

UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET



ABOUT THE UNIVERSITY OF MANCHESTER AND ALLIANCE MANCHESTER BUSINESS SCHOOL

The University of Manchester and Alliance Manchester Business School have 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 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.

We welcome exchange students to our campus for a single semester (Sept-Jan or Jan-June) or a full academic year (Sept-June).

The following websites may be useful:

Exchange Programme: <https://www.manchester.ac.uk/study/international/study-abroad-exchange/>

General Alliance Manchester Business School: <https://www.alliancembs.manchester.ac.uk/>



NOMINATION AND APPLICATION DETAILS

Nominations, Agreed Numbers & Applications

In order to attend Alliance Manchester Business School on exchange, students need to be nominated by their home institutions via an Online Nomination Form: <https://forms.office.com/e/TgQUcaVZw4>

We simply need nominee name(s), GPA, major/degree programme, duration of study and email address.

If our colleagues at partner institutions are unsure of the agreed exchange numbers for the forthcoming academic year, then please feel free to contact us to discuss this. We manage partnerships on a country basis – please see the 'Contacts' section at the end of this factsheet for the name/email of your relevant Country Officer.

Nominees should have an overall cumulative GPA of at least 3.0 (or equivalent).

Deadlines for nominations

For Semester 1 Applications

Nominations to be received by **1 May**

Applications from students to be completed by **1 June**

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For Semester 2 Applications

Nominations to be received by **1 October**

Applications from students to be completed by **1 November**

SUBMITTING AN APPLICATION:

To submit an application, students should use the following links:

Business nominees applying for the FULL ACADEMIC YEAR

https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.Fiel dFormula.IScript_Direct_Login?Key=UMANC125100006321F

Business nominees applying for SEMESTER 1 ONLY

https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.Fiel dFormula.IScript_Direct_Login?Key=UMANC125100006317F

Business nominees applying for SEMESTER 2 ONLY

https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.Fiel dFormula.IScript_Direct_Login?Key=UMANC125100006319F

The online application system will open **on 24 March**.

After submitting an application, students will receive an email with a link to submit their course unit choices. Course units are generally updated in May prior to the September of entry, but a general indication of units available can be found via this link: <https://documents.manchester.ac.uk/display.aspx?DocID=67187>

Semester Dates:

<https://www.manchester.ac.uk/discover/key-dates/>

VISAS

Please check [here](#) to see which visa is required to study in the UK.

ALL international travellers to the UK require prior permission to travel before embarking upon their journey. This permission can be obtained in one of two ways:

- i) eVisa
- ii) Electronic Travel Authorisation

An eVisa can either be a **Student Visa** (ONLY students studying for a full year obtain this – single semester students enter under the standard Visitor Visa route instead) or a **Visitor Visa obtained prior to travel** – this is a requirement for SOME nationalities - <https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-visitor-visa-national-list>. 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.

Electronic Travel Authorisation is required by everyone who does not already have an eVisa prior to travel. Information is here: <https://www.gov.uk/guidance/apply-for-an-electronic-travel-authorisation-eta>

Students are responsible for ensuring they understand any and all immigration requirements which apply to them.

ENGLISH LANGUAGE REQUIREMENTS

Evidence of English Language Proficiency is required for any students whose first language is not English. Our minimum language entry requirements are:

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 59 in any individual component

CPE (Cambridge English: Proficiency): Grade C

Please note that the test date for the Academic IELTS, iBT TOEFL or PTE Academic qualification must be no more than two years before the start date of the student's course with us.

Note also that if students opt to take one course unit (maximum) outside AMBS, they must meet any subject area language requirements where these are higher than the AMBS requirements specified above.

ACCOMMODATION, HEALTH & OTHER EXPENSES

ACCOMMODATION

The University Accommodation Office is able to allocate accommodation to students studying at AMBS 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, students check emails on a regular basis as an offer is only held for a very short period of time.**

Students may not be able to choose a specific hall or the type of accommodation, particularly in semester 2, but may be able to indicate a preference between a self-catered or a catered hall. Students should bear in mind that the cost could vary from between £60 - £120 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 AMBS in December. The second semester contract terminates in mid-June.

Students wishing to apply for university accommodation should do this as soon as possible after receiving their offer from The University of Manchester. [Applications](#) must be submitted online directly to the University of Manchester Accommodation Office after receiving the official offer letter.

Students 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 their accommodation allocation. Please note that the Exchanges Team is unable to intervene in any accommodation issues.

Alternatively, students may organise their own private accommodation. Manchester Student Homes is a useful point of contact. <https://www.manchesterstudenthomes.com/Accommodation>

HEALTH

Free health treatment is **only** available on the UK's National Health Service (NHS) to international students studying here **for longer than six months**. However, we strongly recommend all students (including year-long) have private insurance covering health treatment, as waiting times for NHS treatment can be very long. Students studying here for less than six months cannot access NHS healthcare free of charge (except in the case of initial emergency

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assessment) and so must take out medical insurance before departure. This could be part of a travel insurance policy that must also be 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 £9.50 per item.

OTHER EXPENSES

The amount individuals will spend largely depends on the lifestyle they choose to adopt. Here is a list of typical items that may be needed/used while in Manchester and estimated weekly cost for them (estimates are based on average expenditure of an 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 plan and manage money, although please be aware that costs of living may vary slightly from region to region.

Students who require a visa to come to the UK are granted it on condition that they can pay their living expenses without having to depend on finding work in the UK.

TEACHING AND LEARNING

Students should choose from the Alliance MBS courses offered to exchange students, and course listings are updated every year in May/June. Details of course choices will be emailed to all applicants after submitting their application, but until that point, the previous year's units are available for information in our [Online Toolkit](#). The updated list will be uploaded to this same Toolkit in May/June.

AMBS exchange students are expected to take their course units from AMBS. It may be possible in some circumstances to take a maximum of one course unit per semester (whether 10 or 20 credits) from outside the School.

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. This 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 if their home institution would permit it. 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.

SEMESTER ONE ONLY STUDENTS

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

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for the chosen courses*. These students will be given off-campus assessments in place of late-January in-person examinations. Note that if course(s) have online assessments which can be taken off-campus as standard, students should NOT expect alternatives to be set. This may mean they will need to sit their online assessment at an odd time depending on the timezone they are in when the exam takes place in January.

* Alternative assessments may be in the form of coursework/essays, group projects, online exams etc. **Non-AMBS units may not offer alternative assessment.**

SEMESTER TWO & FULL YEAR STUDENTS

No alternative assessments are available - students are expected to be in attendance for all examinations.

EXAMINATION RESULTS

Semester One results will be released in March. Semester Two and Full Year will be released in July. All results are subject to ratification by the Board of Examiners in July.

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

TRANSCRIPTS:

Students studying with us for semester 1 only will receive an 'Interim' transcript in March/April and will then receive an 'Official' transcript in July/August.

Students with us for semester 2 only will receive ONE transcript only - an 'Official' transcript in July/August.

Students studying with us for an academic year (September-June) will receive ONE transcript only – an 'Official' transcript in July/August.

Interim transcripts are issued by email attachment. Official transcripts are uploaded to a secure online portal called Digitary Core. Students will receive an email notifying them when their Official transcript is ready to view electronically via the portal. They must make sure they have maintained a valid personal email address within their online UoM account in MyManchester, as the link to their online Transcript will be sent to this personal email address. If you/they need a hard copy, they can be ordered via the eStore:

<http://estore.manchester.ac.uk/browse/category.asp?compid=1&modid=1&catid=183>

When students receive notification and instructions on how to access their Official transcript online, they must give sharing permissions to their adviser at their home university (via the portal) in order for them to be able to see/process the marks.

IT IS NOT POSSIBLE UNDER ANY CIRCUMSTANCES FOR OFFICIAL TRANSCRIPTS TO BE ISSUED ANY EARLIER THAN THE EARLY AUGUST. ANY FINAL YEAR STUDENT SHOULD CONSIDER HOW THIS WILL IMPACT GRADUATION/TAKING UP EMPLOYMENT, AND DISCUSS WITH THEIR HOME UNIVERSITY ADVISERS TO BE ABLE TO DECIDE WHETHER TO CONTINUE WITH THEIR APPLICATION OR NOT.

LEARNING EXPECTATIONS

Exchange Students must comply with the starting date of the semester. It is compulsory to obtain AMBS 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 the relevant lecturer.

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SUPPORT SERVICES AND STUDENT FACILITIES

University of Manchester Placements & International Programmes Team

[Alliance MBS Student Support Hub](#)

[Academic Advisory Service](#)

[Careers Service](#)

[Counselling Service](#)

[Disability Advisory & Support Service](#)

[IT Services](#)

[Library Services](#)

[Student Services & International Advice Team](#)

[Sport Facilities](#)

[Student Clubs & Associations](#)

[University of Manchester International Society](#)

CONTACTS

Exchange students inbound to Manchester:

Placements & International Programmes Team

exchangestudy@manchester.ac.uk

Questions about exchange balances/agreements:

Country/Region	Contact for agreements, balances etc	Email
Asia (excl Singapore)	Inez Summers, Placements & International Programmes Officer	inez.summers@manchester.ac.uk
Australia, Eastern Europe, Finland, Israel, Italy, New Zealand, Portugal, Scandinavia, Singapore, Netherlands	Alison Mewes, Placements & International Programmes Officer	alison.mewes@manchester.ac.uk
Austria, Germany, Mexico, Central America, Brazil, Peru, Uruguay, Argentina, Chile, USA	Stephanie Nixon, Placements & International Programmes Officer	stephanie.nixon@manchester.ac.uk
Belgium, France, Switzerland	Deborah Williams, Placements & International Programmes Officer	deborah.williams-2@manchester.ac.uk
Canada	Nanna Pedley, Projects Officer	Nanna.pedley@manchester.ac.uk