

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



## 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/bjAjVWWZds>

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 2024**

Applications from students to be completed by **1 June 2024**

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



## **For Semester 2 Applications**

Nominations to be received by **1 October 2024**

Applications from students to be completed by **1 November 2024**

## **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.FieldFormula.IScript\\_Direct\\_Login?Key=UMANC1241000006321F](https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.FieldFormula.IScript_Direct_Login?Key=UMANC1241000006321F)

**Business nominees applying for SEMESTER 1 ONLY**

[https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB\\_ONL\\_ADM.CIBAA\\_LOGIN\\_BT.FieldFormula.IScript\\_Direct\\_Login?Key=UMANC1241000006317F](https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.FieldFormula.IScript_Direct_Login?Key=UMANC1241000006317F)

**Business nominees applying for SEMESTER 2 ONLY**

[https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB\\_ONL\\_ADM.CIBAA\\_LOGIN\\_BT.FieldFormula.IScript\\_Direct\\_Login?Key=UMANC1241000006319F](https://pgapplication.manchester.ac.uk/psc/apply/EMPLOYEE/SA/s/WEBLIB_ONL_ADM.CIBAA_LOGIN_BT.FieldFormula.IScript_Direct_Login?Key=UMANC1241000006319F)

For study in the 2024/25 academic year, the online application system will open **on 3 April 2024**.

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 you will need to study in the UK. The link also contains up to date information and requirements.

Single semester students stay for less than 6 months and therefore do not require a Student Visa. Semester students are expected to enter the UK on a standard visitor visa, but please check the specific requirements relevant to you on the website linked above – some nationalities need to apply for this visitor visa prior to travel to the UK.

Year long students need a Student Visa. Please check the website or 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 are responsible for ensuring they understand any and all immigration requirements which apply to them.

## **ENGLISH LANGUAGE REQUIREMENTS**

Students who are nominated should 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.

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



## **For UG students:**

Evidence of English Language Proficiency is required for any students whose first language is not English. Please see our language entry requirements below:

**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 your course.

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 that you 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.

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).

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.

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)

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



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 you will spend largely depends on the lifestyle you choose to adopt. Here is a list of typical items that you may need or use 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](http://www.aldi.co.uk)

[www.tesco.com](http://www.tesco.com)

[www.asda.com](http://www.asda.com)

[www.morrisons.co.uk](http://www.morrisons.co.uk)

[www.sainsburys.co.uk](http://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 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 you can begin exploring indicative units available at the following link (these are last year's course choices and are subject to change for 24/25): <https://documents.manchester.ac.uk/display.aspx?DocID=67187>

AMBS exchange students are expected to take the majority of 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. 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 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 Full Year courses. 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 for the chosen

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



courses\*. These students will be given alternative assessment in place of late-January in-person examinations or online synchronous examinations (ie. an exam that is online and starts and finishes at a set time). This may be in the form of coursework/essays, group projects, online exams etc. Some extended January deadlines for submission of coursework may be given and students will be advised on the submission process following arrival. Note that if your chosen course(s) requires an online asynchronous exam in January (i.e., can be submitted online anytime within a 48 hour or 7 day window), alternative assessment will not be available. A small selection of full-year units are available to Semester One students for half the standard credits with assessment in January. **\*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 2025.

## 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 Digitaly Core. You will receive an email notifying you when your Official transcript is ready to view electronically via the portal. You must make sure you have maintained a valid personal email address within your online UoM account in MyManchester, as the link to your online Transcript will be sent to this personal email address. If you need a hard copy, you can order one via the eStore:

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

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

**IT IS NOT POSSIBLE UNDER ANY CIRCUMSTANCES FOR OFFICIAL TRANSCRIPTS TO BE ISSUED ANY EARLIER THAN THE END OF JULY. IF YOU ARE A FINAL YEAR STUDENT AND THIS WILL IMPACT YOUR GRADUATION/TAKING UP EMPLOYMENT, PLEASE DISCUSS THE IMPACT OF THIS WITH YOUR HOME UNIVERSITY ADVISERS SO YOU ARE ABLE TO DECIDE WHETHER TO CONTINUE WITH YOUR 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.

# UNDERGRADUATE INTERNATIONAL EXCHANGE STUDENT INFORMATION AND FACT SHEET 2024-25 Academic Year



## 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](mailto: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	<a href="mailto:inez.summers@manchester.ac.uk">inez.summers@manchester.ac.uk</a>
Australia, Eastern Europe, Finland, Israel, Italy, New Zealand, Portugal, Scandinavia, Singapore, Netherlands	Alison Mewes, Placements & International Programmes Officer	<a href="mailto:alison.mewes@manchester.ac.uk">alison.mewes@manchester.ac.uk</a>
Austria, Germany, Mexico, Central America, Brazil, Peru, Uruguay, Argentina, Chile, USA	Stephanie Nixon, Placements & International Programmes Officer	<a href="mailto:stephanie.nixon@manchester.ac.uk">stephanie.nixon@manchester.ac.uk</a>
Belgium, Canada, France, Switzerland	Susan Burnell, Placements & International Programmes Officer	<a href="mailto:susan.burnell@manchester.ac.uk">susan.burnell@manchester.ac.uk</a>