

UNIVERSITY OF MANCHESTER
Manchester Business School

INCOMING POSTGRADUATE TAUGHT EXCHANGE
STUDENT FACT SHEET

<u>Postgraduate Exchange Director</u>	<u>Postgraduate Exchange Administrator</u>
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www.manchester.ac.uk
www.mbs.ac.uk

APPLICATIONS

Deadline for Applications: Semester 1 – 30 May 2014
Semester 2 – 31 October 2014

Application documents required: Application form
Accommodation application form
Emergency contact details with medical information form
Home transcripts
2 passport sized photographs
(Application documents can be obtained directly from the Exchange Programme Administrator following nomination by your home institution)

Language of instruction: English:-
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 on full time programmes is 7.0 IELTS or 620 TOEFL/250 computerised TOEFL). There are no intensive language classes offered at MBS but students may take courses offered by the language centre. These courses would not count towards credits.

EXPENSES AND ACCOMMODATION

Accommodation: The University Accommodation Office is able to allocate accommodation to students studying at MBS only from halls featured in the Student Accommodation booklet. 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 - £90 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. Initial applications for accommodation must be submitted to the PGT Office and **not sent to the Accommodation Office**. Further information about the university accommodation is available at: <http://www.accommodation.man.ac.uk/>

Students may organise their own private accommodation. Manchester Student Homes www.msh.man.ac.uk is a useful contact.

Estimated living expenses: Students should expect to spend between £30-£50 per week on food etc. but this may vary according to requirements.

Academic expenses: There are no tuition fees to be paid to MBS or University of Manchester. 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.

Other expenses: Local transportation, social activities and travel around the UK.

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. Non EU 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.

Visa requirements: Visa arrangements should be made before departure. Please check with the local UK Government office for requirements.

Student services:

- PGT Office
- Careers service
- Counselling service
- Health centres
- Libraries
- Sports facilities
- Student clubs and associations
- Shops
- International Society: <http://orgs.man.ac.uk/intsoc/>

MBS also has an International Society run by final year students for the benefit of exchange students. The society runs a mentoring scheme and various social events throughout the year. A number of other facilities are located off campus.

Useful information for all international students at Manchester can be found at: <http://www.man.ac.uk/international/welcome/index.html>

ACADEMIC CALENDAR. 2014-15

Semester Dates

2014-2015

Semester 1

15 September - 12 December 2014

12 January - 25 January 2015

Christmas Vacation: 12 December 2014 – 12 January 2015

Semester 2

26 January - 20 March 2015

13 April - 5 June 2015

Easter Vacation: 20 March 2015 – 13 April 2015

<http://www.manchester.ac.uk/aboutus/dates/>

TEACHING

Students are only able to take classes offered by Manchester Business School.

Academic prerequisites:

All courses are available to students with a good level of 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. Enrolment is subject of availability and School approval. Students are contacted if there are any problems with their proposed enrolment otherwise they are able to change their enrolment after arrival.

Full-time workload:

4 x 15 credit courses per semester, (10-15 hours taught per week). 15 credits = 150 *total* study hours. Students would be permitted to take 4 x 15 credit courses per semester without the written permission of the home institution. Overloading may only be permitted where specific written advice has been received from an exchange partner university.

Learning expectations:

Exchange Students must comply with the starting date of the semester. It is compulsory to obtain MSB authorisation for any late arrivals. Attendance is compulsory. Students can be excluded from the course if they miss more than 2 classes. Exchange Students will take their exams in the same conditions as regular students.