

UPES EMPLOYMENT ASSURANCE

TERMS & CONDITION

ACADEMIC YEAR 2019-20

This terms and condition apply to student who enroll for any of the Under-graduate programs offered by various Schools of UPES during the Academic Year 2019-20 under various categories:

CATEGORY I. UPES EMPLOYMENT ASSURANCE

If you enroll for any of the Under-Graduate programs at UPES during the Academic Year 2019-20 we assure you employment subject to your qualifying the employment criteria set by the University, failing which you shall be entitled for 100% tuition fee waiver for PG programs in any of our Global Academic Partner Institutions, provided you qualify the eligibility criteria as mentioned herein below.

As per the rules and regulations, the career service department of the University will try and assure that you seek early employment till 31st of August of the Calendar Year failing which you will be entitled to pursue Post-Graduate programs in any of our below listed global academic partner institutions subject to the following terms and conditions.

Glossary:

UPES	University of Petroleum and Energy Studies
Schools of UPES	<ul style="list-style-type: none">• School of Engineering• School of Computer Science• School of Law• School of Business• School of Design• School of Health Sciences
Career Service Department	The department of UPES which coordinates with the industry and the students for providing qualifying placement opportunities
UPES Global Academic Partner Institutions	<ul style="list-style-type: none">• Berlin School of Business & Innovations, Germany• University of Applied Sciences Europe, Germany• HTK Academy of Design, Germany• GISMA Business School, Germany• University Canada West, Canada• Toronto School of Management, Canada• University of Law, UK• London College Contemporary Art, UK• London College of Creative Media, UK• Arden University, UK• London Academy of Trading, UK• IBAT College, Dublin• Institute of Technology & Innovation College, Tel Aviv <p><i>*The list of the Global Academic Partner institutions stated above is subject to change at any time and will be notified to the students appropriately.</i></p>

Additional Cost	Any fees which is over and above the tuition fees will be considered as additional cost. For the avoidance of doubt and without limitation, it includes: <ul style="list-style-type: none"> • costs relating to accommodation, living, food, subsistence, travel, stationery, computer or computer equipment, etc.; • any registration, enrolment or other fees charged either by UPES or any of UPES Global Academic Partner Institution in connection with your studies; • library charges; • printing charges; and • costs associated with retaking any assessment etc. • any other additional charges as applicable from time to time
Completion Date	UPES career service department offers placements till 31 st of August of the Calendar Year post that students will be entitled for a Post-Graduate Program in any of our Global Academic Partner Institution
Qualifying Job	Any full-time and part-time job in India or abroad including paid internships offered to students who are eligible for the qualifying job
CGPA	Cumulative Grade Point Average
CSO	Career Service Officer
SPR	Student Placement Representative

Who is eligible?

To be eligible for the benefits of the Assured Employment Assurance

- You must have enrolled at UPES for any of its Under-Graduate Programs in the Academic Year 2019-20
- You must not intermit or defer at any point of registration with UPES for your Under-Graduate Studies
- You eligible for the award of the degree at the end of the registration period with UPES
- You must have an attendance record of at least 90% in each of the semesters
- You have not been debarred for appearing in the end semester examination due to shortage of attendance, disciplinary grounds or any other action which is against the code of conduct stated by the University
- You must pass all your courses in the first attempt
- You have not appeared in any improvement exam for any of the courses for the entire duration of the program
- You must comply with the Main Terms as well as these terms relating to the UPES Employment Assurance
- You must consistently use your best endeavors to obtain Qualifying Employment throughout till 31st of August of the relevant Academic Year
- You must consistently engage with UPES Careers Services department to seek Qualifying Employment till 31st of August of the relevant Academic Year
- You must apply formally through the Career Service Department your intent / interest to pursue the Post-Graduate program in our Global Academic Partner Institutions
- You should obtain a minimum CGPA of 7.9 or above to qualify for pursuing the Post-Graduate program at our Global Academic Partner Institutions

- The students will abide by the rules and regulations of the Global Academic Partner Institutions during their stay. Students violating the rules and regulations of the host institution will be subject to disciplinary action by UPES

Career Services Eligibility Criteria:

- A student shall complete all the required documentation such as updated resume, student profile etc. and submit the same with UPES Career services department within desired format in the specified timeframe
- A student shall have applied for at least 90% of the course-wise available opportunities for placements both in core and non-core sectors hosted by UPES Career Services Department both on as well as off campus
- A student shall consistently engage with the Career Services team to seek qualifying employment throughout the qualifying period.
- A student shall have 100% participation in the Career Services initiatives, such as employability Bootcamp , Placement Selection and Improvement program , interaction with industry experts , and alumni , workshops, interview preparations, resume writing, coaching & mentoring sessions by faculty and career service representatives or any such initiatives taken from time to time.
- A student has to complete summer training and submit the completion certificate to the faculty mentor within the stipulated time frame
- A student shall be considered to have availed the Placement Assurance:
 - if he/she obtain or accept placement during the qualifying period but do not join or commence the employment;
 - if he/she commences the placement during the qualifying period but leaves for any reason thereafter;
 - a student will be deemed to be placed if UPES offers him an employment which as per UPES offers them a role in the industry / organization commensurate with their academic credentials

Career Services Debarred Criteria:

- A student shall be considered as DEBARRED from the Placement Assurance if he / she:
 - doesn't appear for the scheduled placement process on time without a formal email / written intimation at least 24 hrs. in advance to his / her respective career services officer.
 - doesn't behave professionally during the entire placement process.
 - Denies for more than 03 profiles in a row offered by UPES Career services department.
 - Misbehaves or is involved in unprofessional conduct with the mentor / officer /client / representative of the organization during the summer training.
 - Misbehaves or is involved in unprofessional conduct with the SPR / CSO / Faculty or any other officer of UPES and the recruiter pre / during or post recruitment process.
 - doesn't fulfill or complete the assignments / projects etc. as required by the Employer within the required timelines.
 - makes derogatory statements regarding the placement organization / company before / during or after the placement process.
 - willfully makes any act, statement or gesture in order to not get selected for any placement opportunity.
 - doesn't adhere to and improve upon any feedback given by the Career services team.

- A student should not have any fee dues or other dues (Library / IT / security / resource center etc.)
- A student being the Brand Ambassador & representative of UPES shall behave with utmost Professionalism during the entire process of placement and after joining.
- At all time, a student shall provide accurate and correct information without withholding or concealing any material facts related to (but not limited to) contact information, career path, employment status.
- All the communication regarding placement process will only be shared on the student's official UPES email address. Student is required to check the email regularly and get in touch with their respective SPR's and CSO in case of any query.
- A student must consistently use his / her best endeavors to obtain the qualifying placement opportunity throughout the qualifying period.
- UPES expects that you will be employed in the first organization that you join through the Placement services for at least 2 years in the best interest of your professional growth, reliability, and credibility.

Additional matters:

- UPES 100% Qualifying Job Assurance is not to be combined with any other offer of reimbursement, rebate or credit offered by UPES.
- If there is a conflict between these terms and the Main Terms or any other terms issued by UPES relevant to the UPES100% Qualifying Job Assurance, then these terms shall prevail.
- You may not transfer any of your rights under these terms to any other person (including a company or business).
- If there is a delay in UPES carrying out its obligations to you under these terms caused by circumstances beyond the reasonable control of UPES, then UPES shall not be liable to you (or any other person) for the consequences of that delay.
- UPES's maximum liability to you for any claim (whether contractual or non-contractual) under these conditions is limited to the maximum 100% tuition Fees of the Post Graduate Program of UPES Global Academic Partner Institution assuming you had made a successful claim.
- These terms are governed by Indian law and both UPES and you irrevocably submit to the exclusive jurisdiction of the New Delhi courts for any claim arising under or in connection with these terms and any non-contractual obligation arising out of or in connection with them.
- If this Assurance is being prevented, hindered or delayed by a Force Majeure EVENT (as defined below) UPES's obligations under this Assurance shall forthwith terminated on happening of Force Majeure Event. "Force Majeure Event" shall mean any event due to any cause beyond the reasonable control of UPES, including, without limitation, recession, sabotage, fire, flood, acts of terrorism, explosion, acts of God, civil commotion, strikes or industrial action of any kind, riots, insurrection, war, revolt, and acts and regulations of the Government of India or any of its authorized agencies or of the country of the UPES Global Academic Partner Institution.

If Claim is accepted below terms shall be applicable:

- 100% tuition fee waiver for a Post-Graduate Program at any of the Institutes shall be applicable only one time. If student fails in successfully completing Post Graduate Program in one attempt, Student has to pay entire fees including tuition fee for continuing its Post Graduate Program.
- Waiver shall not include any Additional Costs. Student shall borne solely any Additional Costs throughout the term of the Post Graduate Program;

- All admissions decisions including entry requirement, course name, curriculum, course offering, fees, commencement dates, availability of course etc. rest solely with Institute (wherever Student opts for admission).
- Admission to Institute (wherever Student opts for admission), is subject to fulfilment of all entry and eligibility requirements on their respective website from time to time.
- The lists of UPES Partner institutions stated above are subject to change at any time without intimation.
- Post Graduate Course must be commenced within 12 months of your Completion Date. This deadline may not be extended for any reason.
- For the avoidance of doubt, the waiver of 100% Tuition Fees may not be set against anything. It may not be exchanged for money, money's worth or any alternative value, service or other supply.

How do you claim?

If you believe that you have an eligible claim on the UPES 100% Qualifying Job Assurance, then you should apply to Career Service Department within the period 31st August to 31st December of the respective calendar year of the completion of your program.

UPES reserves the right to require you to complete a standard form which it may prepare for this purpose and provide to you in due course.

- To be considered, your application must include the following information:
 - your enrolment details including your name and the program you attended and when; your Completion Date (with supporting documents); a concise description of:
 - the attempts you have taken to find Qualifying Job;
 - the contact you have had with UPES's Career Service team.
- When you submit a complete and correct claim, UPES will consider it and will aim to give its decision in writing no later than sixty (60) days from the date on which it receives a complete and correct claim. The decision may be delayed if you do not quickly respond to requests for further information.
- In making its decision, UPES may:
 - ask you for further information; and/or
 - take into account any information and matters which it may reasonably consider to be relevant.
- You will submit your application through the Career Service Department and your application will be endorsed by Head of Department and approved by your Dean
- UPES's management decision will be final and binding on you

What information UPES may ask for:

- In considering your claim, UPES may ask you to provide evidence of your efforts to secure Qualifying Job and to contact or speak to people that you have dealt with. In order that you are able to provide this material when asked, you are recommended to:
 - keep originals or copies of all letters that you send and receive;
 - retain all e-mails that you send and receive;
 - keep copies of all advertisements that you have responded to; and
 - keep details of any placement agencies that you have approached and the names of any placement consultants that you have dealt with.
- UPES may ask the UPES Careers Service for information about your contact with them.

CATEGORY II. OPPORTUNITY TO PURSUE POST-GRADUATE PROGRAMS

UPES will also provide opportunities to all its Under-Graduate students across all schools, who voluntarily want to pursue post-graduate programs in any of our Global Academic Partner Institutions.

In order to avail this opportunity, the following terms and conditions will apply:

- Students will be entitled for 50% tuition fee waiver to pursue any of the programs in our Global Academic Partner Institutions
- Students, other than tuition fee, shall bear travel, boarding, lodging, substances allowances and any other fees that is applicable from time to time
- Only those students will be eligible to apply who have complied with the attendance norms of the University
- Only those students will be eligible to apply who have obtained a minimum CGPA of 6.0
- Only those students will be eligible to apply who have not been subject to any disciplinary actions during their registration with UPES
- Only those students will be eligible to apply who have cleared their under-graduate program in the first attempt
- The students will abide by the rules and regulations of the Global Academic Partner Institutions during their stay. Students violating the rules and regulations of the host institution will be subject to disciplinary action by UPES

CATEGORY III. FOUR WEEK GLOBAL IMMERSION PROGRAM

All students pursuing under-graduate / post-graduate programs across various schools of UPES will be entitled for a four-week global immersion program free of cost at any of our Global Academic Partner Institutions. This course is designed to meet the needs of the global professionals of tomorrow by equipping them with essential technical and soft skills to achieve success in their chosen fields. As an aspiring leader, the students will discover their abilities, hone them and learn the core skills of effective coaches and mentors. The students will learn about the latest innovations un technology to navigate the digital age and maximize growth opportunities.

The following terms and conditions will apply for students who volunteer to pursue four-week global immersion program:

- The four-week global immersion program will be free of cost for all students
- Students shall bear travel, boarding, lodging, substances allowances that is applicable from time to time
- The students will abide by the rules and regulations of the Global Academic Partner Institutions during their stay for global immersion program. Students violating the rules and regulations of the host institution will be subject to disciplinary action by UPES

CATEGORY IV. ONLINE COURSES

All student pursuing under-graduate & post-graduate programs across various schools will be eligible to enroll for the following limited online courses. Specific eligibility to enroll will be defined by the School Heads

Relevant UG/PG courses and modules	Partner Courses/Modules
Predictive Modelling – MBA Business Analytics (School of Business)	AWS Educate – Machine Learning Scientists
Data Visualization – MBA Business Analytics (School of Business)	Tableau
Design Thinking (All schools except Law & Design)	IBM Enterprise Design Thinking
Design Project (Simple Interaction Design)	AWS Educate – Web Development Engineers
Prototyping of User Interface (School of Design)	AWS Educate – Application Developer
Machine Learning for Designers (School of Design)	AWS Educate – Machine Learning Scientists
School of Design	Alibaba Cloud – Visualization
School of Design	Alibaba Cloud – Programming Basic
User Centered Research and Analysis (School of Design)	AWS Educate – Data Scientists