

**Reviewing Applications (IPO-managed programs):**

MyPlacement: Application Management

This guide is intended for members of staff that serve as Academic Exchange Advisors and School Administrators.

This document covers Application Management through MyPlacement, focusing on **Reviewing Applications**.

***Reviewing Applications (IPO-managed programs):***

For programs managed by the International Programmes Office (IPO) the student provides information through four separate *Questionnaires*[[1]](#footnote-1):

* Partner Choices and Course Units
* Financial Plan
* Personal Statement
* Declaration

Students applying to these *programs* are also invited to information sessions and given detailed instructions on [how to apply](https://studentmobility.manchester.ac.uk/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=51344767-5056-BA1F-73DF7B5C15594858&Link_ID=96838140-5056-BA1F-71B51213ECFCACCB), including assessment criteria.



MyPlacement programs managed by the International Programs Office are programs which begin with the prefix “IPO:”. For example, IPO: University of Massachusetts

* For programs managed by the IPO, Academic Exchange Advisers (AEAs) are asked to provide their support for students’ applications by reviewing their Partner Choices and Course Units questionnaire response and completing the “**Academic Exchange Adviser Approval Questionnaire (Internal-use)**” questionnaire. [Internal-use questionnaires](https://tdsupport.force.com/support/articles/General/Functionality-of-Internal-Use-Questionnaires?popup=false&navBack=H4sIAAAAAAAAAIuuVipWslLyzssvz0lNSU_1yM9NVdJRygaKFSSmp4ZkluSA-KVAvn5xaUFBflGJfnxppn42TIM-kIOi2744NbEoOcM2M68ktSgvMUe7tDhVqTYWADYeUy9pAAAA) differ slightly to a normal questionnaire in that students cannot see them
* For full details on how IPO-managed programs are dealt with, please see the [IPO SharePoint site](https://xorg.manchester.ac.uk/sites/sra/IPO/Pages/Outbound-Students.aspx). You can also see our previous guide “Enabling Applications- Searching for Applications” for guidance on how to locate students in MyPlacement



REMINDER: The International Programs Office will not make a decision on a program application until the application has been reviewed by the corresponding Academic Exchange Advisor (AEA)

* Schools/Faculties which manage their own programs will have separate processes[[2]](#footnote-2), and their MyPlacement programs will begin with the prefix associated with that school i.e. School of Chemistry programs should begin with the prefix “CHEM”
* School managed programs will normally involve a stage where a student provides information and a separate stage where this information is reviewed by a member of staff and approved or rejected. Please contact your School/Faculty for further information, if required. If you require design guidance on how to set up the best process for your program, you can also contact the [MyPlacement team](mailto:myplacement@manchester.ac.uk?subject=Process%20design%20support).

1. Please see MyPlacement guide *‘[MyPlacement Structure’](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36459)* [↑](#footnote-ref-1)
2. Please see MyPlacement guide *‘*[*Common application review tasks (non-IPO managed programs)*](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=36467) [↑](#footnote-ref-2)