

MANCHESTER  
1824

The University of Manchester

# PARENTS AND SUPPORTERS GUIDE



# WELCOME TO THE UNIVERSITY OF MANCHESTER



We understand that choosing a university is one of the most important decisions your son or daughter will ever have to make. Going to university is an exciting chapter in every student's life, but it can be a daunting prospect for students, parents and supporters alike.

At present your son or daughter is on what we call 'the applicant journey', an exciting journey that is likely to have highs and lows. Choosing and applying to university, surviving the exams necessary to get there and settling into a new and unfamiliar environment can be a difficult time and we believe that young people need all the support they can get. At Manchester we value the vital role you as parents, relatives and carers play at all stages in this journey, from supporting young learners when choosing a university and course right through to leaving home and settling into university.

We strongly believe that our undergraduate courses will give your son or daughter an amazing university experience, rooted in a rich heritage. They will have opportunities within and outside of their course to help them grow academically, personally and professionally. The University of

Manchester enjoys a reputation for pioneering research and innovation, which vitalise our undergraduate courses and will introduce your son or daughter to the latest thinking in their chosen field. Part of the prestigious Russell Group of universities, with outstanding facilities and the widest range of courses, we are highly respected across the globe as a centre of teaching excellence.

We hope that this guide will provide you with information about university life at Manchester, the benefits of studying here, what your son or daughter can expect should they choose to study at Manchester, as well as information to help and support them on their journey to university.

**Mike Gibbons**  
Director of Student Recruitment  
and International Development

Please note: The terms 'parent' and 'son or daughter' have been used throughout the guide, we recognise that students live with step-parents, foster parents, grand-parents, guardians and carers. The terms 'parent' and 'son or daughter' have been used to describe the student who is considering university or the person/s who carries out a parenting/supportive role for the person who is considering higher education.



# CONTENTS

WELCOME TO THE UNIVERSITY OF MANCHESTER	2	STUDY ABROAD	21
INNOVATIVE TEACHING AND LEARNING	4	THE CITY OF MANCHESTER	22
ACADEMIC FACILITIES AND SUPPORT	11	SAFETY AND SECURITY IN MANCHESRER	23
ACCOMMODATION	15	MONEY AND FINANCE	24
A BRIGHT FUTURE – GRADUATE CAREERS	18	THE MANCHESTER WELCOME	26
SPORTS AND SOCIETIES	19	APPLYING TO MANCHESTER: THE APPLICATION PROCESS	27
STUDENTS' UNION	20	UNIVERSITY JARGON BUSTER	30



# INNOVATIVE TEACHING AND LEARNING

Our innovative teaching methods and high-tech learning environment make for an undergraduate experience that is uniquely Manchester. Students are taught by real experts, underpinned by internationally significant research and strong industrial links. Your son or daughter will be taught by some of the best minds in the country who are world-leaders in their field.

We offer students flexible, multidisciplinary courses that they can tailor to their interests and career ambitions. All our courses are divided into units, some of which may be optional. The range of optional course units typically increases as they progress, often including units from other courses, or delivered by other parts of the University.

Our courses aim to challenge students' preconceptions and give them a greater understanding of what it means to be a responsible global citizen. Our Manchester Leadership Programme could form part of your son or daughter's degree, blending community volunteering with a course unit that explores topics such as ethical leadership and social responsibility.

We offer students personalised learning that puts them at the heart of their academic experience along with fantastic facilities. These include our state-of-the-art Alan Gilbert Learning Commons and our virtual learning environment which gives students study materials and activities online, as well as interactive sessions with staff and other students.

Our University College units allow students to broaden their horizons and dip their toe into different disciplines. Drawing on the best teaching talent across the University, students can take units that showcase Manchester's research and challenge conventional thinking – exactly what university is all about.

We offer students an education that encourages independent critical thinking and analysis. Students will be assessed on the skills that employers value, such as how to work as part of a team, make presentations and tackle problems creatively. We offer courses that reflect the needs of industry and business to ensure students acquire the skills and knowledge necessary to flourish within their chosen career.



# INNOVATIVE TEACHING AND LEARNING

## TEACHING METHODS AND MATERIALS

We're committed to excellence in teaching and providing the very best learning environments and materials for students. At university the way students learn may be different from at school or college. How they are taught will largely depend on their course content, level of study and their academic staff.

A stronger emphasis is placed on teaching students to apply information. This might mean being asked to answer questions where there's no right or wrong answer, but scope for opinion and debate. They will be encouraged to read widely, to question and analyse what they have read, and to discuss openly their own ideas in seminars and tutorials.

**The main teaching and learning methods are:**

### Lectures

A lecture is normally a presentation or demonstration designed to give students an overview of a topic. Generally the lecturer will address the audience and students would not normally ask questions in the middle of the lecture, though there is often an opportunity for students to do so at the end. Our biggest lecture theatre is located in University Place and can hold up to 600 people – lectures are usually delivered to quite large groups.

### Seminars and tutorials

Compared with a lecture, a seminar or tutorial involves much smaller groups of students. Similarly, the session is often led by an academic tutor or guest speaker and can involve a presentation, but the format is normally much more informal and promotes open discussion around specific topics or theories.

### Independent study

Students will be expected to take responsibility for their own learning and they will need to manage their time effectively to fit this around their academic timetable and any other activities that they are involved in. Studying independently doesn't necessarily mean they will be studying on their own as there are plenty of opportunities to study in groups and many of our courses actively promote peer mentoring and peer-assisted study schemes.

### Laboratory and practical learning

Learning by doing is an essential part of many courses, particularly if students are studying a science, engineering or health-related degree. These sessions aim to give students an insight into a working environment, knowledge of experimental methods and techniques and an understanding of academic material taught on the course.



### Field trips

Fieldwork or field trips can be a compulsory element of some courses. Similar to laboratory and practical work, fieldwork can help students put their theoretical knowledge into practice. Trips can range from one-day sessions to longer, more in-depth expeditions, in the UK and abroad, that allow students to explore specific areas or learn particular techniques.

### Problem-based/Enquiry-based learning

Problem-based learning (PBL) or Enquiry-based Learning (EBL) has traditionally been used by the Manchester Medical School and has now been adopted by many other disciplines across the University. PBL or EBL groups are presented with a real-life problem or scenario and students need to work as a team to investigate potential solutions while identifying what skills or knowledge they need to effectively manage the situation.

### Projects/Dissertations

Depending on the type of degree your son or daughter is doing, they may do a major project or dissertation which will generally be in their final year. In some cases they may be asked to give a formal presentation on the results of their project.

### eLearning

Many courses include online components, which are often an assessed part of their degree. The University of Manchester has a virtual learning environment called Blackboard. This means students might study online using material created by their lecturers, download papers and take online tests, or access relevant audio and video material.

## ASSESSMENT METHODS

The main assessment methods are:

### Continuous assessment

Most courses will involve some form of continuous assessment of students. This means that marks obtained for essays, projects and laboratory work during the year are taken into account when deciding their final mark.

### Examinations and assessments

Examinations are probably the most important method of assessment students will face at university and knowing how to deal with them is an essential skill that they will need to develop. Exams can be daunting, but it is important to know that there is plenty of support available to them in the run up to assessment periods.

In addition there are many other forms of assessment that students might experience, including presentations, assignments, research or portfolios.



# INNOVATIVE TEACHING AND LEARNING

## LEARNING THROUGH RESEARCH

At Manchester, outstanding research is at the core of what we do – and we value the ability of our undergraduate students to make a contribution to our goals.

That's why, on many of our undergraduate courses, students will be given the chance to get involved in research, whether that's deciphering official data, accessing centuries-old resources from our museum and library collections, or performing literature reviews to uncover new perspectives that challenge the norm.

These opportunities give your son or daughter the chance to be involved in work that can have a real impact beyond their degree, as well as equipping them with the analytical skills that will help them take the next step – whether that's into their new career or as a continuing student.



## LEARNING SUPPORT

We will give students individual learning support to help them take control of their learning and develop their confidence.

### Peer mentoring

Peer mentor schemes are support structures led by students, for students. The schemes aim to give students a sense of belonging and identity with the University and ultimately, to enhance their student experience.

Peer mentors are higher-year students on the same degree programme as them, who will help your son or daughter find their feet when they arrive here and adjust to student life. As Peer mentors have already been a student at Manchester for at least a year, they should be able to help your son or daughter with any non-academic matters they might be worried or unsure about – they're an invaluable source of information, knowledge and resources, so we recommend students make the most of them.

Peer mentors will often organise activities and workshops to support students with a specific issue. They'll also set up social events to help everyone get to know each other a little better and to introduce students to Manchester as a city.

Peer mentoring schemes are available in most Schools.



## Peer Assisted Study Sessions (PASS)

Students at The University of Manchester may have the opportunity to take part in PASS sessions within their School, to support study and learning.

The sessions are led by volunteer students (PASS leaders) studying the same subject, who act as facilitators.

Sessions will often be based around a specific area of study. Students have the opportunity to consolidate and build on their existing knowledge through discussion with other students in an informal and supportive environment, where they can compare notes, analyse, criticise, ask questions and talk through ideas. PASS sessions encourage active learning in an informal, friendly and fun environment to complement more formal teaching, such as lectures and seminars.

For many years The University of Manchester's PASS programme has been recognised internationally as the UK benchmark of this type of learning, and is now formally recognised as the UK PASS National Centre.

## Academic advisers

At The University of Manchester every undergraduate student is assigned an academic adviser; a member of academic staff who is there to give advice about any academic issues throughout the duration of their course.<sup>1</sup>

Your son or daughter's adviser will be able to help them with the transition from school or college to university – and help them get to grips with studying and learning more independently. They'll also be able to help them develop their skills in academic writing or research, or any other skills that are specific to their degree programme.

As well as giving your son or daughter academic advice, they are there to help them tackle practical issues that they may need support with, such as registration for course units, exam preparation and time management.

We hope students will build a lasting relationship with their academic adviser during their time here, and that they will approach them with any question they might have about their course, their study or any aspect of their work.



<sup>1</sup> While we aim to assign one academic adviser to each student throughout their studies, in certain circumstances a student's adviser will change as they progress through their course. Additionally, students can request a change of academic adviser at any time.





## ACADEMIC FACILITIES AND SUPPORT

Our excellence in teaching is underpinned by an impressive range of world-class academic facilities and support services.



# ACADEMIC FACILITIES AND SUPPORT

## FACILITIES

We have invested in a wealth of central and discipline-specific facilities. The following are some examples:

### The Alan Gilbert Learning Commons (AGLC)

This iconic £24 million building was designed with partners across the University and in consultation with the Students' Union. The space has been created specifically to support the needs of future generations of students, using technology designed to enrich the University experience. Students are free to use the facilities as they choose, in group study, independent study, or simply for quiet time.

The AGLC is run by the University Library, with a dedicated team of staff able to offer help and support with all facilities. It's open 24/7 and offers a flexible, ultra-modern and stimulating space in which to learn and relax. Cutting-edge IT facilities, a range of flexible learning spaces and a host of student-centred services are all available within its walls.

### My Learning Essentials

My Learning Essentials is our comprehensive programme of online resources, workshops and skills clinics designed to help your son or daughter to develop their academic and employability skills.

Workshops and skills clinics are held at various times throughout the academic year and online resources are available at all times, providing flexible support for their academic study from undergraduate to postgraduate level and beyond.

The My Learning Essentials programme is run by the University Library in collaboration with other services across campus. Most of the face-to-face sessions take place at the Alan Gilbert Learning Commons and the Main Library.

## Libraries

With continuous investment in an academic library that is one of the biggest in the UK, and extensive cross-campus IT facilities, we ensure that a wealth of resources are available to help students study successfully.

The University of Manchester Library is one of the UK's best-resourced academic libraries with more than 4 million printed books and manuscripts, over 41,000 electronic journals, 500,000 e-books and several hundred databases. In addition there are site libraries spread across campus for students' convenience.

For more information on the library facilities at Manchester see [www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)

## IT and Computing Facilities

We have one of the largest academic computing facilities in Europe, including:

Almost 4,000 PCs across campus

Ethernet connections in all halls of residence rooms

Wireless access to the Internet from the main campus

The Blackboard virtual learning environment and dedicated IT support.

For more information on IT and computing facilities at Manchester see: [www.itservices.manchester.ac.uk](http://www.itservices.manchester.ac.uk)

## Supporting our students

There may be times during your son or daughter's studies when they feel they need some help or advice. Students will be assigned their own 'personal tutor' who will provide them with support throughout their time studying at Manchester. The University also provides a range of central support services, including:

**The Disability Support Office, which will help students who have additional needs arising from a medical condition, a physical or sensory disability, a specific learning difficulty, such as dyslexia, or a mental health problem that affects their study**

**The Counselling Service, which provides professional and confidential counselling for students with personal problems affecting their work or sense of well-being**

**The Students' Union Advice Service, with full-time advisers who can assist with issues such as housing or finance.**

## Student Services Centre and The Atrium

Located at the heart of the campus, the Student Services Centre (SSC) is the central point of contact for all administrative and support services once students enrol at the University. From registration and fees to exams and graduation, our friendly staff in the SSC will be on hand to help your son or daughter.

Students are able to make use of The Atrium, a brand new, multifunctional space in our University Place building where they can access information, guidance and advice, or simply find a quiet haven to check emails and squeeze in some extra study time. Located on the first floor of University Place, students can book appointments or attend drop-in sessions with the Student Support Adviser and the Student Money Adviser as well as other specialist advisers to chat to them about careers, volunteering, managing money, international programmes, and support and well-being .

In addition to The Atrium, students can make use of the iZone, located on the Ground Floor of University Place, which offers information and take-away materials. There is a coordinated calendar of events and activities taking place at various times during the week throughout the first and second semester on subjects like well-being, personal safety, choosing accommodation and helping students to make decisions to make the most of their time at Manchester.





# ACCOMMODATION

## WHAT IS AVAILABLE?

With approximately 8,000 single study bedrooms in 23 different halls of residence, The University of Manchester offers a variety of living environments, so whatever accommodation your son or daughter prefers, it is likely that they will find it in Manchester.

### ACCOMMODATION INCLUDES

Fully catered halls (meals provided) or self-catered halls (providing your own meals)

Single-sex and mixed-sex options

En-suite accommodation or shared-bathroom facilities

Traditional halls or modern residences.

For an overview of the halls please visit:  
[www.accommodation.manchester.ac.uk/consideringmanchester/ouraccommodation/typesofaccommodation](http://www.accommodation.manchester.ac.uk/consideringmanchester/ouraccommodation/typesofaccommodation)



# ACCOMMODATION

## THE ACCOMMODATION GUARANTEE

The University of Manchester guarantees a place in a University owned (or managed) hall of residence to every student in their first year of study provided they:

Are coming to university alone

Are studying for their first degree

Have submitted an application for accommodation by 31 August of the year of entry

Have met the conditions of their offer by 31 August.

If they fall outside of these conditions, do not worry; the Accommodation Office is likely to be able to assist them in finding a room, and if not, our staff will advise them of the other available options.

### Accommodation Zones

The University has three accommodation zones: City Campus, Victoria Park and Fallowfield.

**City Campus** is the most centrally located of the three. If your son or daughter wishes to be situated close to the city centre, this is the place to be.

**Victoria Park** offers a quieter environment, only ten minutes' walking distance from the heart of the University campus and less than five minutes from the lively cosmopolitan suburb of Rusholme.

**Fallowfield** has a great social atmosphere and is where many students choose to be based. Frequent buses connect it with the University campus and city centre. It is approximately two miles from the University campus.

### Hall Facilities

Whichever residence your son or daughter decide upon, all University housing includes their own study bedroom, equipped with a bed, desk, chair, wardrobe and shelving for their study materials. All halls provide free internet access.

**Self-catered residences** include dining areas and kitchens equipped with cookers, fridge-freezers, microwaves and kettles.

**Catered halls** include areas where snacks can be prepared.

All halls have on-site laundries.

Halls provide a focus for student social life, with hall societies active in music, drama, sport and other activities. Some halls have specific amenities such as computer clusters and sports facilities.

### Support and Security in University Accommodation

Unique to university-owned halls, each hall has an assigned warden and a team of residential tutors. On-call in each residence, they provide welfare support and guidance whenever required.

All halls of residence have swipe-card access systems, and each accommodation area has an extensive CCTV network and 24-hour security.

### Internet Facilities

One of the great advantages of University accommodation is that the majority of bedrooms have a 10Mbps broadband Ethernet connection. This means that students can connect their computer to the University's network and get access to the internet, email, games servers, library catalogues, online journals and massive range of software. There is also dedicated IT support in case they have any problems connecting to the service.

### Accommodation after your First Year

After the first year of study students are welcome to re-apply for University accommodation. UK/EU students are not guaranteed accommodation after the first year but may still re-apply and a substantial proportion of them manage to secure a room in halls. Approximately 10% of accommodation is reserved for returning students.

Many students however prefer to look for accommodation with friends in the private sector; the University recommends that students make use of Manchester Student Homes.

Manchester Student Homes (MSH) is the University's only officially approved housing bureau. Based in Fallowfield and accessible via their website, MSH serves Manchester's student community by providing information on good quality, well managed properties available in the private sector. The MSH Code of Standards is aimed at promoting good practice and raising the standards of privately rented accommodation. On behalf of the University, MSH also operates a leased housing scheme. Under the scheme, the University leases properties from private sector landlords, which are then sub-let to students.

For more information on University Leased Housing and all other MSH services please visit:  
[www.manchesterstudenthomes.com](http://www.manchesterstudenthomes.com)



# A BRIGHT FUTURE – GRADUATE CAREERS

One of the reasons your son or daughter may be considering coming to The University of Manchester is to improve their career prospects. The University of Manchester is consistently voted as one of the most targeted universities in the UK.<sup>1</sup>



With almost 4,000 recruiters advertising jobs, exhibiting at fairs and presenting on our campus, these surveys support our reputation for outstanding and highly employable graduates.

We are very proud of our highly regarded university careers service.

Students who study at Manchester are offered exciting opportunities to meet recruiters and enhance their employability. We have long-standing relationships with leading multinational recruiters, who participate in many of our careers events and workshops to develop in students those all-important skills, such as leadership, team-working and demonstrating initiative.

Our careers service offers students the option to meet with specialist careers consultants for professional advice, skills training and guidance to help them plan their career. We advertise internships, part-time jobs and volunteering

opportunities. This will help your son or daughter to enhance their employability through gaining valuable work experience.

Students also have the opportunity to be mentored by the best in their field. Our award-winning mentoring programme, Manchester Gold, provides access to more than 500 mentoring opportunities, with representatives from companies including Goldman Sachs, Rolls-Royce, HSBC, PricewaterhouseCoopers and IBM. Our mentoring programme also puts students in touch with international alumni across the globe.

For further information please visit [www.manchester.ac.uk/careers/mentoring](http://www.manchester.ac.uk/careers/mentoring)

<sup>1</sup> The Graduate Market in 2014 an annual review of graduate vacancies and starting salaries at Britain's leading employers – High Fliers Research Ltd.

# SPORTS AND SOCIETIES

Manchester is a city with a worldwide sporting reputation, and your son or daughter will find plenty of ways to get involved here at the University.

SPORT Manchester offers students the opportunity to participate in sport and fitness activities at any level, from fun instructor-led courses for the complete beginner to sport scholarships for elite athletes and everything in between, all with the aim of Manchester students living a happy and healthy lifestyle.

The University's Athletic Union consists of more than 40 student led sports clubs across 37 sports representing the University in the British Universities and Colleges Sport leagues (BUCS). Other sports activities on campus include:

## SPORT FACILITIES AT MANCHESTER

The legacy of the Manchester Commonwealth Games is visible across the city and on campus with many world-class facilities, including Manchester Aquatics Centre, Manchester Velodrome and Sportcity, all within easy reach. There are three main sports centres on campus, all with excellent fitness suites and a range of indoor and outdoor facilities.

More information can be found on our website [www.sport.manchester.ac.uk/facilities](http://www.sport.manchester.ac.uk/facilities)



Campus Sport Leagues, six leagues covering five sports, with more than 300 teams from Halls and Academic Schools playing each other on a weekly basis

Hall Sport, which provides beginner sessions for students living in University accommodation

Active Manchester enrolment classes; including Zumba, pilates, yoga, hula hoop for beginners, belly dancing and lots more

The Sport Volunteer Scheme, which links registered students with sports-related volunteering opportunities across the city, enhancing personal skills in the aid of developing their employability.

For more information on SPORT Manchester please visit [www.manchester.ac.uk/sport](http://www.manchester.ac.uk/sport)

# STUDENTS' UNION

The University of Manchester's Students' Union is an organisation for all students at the University. Autonomous from the University and democratically controlled by students, the Union is one of the most active in the country. It offers students:



Over 400 societies catering for all interests, talents and hobbies

Volunteer groups that give students the opportunity to get involved in a wide range of activities outside their studies including working with adults with learning difficulties, running social events for elderly people and taking food to homeless people around Manchester

The opportunity to work on creative and media projects including The Mancunion, the student newspaper, Fuse FM, the University's student radio station, and FUSE TV, our student-run TV station



The opportunity to stand as an elected student representative in academic, liberation and specific interest roles, and make a real change to the lives of University of Manchester students.

You can find out more about the Students' Union by visiting our website - [www.manchesterstudentsunion.com](http://www.manchesterstudentsunion.com)

# STUDY ABROAD

Our study abroad programme offers students the exciting opportunity to experience life in a different country as part of their course. Students who opt in to this programme regularly tell us that studying abroad has been the highlight of their degree, from both a personal and an academic perspective.



Manchester offers the widest range and highest calibre of partner universities for Study Abroad programmes, including some of the top universities in the world – with no additional tuition fees for students. Students do not need to be studying a foreign language to be able to study abroad. The majority of our undergraduate degree programmes allow students to participate in Exchange Programmes. When and where students can study abroad depends on the course they have chosen to study.

Benefits of studying abroad as part of a degree programme include:

Improves graduate job prospects

Broadens students' horizons and allows students to experience new cultures

Gives students the opportunity to make new friends from all over the world

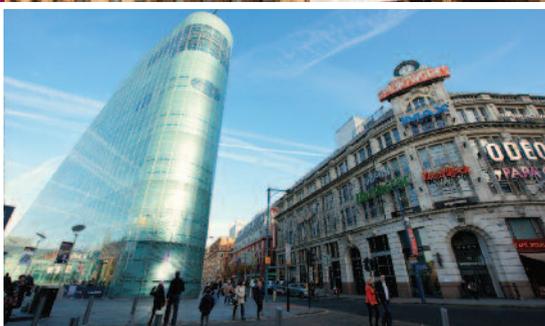
Improves and develops students' language skills.

Students have the opportunity to go on an Erasmus Exchange Programme in Europe or a Worldwide Exchange Programme to universities in the USA, Canada, Australia, Hong Kong, Singapore, South Korea, Latin America and New Zealand, for one semester or a full academic year.

For more information on study abroad as part of your degree programme please see [www.manchester.ac.uk/study/undergraduate/expanding-study/study-abroad](http://www.manchester.ac.uk/study/undergraduate/expanding-study/study-abroad)

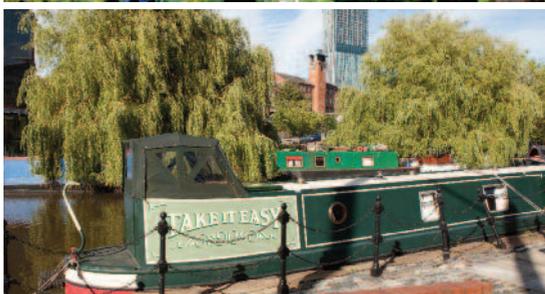
# THE CITY OF MANCHESTER

The University is at the heart of the most popular student city in the UK, and we're sure it will feel like home for your son or daughter should they choose to come to Manchester. With events, facilities and attractions to suit every lifestyle, Manchester is known as a lively, culturally diverse city which is easy to enjoy on a student budget.



With its huge variety of activities and attractions including museums and galleries, music and entertainment venues, sporting events, not to mention being known as the shopping capital of the North West. Manchester has something to offer everyone, and will never leave your son or daughter short of things to do.

Manchester is also a very accessible city. Should your son or daughter need a break from their studies, there are plenty of green areas to explore in and outside the city. With an international airport nearby, excellent road and rail links with the rest of the UK, Manchester is one of the most accessible cities in the country and the perfect base for exploring the rest of the UK and beyond.



# SAFETY AND SECURITY IN MANCHESTER

At Manchester, we take the safety of our students very seriously. That's why we invest in security technology, train our staff to provide practical safety advice and support, and maintain excellent relationships with local police.



Manchester, in common with all cities, does experience crime. However, the levels here are no higher than in other major cities across Britain and the world. With our advice and support, students can live sensibly and safely, enjoying all the benefits of city living to the full.

We have invested more than £800,000 in security, including a CCTV system covering our teaching campus and all halls of residence.

Students living in halls of residence also have possessions insurance automatically included in the cost of their room.

Soon after moving into halls of residence, all students are advised by their pastoral adviser, and often by the local police service, of the simple precautions they can take to protect themselves and their possessions.

We advise our students on being streetwise. Simple measures, such as avoiding the obvious use of smartphones and MP3 players, and avoiding walking home alone at night, can greatly reduce vulnerability to crime.

Students living in private residences are strongly advised to ensure that their property has adequate locks and an alarm system. If they choose to bring a bicycle or car to university, they should ensure it has adequate locks.

# MONEY AND FINANCE

Parents and supporters of students may be concerned about student finance and the cost of your son or daughter attending university. However, it is important to understand that UK students do not have to find the money for university fees up front – and many students may also be entitled to non-repayable grants and bursaries from the government and/or the University.



## TUITION FEES

For information of the tuition fees at The University of Manchester for home undergraduate students please visit [www.manchester.ac.uk/study/undergraduate/student-finance](http://www.manchester.ac.uk/study/undergraduate/student-finance)

Most UK students do not have to pay their fees while studying – eligible students can take out a tuition fee loan from the government.

There are various amounts of support available from the government. For further information on support available from the UK government, visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

## COST OF LIVING

Manchester is an affordable and cosmopolitan city, home to more than 80,000 students who are often living on a limited budget. Therefore shops and businesses are used to catering for people on such budgets and students can get some really great deals if they are prepared to shop around.

The City's affordable cost of living makes it an ideal choice for those who want to enjoy a major city on a budget. It is consistently shown to be one of the cheapest places in the UK for students to live.

Below is a breakdown of spending for the average Manchester student for one academic year.

## ESTIMATED LIVING COSTS 2015/16

COSTS	UNDERGRADUATE (40 WEEKS)
Accommodation (average cost for self-catering halls)	£4,995
Meals	£1,525
Books and stationery (depending on your course, and if you buy new or second hand)	£420
Clothes	£400
Local transport	£450
Other general living expenses (e.g. photocopying and printing, laundry, phone calls, consumables, entertainment, sports, cooking equipment etc.)	£1,600
<b>TOTAL</b>	<b>£9,500</b>

These estimates are based on average annual expenditure of an undergraduate single student on a full-time course. For catered accommodation (breakfast and dinner on weekdays), add approximately £350 to the total.

These costs are intended as a guide only. Some courses will require students to pay for specific items, materials or activities not covered in the tuition fees, such as field courses. In these cases the University endeavours to keep these additional costs as low as possible.



## BUDGETING

For many people entering university, money can be a major consideration. Student finance can be confusing for parents and supporters of undergraduate students, as well as for students themselves. Advance preparation can help set good budgeting habits for the duration of a student's degree.

We recommend that students arrange student finance early. As a parent and supporter, you can help your son or daughter by ensuring that they apply for finance once they've applied to university, to make sure it's in place for the start of term.

Sit down with your son or daughter and go through the student finance application together, ensuring that you provide all the information with regard to parental income, so that they can complete the application and avoid any delays.

For further information on support available from the UK government, visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance)

For information on scholarship and bursary packages at Manchester, visit [www.manchester.ac.uk/study/undergraduate/student-finance](http://www.manchester.ac.uk/study/undergraduate/student-finance)

More than a third of all students who successfully apply to study here receive a bursary. At Manchester we are proud to offer one of the most generous scholarship and bursary packages in the UK. We recommend that you research the help that may be available to your son or daughter at each of the five universities they are applying to, as scholarship and bursary packages vary greatly between institutions.

### Banking and managing money

Encourage your son or daughter to open a bank account before they leave for university, which will be suitable for the deposit of any grant, loan or scholarship.

Most students arrive at university with little or no experience in managing money. It is important that you work out a budget plan with them so that they are aware of how much money will be available to them from the beginning of their first semester.

### Tips for managing money at university

We strongly discourage the use of credit and store cards. Encourage students to budget, save money for later in the year and use their support income to avoid excessive term-time job hours.

Remind students that they may spend more money at certain times of the year, such as Welcome Week (new books and resources) and after exams (celebrating), so they should factor this into their budgeting.

### Working part-time

For some students, working while studying helps to supplement their income while providing valuable work experience that could improve future career prospects. Many students now take a part-time job during their studies.

Our Careers Service advertises vacancies at hundreds of organisations in the Greater Manchester area, from retail, customer service and hospitality jobs to web design and translation work. It offers students advice on writing CVs, applying for part-time jobs and going to interviews, and also advises them not to undertake too many hours, so they can balance work with their studies.

The University itself also recruits students for some roles, including student ambassadors and hospitality staff in the Students' Union.

# THE MANCHESTER WELCOME

At Manchester we want to make sure our students feel as prepared as possible to succeed at University. We want to provide students with the knowledge and information they need to make the most of their time here.



All new students will be sent a guide once they have met the conditions of their offer giving information about our welcome programme. The welcome programme features a range of events for every single student joining us. The 10 day programme is intended to provide a balance of need to know information about living and studying in Manchester, with nice to do events intended to support students' transition into new social circumstances. We provide students with a seamless programme of welcome activities, which is complemented by an Academic School induction.

Once the student has arrived at Manchester, they will receive a welcome guide, providing a mixture of essential and nice to know information covering the first few weeks of a student's time at Manchester. It is intended to support students' transition and induction into academic and student life, signposting to existing resources across the university. Students will receive a copy of this guide as part of their induction by their Academic School.

As part of the welcome programme, we encourage all students to ask questions at any time. There will be several help desks open during the welcome period, where students can get advice and information. Helpdesks are located in some university accommodation, the Students Union and foyers of university buildings. The desks are staffed by our student ambassadors who are available to answer any questions students may have. University staff wear 'Ask me badges' so that students can easily identify staff members who will be able to assist them.



# APPLYING TO MANCHESTER: THE APPLICATION PROCESS



## HOW TO APPLY

All applications are made online via the Universities and Colleges Admissions Service (UCAS). UCAS is a central organisation that deals with all undergraduate applications to study in higher education in the UK. There are a number of deadlines that are set by UCAS. Full details on the application process and the deadlines are available on the UCAS website ([www.ucas.com](http://www.ucas.com)). Applicants should ensure that they meet any school deadlines.

The University of Manchester UCAS code is **M20 MANU**.

There is a section for parents on the UCAS website with lots of information on the application process: [www.ucas.com/how-it-all-works/parents-and-guardians](http://www.ucas.com/how-it-all-works/parents-and-guardians)

## After you apply

After students apply for undergraduate study at Manchester, UCAS forwards their application form to us, and it is considered by the academic school to which they have applied. We will send the student an acknowledgment that we have received their application. Student can track and keep up to date with the progress of their application and reply to any offers by using UCAS track - [www.ucas.com/apply/undergraduate](http://www.ucas.com/apply/undergraduate)

## Assessing student applications

The University of Manchester seeks to recruit students of outstanding achievement and potential from all educational backgrounds. Good examination results are the main factor in assessing undergraduate applications. We also use other sources of information to ensure we admit students with the most outstanding potential. These might include:

Prior and predicted grades

Evidence of knowledge and commitment in their personal statement

Teacher references

Aptitude tests

Performance at interview

Any exceptional circumstances or personal barriers to learning that they have faced.

# APPLYING TO MANCHESTER: THE APPLICATION PROCESS

We receive many excellent applications each year. Many of our courses receive numerous applications for each available place, so regrettably we may not be able to offer places to all applicants who attain the minimum entry qualifications.

Where places are limited we offer them to those eligible applicants who best meet our selection criteria and who, in our view, are most likely to benefit from their chosen course and to contribute both to their academic School and the wider University.

Further information on how we assess student applications please visit

[www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/assessing-application](http://www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/assessing-application)

## Receiving an offer

Any offers of a place on an undergraduate course, and any conditions of these offers, will be communicated to the student via UCAS. Students will be able to view these details on UCAS Track.

If the student has already satisfied the academic entry requirements of their chosen course, we may make them an unconditional offer. If they have not yet taken some of their examinations, their offer is likely to be conditional upon achievement of a specified level of performance in their examinations.

## Replying to your offers

When a student has received a decision for all their choices, UCAS will contact them to ask them to reply to their offers. Please be aware that there are deadlines for replying. Find out more about how and when to reply to offers via UCAS -

[www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/replying-your-offers](http://www.ucas.com/how-it-all-works/undergraduate/tracking-your-application/replying-your-offers)

## Feedback for applicants

Manchester courses are very popular and the number of well-qualified applicants far exceeds the places we have available. We aim to consider all applications fairly and in line with our procedures, but, as our decisions are made on the basis of a student's overall application against the set entry criteria, many academically well-qualified applicants may not receive an offer from us. If your son or daughter wishes to receive feedback on an unsuccessful application they are asked to contact us. For further information on receiving feedback please see our website - [www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-offer](http://www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-offer)

## Receiving results and requesting re-marks

After your son or daughter has applied to study at Manchester they may need to wait until they receive their examination results before we can confirm their place. For many results we will automatically find out their results by the awarding body such as GCE A-levels, International Baccalaureate (IB) for example. Please see our website for a full list - [www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-results-remark-requests](http://www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-results-remark-requests)

## If your son or daughter's got the right grades

If they have met all of the conditions of their offer, they will be notified by UCAS and our academic School will confirm their place. They can check the status of their application via UCAS Track.

### **If your son or daughter's grades are lower than expected**

Even if their results are slightly below our offer, it is still possible that we will award them a place on their original choice of course. We may alternatively offer them a place on a different course.

However, as many of our programmes are extremely popular, there will usually be little flexibility in considering lower grades.

### **If your son or daughter's is appealing against their examination results**

If your son or daughter appeals against their examination results, please be aware that we follow UCAS guidance, which identifies 31 August as the cut-off point for meeting the conditions of their offer. If they are waiting for a re-mark, they should inform the Academic School at which they are holding an offer to let them know about their circumstances.

For further information please see [www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-results-remark-requests](http://www.manchester.ac.uk/study/undergraduate/applications/after-you-apply/receiving-results-remark-requests)



# UNIVERSITY JARGON BUSTER

## ACADEMIC

A university teacher, may be a professor, doctor, lecturer or postgraduate researcher/student.

## ADMISSIONS TUTORS

A member of the university staff (often an academic member of staff) who is responsible for deciding who is offered a place at the university.

## ALUMNI

People who have graduated (i.e. completed a course and gained a qualification) from a university are described as alumni. Being an alumnus can give past students ongoing access to Careers Services. Most universities have active alumni associations that enable past students to keep in touch with each other and the university.

## BA, BAED, BENG, BSC

These refer to Bachelor Honours degrees in various areas: Bachelor of Arts (BA), Bachelor of Education (BAEd), Bachelor of Engineering (BEng) and Bachelor of Science (BSc).

## BLACKBOARD

Is a web based system used at Manchester. It provides information to students regarding their degree programme, such as lecture notes, notices about exams and timetables.

## BURSARY

A non-repayable grant of money awarded to a student on application who fulfils specific criteria. Bursaries are often paid directly from the University.

## CLEARING

This is the system operated by UCAS to enable students to find places on courses that still have vacancies after the publication of exam results. Although it is often for those who have not made the grades required by their chosen universities, it can also allow last minute applications to new institutions for those who obtain better results than they had expected. For further information on the process visit [www.ucas.co.uk/clearing](http://www.ucas.co.uk/clearing)

## CONDITIONAL OFFER

This is an offer made by the university which is dependent on students reaching certain grades.

## CONFIRMATION

An admissions process of confirming a university place once all results are received by the university.

## DEFERRED ENTRY

A student can apply for a university place but request that they start it the following year, thus deferring entry. Students who wish to take a GAP year do this to ensure they have a place at university for when they complete their year out.

## ENTRY REQUIREMENTS

Grade levels set by the university for entry onto a course.

## FACULTY/ACADEMIC SCHOOL

Similar subjects at universities or colleges are often grouped together under one Faculty or Academic School. At Manchester we have four Faculties; the Faculty of Life Sciences, Faculty of Engineering and Physical Sciences, Faculty of Humanities and Faculty of Medical and Human Sciences; within each Faculty are Academic Schools.

## GRADUATE

A graduate is a person who has been awarded a degree from a university or college. Whilst students are studying for a degree they will be known as an undergraduate. After the award of a degree they become a graduate. If they undertake further study after their degree (e.g. Master's degree or PhD) they will be known as a postgraduate student.

## GRANT

A non-repayable payment made to students when they meet certain conditions.

## HALLS OF RESIDENCE

Student accommodation provided by the university.

## **INTEGRATED MASTER**

An advanced undergraduate degree that enables students to gain specialised knowledge and training over four years of study.

## **MAINTENANCE LOAN**

Repayable money intended to support living costs.

## **OFFERS**

Offers are made to students who apply for a place at university. They are made by the admissions team and are often dependent on students achieving certain grades in their exams.

## **POSTGRADUATE**

A degree taken after an entry level, undergraduate degree.

## **SCHOLARSHIP**

Scholarships are grants (non-repayable) of money made to a student. They are a little like a bursary, but scholarships are usually based on academic merit and excellence as opposed to financial need. Many universities are offering scholarships as well as bursaries.

## **SEMESTER**

Some universities divide the student year into 3 terms, some divide it into 2 semesters. A semester is half a study year.

## **STUDENT LOANS**

These are loans from the government to help students pay their living and study costs whilst they are at university.

## **STUDENTS UNION**

Each university will have a Students' Union (which will probably be part of the National Union of Students). The Union will represent the interests of students and works in their interest about a whole range of issues. The Union can also provide the focal point of student activities. All students are entitled to an NUS card which provides many discounts for students.

## **TUITION FEES**

Tuition fees cover the cost of your study and may vary depending on what and where you study. Students can apply for a "tuition fee loan" to cover the amount they will be charged. This is then paid directly to the university. The "tuition fee loan" is paid back after the student has graduated and is earning over a certain amount.

## **UCAS**

Pronounced Yew-Cass. The Universities and Colleges Admissions Service for the UK. Students apply for full-time undergraduate courses through UCAS.

## **UCAS EXTRA**

If a student uses all their five choices on their UCAS application and they don't manage to secure an offer, they have a second chance to apply for a place, using UCAS Extra. The service starts mid-March and runs until the end of June. UCAS writes to let student know if they are eligible to use Extra.

## **UNCONDITIONAL OFFER**

This is an offer made by the university which is not dependent on students reaching certain targets. This is often used when a student has already taken their exams and achieved the required grades.

## **UNDERGRADUATE**

Someone studying either full or part time for a first degree including Bachelor of Arts (BA), Bachelor of Science (BSc), LLB (Law).

## **WELCOME WEEK**

The first week of the academic year and usually includes an induction programme from the University and social activities from the Students' Union (formerly known as fresher's week).

The University of Manchester  
Oxford Road  
Manchester  
M13 9PL  
United Kingdom  
tel +44 (0)161 275 2077  
email [ug-admissions@manchester.ac.uk](mailto:ug-admissions@manchester.ac.uk)  
[www.manchester.ac.uk](http://www.manchester.ac.uk)

Royal Charter Number RC000797  
KD138 06.15

