

# 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.

## 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 exam 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, 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 Hard deadline. Beyond 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 deadline) as solutions are released the very next day. Extensions are allowed only on individual assignments and group case studies. **No extensions will be given for graded MCQ deadlines.**

## 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. Learner can request for deferral **ONLY ONCE** in the same program and will be required to pay a deferral fees of 10% of the program fees.

## 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 Student Mentor and 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 will be claimed post the course commencement. This is applicable even for the students who could not complete their payment, and could not be enrolled in the batch opted for.