

## **PLACEMENT SUPPORT POLICY**

### **Scope**

Learners can avail assistance with internship/placement by opting for Placement Support Services. The Career Services team at upGrad will provide reasonable support and assistance to eligible learners who have opted for this service. However, it is the individual responsibility of every learner to secure his/her own internship/placement. Placement support is a complementary service, and it may include some or all of the following aspects.

- Profile building, resume and LinkedIn profile, with constructive feedback
- Career counselling
- Job search strategy
- Mock interviews to help learners prepare for actual interviews
- Identifying recruiters based on their manpower needs (matching job descriptions with ideal candidate profiles), and inviting companies to participate in the recruitment process
- Following up with recruiters and scheduling interviews
- Following up with recruiters on their selections and offers
- Following up with learners to ensure adherence with the recruiter's timelines for offer acceptances

### **Learner Eligibility Criteria**

Placement Support Services will be provided solely at the discretion of upGrad to learners meeting the following eligibility criteria:

- CGPA of 2.4 or above on completion of the program;
- Mandatory completion of the Career Prep Content;
- Successfully cleared all skill and employability tests;
- Usage of resume and LinkedIn profiles that have been updated as per upGrad guidelines and approved by upGrad; and
- Full attendance for all Mentorship Calls and Live sessions, as per the schedule provided by upGrad.

upGrad shall not be liable to offer Placement Support Services to any learner who does not satisfy all of the above criteria.

## **Process**

The list below summarises the salient points of the placement support process:

- A learner may choose which JD/job role to apply for from the list proposed by upGrad.
- A learner has to nominate his/her candidature to all the job opportunities proposed by upGrad, or to a minimum of 3 job opportunities proposed by upGrad, whichever is lower, per month.
- A learner is permitted to interview only with companies that shortlist him/her.
- Each learner will have the opportunity to attempt a maximum of 5 final round interviews. If a learner is not able to convert the opportunities into an offer, then he/she will be considered out of the placement support process.
- Any discussion/test conducted to screen a learner for possible employment is regarded as an interview or attempt. Therefore, an attempt/interview includes face-to-face, video conference, telephonic interviews, etc. Online/written tests will also be counted as an attempt.
- upGrad does not tolerate unprofessional behavior (reneging, dishonouring commitments, falsification, etc.). All learners must honour the job offers received through this process. This is to protect the reputation of upGrad with other firms for future placement opportunities, as companies are known to blacklist organisations whose learners do not join after being appointed. You will be held liable for the ramifications in such a case.
- The learners are expected to apply to the JDs floated through the placement process after a thorough understanding of the roles.
- If a company shortlists a learner based on the resume provided by him/her but the learner decides to opt out of accepting the offer made by that company, either because of the brand/salary/role or any other reason, then he/she will need to communicate the same to the Career Services team within 24 hours.
- If a learner has applied with a company and has been shortlisted, then he/she shall be available for the interview and this will be considered an attempt. The learner shall not be eligible for any Placement Support if he/she refuses to be available or fails to be present for the interview scheduled by the company.
- A learner shall not be eligible for any Placement Support if he/she refuses an offer made by a company.
- A learner getting interviewed and receiving an offer will be prohibited from attending any further interviews.
- If a learner needs any clarification, he/she must seek the same before accepting an offer.

- All learners are obliged to adhere to the recruiting company's timeline to accept a job offer and should submit their acceptances **ONLY** through the Career Services team.
- A learner is encouraged to apply with a company directly and keep his/her upGrad student mentor informed of the same. In such a case, upGrad may choose to provide the following additional services subject to availability:
  - a) Assist in preparing for the company-specific test/mock interview
  - b) Connect with the upGrad alumni working in that firm
  - c) Recommend through the Career Services Team's internal network with the company HR/decision maker
- Any learner who receives an offer on his/her own is obliged to communicate the same to the Career Services Team within 24 hours of receipt of such an offer.
- The learners will be entitled to Career Services support up to **6 months** after the completion of a program.

### **Code of Conduct for the Placement Process**

The following points constitute the Code of Conduct for the placement process:

- Any learner found misrepresenting or fabricating any fact about his/her candidature submitted to any recruiting company will be expelled from the Placement Support Services.
- No learner is allowed to communicate – verbally or in writing – with any recruiting company without the consent of the Career Services team.
- No learner shall publish, share or communicate any information related to placements with any third party verbally, in writing, through postings on any of the social media platforms or in any other form.
- Once accepted, no learner shall renege on a job offer.

### **Disclaimer**

upGrad is not responsible for the actions or omissions of the recruiter companies. The Learner understands that upGrad does not have any control over the recruiter company, its actions or decisions, and shall not be held responsible for the same. Additionally, the Placement Support Services are in no way a guarantee or assurance that the learner will be shortlisted, interviewed or placed, or that the learner will find roles suitable to his/her specific requirement.

## **Disqualification**

In addition to any grounds of disqualification mentioned in the policy, any learner who is reported for an act of Plagiarism, or for violation of a code of conduct or any other program policy will be disqualified from receiving Placement SupportServices. Additionally, any learner who does not abide by this policy and the instructions of upGrad shall be disqualified from these services.

In case of a dispute on any of the above policies, the Career Services team reserves the right to take appropriate action as deemed fit in the best interest of upGrad.

**I hereby accept the terms and conditions as stated above.**

Signature:

Name:

Date: