

CEPT FOUNDATION PROGRAMME

Students' Handbook
2026 - 27

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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 the human environment. 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 is designed to address the requirements of all the faculties from which the students come. It focuses on providing cross-disciplinary and discipline-specific foundational skills and a basic introduction to various thematic areas required to join Level 2. It 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 instil 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 creativity, while emphasising on rigour. 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 Provost 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. 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 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 a maximum two academic years of their registration to progress to a higher level.

2.4 A student may apply for a drop (i) in exceptional circumstances such as on medical grounds from the CEPT Foundation Program (ii) in case of an unprecedented situation after the student has started attending the classes and has finished all the necessary formalities before the beginning of the classes, as communicated by CFP.

2.4.1 The drop can only be availed after the closure of admission.

2.4.2 The application to drop the CEPT Foundation Program may be submitted at any point during the Monsoon or Spring semester. The application needs to indicate the valid reasons for the request to drop the semester / academic year and will be subject to review by a committee. The applicant will be informed of the decision of the committee

2.4.3 The student will receive no refund of fees. It will be adjusted for the year when they join again.

2.4.4 The student may rejoin the CEPT Foundation Program the following year.

2.4.5 The fee structure applicable will correspond to the initial year of joining the program.

2.4.6 The student may fulfil the requirements of their degree within 7.5 years from the year they receive their acceptance letter.

3. Registration and fees

3.1 The students are required to register for the course, during each semester of the Foundation Program. 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.

4. Academic Structure

4.1 The duration of the CEPT Foundation Program is 2 semesters.

4.2 The CEPT Foundation Program is an integrated program, consisting of two mandatory components.

The nature of the course and the distribution of credits across components are explained below:

Nature of the course	Duration	Course components	No of credits	Course Duration
Mandatory	Monsoon + Spring Semesters	Studio (Cross-disciplinary + Discipline-specific)	32	38 weeks
		Reading Objects, Writing Craft + Perspectives	8	38 weeks

4.3 Course timings:

4.3.1 **Monsoon Semester:** Studio (Cross-disciplinary): Monday, Tuesday, Wednesday, from 10:30 am to 1:30 pm.

4.3.2 **Monsoon Semester:** Studio (Discipline-specific): Thursday, Friday, from 10:30 am to 1:30 pm.

4.3.3 **Monsoon Semester:** Reading Objects, Writing Craft + Perspectives: ROWC: 8.00 am to 10.00 am (three days a week, as scheduled depending on Unit); Perspectives lectures when scheduled.

4.3.4 **Spring Semester:** Studio (Cross-disciplinary): Wednesday, Thursday, Friday, 10:30 am to 1:30 pm.

4.3.5 **Spring Semester:** Studio (Discipline-specific): Monday, Tuesday, 10.30 am to 1.30 pm

- 4.3.6 **Spring Semester:** Last 6 weeks Studio (Discipline-specific): Monday–Friday, 10.30 am to 1.30 pm.
- 4.3.7 **Spring Semester:** Reading Objects, Writing Craft + Perspectives: ROWC: 8.00 am to 10.00 am (three days a week, as scheduled depending on Unit); Perspectives lectures when scheduled.
- 4.4 Extra teaching classes will be conducted on Tuesdays and Fridays from 2:30 pm – 3:30 pm for Cross-disciplinary Modules and Discipline-specific Modules, respectively, for the Monsoon semester and Tuesdays and Fridays from 2:30 pm – 3:30 pm for Discipline-specific Modules and Cross-disciplinary Modules, respectively, for the Spring semester. The students who need to participate in them will be informed.
- 4.5 Tutorials and Make-up sessions may occasionally be conducted on Saturdays, and the students will be informed.

5. Academic Requirements

- 5.1 A student must earn a minimum of a C (Satisfactory) grade in Studio (each in the Cross-disciplinary and Discipline-specific Studios) and in ROWC in the 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 CEPT University at the end of the Monsoon semester. The student may choose to repeat the Monsoon Semester during the following academic year.
- 5.3 A student must earn a minimum of a C (Satisfactory) grade in Studio (each in the Cross-disciplinary and Discipline-specific Modules) and in ROWC in the Spring Semester in order to clear the program and progress to a higher level.
- 5.4 A student who does not fulfil the requirements indicated in points 5.3 and above will be given an opportunity to re-register for the Foundation Program in the semester they have failed, during the following academic year.
- 5.5 If a student fails either of the semesters of the CEPT Foundation Program twice (during two academic years) their admission will stand cancelled.

6. Attendance

- 6.1 Students of the CEPT Foundation Program 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 within 5 days of their return to class. Copies of the documents will be submitted to the CEPT Foundation Program Administrative Department for verification by the resident doctor and the Dean.
- 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 rejoin the program during the following academic year.
- 6.4 Exceptional cases will be considered only with special dispensation from the Dean, 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. It is the student's responsibility to inform their guardians/parents of the same.

7. Grading and assessment

7.1 The CEPT Foundation Program is a GPA course that follows the grading policies of CEPT University.

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

	Grade	Marks range	Interpretation
PASS	O (Exemplary)	90–100 Avg 95	The work shows an outstanding level of knowledge, skills and abilities, with potential to be integrated into the students' ongoing practice.
	A (Very Good)	80–89 Avg 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.
	B (Good)	65–79 Avg 72	The work is indicative of a significant level of knowledge, skills and abilities, with potential to reach high standards of learning.
	C (Satisfactory)	55–64 Avg 60	The work is indicative of a grasp of the minimum necessary skills/abilities.
FAIL	F1 (Poor)	35–54 Avg 45	The quantity of work meets the requirements but it is qualitatively poor.
	F2 (Unacceptable)	1–34 Avg 18	The work does not fulfil the minimum requirements in quantity and quality.

7.3 Students will be informed of the result of each module within 15-20 working days of the submission of the module.

7.4 The overall result for each course component is given by a weighted average of all the exercises.

7.4.1 The weightage for the studio is: Monsoon Semester (M25): 60% Cross-disciplinary Modules + 40% Discipline-specific Modules; and Spring Semester (S26): 40% Cross-disciplinary Modules including Field Studio + 60% Discipline-specific Modules including Design Module.

7.4.2 The detailed exercise weightage for the Studio (Cross-disciplinary, Discipline-specific and Field Studio) is:

7.4.3

CFP 2026_27 Monsoon Semester Cross-disciplinary Modules	
List of Common Modules	Weightage (%)
A2-I Technical Drawing I	10
A1 Freehand Drawing	10
A2-II Technical Drawing II	10
A3 How Things Work	20
C1 Model Making	20
A5 Gauging Sizes	10

A7 Documenting & Representing	20
Total	100.0
CFP 2026_27 Monsoon Semester Discipline-specific Modules -Architecture	
List of Allied Modules	Weightage (%)
AR1 Experiencing Architecture	10
AR2 Observing Objects and Architecture	25
AR3 Visualizing Architecture	25
AR4 Ordering and Organizing Architecture	40
Total	100.0
CFP 2026_27 Monsoon Semester Discipline-specific Modules -Urban Design	
List of Allied Modules	Weightage (%)
UR1 Seeing the City	20
UR2 Observing the City	25
UR3 City in Theory	15
UR4 Drawing the City	40
Total	100.0
CFP 2026_27 Monsoon Semester Discipline-specific Modules -Design	
List of Allied Modules	Weightage (%)
BD1 Material & Making	45
BD2 Concepts of Visual Perception - Part I	27.5
BD2 Concepts of Visual Perception - Part II	27.5
	100.0
CFP 2026_27 Monsoon Semester Discipline-specific Modules -Civil Engineering	
List of Allied Modules	Weightage (%)
CT1 Physics	25
CT2 Solid Mechanics	25
CT3 Introduction to Mechanical, Electrical and Automation	20

CT4 Final Project	30
	100.0

CFP 2026_27 Spring Semester Cross-disciplinary Modules	
List of Common Modules	Weightage (%)
Field Studio	20
C3 Joining Elements	20
C4 Understanding Structures	20
C5 Hands-on Workshops	20
B6 Mapping & Data representation	20
Total	100.0
CFP 2026_27 Spring Semester Discipline-specific Modules -Architecture	
List of Allied Modules	Weightage (%)
AR5 Body, Activities and Inhabitation	20
AR6 The Anatomy of a Building: Systems and Materials	20
AR7 Reading a Site: Climate, Context & Terrain	10
AR8 Architectural Design	50
Total	100.0
CFP 2026_27 Spring Semester Discipline-specific Modules -Urban Design	
List of Allied Modules	Weightage (%)
UR5 Understanding the City	40
UR6 Project - X	10
UR7 Designing in the City	50
Total	100.0
CFP 2026_27 Spring Semester Discipline-specific Modules -Design	

List of Allied Modules	Weightage (%)
BD3 Narrative Representation	20
BD4 Form, Structure & Geometry	25
BD5 Design Process & Design Project	55
	100.0
CFP 2026_27 Spring Semester Discipline-specific Modules -Civil Engineering	
List of Allied Modules	Weightage (%)
CT5 Statistics and Data Visualization	20
CT6 Construction Materials	30
CT7 Design Project	50
	100.0

* Subject to change

7.4.4 The exercise weightage for the ROWC component is:

ROWC			
Monsoon Semester (M26)		Spring Semester (S27)	
Exercise Title	Weightage	Exercise Title	Weightage
E1 An Eye for Detail (Objects)	25%	E1 An Eye for Detail (Objects)	25%
E2 Reading, Writing, Making Sense: Research	30%	E2 Reading, Writing, Making Sense: Research	30%
E3 Among Peers and Clients	30%	E3 Among Peers and Clients	30%
P1 Perspectives	15%	P2 Perspectives	15%
TOTAL	100%	TOTAL	100%

* Subject to change

7.4.5 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 unless previous approval was obtained from the unit tutor and program chair. (See 8.4 for medical exceptions.)

8.2 If no written approval for late submission has been obtained, the grade earned will first be capped at A (i.e. no submission will receive an O) and will then be further reduced by one grade (e.g. an A

becomes a B). Submissions made more than 48 hours after the deadline will be referred to ETC/resubmission and capped at a C grade. (See 8.4 for medical exceptions.)

- 8.3 Students must discuss their work with the unit tutor(s) prior to submission. Any submission made without sufficient discussion with the unit tutor(s) can result in low or failing grades.
- 8.4 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 and/or Program Chair will be final.
- 8.5 Student grades will be released only after they have submitted both physical and digital copies on Google Classroom.
- 8.6 Students are eligible for re-checking and re-evaluation only after they have submitted both physical and digital copies on Google Classroom as per the submission date of each module.

9. Academic Support

- 9.1 Each course will identify the students who fail in individual Modules and provide Extra Teaching Classes and other mechanisms to support them in improving their performance. The last modules of the semester will not have Extra Teaching Classes.
- 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 and an opportunity for resubmitting the work.
- 9.3 Students who were absent/did not submit for medical reasons may also join the Extra Teaching Classes. Their submissions will be graded on the full scale (see 7.2).
- 9.4 Students must discuss their Extra Teaching Classes submission or resubmission with the unit tutors. Any submission or resubmission made without sufficient discussion with the unit tutors will not be graded.

10. Grievance Policy

- 10.1 Students can apply for rechecking (correct counting/totalling/mechanical errors) or reassessment of individual exercises within 5 working days of the announcement of the result, to the unit tutor (copy of the email with form to be marked to the respective Program Chair and Program Coordinator and CFP Admin).
- 10.2 The unit tutor will recheck or reassess the exercise. The outcome of the rechecking or reassessment process will be communicated to the student (email copy be marked to the respective Program Chair and Program Coordinator, and CFP Admin) within 5 working days of the closing of the application window.
- 10.3 If the student is dissatisfied with the outcome of the reassessment process, they can apply for reassessment of individual exercises within 5 working days of receiving the response (10.2), by emailing to the Program Chair, Program Coordinator, Unit Tutor and CFP Admin.
- 10.4 The Program Chair will reassess the student outcome and will communicate the result of the reassessment to the student (email copy marked to CFP admin) within 5 days of the deadline for submitting requests for reassessment.
- 10.5 For the final semester result, the CEPT Grievance Policy will apply.

11. Points of Contact/Break of Communication

- 11.1 With respect to academic queries and concerns, a student's first point of contact shall be the faculty member/course facilitator or the Program Chairpersons.
- 11.2 In case a student's queries remain unresolved after speaking with the Program Chair, or if they are unable to communicate their queries to the course facilitator or the Program Chair, they may contact the Dean of the CEPT Foundation Program.
- 11.3 Any student experiencing anxiety around the teaching and learning should contact the SSO. The CFP admin or program chair can support the students in contacting the Wellness Center.

12. Materials and Requirements

- 12.1 The students will need to have the following
 - 12.1.1 Hardware: laptop, digitizer with stylus
 - 12.1.2 Internet connection with unlimited data plan, minimum 5 Mbps speed.
 - 12.1.3 Software (list to be provided by the CFP team during the orientation)
- 12.2 The costs of materials, transportation, accommodation and food for travel-based workshops and other workshops on campus will be borne by the student. Travel-based workshops are mandatory.

13. Copyright of Work and Intellectual Property Rights

- 13.1 Students retain copyright of the work submitted in fulfilment of the requirements of any of the components of the program.
- 13.2 CEPT University and the CEPT Foundation Program reserves the right to use student work submitted in fulfilment of the program, with appropriate credit provided, in exhibitions of student work and pedagogy, for research aimed to further the aims of knowledge and education, and for archiving purposes.

14. Plagiarism, Academic Integrity and Use of AI

- 14.1 CFP students are governed by the plagiarism policies applicable at the level of CEPT University. Ignorance of the policy does not excuse its violation.
- 14.2 Acceptable practices regarding the use of AI will be provided within each program component and, where relevant, for each module/exercise. Students are responsible for following these appropriately. Ignorance of the policy for each component does not excuse its violation.
- 14.3 Any submission found to be the work of an external party, in whole or in part, will be considered a violation of academic integrity and will receive no grade.

15. Disciplinary action

- 15.1 CFP students are governed by the code of behaviour applicable to all members of the CEPT campus. Failure to abide by this (e.g. ragging, discrimination, sexual and other forms of harassment, defacing and damage to CEPT property, violations of privacy, and all other infringements) will incur disciplinary action as mandated by the University.