# Undergraduate Exchange – Frequently Asked Questions

## Accommodation

**Q:** I am interested in applying for University of Manchester accommodation. What do I need to do?

**A:** On receipt of your formal acceptance letter you will receive further information about applying for University of Manchester student accommodation.

**Q:** I do not want to stay in university accommodation and would prefer to find private accommodation for myself. Where is the best place to look for this?

**A:** Manchester Student Homes (MSH) is the Universities' only official source of student accommodation in the private sector and the only place you will need to go for private housing and housing advice. MSH is owned and managed by the Universities and Students' Unions, meaning that they are accountable, independent and do not exist to make a profit. Further information can be found here [http://www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com).

## Application and Course Choices

**Q:** Where do I send my completed application to?

**A:** Please email your application and supporting documents to undergrad.ambs@manchester.ac.uk. We do not require hard copies.

**Q:** I have sent in my application, when will I receive an acceptance letter?

**A:** Acceptance letters will be sent out after the deadline for applications has passed. Your acceptance letter will include details about accommodation and visas.

**Q:** When will I receive information regarding the courses available to me at Alliance MBS?

**A:** Courses available to exchange students can be found here [http://www.mbs.ac.uk/undergraduate/international-exchange/units-for-incoming-exchange-students.aspx](http://www.mbs.ac.uk/undergraduate/international-exchange/units-for-incoming-exchange-students.aspx). The courses are usually updated around June each year for the following academic year however you will be sent a confirmed list and timetables by email during the summer when you will be required to choose your courses.

**Q:** I have read that the minimum course load at Alliance MBS is five courses per semester but I can only receive credit for four. Can I take less than five courses?

**A:** No. All exchange students must take a minimum of five or a maximum of six courses per semester.

**Q:** I am attending as a semester one only student. Is it possible for me to enrol on any full year courses?

**A:** Students attending in semester one only will be able to choose from a selection of semester one and full year courses (for a full year course, students are permitted to study for the first semester only and will be assessed on the work covered in that period). The first examination period is in January and for students who are permitted to leave at the end of the teaching period in December and not return for examinations, special assessment arrangements will be made for the chosen courses. It should be noted that this assessment will be in the form of coursework/essays. Some extended deadlines into January may be given and students will be given information regarding the submission process on arrival.

For semester one students who return in January for the examination period, special assessment arrangements will only be made for any full year courses undertaken.
Q: I intend to study in Manchester for semester one but I cannot return in January for the examinations. Are there any alternative assessments available?
A: Yes! Students who study at Alliance MBS for semester one but are not able to return for examinations in January are able to complete special assessment assignments instead of taking the January examinations. Further details will be provided on arrival.

Q: I haven’t taken the exact pre-requisite but I have taken a course that covers similar material at my home institution. Can I still choose a course that has a pre-requisite?
A: Yes you can still take the course if you have taken a similar one to the required pre-requisite and your home institution gives you permission to take the course at Alliance MBS.

Q: When will the examination timetables be released?
A: Exam timetables with the dates/locations of each of exam are usually released in December for semester one and March/April for semester two. The dates for the exam periods can be found on our factsheet.

Q: Can I take exams from my home school at Alliance MBS?
A: It is not possible to put in place any arrangements for exchange students to take examinations from their home institutions during their exchange at Alliance MBS.

Pre-Arrival and Alliance MBS Induction

Q: I know I need to attend the Alliance MBS Induction Programme but I have also read about another university-wide orientation programme. Do I need to attend this as well?
A: No you don’t have to, as all the information you will need will be provided in the Alliance MBS Induction Programme. However, you are welcome to attend the social events organised as part of university wide orientation if you wish.

Q: Will I be put in contact with a mentor/buddy?
A: Yes! All incoming exchange students are provided with a mentor by the Alliance MBS International Programmes Society. The Alliance MBS International Programmes Society is made up of all Manchester based International Management/ International Management with American Business Studies students and they organise social events for exchange students throughout the year. Mentors will usually be students who have either spent a year abroad or who will be going abroad for a year so they understand the concerns of students on exchange.

Q: Will somebody meet me at the airport when I arrive?
A: The University of Manchester International Society offers an airport collection service to students arriving at Manchester Airport in September. Further information will be provided following acceptance.

Unfortunately, the International Society is not able to offer this service in semester two but there are various forms of transport from the airport to the campus. See http://www.manchester.ac.uk/discover/maps/travel-by-air/ and http://www.manchester-airport-guide.co.uk/transport.html.

Semester/Examination Dates

Q: I want to book my return flights, where can I find the semester dates?
A: Semester dates can be found on our factsheet which is located on the following webpage: http://www.mbs.ac.uk/undergraduate/international-exchange/.