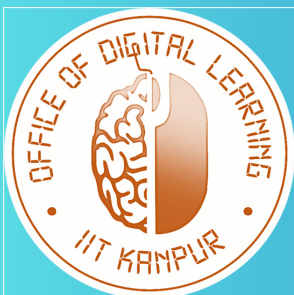# STUDENT HANDBOOK

eMASTERS DEGREE PROGRAMME

OFFICE OF DIGITAL LEARNING
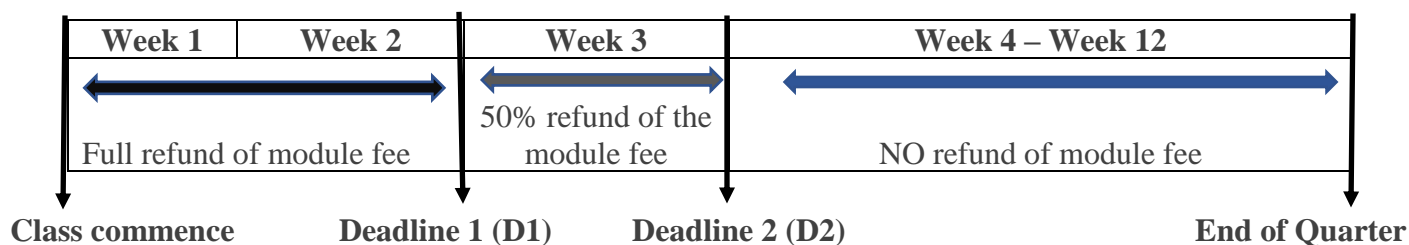## INDIAN INSTITUTE OF TECHNOLOGY KANPUR

1.1 Adding/Substituting and Dropping of Module

In a quarter, students can register for up to three modules. Once the registration window is closed, adding/substituting of modules is allowed till the late registration window is open; but with a late registration fee (as mentioned in section 7.3). The dropping of modules is allowed up to a specific time period. However, the refund amount for dropping the module(s) depends on the request receiving date, as follows-

    i.   Deadline 1 (D1): Two weeks from the start of the quarter

    ii.   Deadline 2 (D2): Three weeks from the start of the quarter

a) Requests received up to D1 are eligible for a full credit of the module fee. The credit will be adjusted in the next quarter within the programme duration.

b) Requests received up to D2 are eligible for a credit of 50% of the module fee. The credit will be adjusted in the next quarter within the programme duration.

c) Requests received after D2 will be rejected, and no refund will be made.

d) There will be no refund of the quarter registration fee when dropping modules.

Module Drop Timelines (In each Quarter)

Week 1	Week 2	Week 3	Week 4 – Week 12
Full refund of module fee		50% refund of the module fee	NO refund of module fee

Class commence   **Deadline 1 (D1)**   **Deadline 2 (D2)**   **End of Quarter**

The deadlines, D1 and D2, are published with the eMasters academic calendar. The dropped module and associated academic activities will be removed entirely from the student's academic records. So, a compulsory module, if dropped, must be completed in a later quarter within the programme duration when offered; and an elective module, if dropped, can be replaced by any other module (not done already) or the same module offered in a later quarter within the programme duration.

1.11 Exit from the Programme

If a student wants to withdraw from the programme completely, the student can do it at any time during the programme period. However, the refund amount will vary depending on the request receiving date.

Withdrawal after selection/ seat-booking:

Any candidate who desires to discontinue the programme after confirmation of admission by paying the programme registration fee, partly or wholly, will be refunded after deducting a processing fee of Rs 10,000/-only if s/he requested the same before the commencement of the first quarter. No full-refund requests will be entertained after that.

Withdrawal after commencement of the class:

- There will be no refund of the quarter registration fee for the quarters completed and no refund of the module registration fee for the modules completed.

- For an ongoing quarter, the deadlines, D1 and D2, for calculating the refund are the same as before (as for the drop of modules). The refund is calculated as follows:

  a. If a request is received up to D1

      i.   No refund of the quarter registration fee.

      ii. Full refund for the module registration fee for all the currently registered modules.

b. if a request is received up to D2

     i.   No refund of the quarter registration fee.

    ii.   50% refund for the module registration fee for all the currently registered modules.

- 50% of the programme registration fee is refunded if the request is received before the commencement of the 2nd quarter for the cohort.

- 25% of the programme registration fee is refunded if the request is received before the commencement of the 3rd quarter for the cohort.

- The programme registration fee is not refunded at all if the request is received after the commencement of the 3rd quarter for the cohort.

Table 3: Refund Structure for Programme Withdrawal Cases

	Before the commencement of the class	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Programme Registration Fee	Full refund with a deduction of Rs. 10000/- as processing fee	50% refund of the Fee	25% refund of the fee	No refund of fee	No refund of fee
Module Registration Fee		Same as the refund structure of module fees with D1 & D2 deadlines	Same as the refund structure of module fees with D1 & D2 deadlines	Same as the refund structure of module fees with D1 & D2 deadlines	Same as the refund structure of module fees with D1 & D2 deadlines
Quarter Registration Fee		No refund	No refund	No refund	No refund

Note: The quarter sequence will vary based on the admission cohort.

The following table presents a sample of the refund amount (in Rs.) for withdrawal from the programme at different points of time, assuming the student takes three modules each quarter. This table is prepared based on the current norms of the eMasters programme, which is subject to change periodically**.**

Table 4: A sample of the refund amount (in Rs.) for sending withdrawal requests from the programme at different points in time

(Considering a student takes three modules in each quarter)

Request received date	After confirmation of admission (through seat booking) but before Q1	Quarter 1 (Q1)			Quarter 2 (Q2)			Quarter 3 (Q3)			Quarter 4 (Q4)		
		Before D1 of Q1	Before D2 of Q1	After D2 of Q1 but at the start of Q2	Before D1 of Q2	Before D2 of Q2	After D2 of Q2 but at the start of Q3	Before D1 of Q3	Before D2 of Q3	After D2 of Q3 but at the start of Q4	Before D1 of Q4	Before D2 of Q4	After D2 of Q4
Programme Reg Fee		200000*50% =100000	200000*50% =100000	200000*50% =100000	200000*25% =50000	200000*25% =50000	200000*25% =50000	0	0	0	0	0	0
Quarter Reg Fee		0	0	0	0	0	0	0	0	0	0	0	0
Module Fees		45000*3= 135000	(45000*50%) *3 = 67500	0*3 = 0	45000*3= 135000	(45000*50%) *3 = 67500	0*3 = 0	45000*3= 135000	(45000*50%) *3 = 67500	0*3 = 0	45000*3= 135000	(45000*50%) *3 = 67500	0*3=0
Total refund	Total payment minus Rs. 10000	235000	167500	100000	185000	117500	50000	135000	67500	0	135000	67500	0

Note: For module drop the refund amount will be adjusted in the next quarter. And for programme withdrawal cases, it may take a month (30 days) to disburse the refund amount (if any) after the request date.

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