# LEARNING EXPERIENCE

## RULE BOOK

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.

## 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. Class participation via Discussion Forum allows one to learn faster by clearing peer doubts as well as accelerates learning for the overall cohort.

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, 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. International learners will be able to see all timelines and deadlines on the web platform in their local timezone.

### *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/module 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 deadline).

To avail an extension for assignments and case study you can directly avail it from the platform (extension applicable on the submission). For modules you can avail the extension from each quiz. Please note that if the extension is taken for any quiz then it will automatically get applied to all the quizzes in the entire module as extension would be on a module level and not quiz level.

## Deferral Policy

If a learner is facing severe issues in dedicating time to the course, we provide the opportunity for the learner to defer to another batch. Learners can request for deferral ONLY ONCE in the same program and will be required to pay a deferral fee of 10% of the program fees if the request has come in on or after the Main Program Start Date.

### *Pre-Program Deferral Policy*

If a learner, due to unavoidable circumstances, is unable to commence with the cohort and requests for a deferral before the cohort starts, we provide him/her with an opportunity to get deferred to another cohort. Below are the points to note in such cases:

1. To get deferred, the learner will be required to **pay 50% of the total program fee amount** (inclusive of taxes) before the deferral can be approved
2. Till the time the payment is completed, the learner will be assumed to be continuing in the same cohort
3. The learner can request for deferral to **any of the cohorts starting in the next 3 months** from the start date of the initial batch in which he/she was originally enrolled for.
4. For the first deferral request, subject to point no. 2 of the pre-program deferral policy, no additional charges shall be levied.
5. If a learner wants to defer his/her enrolment a second time, then an additional payment of Rs. 10,000 will have to be paid as Deferral fee, and this amount shall be non-refundable under all circumstances.
6. Once this payment is done, the learner will be eligible to defer to any of the cohort starting in next 3 months from the current cohort.
7. The learner has time till the current cohort launch date to make the payment of the **balance 50% program fee**, post which the **deferral request will expire.**
8. **Once the deferral window expires** and if such a learner wants to withdraw his or her enrolment from the said program, the **refund policy will be applicable.**
9. The learner shall be liable to pay the differential program fees between the two cohorts if any

## Refund Policy

A learner can claim a refund for the course at any time before the cohort start date by sending an email request to the Admissions Counselor with reasons listed. The prep login will be activated immediately post completion of the 'payment of the 1st block amount (caution money)' or the 'Specified date' as communicated by upGrad. Processing fee of the block amount will be levied in case refund is claimed. No refund can be claimed post the course commencement. This is applicable even for the learners who could not complete their payment, and could not be enrolled in the batch opted for.