPT University Undergraduate Student Handbook Rules and Regulations.

The Foundation Programme at CEPT University

CEPT University focuses on understanding, designing, planning, constructing and managing human habitat. Its teaching programmes build thoughtful professionals and its research programmes deepen the understanding of human habitat and environment.

The CEPT Foundation Programme, set up in July 2018, provides the first step in this direction. The programme believes in an intersectional approach which encourages students to learn across discipline boundaries, evolving an understanding of the interconnected nature of their future professional lives. The programme balances technical skills, discipline-related critical thinking, and an ability to express oneself through varying media. It aims to ensure excellence in these skills and abilities, and instill a work ethic and work habits which will enable the students to develop as professionals. Its pedagogy provides exposure to wider concerns in the world, and encourages an exploration of one's individual creativity, while emphasizing on rigour. The programme strives to provide support to each student to develop to the best of their abilities.

1. Applicability

1.1 The following rules and regulations shall govern all aspects of the CEPT Foundation Programme, including student evaluation and examinations.

1.2 The rules are an addition to the CEPT University rules and regulations. Please read the CEPT University *Undergraduate Student Handbook Rules and Regulations* along with this booklet.

1.3 In case of any conflict between the two documents or in matters of interpretation, the decision of the Provost shall be final.

1.4 The following rules are effective from July 2018 and are applicable only to the CEPT Foundation Programme.

1.5 Student rules may be amended or modified from time to time by the CEPT Foundation Programme. In such an eventuality, they will be published on the website and intimated to the students.

2. Admissions

2.1 This section on Admission rules shall be applicable to the students who have enrolled in the CEPT Foundation Programme starting from the academic year 2018–19 .

2.2 A candidate will be considered an enrolled student when they pay the fees on or before the date announced by the University and sign the letter of undertaking, thereby accepting the offer letter of admission and agreeing to comply with the rules and policies of the CEPT Foundation Programme and of CEPT.

2.3 Admission to the CEPT undergraduate programme is on probation. A student will have to clear the CEPT Foundation Programme within the academic year of their registration to progress to a higher level.

2.4 A student can voluntarily withdraw admission to the CEPT Foundation Programme at any time, by writing to the Dean, CEPT Foundation Programme.

2.5 Please refer to the University guidelines for rules regarding the refund of fees.

3. Registration and fees

3.1 The students are required to register to the course, during each semester of the Foundation Programme. Please refer to the University fee rules for details regarding fees, late fees etc.

3.2 Expenses for any field visits are to be paid by the students in addition to the course fees. Field visits are not included in the regular semester or summer/winter school fees.

3.3 The students will have to exit the CEPT Foundation Programme after the Monsoon semester if they do not fulfil the academic requirements of the programme, and will receive a refund of 50% of their Monsoon semester fees. The refund will not be available for the students who fail due to lack of attendance or who fail in the Spring semester.

4. Academic Structure

4.1 The duration of the CEPT Foundation Programme is 2 semesters. The programme includes the period of the Winter School.

4.2 The CEPT Foundation Programme is an integrated programme, consisting of four mandatory components. The nature of the course and the distribution of credits across components are explained below:

Course Code	Nature of the course	Duration	Course components	No of credits	Course Duration	No of hours of student work per week
	Mandatory	Monsoon + Spring Semesters	Studio	30	34 weeks	37.5
			Field Studio		2.5 weeks	37.5
			Reading Objects, Writing Craft	6	34 weeks	7.5
			Perspectives	4	34 weeks	5

4.3 Course timings:
   4.3.1   Studio: Monday to Friday, 10.30 am to 5.30 pm
   4.3.2   Reading Objects, Writing Craft: Tuesday to Friday, 8.00 am to 10.00 am
   4.3.3   Perspectives: alternate Fridays, 5.30 to 7.30 pm or when scheduled.
   4.3.4   Field Studio: 20 days, December

4.4 The time-table for extra teaching classes will be communicated to the students when necessary.

5. Academic Requirements

5.1 A student must earn a minimum qualification "Adequate" in each of the 4 components of the CEPT Foundation Programme (Monsoon semester), in order to progress to the Spring semester.

5.2 A student who does not fulfil the requirements indicated in point 5.1 above has to exit the CEPT University at the end of the Monsoon semester. The student will receive a refund as per point 3.3 above.

	Studio (13 credits)	Field Studio (2 credits)	ROWC (3 credits)	Perspectives (2 credits)	Overall (20 credits)
Student 1	Excellent	Excellent	Unsatisfactory	Excellent	FAIL
Student 2	Vert Good	Unsatisfactory	Good	Adequate	FAIL
Student 3	Unsatisfactory	Excellent	Excellent	Excellent	FAIL
Student 4	Inadequate	Very Good	Adequate	Adequate	FAIL
Student 5	Good	Good	Inadequate	Adequate	FAIL
Student 6	Good	Very Good	Very Good	Inadequate	FAIL
Student 7	Good	Very Good	Adequate	Very Good	PASS

5.3 A student must earn a minimum qualification "Adequate" in each of the 3 components of the CEPT Foundation Programme (Spring semester), to clear the programme and progress to a higher level.

5.4 A student who does not fulfil the requirements indicated in point 5.3 above has to exit CEPT University.

	Studio (15 credits)	ROWC (3 credits)	Perspectives (2 credits)	Overall (20 credits)
Student 1	Excellent	Unsatisfactory	Excellent	FAIL
Student 2	Adequate	Adequate	Adequate	PASS
Student 3	Unsatisfactory	Excellent	Excellent	FAIL
Student 4	Inadequate	Adequate	Adequate	FAIL
Student 5	Good	Inadequate	Adequate	FAIL
Student 6	Good	Very Good	Inadequate	FAIL
Student 7	Good	Adequate	Very Good	PASS

5.5 Students will be informed of the result of each exercise within the stipulated timeframe.

5.6 Students have the responsibility of informing their guardians about the result of each exercise.

6. Attendance

6.1 Students of the CEPT Foundation Programme must meet the attendance requirements specified in the CEPT policies for each course component and in each semester.

6.2 Students applying for medical leave are expected to fulfil the requirements for medical leave: submit a doctor's certificate accompanied by relevant documents. Copies of the documents will be submitted to the CEPT Foundation Programme Administrative Department for verification by the resident doctor.

6.3 If a student's attendance falls below 70% for medical reasons, CEPT policies will apply: ie, the student will be asked to drop one semester and re-join the programme during the following academic year.

6.4 Exceptional cases will be considered only with special dispensation from the Registrar and Provost.

6.5 Students will be informed on a monthly basis of the status of their attendance and will receive intimation in case there is a shortfall in attendance.

7. Grading and assessment

7.1 The CEPT Foundation Programme is a non-GPA course. At the end of each semester, the students will receive an overall Pass/Fail result.

7.2 The assessment for each course component of the programme follows the system below:

	Grade	Numerical slab	Numerical value for computation	Interpretation
PASS	Exceptional	90-100	95	The work shows an outstanding level of knowledge, skills and abilities, with potential to be integrated into the students' ongoing practice.
	Very Good	80-89	85	The work is indicative of a very good grasp of the required knowledge and very good skills and abilities, with potential to reach excellence.
	Good	70-79	75	The work is indicative of a significant level of knowledge, skills and abilities, with potential to reach high standards of learning.
	Adequate	60-69	65	The work is indicative of a grasp of the minimum necessary skills/ abilities.
FAIL	Unsatisfactory	50-59	55	The work is not indicative of the necessary skills and abilities, but shows potential to achieve minimum requirements.
	Inadequate	1-49	25	The work does not fulfill the minimum requirements.
	Not Submitted		0	

7.3 The overall result for each course component is given by a weighted average of all the exercises.
    7.3.1   The final result will integrate the Studio and Field Studio components.
    7.3.2   The exercise weightage for the Studio and Field Studio Components is:

Studio + Field Studio					
Monsoon Semester			**Spring Semester**		
Exercise Title	**Weightage**		**Exercise Title**	**Weightage**	
S1. Freehand Drawing	4%		S11. Digital Representation	4%	
S2. Perspective Drawing	8%		S12. Organizing Principles	8%	
S3. Technical Drawing I	10%		S13. Deciphering and Interpreting Styles	8%	
S4. Colour Theory	4%		S14. Mapping and Data Representation	10%	
S5. How Things Work	8%		S15. Imaginative Drawing	8%	
S6. Gauging Sizes	8%		S16. Technical Drawing II	12%	
S7. Model-making	10%		S17. Making and Testing Structures	10%	
S8. Sketching	4%		S18. Joining Elements	10%	
S9. Culmination Exercise I	30%		S19. Culmination Exercise II	30%	
S10. Field Studio	14%				
TOTAL	**100%**		**TOTAL**	**100%**	

7.3.3   The exercise weightage for the Reading Objects, Writing Craft component is:

ROWC					
Monsoon Semester			**Spring Semester**		
Exercise Title	**Weightage**		**Exercise Title**		**Weightage**
R1. Describing Objects	10%		R7. Imagining Worlds		10%
R2. Describing Architecture	10%		R8. Photo-essays		20%
R3. Descriptive Essays	20%		R9. Argumentative Essays		10%
R4. Documenting Studio Learnings	20%		R10. Documenting Studio Learnings		20%
R5. Compiling a Booklet	10%		R11. Compiling a Booklet		10%
R6. Culmination Exercise I	30%		R12. Culmination Exercise II		30%
TOTAL	**100%**			**TOTAL**	**100%**

7.3.4   The exercise weightage for the Perspectives component is:

Perspectives				
Monsoon Semester			**Spring Semester**	
Exercise Title	**Weightage**			
P1. Reflecting on Guest Lectures	50%		P3. Reflecting on Guest Lectures	50%
P2. Reflecting on Films and Documentaries	50%		P4. Reflecting on Films, Documentaries and Music	50%
TOTAL	**100%**		**TOTAL**	**100%**

7.3.5   In the eventuality of any change in the grading and assessment system, the students will be immediately informed of the change.

8. Assignment Submissions

8.1 No late submissions will be accepted.

8.2 Extended deadlines will be considered for students who are unable to submit their assignments due to medical reasons. To avail of this, the student would have to fulfil all medical leave requirements (see 6.2).   Extension will be granted based on the specifics of each case and the decision of the CFP Dean will be final.

9. Academic Support

9.1 Each course will identify the students who fail ("Unsatisfactory" and "Inadequate") in individual exercises and provide Extra Teaching Classes to support them in improving their performance.

9.2 The students will be informed via email of the opportunity to join the Extra Teaching Classes, which will provide time-bound additional coaching.

9.3 The assignments submitted for the Extra Teaching Classes, will be assessed following the same system.

10. Grievance policy

10.1   If any student feels that the individual exercise result or final result in any course is erroneous or unfair, the student should approach the course component coordinator with a grievance application (Level 1) within five working days of the announcement of the relevant result. The course coordinator will respond to the application within 5 working days of receiving the application.

10.2   If the issue remains unsolved, the student may appeal to the Dean of the CEPT Foundation Programme (grievance application Level 2), within 5 working days of receiving the response from the programme coordinator. The Dean will respond to the grievance application (Level 2) within 10 working days of receiving the application.

10.3   If the student is dissatisfied with the response from the Dean of the CEPT Foundation Programme, the student may approach the Provost (grievance application Level 3) within 5 working days of the receipt of the grievance redressal response from the Dean of the CEPT Foundation Programme. The student must at this stage submit all evidence of correspondence exchanged so far. The Provost will check the evidence for procedural correctness and take a decision within 10 working days of the receipt of the evidence. The decision of the Provost will be final.

11. Summer/Winter School

11.1   The Field Studio (Winter School) is a mandatory part of the CEPT Foundation Programme and the students are expected to register for it.

11.2   Important Points of Contact

11.2.1 With respect to academic queries and concerns, a student's first point of contact shall be the faculty member/course facilitator or the Programme Chairpersons.

11.2.2 In case a student's queries remain unresolved after speaking with the Programme Chair, or if they are unable to communicate their queries to the course facilitator or the Programme Chair, they may contact the Dean of the CEPT Foundation Programme.