

CEPT FOUNDATION PROGRAMME

Students' Handbook
2019 - 20

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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 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 A student can apply for **deferral** of their admission into the CEPT Foundation Programme in accordance with CEPT policy.
- 2.5.1 Deferment of admission can be availed before the beginning of the academic sessions.
 - 2.5.2 The fees paid for the academic year during which the student received the letter of acceptance will be refunded in accordance with CEPT policy, and the student may join the CEPT foundation programme the following year.
 - 2.5.3 The fee structure applicable will correspond to the year of joining the programme, not the year they received the letter of acceptance
 - 2.5.4 The student may fulfil the requirements of their degree within 7.5 years from the year of joining.
- 2.6 A student can apply for a **drop from the CEPT Foundation Programme**.
- 2.6.1 The application to drop out of the CEPT Foundation Programme may be submitted before the date of closure of admission.
 - 2.6.2 The fees will be refunded as per CEPT policy.
 - 2.6.3 The student may re-join the CEPT Foundation Programme the following year, maintaining the student code assigned to them during the year they received their acceptance letter.
 - 2.6.4 The fee structure applicable will correspond to the initial year of joining the programme.**
 - 2.6.5 The student may fulfil the requirements of their degree within 7.5 years from the year they receive their acceptance letter/ within 6.5 years from the year of re-joining the CEPT Foundation Programme.
- 2.7 A student may apply for a **drop due to failure on medical grounds** from the CEPT Foundation Programme.
- 2.7.1 The application to drop out of the CEPT Foundation Programme due to failure on medical grounds may be submitted at any point during the Monsoon or Spring semester. The application needs to provide adequate medical proof and will be screened by the Campus Doctor.
 - 2.7.2 The student will receive no refund of fees.
 - 2.7.3 The student may re-join the CEPT Foundation Programme the following year. In case of drop due to failure on medical grounds during the Spring Semester, the student may re-join the CEPT Foundation Programme during the Spring Semester of the following year.
 - 2.7.4 The fee structure applicable will correspond to the initial year of joining the programme.
 - 2.7.5 The student may fulfil the requirements of their degree within 7.5 years from the year they receive their acceptance letter/ within 6.5 years from the year of re-joining the CEPT Foundation Programme.
- 2.8 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 + Field 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	Excellent	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	5%	S11. Digital Representation	4%
S2. Technical Drawing I	15%	S12. Organizing Principles	8%
S3. Perspective Drawing	10%	S13. Deciphering and Interpreting Styles	8%
S4. How Things Work	15%	S14. Mapping and Data Representation	10%
S5. Gauging Sizes	5%	S15. Imaginative Drawing	8%
S6. Model-making	10%	S16. Technical Drawing II	12%
S7. Sketching	5%	S17. Making and Testing Structures	10%
S8. Culmination Exercise I	20%	S18. Joining Elements	10%
S9. Field Studio	15%	S19. Culmination Exercise II	30%
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	20%	R7. Imagining Worlds	10%
R3. Descriptive Essays	20%	R8. Photo-essays	20%
R4. Documenting Studio Learnings	30%	R9. Argumentative Essays	20%
R5. Compiling a Booklet	10%	R10. Documenting Studio Learnings	20%

R6. Culmination Exercise I	20%	R11. Compiling a Booklet	10%
		R12. Culmination Exercise II	20%
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	100%	P2. Reflecting on lectures, films and other perspectives	100%
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.