

**International Programmes Office  
(formerly Study Abroad Unit)  
The University of Manchester**

**Orientation Briefing Document**  
For Incoming Erasmus Exchange Students

January 2014

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# Introduction and Welcome

This briefing document is intended to help you through your first few weeks in Manchester and you should keep it for reference throughout your year/semester here. If anything isn't clear, please ask!

## **The International Programmes Office**

The International Programmes Office is the central contact for the Erasmus Exchange Programme. We deal with your initial admission to The University of Manchester and process your application from receipt to registration. We are also the central contact for your university and administer the agreement between the two institutions. However, after you have registered, the majority of contact will be directly with your academic School Office.

### ***Where are we?***

**Room 2.053, The Rutherford Building, number 45 on the campus map.**

### ***Who are we?***

**Sarah Bloor** – International Programmes Administrator responsible for inbound students.

Telephone: (0161) 275 8021, E-mail: [sarah.bloor@manchester.ac.uk](mailto:sarah.bloor@manchester.ac.uk)

**Zaba Ihsan** – Clerical Assistant responsible for Erasmus applications and enquiries. Zaba also deals with processing your admission/registration.

Telephone: (0161) 275 8262, Email: [zaba.ihsan-2@manchester.ac.uk](mailto:zaba.ihsan-2@manchester.ac.uk)

Fax: (0161) 275 2058 (this is the office number and therefore applies to all of us)

## **Drop-In Hours**

From 22 January 2014 - 7 February 2014, the International Programmes Office's drop-in hours will be:

Monday - Friday 8.30am – 3.30pm (15.30).

After 7 February 2014, drop-in hours are:

Monday\* - Friday 10am – 3.30pm (15.30)

\*excluding bank holidays

## ACADEMIC INFORMATION

### Semester Dates

#### Semester 2 (2013/14 academic year):

Attendance: 27 January – 4 April 2014

Easter vacation: 5 April – 27 April 2014

Attendance: 28 April – 6 June 2014

Examinations: 15 May – 4 June 2014\*

**First day of classes:** 27 January 2014

**\*It is important that you do not book your return ticket home until you know the date of your last exam. However no exams will be scheduled after the last day of semester, i.e. 4 June.**

**In the unlikely (but possible) event that you may have an exam moved to a later date than originally timetabled, it is advisable that you aim to stay in Manchester until the end of semester.**

### Certificate of Arrival

If you have a Certificate of Arrival with you which requires a signature and university stamp, this can be dealt with by the International Programmes Office. You can visit the reception desk located on the ground floor of the Rutherford Building (number 45 on the campus map), where a member of our staff will be able to sign and stamp this for you. Alternatively a member of staff from your 'home school' will be able to sign this document. Please make sure that you have your student card with you as proof of identification.

Please note that Certificates of **Attendance** cannot be signed until the end of your study period. They must be signed by a representative from your subject area here at Manchester and **NOT** by the International Programmes Office.

If your home university has provided you with a learning agreement which needs to be signed and stamped by the International Programmes Office, you can drop this off at our reception in the Rutherford Building. Please allow 3 working days for collection. Please note, your learning agreement must be approved and signed by your Erasmus coordinator here at The University of Manchester before we can sign it.

### Collecting your student card

Once you have registered fully online, i.e. completed both **academic AND financial** registration, you can collect your student ID card from the Student Services Centre, number 57 on the campus map.

You will find a sticker on the front of your Welcome Pack with the date and time that you should collect your card. We have arranged with the Student Services Centre that staff will be available to issue cards during these times, and it is important that you keep to the date/time specified. Please note that this will be checked by Student Services staff. It is during this time that you will also complete International Student Check-In.

**WHEN COLLECTING YOUR CARD, PLEASE MAKE SURE YOU HAVE YOUR PASSPORT/ID CARD WITH YOU.**

Your student swipe card will show your unique identification number (UID), e.g. 9876543, your name and will also carry your photograph. Please note that if you have not completed both parts of the registration process, or have had problems registering on-line, you can seek the advice of staff in the Student Services Centre.

If you require a bank letter to open a bank account you can request one when you collect your student ID card.

Once you have received your card, you should sign it immediately. If you lose your card, there is a replacement fee of £10. However, if your card is stolen, provided you can produce a crime reference number, this charge will be waived. The Student Services Centre, will provide you with a replacement card if needed. Once you have your card, you will be able to access The University of Manchester Library, number 55 on the campus map.

**Credit/course loads**

A full course load at The University of Manchester is 120 UK credits per year. This normally breaks down as 60 UK credits per semester. Most course units in Manchester are worth 10 or 20 UK credits.

As a guide, the following translation of Manchester credits can be used and as a general rule, one UK credit equates to 10 hours of work.

Manchester Credits	ECTS Credits
5	2.5
10	5
20	10
30	15

**Arranging your timetable**

- \* Erasmus students come through a subject area (e.g. History) exchange, and the School associated with the subject (e.g. School of Arts, Languages & Cultures) will act as your **'home school'**. Each subject area within a School has an Erasmus Coordinator and he/she is your academic contact within that School.
- \* Your welcome pack contains a list of Erasmus Coordinators with their availability times, locations etc. Please make sure that you see your coordinator during their specified 'availability time' as they will be expecting you and may well be unavailable at other times.
- \* When you see your coordinator, you should discuss your course unit choices with him/her. Your 'home school' undergraduate office will then be able to enter these course units on to the university system to ensure that you are enrolled. It may be possible for you to take one course unit from outside your exchange subject area.

- \* Make sure you have enough credits per semester, i.e. minimum 50 UK credits, maximum 60 UK credits. If you have been assigned work by your home university, for example a piece of research to complete, and this will replace some of the taught courses you take here at Manchester then you MUST have this approved and agreed by your Erasmus Co-ordinator here at Manchester. If we have no evidence that your home university requires this work of you then you will be expected to register for the appropriate number of course units.
- \* You may be allowed to add/drop course units during the first two weeks of semester. Please check with your School as to their position on this.
- \* Once your course units have been finalised, you should be able to access them here: <http://www.studentnet.manchester.ac.uk/> Log in to 'My Manchester' select 'Studies and Research' and follow the instructions.

If there are any errors with your course units, you MUST make sure you bring this to the attention of the member of staff who enrolled you. This is usually someone located within the School office.

## Work and Attendance

Each student's attendance is recorded and monitored across their programme of study. Students must fulfil all the "Work and Attendance Regulations" which are attached to each course unit being taken. This means attending all tutorials, submitting all laboratory reports on time, and taking all end of unit examinations.

Attendance at tutorials/laboratory classes is mandatory.

Absences from tutorials and/or laboratory classes must be explained to the tutor concerned. If there is a health reason for your absence involving a visit to your doctor, then a health note should be submitted to the International Programmes Office who will then forward a copy of this to your tutor/supervisor.

A number of courses of action are open where a student's attendance falls below the required minimum levels. These may be invoked either by the teaching school or the International Programmes Office. They include:

- Reporting of continued non-attendance to the student's home university.
- Student may be required to appear before an Attendance Panel to explain absences – this panel will then make a decision as to whether the student is allowed to remain on the programme or asked to return home.
- If the student has entered the UK on a Tier 4 visa, continued non-attendance will result in the student being reported to the UKBA – the UKBA will then cancel your visa and permission to be in the UK will be revoked.
- Student not permitted to sit exams or have assessed work marked.
- Transcript will be withheld and not issued.
- 
- If you are having problems with any of your course units during the semester, please seek support from the relevant undergraduate office as soon as possible. Unfortunately, it is not possible to drop any of your course units midway through

the semester if you are worried about not doing well or failing the unit. All course units which are on your enrolment record after 7 February will appear on your transcript showing the mark you achieve for it (even if this is a zero), so please seek support with your work as soon as possible if you are struggling.

## Assessment

The majority of first-semester course units are examined in January, and year-long/second semester units are examined in May/June.

**You are not in a position to negotiate independently the way you are assessed on a course unit.** So if assessment is normally an examination, you must sit the examination! Any problems/changes regarding assessment must be discussed with the International Programmes Office in the first instance. **Please note that alternative assessment is NOT an option, and you must not try to negotiate it.**

**Note:** If you are studying any course units in a School with a regular policy giving all students the option to be assessed by a combination of exam and coursework (instead of exam only), we would advise you to take this option rather than just sitting the exam.

You need to carefully check how your work for each course unit will be assessed. The following combinations are normally the ones you will come across:

- Final examination and assessed coursework
- Assessed coursework only
- Final examination only\*

\*If you are assessed by an examination only, you are usually required to submit non-assessed coursework throughout the semester as well. Although this coursework does not contribute to the final, overall grade, it *may* sometimes be used to compensate for a poor examination result. It is therefore important that you submit any non-assessed coursework which may be required.

**Note:** It is essential that all assessed coursework is submitted on time. For some subject areas, work handed in late, by even five minutes, will not be marked!! BE WARNED. You should also ensure that you obtain receipts for the work you submit. Make sure you know which office/venue your work must be submitted to.

You will probably come across different teaching methods to the ones you are used to back at your home university. Blackwell's University bookshop (in the Precinct Centre) sells three very useful little books called "How to Write Essays", "Reading For Study" and "Taking Notes from Lectures". They cost around £1 each, and we suggest you take a look at these.

We strongly advise you to maintain a portfolio of course unit descriptions, lecture lists, reading lists, assignments set, etc, plus copies of the coursework that you complete. This is in case of a query from your home university about the allocation of credit. **The International Programmes Office is unable to provide this information at a later date.**

**Prior to sitting any examination, you must make sure you are fully aware of the University's regulations in relation to examinations – details can be found here:**  
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams//>

Please note in particular the rules and regulations regarding the use of calculators.

If you are ill and cannot attend your examination, you **MUST** obtain a sick note from your G.P. and submit an exceptional circumstances form to the relevant School, otherwise you will be awarded a 'fail' on your transcript. Any other absences from exams will also show as a fail.

If because of religious observance you think you may be prevented from sitting a scheduled exam, you **MUST** submit a religious observance form **BEFORE** the exam timetable is announced and this can be found at:

<http://documents.manchester.ac.uk/display.aspx?DocID=2013> or you can request the form from the School Office.

You may find that you have a few days between each exam, which can be helpful for revision purposes.

## Academic Crimes!

All coursework must be your own, original work. In no circumstances can the same essay be submitted as coursework for more than one course unit, even if the content of the units overlaps slightly. This would be highly unethical. Students found guilty of Plagiarism (passing someone else's work off as their own/not referencing sources used) risk being given a zero mark for their course. For a more detailed explanation, please read the following website carefully, ignorance is not an excuse!!

<http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870>

**Please note: Erasmus students in the past have been found guilty of Plagiarism. There are no exceptions to the rule!**

**Cheating is also taken very seriously at Manchester.** For more information, please read:

<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/exams/conduct/cheating/>

You must check that you know and understand all regulations applying to your course (e.g. referencing styles, examination regulations, assessment formats). You may not automatically be told this information at your first class, as many of the other people on the course will have been studying at The University of Manchester for a year or more and will, therefore, be familiar with this information.

## Transcripts and Grade Conversion

After the end of the academic year (late June/early July), your '**home school**' here at Manchester produces your academic transcript which is sent to your home university. The International Programmes Office does **NOT** have access to your grades, therefore, we cannot provide you with a transcript. Any correspondence regarding transcripts **MUST** be sent to your **home school** at Manchester.

*Note: It is your own university's responsibility to work out how your marks at Manchester will transfer to your study at home.*

If you fail an examination, it **MAY** be possible to take a re-sit, however, please note the following:

- Re-sits can only be taken in Manchester.
- Re-sits are designed purely to enable Manchester students to progress to the next academic year. With this in mind, **you would not be issued with a new grade**, but purely a 'Pass'.
- Re-sits must be approved by the relevant Subject Area, and therefore you would need to seek permission from the Subject Area office and relevant VSO.

## English Language

The University Language Centre ([www.langcent.manchester.ac.uk](http://www.langcent.manchester.ac.uk)) provides a range of support services and facilities for students who are registered here. We have provided you with a flyer containing information about the online language proficiency test and would strongly encourage you to complete this test. The information can also be accessed at: <http://www.ulc.manchester.ac.uk/english/academicsupport/testing-service/>.

The test is free and will provide you (and us) with an indication of your level of English. If you find that your level is low, you will be advised to attend one of the in-session English courses and more information can be found on the website above about how these operate.

The University Language Centre also provides a useful online resource to help students with their academic writing, 'Academic Phrasebank' (<http://www.phrasebank.man.ac.uk/>). We have included more websites and reference points in your briefing pack.

Please note that the Language Centre has 2 locations, Oddfellows Hall, number 23 on the campus map and Humanities Lime Grove, number 67 on the campus map. Full details of locations can be found on their main website.

## IMMIGRATION INFORMATION

### International Student Check-In (*does **NOT** apply to EU nationals*)

When you collect your Student ID card from the Student Services Centre, you will also complete a process called 'International Student Check In'. **Please make sure you take your passport/home country ID card with you when you go to collect your card**, otherwise the check-in process cannot be completed. The purpose of International Student Check-In is that The University of Manchester is required by the United Kingdom Border Agency (UKBA) to scan and record passports/home country ID cards of all non-EU nationals.

### Tier 4 Visa Holders

**PLEASE NOTE THAT THIS SECTION ONLY APPLIES TO STUDENTS WHO HAVE ENTERED THE UK WITH A TIER 4 VISA.**

#### Tier 4 Visa Attendance Monitoring Census

The University operates attendance monitoring census points within the academic year in order to confirm the attendance of students holding a Tier 4 Student Visa. This is to ensure the University meets the United Kingdom Border Agency (UKBA) statutory requirements as a sponsor of Tier 4 students and its responsibilities in accordance with its Highly Trusted Sponsor status.

If you are a Tier 4 visa holder, you must attend these attendance monitoring census points. Email reminders will be sent to you as the dates approach.

#### When are the census points?

Census 1: 27 January – 1 February 2014

Format: Verification of original documents

Census 2: 14 May – 4 June 2014

Format: Attendance at Rutherford Building to sign attendance sheet

You will receive an e-mail from the International Programmes Office to confirm when and where you should attend to confirm your attendance. You must check your University e-mail account regularly. Failure to check your e-mail account is not a valid reason to be absent from a census point.

#### What if a Tier 4 student cannot attend a census point?

If you cannot attend in person due to a valid reason which includes: illness, research work, or any other reason connected to your programme of study, you must email [sarah.bloor@manchester.ac.uk](mailto:sarah.bloor@manchester.ac.uk) to inform us of your absence and your inability to attend in person. In the case of illness, you must provide a copy of a medical certificate. If you are in this position you should report in person to the International Programmes Office as soon as possible after your return to campus.

### **What happens if a student does not attend a census point?**

The International Programmes Office must be able to confirm your presence to the UKBA by the end of each census point in the academic year. If you do not attend a census point when required and you do not provide a valid explanation for your absence you will be deemed to be “not in attendance”.

Those students identified as “not in attendance” will be reported to the UKBA and the University will cease to sponsor the student’s Tier 4 visa. The Tier 4 visa will then be curtailed and the student must leave the UK within 60 days.

### **Further information**

For more information on Tier 4 visas:

[www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/](http://www.ukba.homeoffice.gov.uk/visas-immigration/studying/adult-students/)

If you have any concerns about the attendance monitoring census points, or your Tier 4 visa status, please contact [pbs@manchester.ac.uk](mailto:pbs@manchester.ac.uk)

## PASTORAL INFORMATION

Your Arrival Guide and Crucial Guide contain a wealth of information about practical aspects of life in the UK. Please take time to read through these Guides if you have not done so already.

Some information specific to students studying for one year or less is included below.

### Registering with a doctor

If you are here for 6 months or more it is highly recommended that you register with a doctor (also known as a GP, which stands for General Practitioner) either through your hall of residence or by going direct to the surgery nearest to your housing. If you're staying in a university hall of residence, please check with the hall office for advice about how to register with the nearest doctor.

If you're staying in private housing, you can obtain a list of GPs from your local Post Office, The Student Health Centre (number 38 on the campus map), Student Services Centre (SSC) (number 57 on the campus map), or from the International Student Welfare Unit which is located within the SSC.

Wherever you're staying, don't wait until you become ill before registering with a doctor! You should register as soon as possible.

For students who are here for less than 6 months, treatment is free in the case of accidents and emergencies only. More information on this can be found on page 53 of the Arrival Guide. For non-emergencies you can visit **Manchester Royal Infirmary's (MRI) Primary Care Centre** which is located next to the Accident & Emergency Department. MRI is on Oxford Road, next to the Eye Hospital, and it is open 10am-10pm. Under European Union (EU) regulations, EU nationals are entitled to free health treatment.

### Accommodation

If you are living in a catered hall and miss meals for whatever reason, you are not entitled to a refund for those meals. This may be different to the "meal plans" you have back home. Please also note that, in catered residences, meals are not normally provided during vacations, e.g. Christmas/Easter vacation. Meals may also be limited at weekends.

If you are having problems with your accommodation, your first point of contact should be the Accommodation Office: [www.accommodation.manchester.ac.uk](http://www.accommodation.manchester.ac.uk)  
The Accommodation Office (number 37 on the campus map), is located within University Place.

If you find that something is already damaged in your room on arrival, you **MUST** report it to reception in your hall otherwise, you may be liable for any associated costs at the end of your stay. **Please make sure that when you move in to your room, you complete an inventory form.**

During your stay in a university hall, you should be aware of the rules and regulations regarding internet usage. Some peer to peer applications are illegal here in the UK and you

should have received a pc pack upon arrival at your hall outlining what is and isn't acceptable. If you have any doubts at all about the legality of applications, please ask at your hall reception - do not assume it will be okay. Students using illegal applications in the past have had their internet connection removed and have incurred a cost to have it reinstated.

*If, for any reason, you leave your accommodation earlier than the end of your contract, you should request an 'early leavers' form' from your hall reception. Complete this form and hand it in with your room keys when you leave. Check with your hall what the procedure is.*

**Semester 1 students**, please note that your housing contract may end one or two days before the official end of semester. If, when your exam timetable is issued, you find that you have an exam on one of these days, you should immediately ask at either your hall or the main Accommodation Office if you can extend your stay. There will be an additional nightly charge of approximately £11.00 - £18.00 per night depending on your accommodation.

***WE HOPE YOU HAVE AN ENJOYABLE TIME IN  
MANCHESTER!***

***We are here to help, so please come and see us if you  
need anything.***