# Learning Experience Handbook

The document has been built to provide a basic layout of upGrad's learning experience. A detailed Student Manual shall be shared with the cohort once the main program begins.

**Note** -: Offer Letter for the Program shall be shared with you comprising details including but not limiting to structure and mode of payment, refund and deferral policy. The applicable terms of refund and eligibility criteria of the Program should be referred in the said offer letter.

In case of any queries regarding the Offer Letter, you may get in touch with the admission counsellor.

## Assessment Policy

Assessments are divided into formative and summative without too much emphasis on a single assessment. A variety of assessment formats are planned to mirror the workplace today and global university standards. There will be in-module quizzes, assignments, case studies and exams which will assess participants on conceptual clarity.
The marks provided for each assessment, scaled by the weight given to that assessment, add up to the overall score for the course.

## Code of Conduct

**Plagiarism in any form for any graded individual or group assessment is not acceptable.** Participants are not allowed to request for the final solution or share solution for any graded question on any platform. Any violation on this count will result in a zero score for that question, assignment, group case study or exam.

## Assessment and Grading Timelines
### Assessment Submission Timelines

A tentative calendar with all modules, assignments, case studies and exam deadlines for the upcoming course would be shared with the participant via email at the beginning of the course. These deadlines for the respective assessments are non-negotiable except in dire circumstances. If the graded components are submitted after these stated deadlines, but within one week after the deadline, then they will be graded on 70% of the total marks of the assessment (Including Quizzes, Assignments, Case Studies*). This second deadline is also termed as the Hard deadline. Beyond the Hard deadline, the obtained submissions will be graded and given feedback but will attract a penalty of 100%. Also, Learners need to be careful while uploading their submissions on the platform any wrong file extension **request post the assignment/case study** deadline will attract a penalty of 30%/100% based on the respective deadline.

Please note all the deadlines are in IST (UTC +5.5) and hence the deadline is 11:59:00 PM IST.

*Deadline extension policy*

As mentioned earlier, these deadlines are non-negotiable except under dire circumstances such as a major health issue, work related issues etc. In such cases, you may be given an extension of up to 1 week. **This means that you can submit your assignment up to one week after the deadline without the 30% penalty.** However, no extension will be given beyond the hard deadline (one week after the actual deadline) as solutions are released the very next day. Extensions are allowed only on individual assignments and group case studies. **A learner can avail a maximum of two extensions during the entire program period.**


*Refund and Deferral Policy*
You can refer to our refund and deferral policy in detail [here.](here.)