

Academic Policy Agreement

1. I understand that I am expected to remain at The University of Manchester until the end of the relevant examination period unless my examinations are completed earlier than **the official last day of semester**.
2. I may **NOT** request early examinations to facilitate departure before the end of my academic programme at the University of Manchester, **NOR** may I request or negotiate independently an alternative method of assessment from that normally required for any specific course unit.*
3. I must fulfil all the work and attendance regulations attached to each course on which I am enrolled.
4. I am required to complete the compulsory online Health and Safety Unit within 2 weeks of start of semester.
5. I understand that I am required to take a full semester course load (normally 50-60 UK credits per semester, 100-120 UK credits per academic year) at The University of Manchester.
6. I may not add or drop a course unit after the end of the recognised 'Add/Drop' period (dates in Orientation Briefing document)
7. I understand that absences from class must be explained to the tutor concerned and, if there is a health reason for my absence, then a health note should be submitted to the International Programmes Office.
8. I confirm that I have read the Briefing Document which was included in my registration pack.

Please sign and date this agreement

Name: _____ Home University: _____

Date: _____ Signature: _____

* Alternative assessment is only available to Jan-Jan/semester 1 only students who are required to be back at their home university before the end of Manchester's semester 1 (late January). A form **MUST** be completed, signed and stamped by your home university to confirm this. Please note that some Manchester Schools do not offer this option. If this is the case you are required to sit all examinations associated with courses enrolled on as scheduled in Manchester.