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 Program at CEPT University

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

The CEPT Foundation Program, set up in July 2018, provides the first step in this direction. The program 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 program 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 broader concerns in the world, and encourages an exploration of one's individual creativity, while emphasizing on rigor. The program 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 Program, 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 Academic Director shall be final.

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

1.5 Student rules may be amended or modified from time to time by the CEPT Foundation Program, and 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 Program 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 Program and of CEPT.

2.3 Admission to the CEPT undergraduate program is on probation. A student will have to clear the CEPT Foundation Program 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 Program at any time, by writing to the Director, CEPT Foundation Program.

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

3. Registration and fees

3.1 The students are required to register to the course, during each semester of the Foundation Program. Please refer 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 Program after the Monsoon semester if they do not fulfil the academic requirements of the program, 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 any disciplinary action.

4. Academic Structure

4.1 The duration of the CEPT Foundation Program is 2 semesters. The program includes the period of the Winter School.

4.2 The CEPT Foundation Program is an integrated program, 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: Monday, Wednesday, Thursday, Friday, 8.00 am to 10.00 am

    4.3.3   Perspectives: alternate Saturdays, 3.30 to 5.30 pm or when scheduled.

    4.3.4   Field Studio: 20 days, Winter Break

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 of 50% marks in the CEPT Foundation Program (Monsoon semester), with a minimum of 45% marks in each course component of the Monsoon Semester in order to progress to the spring semester. An example is provided in the table below:

	Course Components				Course Average	Remarks
	Studio (out of 100)	Field Studio (out of 100)	Reading Objects Writing Craft (out of 100)	Perspectives (out of 100)		
Examples of Possible Percentages in Each Course	45	60	54	60	50	Passing
	54	45	45	45	50	Passing
	70	45	45	30	59	Failed for not achieving minimum 45 in the Perspectives course component
	45	45	45	45	45	Failed for not achieving an overall average of 50%
	30	80	80	80	50	Failed for not achieving minimum 45 in the Studio

5.2 A student who does not fulfil the requirements indicated in point 5.1 above has to exit the program at the end of the Monsoon semester and their admission stands cancelled. The student will receive a refund as per point 3.3 above.

5.3 A student must earn a minimum of 60% marks in the CEPT Foundation Program at the end of the spring semester, with minimum 45% marks in each of the course components, to clear the program and progress to a higher level.

5.4 A student who does not fulfil the requirements indicated in point 5.3 above has to the program at the end of the spring semester and their admission stands cancelled.

5.5 The grading and assessment system will be communicated to the students once the course begins.

6. Attendance

6.1 The CEPT Foundation Program requires a minimum of 85% attendance in each course component and in each semester.

6.2 The rule may be relaxed for medical reasons, to a minimum of 75% attendance in each semester. The student will be 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 Program Administrative Department for verification by the resident doctor.

6.3 If a student's attendance falls below 75% for medical reasons, CEPT policies will apply: i.e., the student will be asked to drop one semester and re-join the program during the following academic year.

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

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 grading and assessment system of the program will be communicated to the students during the CEPT Foundation Program orientation.

7.2 The GPA, corresponding to 40 credits, will be calculated based on the final grades.

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 Director of CFP will be final.

9. Academic Support

9.1 Each course will identify the students who fail 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 On completion of the assignments for the Extra Teaching Classes, the students whose performance has reached the required level will obtain passing marks.

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 first contact the course coordinator to resolve the issue within five working days of the announcement of the relevant result.

10.2   If the issue remains unsolved, the student may appeal to the Director of the CEPT Foundation Program, within ten working days of the announcement of the relevant result. The Director will give the decision in 21 working days after application.

10.3   If the student is dissatisfied with the response from the Director of the CEPT Foundation Program, the student can approach the Academic Director within 5 working days of the receipt of the grievance redressal response from the Director of the CEPT Foundation Program. The student must at this stage submit all evidence of correspondence done so far. The Academic Director 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 Academic Director will be final.

11. Summer/Winter School

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

12. Offices and Services

12.1   Scanning and photocopying: Facilities for photocopying and scanning will be provided within the building where the course is located. Each student will be given a code to access the equipment and they will have to pay for their usage.

12.2   Important Points of Contact

     12.2.1   With respect to academic queries and concerns, your first point of contact shall be the faculty member/course facilitator or the course coordinator.

     12.2.2   In case your queries remain unresolved after speaking with the course coordinator, or if you are unable to communicate your queries to the course facilitator or the course coordinator, you may contact the Director of the CEPT Foundation Program.