

UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2018-19 Academic Year



ABOUT THE UNIVERSITY OF MANCHESTER AND ALLIANCE MANCHESTER BUSINESS SCHOOL

The University of Manchester and Alliance Manchester Business School share a rich and proud heritage. Our School has an international reputation, attracting staff and students from across the globe and partnerships with some of the world's most exciting companies. With top-rated teaching and research in all areas of business and management, and academics who are international leaders in their field, Alliance Manchester Business School is firmly positioned at the leading edge of dynamic business performance. Our academic staff are revered and respected around the world and the majority have international experience. Their advice is sought on a regular basis by blue-chip companies and governments.

With triple accreditation from AACSB International, AMBA and EQUIS, we provide world-class, industry-focused education to undergraduates, postgraduates and executives across the globe.



NOMINATIONS AND APPLICATIONS

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

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

Deadlines for nominations

For Semester 1 Applications

Nominations to be received by **20 April 2018**

Applications from students to be completed by **18 May 2018**

For Semester 2 Applications

Nominations to be received by **28 September 2018**

Applications from students to be completed by **12 October 2018**

Application documents required:

- Application form
- A copy of your latest academic transcript;
- A copy of the photo/identification page of your passport;
- For **Non-EU students whose first language is not English**, a copy of your latest English Language Proficiency Certificate.

(Application documents can be obtained directly from the International Office following nomination by your home institution)

2018 – 19 ACADEMIC CALENDAR

Semester 1

Induction Week: 17-21 September, 2018

Teaching: 24 September – 14 December, 2018

Christmas Break: 15 Dec, 2018 – 13 Jan, 2019

Exams: 14 - 25 January, 2019

Semester 2

Induction: 25 January, 2019

Teaching: 28 January – 14 May, 2019

Easter Break: 5 April – 29 April,

2019 Exams: 15 May – 7 June, 2019

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ENGLISH LANGUAGE REQUIREMENTS

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 a guidance, our language entry requirement for students is:

IELTS (International English Language Testing System): 6.5 overall, with no less than 6 in any individual component

TOEFL (Test of English as a Foreign Language, internet-based): 90 overall, with no less than 20 in any individual component.

CAE (Cambridge Certificate in Advanced English): Grade C, please provide your unique and special numbers to be verified online

PTE Academic (Pearson Test of English): 59 overall, with no less than 51 in any individual component.

CPE (Cambridge English: Proficiency): Grade C

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. Please note that the test date for the IELTS, TOEFL or PTE Academic qualification must be no more than two years before the start date of your course.

There are no intensive language classes offered at MBS but students may take courses offered by the language centre <http://www.ulc.manchester.ac.uk/>. These courses would not count towards credits.

NOTE: For students whose first language is not English and who want to improve their language proficiency, the University Language Centre runs a variety of British Council accredited programmes, and on-going support for overseas students is also available throughout the academic year. <http://www.langcent.manchester.ac.uk/foreign/>

VISAS

Please check here <https://www.gov.uk/browse/visas-immigration/student-visas> for up to date information and requirements

Please note, students are responsible for applying for their visas and must ensure that they obtain the necessary visas or entry permits BEFORE they enter the UK. Please contact the relevant consulate/embassy for further details. Visas can take several weeks to process so always confirm the time it may take with the consulate or embassy well in advance of your travel dates. It is a good idea to check the consulate's website first to see what documents are needed to apply for your visa. Students, who are enrolled on a programme of study which is 6 months or less are advised to apply for **short term study visa** <https://www.gov.uk/study-visit-visa>.

ACCOMMODATION, HEALTH & OTHER EXPENSES

ACCOMMODATION

The University Accommodation Office is able to allocate accommodation to students studying at MBS only from halls featured in the Student Accommodation booklet

<http://www.accommodation.manchester.ac.uk/ouraccommodation/>

Students can apply online for accommodation only after an acceptance letter from Alliance Manchester Business School has been issued with their ID 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.**

Students will not be able to choose a specific hall or the type of accommodation but can indicate a preference between a self-catered or a catered hall. Students should bear in mind that the cost could vary from between £60 - £100 per week. 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 MBS in December. The second semester contract terminates in mid-June.

If you wish to apply for university accommodation, you should do this as soon as possible. Your application must be submitted online directly to the University of Manchester Accommodation Office, once you receive your official acceptance letter with your university User ID (details will be provided in your official acceptance letter).

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You will be contacted by the Accommodation Office towards the end of July/beginning of August (semester 1 students) or in the beginning of January (if you are coming in semester 2) with information on your accommodation allocation. Please note that the Alliance MBS International Team is unable to intervene in any accommodation issues. Students may organise their own private accommodation. Manchester Student Homes is a useful contact.

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

HEALTH

Free health treatment is available on the UK's National Health Service (NHS) 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 can be found at <http://www.manchester.ac.uk/international/supportservices/arrival/>

Prescriptions for medicine issued by a doctor incur a charge, which is currently about £8.05 per item.

OTHER EXPENSES

The amount you will spend largely depends on the lifestyle you choose to adopt. Here is a list of a typical items that you may need or use while in Manchester and estimated cost of them (estimates are based on average expenditure of a undergraduate single student):

- Meals (excluding meals out) - £40
- Local transport (excluding travelling home / visiting friends) - £4.50–13 for a weekly buss pass (depending on the bus company)
- Other (e.g. mobile phone bill, socialising, laundry, photocopying and printing) - £40

Supermarket prices can be found here:

www.aldi.co.uk

www.tesco.com

www.asda.com

www.morrisons.co.uk/

www.sainsburys.co.uk

[The International Student Calculator](#) website may help you to plan and manage your money for your studies in the UK, although please be aware that costs of living may vary slightly from region to region

If you require a visa to come to the UK, you are granted it on condition that you can pay your living expenses without having to depend on finding work in the UK.

TEACHING AND LEARNING

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

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

PREREQUISITES

All courses 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 prerequisites as shown on course outlines.

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 ECTS and a 20 Credit Alliance MBS course is equal to 10 ECTS.

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SEMESTER ONE ONLY STUDENTS

Students attending in Semester One only are able to choose from a selection of Semester One and Full Year courses. For students whose home institution require them to leave at the end of the teaching period in December and not return for examinations, alternative assessment arrangements will be made for the chosen courses. 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 & 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.

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

LEARNING EXPECTATIONS

Exchange Students must comply with the starting date of the semester. It is compulsory to obtain MBS authorisation for any late arrivals. Attendance at all course unit sessions is compulsory. Non-attendance will only be condoned on health or compassionate grounds. All absences must be reported in advance, or on the day, to International Team at exchange.ambs@manchester.ac.uk.

SUPPORT SERVICES AND STUDENT FACILITIES

Alliance MBS Undergraduate International Team

Alliance MBS Undergraduate Services

Academic Advisory Service

Careers service <http://www.careers.manchester.ac.uk/>

Counselling service <http://www.counsellingservice.manchester.ac.uk/>

Disability Advisory & Support Service <http://www.dso.manchester.ac.uk/>

IT services <http://www.itservices.manchester.ac.uk/>

Library services <http://www.library.manchester.ac.uk/>

Student Services & International Advice Team <http://www.manchester.ac.uk/study/international/why-manchester/student-support/>

Sport facilities <http://www.manchester.ac.uk/study/experience/student-life/university/sport-and-well-being/facilities/>

Student clubs & associations <http://www.getinvolved.manchester.ac.uk/clubs-and-societies/>

University of Manchester International Society <http://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>

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INTERNATIONAL TEAM



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