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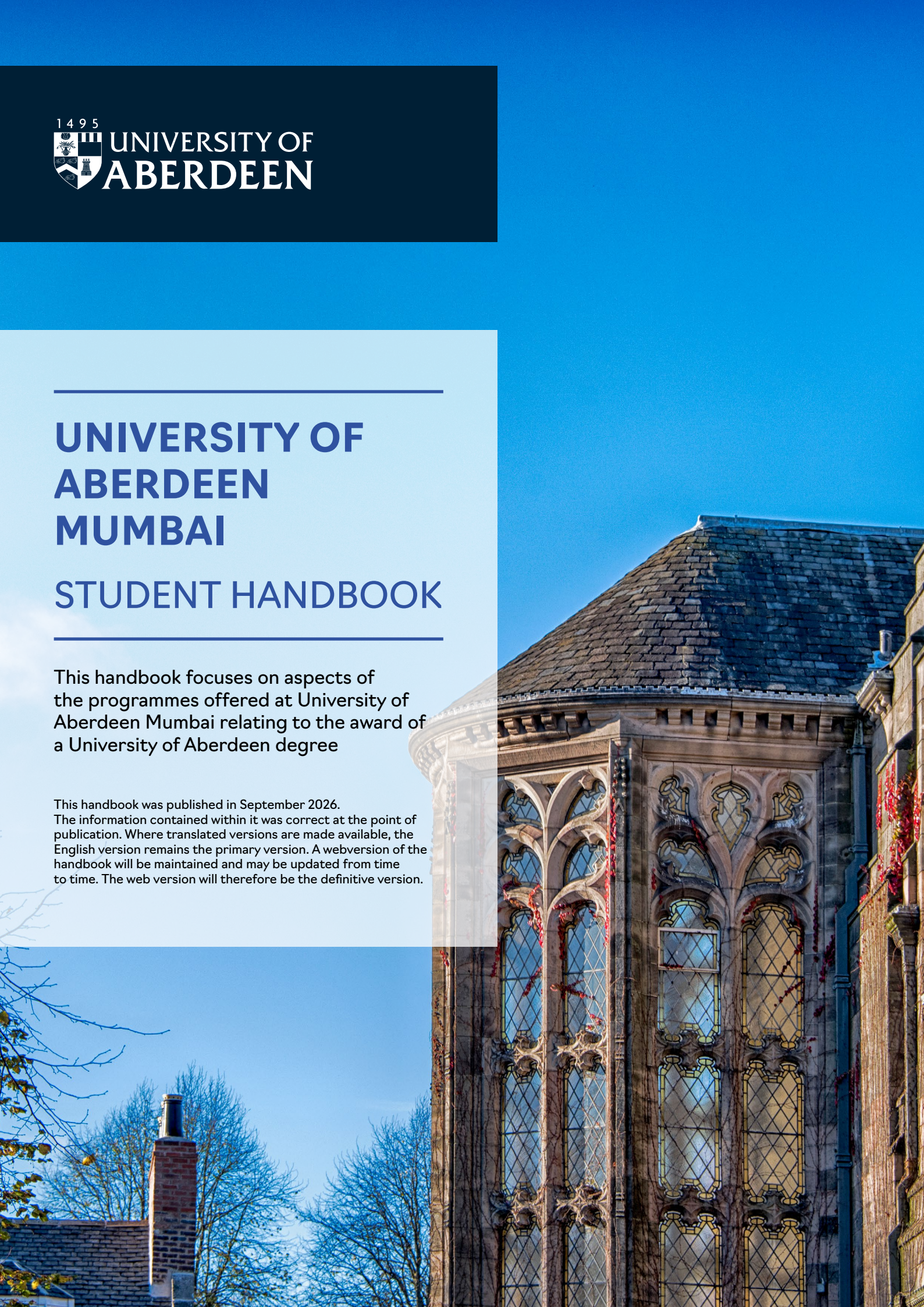
# UNIVERSITY OF ABERDEEN MUMBAI

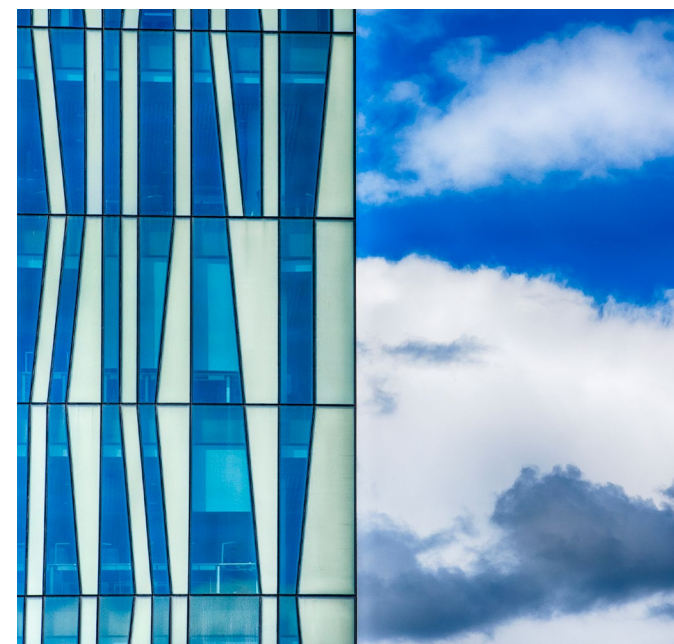
## STUDENT HANDBOOK

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This handbook focuses on aspects of the programmes offered at University of Aberdeen Mumbai relating to the award of a University of Aberdeen degree

This handbook was published in September 2026. The information contained within it was correct at the point of publication. Where translated versions are made available, the English version remains the primary version. A webversion of the handbook will be maintained and may be updated from time to time. The web version will therefore be the definitive version.





# WELCOME

I am delighted to be welcoming you to the University of Aberdeen Mumbai. Our University has a long history of collaboration with more than 200 universities and research centres across India, and our new Mumbai campus will bring the Aberdeen experience directly to students in India. From delivering an international education to learners to applying our research expertise to address issues affecting the world around us, we are global in our outlook. University of Aberdeen has worked collaboratively with colleagues at University of Aberdeen Mumbai over the last 2 years to establish a partnership and degree offering that fuses the traditions, expertise and experience of an ancient Scottish university with

the vibrant and dynamic culture and environment of India. I am so pleased that you have chosen to undertake your studies with the University of Aberdeen Mumbai.

I hope that this student handbook will prove a valuable resource by providing important information for your studies with us. It includes information relating to your University of Aberdeen degree studies so that you are clear about the requirements for your studies with us. Alongside more practical information, the Handbook provides key policy information and provides guidance on where to find academic support. This information in this Handbook will

be updated from time to time, and it is important that you refer to the handbook as this is where you will find all updated information.

I hope that you will find this a fruitful and engaging place to study and learn. I hope that you will greatly enjoy your studies with us and the opportunity this affords you to gain degrees from both UoAM and the University of Aberdeen. I wish you all the best in your endeavours.

**PROFESSOR JO-ANNE MURRAY**  
VICE-PRINCIPAL, EDUCATION  
University of Aberdeen





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Over the next two decades, we will meet 20 commitments and be a fully inclusive, interdisciplinary, international, and sustainable university.

# INTRODUCTION

The University of Aberdeen (UoA) is the fifth oldest University in the UK, dating back to 1495. Since then, we have proudly offered our students life-changing opportunities by proving true to our Foundational Purpose of being: 'open to all and dedicated to the pursuit of truth in the service of others'. Our vast experience in teaching – along with our modern, 21st century outlook – enables us to offer the same great opportunity to you today at our University of Aberdeen Mumbai (UoAM) campus.

The University of Aberdeen is consistently ranked among the world's top universities and is ranked 3rd for overall student satisfaction in Scotland and in the top 35 in the UK following the National Student Survey (2025). We are proud of our continued success and are committed to creating the best possible student experience for all of our students.

In 2020, we marked our 525th anniversary and launched **Aberdeen 2040**, our 20-year statement of strategic purpose. Over the next two decades, we will meet 20 commitments and be a fully inclusive, interdisciplinary, international, and sustainable university.

The University of Aberdeen Campus Mumbai, which opened in September 2026, signals our commitment to providing an international education to learners from all around the world and becoming a more diverse and multicultural community.

It is an exciting time to be a student at the UoAM - we hope you will embrace the opportunities that come with it as you join our Aberdeen family and become part of the next chapter in our history.



# The University of Aberdeen Mumbai

The University of Aberdeen Mumbai offers three undergraduate honours degree programmes: MA (Hons) Business Management, BSc (Hons) Computing Science, and BSc (Hons) Data Science. The University also offers postgraduate programmes leading to the awards of MSc Artificial Intelligence, Master of Business Administration (MBA), MBA (Business Analytics) and MSc International Business Management. Each programme leads to the award of a University of Aberdeen degree and is comprised of courses approved by the University's academic governance processes.

## Aberdeen Terminology

Below is a list of common words and phrases used by UoAM and their definitions.

- A **degree programme** is the complete curriculum. An undergraduate programme is studied over a minimum of four years, leading to the award of a Degree. Postgraduate programme at the UoAM are studied over one academic year, leading to the award of a masters Degree.
- Each programme is made up of **courses**, each of which is self-contained and comprised of teaching (including lectures, tutorials, laboratories, and private study) and assessment (such as class tests, group work, essays and examinations).
- Each course is set at a level, which aligns to the year of study in which it will be taught. Each course has a unique course code that begins with 2 letters (all Mumbai course codes will start with Y and then a letter indicating a discipline e.g. YC (C for Computing)). The following number then indicates the level of the course e.g. 1 = 1st year UG; 5 = MSc level. For example one of the courses on the MSc AI is YC5001 and for MBA course examples are YE5001, YA5001, YB5002.
- Each course has a **course coordinator**, who is responsible for the administration of the course, including organising the course information, content and assessment.
- The size of a course is defined in UoA **credits**. Most UoA courses carry 15 or 30 credits. Formally, 1 UoA credit equates to 10 learning hours, the total amount of time that a student is expected to spend on a course. Given 1 NrCF credit equates to 30 hours of learning that means 1 UoA credit = 3 NrCF credit, though all credits will be awarded according to UoA credit equivalence.

- Each **Academic Year** begins in September and runs until the following August. Each academic year is comprised of three terms, each of which is approx. 11 weeks of teaching followed by a period of assessment. Undergraduate programmes are taught in terms 1 and 2; postgraduate taught programmes are taught in terms 1, 2 and 3.
- Should you fail to achieve a pass mark for a course at first sitting, you will be asked to undertake a **resit**. **Resit** assessments are taken by students at specific points in the year.

## Term Dates:

The University of Aberdeen Mumbai term dates can be found on UoA's [webpages](#).

## Communication:

You will receive a UoAM e-mail account when you register. The UoAM will use e-mail to communicate with you during term-time. **It is your responsibility** to check your email on a regular (at least weekly) basis and to tidy the contents of your email inbox. You should note that failure to check your e-mail or failure to receive an email due to being over quota or due to non-delivery of an email forwarded to a non-University email account will not be accepted as grounds for appeal.

When communicating with UoAM staff, it is important that you identify yourself by including your name and UoAM identification number in your email message. Staff will respond to your emails in a timely manner.

## Terms and Conditions

As part of registration for your UoAM degree, you will be required to sign up to our UoAM terms and conditions. These include the conditions for use of our **IT Security** and **Privacy** Policies.

## Teaching Delivery

For the academic year 2026/27, academic staff from the University of Aberdeen Business School and School of Natural and Computing and Sciences will work with colleagues based in Mumbai to deliver linear taught courses over 12 weeks of teaching.

## Digii Portal (Digital Campus)

The Digii Portal (Digital Campus) is the University's central student information system. It provides access to academic, learning, and administrative information throughout your studies at the University of Aberdeen Mumbai. Through the portal, you can access programme information, view course schedules, track your academic progress, receive important announcements, communicate with University staff, and access a range of student services.

You can access the Digii Portal at [digitalcampus.abdn.in](https://digitalcampus.abdn.in) using your University login credentials. Students are encouraged to log in regularly to ensure they remain up to date with programme information, academic requirements, and important communications from the University.

## Learning Management System (LMS)

The Learning Management System (LMS) is the University's online learning environment. This is where you will find learning materials, resources, activities, and assessment information associated with the courses you are studying. Through the LMS, you can access module content, lecture materials, recorded sessions, reading resources, announcements, and assessment guidance.

You can access the LMS at [lms.mumbai.abdn.in](https://lms.mumbai.abdn.in) using your University login credentials. Students should access the LMS regularly to engage with course materials, review academic requirements, submit assessments, and monitor important course updates.

## Accessing the LMS

The LMS can be accessed using most modern web browsers, including Chrome, Edge, Firefox, and Safari. Guidance and student resources for using the LMS are available at: [community.instructure.com/en/kb/articles/661192-student-getting-started-resources](https://community.instructure.com/en/kb/articles/661192-student-getting-started-resources)

## Assessment Submission

The LMS is used for the submission of coursework and assessments, including assignments, projects, presentations, case studies, examinations, and other assessed work, as specified within individual modules. Students are responsible for ensuring that assessments are submitted through the LMS by the published submission deadlines.

Assessment feedback, grades, and module-related communications may also be provided through the LMS.

## Problems Accessing the Digii Portal or LMS

If you experience difficulties accessing the Digii Portal or LMS, you should first consult the available guidance and support resources. If problems persist, please contact your Student Counsellor, providing details of the issue, including your device, operating system, web browser, network connection, and the course or service you are attempting to access.





# THE STRUCTURE OF A UOA DEGREE

Each degree programme delivered by the University of Aberdeen Mumbai has a 'programme prescription' associated with it. The programme specification is a formal document that defines the structure of the programme and includes an outline of the courses and associated course codes and credits that you will study in each year, for the award of a UoA degree. The prescriptions for the degrees offered at the University of Aberdeen Mumbai are available from the links below:

- [Degree of Master of Business Administration](#)  
(September Start)
- [Degree of Master of Science in Artificial Intelligence](#)

Further information will be provided as you progress through your degree programme.

## Grading Schemes

At the end of a course, you will be awarded a course grade. Your grade will be awarded in accordance with the UoA's Common Grading Scale (CGS). The table below illustrates how numeric results are converted into the CGS.

| UoA Points | UoA Grade | UoA       |
|------------|-----------|-----------|
| 22         | A1        | Excellent |
| 21         | A2        |           |
| 20         | A3        |           |
| 19         | A4        |           |
| 18         | A5        |           |
| 17         | B1        | Very Good |
| 16         | B2        |           |
| 15         | B3        |           |
| 14         | C1        | Good      |
| 13         | C2        |           |
| 12         | C3        |           |
| 11         | D1        | Pass      |
| 10         | D2        |           |
| 9          | D3        |           |
| 8          | E1        | Weak      |
| 7          | E2        |           |
| 6          | E3        |           |
| 5          | F1        | Poor      |
| 4          | F2        |           |
| 3          | F3        |           |
| 2          | G1        | Very Poor |
| 1          | G2        |           |
| 0          | G3        |           |
| 0          | NP        |           |

In some circumstances, you may not be awarded a result and a special code will be entered in place of a course result. This can occur in the following instances:

- MC:** The award of an 'MC' means you had medical circumstances which prevented you from completing the course and you can take a resit assessment without penalty.
- GC:** The award of an 'GC' means you had a good cause, or exceptional circumstances which prevented you from completing the course and you can take a resit assessment without penalty.
- NP:** The award of an 'NP' means a failure to complete any or all of the required assessment for a course, without good reason. An 'NP' counts as an attempt at a course.
- C7:** The award of a 'C7', means a failure to comply, in the absence of good cause, with the published requirements of the course or programme; and/or a breach of regulations. In other words, you have not completed all compulsory elements of the course, or are no longer able to meet the learning outcomes of the course, (which include elements, such as attendance, submission of assessment) and it is not possible to remedy this in the current academic year.



## Extensions

For each UoAM course, agreed extensions will be for the shortest reasonable time to allow you to complete your assignment while minimising impact on your subsequent studies, and will usually not exceed seven calendar days, according to the [Extensions Policy](#).

Students who are unable to meet an assessment deadline due to exceptional circumstances may apply for an extension by submitting a formal request via email to their School Course Coordinator. The request should clearly explain the reason for the delay and be supported by relevant documentary evidence. To allow sufficient time for review, validation, and the necessary approval process, extension requests should be submitted at least **one week prior to the original assessment deadline**. Submission of a request does not guarantee approval, and students should continue working towards the original deadline until a decision has been communicated.

The policy includes indicative and non-exhaustive lists of circumstances that may or may not be considered mitigation for an extension, but you should be aware that each request will be judged on its own merit.

A list of support services available to you is included in the policy and you are encouraged to contact the relevant service for further support and guidance.

## Penalties for Late Submission of Coursework

The UoAM has standard penalties for late submission of coursework or parts of coursework. Late submission refers to submission of work after the published deadline without an agreed extension, and in the absence of exceptional circumstances.

Any assessed coursework that is submitted beyond the deadline, without an agreed extension, will be recorded as late and a penalty will be applied as follows:

- Up to 24 hours late, the grade will be deducted by **2 Common Grading Scale (CGS) points**;
- For each subsequent day, up to a maximum of seven days total, the grade will be deducted by a **further CGS point for each day**, or part of a day, up to a maximum of seven days late;
- Over seven days late, **a grade of G3 will be awarded**.

For work that is up to seven days late, if the assignment was graded above a passing grade but the penalty awarded takes the grade below the pass mark, you will be awarded the minimum passing grade, i.e., D3.

If the assignment is submitted after feedback on that work has already been provided to the class, that assignment cannot be graded and so the assignment will be given G3.

## Feedback on Your Work

Receiving feedback on your learning is vital to facilitate progress in your studies and will be provided across your UoAM courses, in a variety of ways. Feedback methods may include a blend of written and oral comments and evaluations, which will be delivered informally and formally by your tutors, lecturers, and your fellow class members. Benefiting from a variety of feedback channels will enhance your learning achievements.

More formal feedback will be issued by a lecturer or tutor, for example in the form of written or recordings of comments, on the return of a marked assignment. These evaluations of your work are designed to be supportive, with a focus on areas of potential improvement.

Different courses will offer different types of feedback; for example, some courses have more teaching hours and opportunities for oral feedback. Other courses may have a greater focus on independent learning and receiving written comments may be the usual practice.

Feedback will always be provided by your tutor or lecturer on assessments that count towards your final course grade. In such instances, feedback (including the grade) should normally be provided within three weeks. Your School will make it clear when you can expect to receive feedback.

It is important that you pay attention to feedback you receive during your studies. Whether written or oral, feedback is designed to help you progress through your studies and may include recommendations of ways in which you can work towards improving your results. When engaging with your feedback, please approach members of the teaching team for the course including the course coordinator should you feel it would be helpful to discuss their comments, to understand how you could be more successful in your studies. Receiving and acting upon feedback is a fundamental part of the learning process.

## Student Attendance, Engagement and Academic Monitoring

Students are expected to attend all scheduled classes, actively participate in designated learning activities, and submit assessments by the published deadlines. Consistent engagement with teaching, learning activities, and coursework is an essential requirement for successful academic progression.

The University monitors student attendance and engagement throughout the academic year to ensure students are participating in their programme of study and meeting academic requirements.

Students who experience difficulties that may affect their attendance, participation, or ability to complete assessments should notify the University as soon as possible. Supporting documentation may be required where absences or interruptions to study are due to illness, personal circumstances, or other exceptional situations. Notification of an absence does not automatically result in approval of the absence, an extension, or other academic concession. Students remain responsible for meeting the learning outcomes and assessment requirements of their course.

### Academic Monitoring Status Codes

The following status codes may be applied where concerns arise regarding a student's engagement with their studies:

#### C4 (Reinstated)

A C4 status is applied when the University has accepted a student's explanation for a period of non-engagement or absence and the student has been approved to resume participation in the course.

#### C6 (At Risk)

A C6 status is applied when a student demonstrates unsatisfactory engagement with their studies. This may include failing to attend scheduled classes or designated learning activities, failing to submit required coursework or assessments, or otherwise not meeting expected participation requirements. Students issued with a C6 status will be contacted by the University and provided with an opportunity to explain their circumstances.

#### C7 (Withdrawal / Loss of Class Certificate)

A C7 status may be applied where a student fails to respond to a C6 notification or where engagement remains unsatisfactory. A C7 status may result in withdrawal from the course, loss of access to learning materials and assessments, and ineligibility to sit examinations unless the student is reinstated through the appropriate University process.

### Student Support

Students experiencing academic, personal, health, or other difficulties that may affect their studies are encouraged to seek assistance at the earliest opportunity. Support is available through the Programme Team, Course Coordinator, and relevant student support services, who can provide guidance on available support options and academic processes.

## Plagiarism and Other Forms of Cheating

As part of your degree, you will be expected to read works such as textbooks or research papers written by other people. You must make clear what material or ideas you have taken from other people's works when you submit work for assessment. You will be given instruction as to how to do this before you submit. It is essential to follow these instructions. If you do not, you may be guilty of a disciplinary offence called plagiarism.

It is expected that any piece of work you submit (be it an individual or group project) has been undertaken by those who submitted it. Including another author's material in your submission without acknowledging it is plagiarism, a form of cheating defined by the UoAM as:

"Plagiarism" is defined by the UoAM as the use, without adequate acknowledgment, of the intellectual work of another person in work submitted for assessment. This definition includes the unattributed use of course materials and applies to all types of assessment, including 'open book' assessments. A student cannot be found to have committed plagiarism where it can be shown that the student has taken all reasonable care to avoid representing the work of others as his or her own.

Plagiarism also covers 'self-plagiarism'. This occurs when you submit an assignment containing materials identical or very similar to work that you have previously submitted for another assessment, whether at this university or another.

Plagiarism also includes the use of generative artificial intelligence tools (GenAI) to generate content without appropriate acknowledgment of the source.

The UoAM takes plagiarism very seriously and will take action against any student found to have plagiarised. The UoA will, in relation to its courses, refer to the **Code of Practice on Student Discipline (Academic)** in such instances. If you are found guilty of plagiarism, a range of penalties may be applied depending on the severity of the plagiarism.

The University reserves the right to use originality checking systems, such as DrillBit (see below), which may be externally based, in the interests of improving academic standards when assessing student work.

The UoAM also takes other forms of cheating very seriously. These can include collusion, contract cheating, misconduct in an examination, and data falsification. **The Code of Practice on Student Discipline (Academic)** and **Academic Integrity Guide for Students** provides further information, as does the 'toolkit' guide on **Academic Integrity & Referencing**.

## Originality Checking

DrillBit is one of a range of originality checking (text matching) applications that compare student assignments with online sources including web pages, databases of reference material, and content previously submitted by other users. These applications make no judgement on whether your work is original or not. They are tools which highlight sections of text that match, or are similar to, other sources, thereby alerting academic staff to potential instances of plagiarism.

DrillBit is the most often used originality checking application used by staff at UoAM. There are other applications similar to DrillBit for example SafeAssign. If any or a combination of these are used in any of your courses, you will be made aware of it.

## Quality Assurance:

The University of Aberdeen Mumbai uses a range of procedures to ensure that your programme, and the courses which comprise it, meet the high academic standard expected. These procedures include:

- Examination papers are moderated by a second member of staff to ensure that they are clearly written, free of mistakes and commensurate to the standard expected;
- The papers are then sent to an External Examiner who confirms that they are of the expected standard.
- A Meeting of Examiners reviews the marks from all courses to check whether the results for any courses differ significantly from the average and take any appropriate action;
- Major pieces of assessment are independently marked by two members of staff; a moderator reviews the report as well if the two original marks differ;
- The External Examiner is an experienced, senior member of staff from another university who is familiar with the academic standard that should be expected from a degree programme. This ensures that a UoAM award is of the same standard as a comparable university in Britain.

## Appeals and Complaints

UoAM recognises that things may not always go to plan and there may be times that you wish to raise an issue for further discussion or investigation. As such, our **Policy and Procedures on Student Appeals** and a **Complaints Handling Procedure**, provide frameworks through which you, as a student of the programmes at the University of Aberdeen Mumbai, can formalise any concerns you may have about aspects of your UoAM experience.



## POSTGRADUATE TAUGHT AWARDS

Postgraduate taught degrees are classified as: Masters with Distinction, Masters with Commendation, and Masters degree. Degree classification will be based on performance across the programme (Level 5 courses).

Postgraduate degrees will be determined on the GPA as outlined in the **PGT Code of Practice on Assessment**.

### Student Absence

If illness or exceptional circumstances affect your ability to attend classes, complete assessments, or sit examinations, you should notify a member of staff as soon as possible.

The University is committed to supporting students who experience circumstances that disrupt their studies and will work with you to identify appropriate support and, where applicable, reasonable adjustments. However, all students remain responsible for engaging with their studies and for demonstrating achievement of the required learning outcomes for their course.

Where an absence or period of non-engagement is likely to have a significant impact on academic progress, the University will discuss the available options with the student and provide guidance on the most appropriate course of action.



## ADVICE ON YOUR STUDIES

You may need support and guidance for a variety of different academic, non-academic or wellbeing issues during your studies. Your first point of contact for any concerns should be your Personal Tutor at UoAM. They will be able to help and will guide you to the relevant support at UoAM.

If you have an academic issue with a particular course, in the first instance, your course coordinator will be the key point of contact.

Students who wish to discuss any aspect of their programme of study should, in the first instance, contact the Course Coordinator, depending on the nature of their query or concern. Where further assistance is required, the matter may be escalated to the relevant Head of their Discipline (Computer Science or Business Management). To ensure students receive the most appropriate support, they may be referred to other University staff or support services as appropriate.

