

**International Exchange Student Fact Sheet**  
**For students studying at Alliance Manchester Business School, University of Manchester,**  
**2018-2019**

The International Team  
Alliance Manchester Business School  
The University of Manchester  
Booth Street East  
Manchester M13 9SS  
Email: [exchange.ambs@manchester.ac.uk](mailto:exchange.ambs@manchester.ac.uk)  
<https://ug handbook.portals.mbs.ac.uk/Myprogramme/Incomingexchangestudents.aspx>

Andrew Walker  
International Exchange Officer  
Tel: +44(0) 161 306 3503  
Email: [andrew.walker@manchester.ac.uk](mailto:andrew.walker@manchester.ac.uk)

Svetlana Gannon  
International & Placement Officer  
Tel: +44 (0) 161 275 0950  
Email: [svetlana.gannon@manchester.ac.uk](mailto:svetlana.gannon@manchester.ac.uk)

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**Nominations, Agreed Numbers & Applications**

In order to attend Alliance Manchester Business School on exchange, students need to be nominated by their home institutions via email: [exchange.ambs@manchester.ac.uk](mailto:exchange.ambs@manchester.ac.uk)

If our colleagues at partner institutions are unsure of the agreed exchange numbers for forthcoming academic year then please feel free to contact Andy to discuss this: [andrew.walker@manchester.ac.uk](mailto:andrew.walker@manchester.ac.uk)

**Deadline for Semester 1 Applications**

Nominations to be received by 20 April 2018  
Applications from students to be completed by 18 May 2018

**Deadline for Semester 2 Applications**

Nominations to be received by 28 September 2018  
Applications from students to be completed by 12 October 2018

**Application documents**

Once a student nomination has been received, the student will be contacted by email with information on how to provide the following documentation:

- Application form
- Latest academic transcript
- Scan/copy of photo/ID page of passport
- For Non-EU students, whose first language is not English, a copy of the latest English Language Proficiency Certificate

**English Language Proficiency**

Students should be nominated who have attained a sufficient standard in English (written and oral) to enable them to understand the teaching material and to be able to effectively communicate with others. As guidance, our language entry requirement for students on full time programmes is 6.5 IELTS or equivalent with a minimum of 6 in each component. Evidence of English Language Proficiency is required for any students applying for a Tier 4 Visa to enter the UK, and whose first language is not English.

## English Language Support

There are no intensive language classes offered at Alliance MBS but English language support courses are offered by the University Language Centre. These courses do not count towards credits.

## Accommodation

The University Accommodation Office will allocate accommodation to students studying at Alliance MBS for a Full Year, Semester One or Semester Two from university halls. Students cannot be guaranteed a specific hall or the type of accommodation but can indicate a preference between a self-catered or a catered hall. The first semester contract terminates at the end of January and the full cost for the semester will need to be paid even if a student is permitted to finish at Alliance MBS in December. The second semester contract terminates in June.

Students can apply online for accommodation only after an acceptance letter from Alliance Manchester Business School has been issued with their UID number. **It is essential that once an online accommodation application has been submitted that you check emails on a regular basis as an offer is only held for a very short period of time.**

Further information about university accommodation is available at:-

<http://www.accommodation.manchester.ac.uk/>. Alliance MBS is unable to assist with private accommodation arrangements but Manchester Student Homes is a recommended contact:

<http://www.manchesterstudenthomes.com/Accommodation>

## Expenses

Students should expect to spend between £35-£60 per week on food etc but this may vary according to requirements. Other expenses to consider are local transportation, social activities and travel around the UK and Europe.

## Academic expenses

There are no tuition fees to be paid to Alliance MBS by exchange students. It is recommended that students should not buy any books before arrival. Books may be borrowed from the library or second hand books may be available for purchase.

## Health/Travel insurance

Free health treatment is available on the UK's National Health Service to all international students studying here for longer than six months, as well as to all students from EU countries. Students studying here for less than six months are advised to take out medical insurance before departure. This could be part of a travel policy that we would also recommend is arranged pre-arrival.

Further information on health care and useful information for all international students at UoM can be found at :-

<http://www.manchester.ac.uk/international/supportservices/arrival/>

## Visa requirements

Please check with the local UK Government office for up to date information and requirements or visit:

<http://www.ukba.homeoffice.gov.uk/studyingintheuk/>

## Support services and Student facilities

Alliance MBS Undergraduate International Team

Alliance MBS Undergraduate Services

Academic Advisory Service

Careers service

Counselling service

Disability Advisory & Support Service

IT services

Library services

Student Services & International Advice Team

Sports facilities

Student clubs & associations

University of Manchester International Society: <http://www.internationalsociety.org.uk/>

**Alliance MBS International Programmes Society** is a student society run by final year students for the benefit of international exchange students. The society runs a Buddy scheme and various social events throughout the year.

<https://www.facebook.com/AMBSintsoc>

## Academic Calendar 2018-2019

### Semester 1

Welcome Week	17 to 21 September 2018
Semester 1 teaching starts	24 September 2018
Christmas break starts	14 December 2018
Christmas break ends	14 January 2019
Semester 1 exams	14–25 January 2019
Semester 1 ends	27 January 2019

### Semester 2

Induction Day	25 January 2019
Semester 2 teaching starts	28 January 2019
Easter break starts	5 <sup>th</sup> April 2019
Easter break ends	29th April 2019
Semester 2 exams	15 May – 5 June 2019
Semester 2 ends	7 June 2019

### Website for courses

Students should only choose from the Alliance MBS courses offered to exchange students and course listings are updated every year in June. Details can be found at:

<https://ughandbook.portals.mbs.ac.uk/Myprogramme/Incomingexchangestudents/Unitsforincomingexchangestudents.aspx>

### Academic prerequisites

All courses listed are available to students with a good level of Business/Management knowledge. The home institution should approve the course choices and only recommend students capable of following the chosen subjects. You should be guided by indications of pre-requisites as shown on course outlines and should ensure that equivalent pre-requisites have been fulfilled.

### Full-time workload

Exchange students at Alliance MBS should aim to take a full workload of 60 credits per semester although some exchange students are permitted take a minimum of 50 credits with the permission of their home institution. Exchange students will not be permitted by Alliance MBS to take less than 50 credits even with permission from their home institution.

The credit requirements can be fulfilled by taking any combination of 10 or 20 credit courses.

A 10 credit Alliance MBS course is equal to 5 ECT and a 20 Credit Alliance MBS course is equal to 10 ECTS.

### Semester One only students

Students attending in Semester One only are able to choose from a selection of Semester One and Full Year courses. If students wish to leave in December and not return for the examination period in January, the home institution should complete the appropriate section on the course choice form which will be sent by AMBS as part of the application process. These students will be given special assessment arrangements in place of examinations for their chosen courses in the form of coursework/essays, group projects etc. Some extended January deadlines for submission of coursework may be given and students will be advised on the submission process following arrival.

### Semester Two and Full Year

Students are expected to be in attendance for all examinations. Full Year students are not permitted to take special assessments in place of examinations.

### Examination Results

Semester One will be released in March. Semester Two and Full Year will be released in July. All results will be sent to the home institution and will be ratified by the Board of Examiners in July 2019.

**Learning expectations** - to attend all lectures and seminars.

### Grading system:

70-100% Excellent, First Class Degree
60-69% - Very Good, 2.1 Degree
50-59% - Good, 2.2 Degree
40-49% - Pass, Third Class Degree
39% and below - Fail