

PG Certification in Full Stack Development – Student's Manual

This Student's Manual has details of the program policy and student learning experience. You are expected to go through this manual thoroughly and abide by the policies mentioned here. Abiding by these policies will ensure a smooth conduct of the program.

In case you have any questions, please reach out to your upGrad buddy immediately.

Program Structure

The Program is divided into 8 courses (1 Preparatory course, 6 Conceptual Learning courses and a course on Capstone Project).

MERN Stack Track

Table 1 – No. of weeks for each course

Course Name	Course Title	No. of weeks
0	Preparatory Course - Foundation of Programming	N/A (Recorded)
1	Crash Course - Foundation of Programming	1
2	Git and Object-Oriented Analysis, Design & Programming	1.5
3	Data Structures and Algorithms	4
-	Quantitative & Verbal Ability	0.5
4	Introduction to Web Development	2.5
--	Quantitative & Verbal Ability	0.5
5	JavaScript and Server side communication	2.5
--	Quantitative & Verbal Ability (simultaneous)	
6	Advanced Frontend Development Using React	3.5
7	Server-side Development using NodeJS, Express and MongoDB	4
8	Capstone Project	2
	Buffer	1
	Total	23 weeks

Cloud Native Track

Table 1 – No. of weeks for each course

Course Name	Course Title	No. of weeks
0	Preparatory Course - Foundation of Programming	N/A (Recorded)
1	Crash Course - Foundation of Programming	1
2	Git and Object-Oriented Analysis, Design & Programming	1.5
3	Data Structures and Algorithms	4
--	Quantitative & Verbal Ability	0.5
--	Pre-requisites	1
4	Cloud and Databases	4
--	Quantitative & Verbal Ability (simultaneous)	
5	Design and Development of Microservices	7
--	Quantitative & Verbal Ability (simultaneous)	
6	Optimisation and Deployment of Cloud Native Applications	4
7	Capstone	2
	Total	25 weeks

The program will be delivered through a series of Live Lectures spanning over a duration of ~23 weeks for MERN Stack track and ~25 weeks for Cloud Native track (with all holidays included). A detailed calendar** for the Live Lecture series will be shared with you at the start of the program.

It is highly recommended that you attend all the sessions to attain the best out of this program.

****Calendar is subject to change as per the requirements; however, that will be communicated to the learners a week in advance.**

Program Assessment Policy

The PG Certification Program in Full-Stack Software Development comprises the following types of graded components (with their corresponding weights):

Table 2 – Program Graded Components

Type of Assessment	Details	No. of such assessments per course	Weight towards Course Grade
Courses 2 – 7			
Assignments and Project	Individual projects or assignments Students are required to submit projects by the given deadline. Refer to the Graded Component Submission & Grading Timeline Students will receive detailed feedback on their submissions	1 or 2 per course	100%
Course 8 - Capstone Project			
Project Grading	Individual projects or assignments. Submissions to be graded across multiple phases	2 submissions	100%

Live Sessions

Each course is divided into one or more modules, as a part of the program, live sessions will be organized daily on each module. These live sessions will be conducted by a mix of leading industry professionals. These live sessions are an integral part of the learning experience and are organized to facilitate:

MERN Stack Track

- Collective Doubt Redressal (Once a week)
- Discussion on Content (5 days a week)

Cloud Native Track

- Collective Doubt Redressal (Once a week)
- Discussion on Content (Once a week)

Any extra live sessions needed as per requirement will usually be conducted on the weekend and learners are expected to attend and actively participate in these sessions.

The schedule for these live sessions will be sent to you via email.

In case you're not able to attend a session due to prior commitments, recording of the session will be provided to you and uploaded on upGrad's platform! However, we highly recommend that you attend all the sessions live so that you can ask your doubts on a real-time basis and understand more by participating with your peers interacting with the expert.

Assignment Submissions & Grading Timelines

Assignment/Project Submission Deadlines

The program is structured so that the entire cohort can experience the courses together. Modules in a course will be made available to learners well in advance. The students will have ample time to go through the modules and assignments/projects.

A calendar with all graded component deadlines i.e. assignment dates will be shared with the candidates via email. **It is advisable to keep following the calendars and notifications on upGrad's platform (desktop/mobile app)** to keep abreast of the latest developments, upcoming events and deadlines.

Assignment deadlines are non-negotiable except under dire circumstances. Each of the above-mentioned graded components will have 2 deadlines:

- **Deadline 1:** Deadline by which the graded component is due. Submission by Deadline 1 ensures that there is no late submission penalty.
- **Deadline 2:** Usually Deadline 2 is three (3) days after Deadline 1. If a graded component is submitted after Deadline 1 and before Deadline 2, a penalty of 30% of the total marks of the graded component will be imposed.

Please note that all deadlines are in IST (i.e. UTC + 5:30). Hence, if you are in a different time zone, your local deadline may vary according to the time zone. For example, A submission is due at 23:59:00 IST. If you're in London and follow the British Summer Time (BST) i.e. UTC + 1, then the deadline for you in local time would be 19:29:00 BST.

Deadline Extension Policy for Assignments & Case Studies

Deadlines are usually non-negotiable, except under dire circumstances (such as major health or work-related issues). In such cases, you may be given an extension of 1 week. This means that Deadline 1 will be extended by 1 week (i.e. you can submit the graded component upto one (1) week after the usual Deadline 1 without attracting the 30% penalty). However, no further extension will be granted beyond this extended Deadline 1 as solutions are released the very next day. Here are some guidelines about deadline extensions:

- A learner can avail a maximum of two (2) deadline extensions during the entire program. Deadlines can be extended by a maximum of 1 week. No further extension is granted beyond this extended deadline.
- Extensions are allowed for assignments/projects only.
- To avail for an extension, you must contact your upGrad buddy, with a formal request addressed to the "Academic Committee, PG Certification in Full-Stack Development", clearly stating the reason for deadline extension. Learners are advised to raise a request of deadline extension at least a week prior to the deadline.

The final decision to grant deadline extension lies with the Academic Committee. You will be notified by the upGrad buddy if your request has been approved.

Grading Timelines

Scores for all assignments for each course will be provided together within one (1) week of the last submission deadline. Once these scores are available, learners will be notified and they can access their scores on the Individual Performance Profile Section on upGrad's platform.

Re-Evaluation Guidelines

- Learners can request for re-evaluation for the graded components.
- Requests for re-evaluation must be submitted within 2 days of declaration of the results. For e.g.: If results are declared on 7th January, 2019, then the request for re-evaluation must be made till 9th January, 2019 (end of day). Learners can apply for re-evaluation from the learning platform itself.
- The learner should clearly point out the specific portion of the submission which has to be re-evaluated. Learners should also mention remarks regarding the discrepancy. Requests that do not have this information would be considered generic and may be flagged as invalid/not considered for re-evaluation. If re-evaluation requests are found to be non-genuine, then the student can be penalized 15% of the marks.
- A re-evaluation request claiming discrepancy of marks (as compared to another learner's marks) is highly discouraged and will **NOT** be considered for re-evaluation.
- A re-evaluation request for an assignment/project for the correct submission file which has been uploaded after Deadline 2 is highly discouraged and will NOT be considered for grading.
- All re-evaluation requests will be responded to within a period of 3 weeks from the time of raising a re-evaluation request.

Exit Criteria

You will be eligible to earn a certificate of completion showing that you have successfully completed the program if and only if you meet the Exit Criteria. This Certificate will be issued by upGrad.

Following are the factors contributing to the Exit Criteria:

1. >=90% Attendance in the Live Session

- a. This includes weekly live classes, extra live sessions, interview preparation sessions, coding sessions and all other sessions like mock interviews.
- b. This does not include the revision sessions, doubt-resolution live TA sessions and Live DF sessions.

2. 100% Program Completion

- a. This includes submission of all projects and attempting all assessments - multiple-choice questions as well as coding questions within each module in the program.

3. >=60% in Employability & Skill Tests

- a. This implies that the net score of all employability tests conducted during the program as well as after the program should be equal to or above 60%. The net score of Employability Tests is calculated on the basis of the score secured in each Employability Test multiplied by its corresponding weightage.

$$\geq 60\% \text{ of Net Score} = (ET1 + ET2 + ET3 + ET4 + ET5 + ET6 + ET7 + ET8) / 8$$

4. >=40% in Projects

- a. This includes each project at the end of each course as well as the capstone project.

Code of Conduct

As per the **Code of Conduct**, academic dishonesty and plagiarism, in any form, for any graded component or evaluation is not acceptable.

Learners are not allowed to request or share solutions for any graded component of the program on any platform. Any violation of this policy will result in zero score for that particular graded component. If a learner is found to violate this policy for a second-time, upGrad will decide on the necessary disciplinary action to be taken.

Further, any form of plagiarism and impersonation, including learners presenting others' work as their own, sharing solutions with each other, copying codes from public repositories, will not be accepted. Submissions by learners will be subject to plagiarism checks to ensure compliance with this policy. Learners may also face random vivas by the concerned experts to ensure that submissions have been created by the learner.

Please note that upGrad has the final authority to decide upon the disciplinary action to be taken in case of plagiarism and impersonation.

Similarly, learner misbehavior on any online or offline forums will not be accepted. In case such misbehavior is noted, the learner may have to face appropriate disciplinary action.

Students are expected to restrict the emails only to the escalation IDs shared in this student manual or communicated separately while raising any query, concerns or grievance. Please refrain from sending any mass mailers while sending emails to upGrad team.

upGrad does not tolerate any form of bullying and/ or harassment including but not limited to sexual harassment. If we are notified of any act of harassment committed by a learner towards co-learners or upGrad's representative, such learner shall have to face strict consequences, which shall be taken at the sole discretion of upGrad

The University and upGrad reserve the right to take strict action against any student indulging in mass mailers.

Support and Guidelines

Since this program is designed as a placement track, you are advised to attend every lecture and attempt all the questions on the platform. To address your doubts on a daily basis, you may choose to attend **Live TA calls** for clarity of concepts. The schedule for Live TA calls will be shared by your upGrad buddy. We highly recommend you to attend these sessions to clear all your doubts.

Although there will not be any in-module evaluative component, **all the questions will be marked as graded**. Basis these scores, we will be circulating a weekly and cumulative-level leaderboard report with you for updating you with your qualitative progress.

The same leaderboard will eventually be shared with the partner companies to give them an idea of your overall academic progress.

Hence, it is recommended that you go through all the course content provided to benefit the maximum out of the program that upGrad has to offer.

Peer to Peer Participation & Discussion Forum – Guidelines

Discussion Forum is an effective way for networking with peers and getting doubts resolved. The discussion forum can be accessed through the upGrad's platform (desktop/mobile app). The forum is organized by topics and is constantly monitored by Teaching Assistants (TAs).

Please note: The Discussion Forum is meant for academic doubts/queries and course-related topics only. For any non-academic doubts, learners are encouraged to use the Slack/Whatsapp groups.

Guidelines for posting queries on Discussion Forum

Since this program involves coding on multiple platforms, learners are requested to adopt the following guidelines to ensure timely redressal of their queries:

- In case you are facing an issue with a code snippet, you are requested to post the code snippet, coding environment being used and the problem faced on the discussion forum. This will allow your friends and TAs to understand the problem and resolve the same faster.

Since the discussion forum is meant for academic doubts/queries and course related topics only, **any inappropriate posts that are of no learning value will be deleted immediately and learners posting such comments/posts may be penalized.**

As mentioned in the Code of Conduct Document, learners are not allowed to request or share solutions for any graded component of the program on any platform. Any violation of this policy will result in zero score for that particular graded component. If a learner is found to violate this policy for a second-time, upGrad will decide on the necessary disciplinary action to be taken.

It should be noted that students should not share code on the platform. They can use pseudo-code. Any actual codes and answers shared on the platform shall be deleted by the TAs promptly.

Detailed Discussion Forum guidelines are mentioned in the Community Guidelines Document.

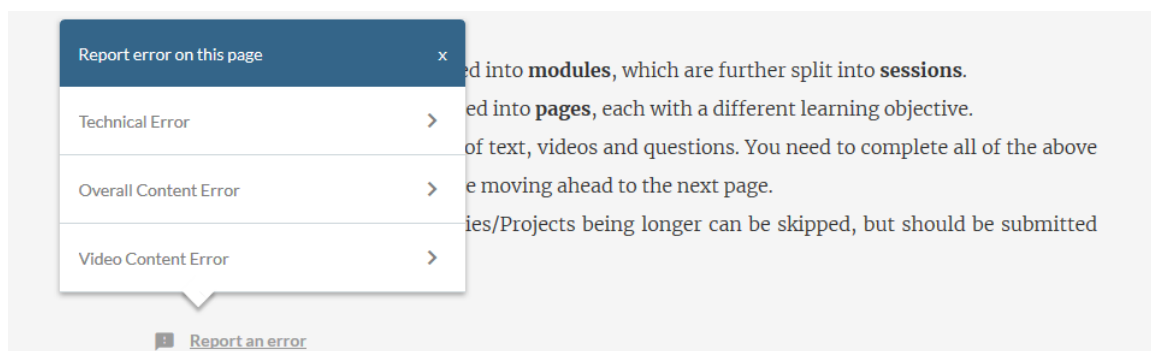
Doubt/Query Redressal Timelines

The discussion forum has been created with the intention of fostering peer-to-peer learning. Hence, you are encouraged to answer your batchmates' queries.

- The queries posted will be attended by TAs on Discussion Forum within 6 hours.

Reporting an Issue

The program endeavours to provide high-quality learning and learning experience. Multiple initiatives are taken to ensure that your learning is seamless and of the highest quality. However, In spite of multiple rounds of reviews, there may be a few inadvertent gaps in the learning experience, which you can report through the "Report a Mistake" Button at the bottom of every page.



Once you report an issue, a ticket is raised and the issue is resolved within 24 hours. While reporting an issue, you have the option of describing the problem. To ensure that your problem is resolved at the earliest, you should give a detailed description of your problem.

Using the "Report a Mistake" feature to get academic doubts resolved earlier is highly discouraged. This feature should only be used to report mistakes in the learning experience (for e.g. Platform Error, Text/Video Mistake, Content Mistake)

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upGrad Slack Policy

We understand that networking with peers is one of the biggest takeaways from the program. We truly believe that learning is a lot more fun with peers, and it is the relationships that you build during this program that can help open new doors in your career. To encourage such collaboration, we are creating an Official Slack Workspace, through which you can interact with your peers from the program.

To manage this effort effectively and efficiently, all group members must be aware of the following guidelines:

1. You should avoid providing your mobile numbers while creating Slack accounts for security concerns. If possible, use an e-mail id other than the one that you frequently use for sharing sensitive information.
2. The 'notifications' channel will be used by the upGrad buddy for sharing important notifications related to the program, course content, live sessions, tests, events, etc.
3. Learners must use the 'general' channel to share and discuss program, academic or domain-related content, which can foster and create a healthy environment conducive for studying. We recommend you to refrain from sharing personal information on the channel.
4. In addition to the above channels, you can also interact directly with your peers to get your doubts resolved faster.
5. Please note that the Slack channel is not an alternative to Discussion Forum. All academic doubts have to be posted on the Discussion Forum.
6. Your upGrad buddy would be part of the 'general' channel to ensure that everyone maintains discipline, and Code of Conduct as per upGrad's policies.
7. You are not permitted to discuss the solutions to any graded component of the program in the Slack workspace.
8. The 'general' channel will not be a platform for grievance redressal. Should you have any concerns with upGrad or your peers, you will be required to direct such communication to upGrad ONLY via email.
9. Do NOT spam the 'general' channel with unrelated messages, such as irrelevant forwarded audios, videos, photos, messages, advertisements or promotions for any service.
10. We will deactivate the Slack workspace once the program is completed.
11. Any kind of breach of our policies, misbehavior/misleading comments, or hate speech on the channel will not be accepted. As an immediate step, we will be required to remove such an individual from the channel, at our sole discretion. In certain cases, the learner may have to face appropriate disciplinary action, which will be at the Academic Committee's discretion. This can lead to the permanent expulsion of the learner from the workspace or even from the program.

Hope you make the most of this platform and keep yourself updated about the course and the platform.

Escalation Matrix

upGrad believes in adopting a transparent approach with all its learners, and in order to match our learners' expectations in terms of grievance redressal, we have created an Escalation Matrix. Based on the kind of queries we receive from our learners, we have defined the levels of the Escalation Matrix. We request you to refer to the same in case you ever find the need to escalate an issue.

Type of Query	Point of Contact
Non-academic queries (For example, live sessions, program structure related queries)	studentsupport@upgrad.com
Content-related issues/queries (If you find any issues with or have queries pertaining to the content on a session page)	Click on the "Report an Error" button on the bottom left corner of the session page.
Referral refund / fee receipts-related queries	refunds@upgrad.com - Put your upGrad buddy's email ID in CC
Not satisfied with the resolution provided by your upGrad buddy? Write to:	acadescalations@upgrad.com