

BSC MANAGEMENT

1ST YEAR WELCOME AND INDUCTION

Programme Director: Matthew McCaffrey

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YOUR PROGRAMME DIRECTOR

Matthew McCaffrey

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WELCOME WEEK TIMETABLE

- > The Welcome week timetable for each course is listed in the [Welcome webpages](#) and [AMBS Undergraduate Handbook](#)

ONLINE HANDBOOK

- > [The AMBS Undergraduate Handbook](#) is the main source of information about your programme, studies and available support throughout your degree.
- > We recommend saving the online handbook as a favourite, or adding it to your bookmarks to give you easy access whenever you need it.

MY MANCHESTER

- > Guidance on accessing the University systems is available from [the Student Support website](#).

AMBS STUDENT SUPPORT HUB

- > We are one-stop service for all your general School enquiries and any information and guidance you may need during your time at the University.
- > **Location:** AMBS, Second Floor, room 2.091
- > **Opening hours:** Monday to Friday between 9am and 5pm (except bank holidays and University closure days).
- > **Phone number:** 0161 529 3830
- > **Email:** ambs.hub@manchester.ac.uk



AMBS STUDENT SUPPORT HUB: GET TO KNOW THE TEAM!

Information, Advice & Guidance (IAG) team	Student Support & Wellbeing (SSW) team	Curriculum & Programmes (C&P) team	Assessment & Progression (A&P) team
The team acts as a first point of contact for any queries related to your student experience. This includes communications (newsletter, email and social media), providing unofficial transcripts, Academic Advising scheme, etc.	The team provides advice, guidance and support on issues affecting your studies. They have information about mitigating circumstances, coursework extensions, help with registering a disability, and absence from classes.	The team provides information about course unit enrolment, programme structures, and timetable queries. The team also helps students who are spending their third year abroad or on a full year work placement.	The team offers guidance on all aspects of your undergraduate assessment. This includes Blackboard queries, coursework submission, exams, appeals, and any other forms of assessment.
ambs.hub@manchester.ac.uk	ambs.wellbeing@manchester.ac.uk	ambs.programmes@manchester.ac.uk ambs.placements@manchester.ac.uk	ambs.assessment@manchester.ac.uk

HOW WE COMMUNICATE WITH YOU

- > Check **your University email account** regularly. Important information will be communicated in this way, such as changes on seminar rooms or assessment details. Failing to check your emails will not be an acceptable excuse for non-attendance or missed deadlines.
- > Fortnightly **AMBS Student Newsletter** to your University email
- > **Canvas** announcements
- > **Noticeboards/screens** around AMBS
- > **Social media** – follow us to keep yourself updated about AMBS events and opportunities!
- > Instagram: [@ambsundergrad](https://www.instagram.com/ambsundergrad)



IT INFORMATION

- > All students have their own IT account which you use to login to University systems.
- > Please make note of your University of Manchester email address and check it daily.
- > PC labs are located across the campus.
- > Student group study rooms (located on the Second Floor of Hive Area) – bookable during term-time via the Student Support Hub team.
- > For IT support, contact the [IT Support Centre](#).
- > Watch this video: [IT checklist for new students at The University of Manchester](#)

> **IT instructional leaflets:**

All leaflets listed below can be found on the [IT Services website](#).

- [Eduroam WiFi](#)
- [Stay safe online](#)
- [Printing](#)
- [Set up and access emails](#)
- [Duo – 2-factor authentication](#)
- [Hornet \(Halls of Residence internet\)](#)



STUDENT SERVICES CENTRE

For queries relating to the following please complete the Student Services Centre's online enquiry form.

- > Registration
- > Student cards
- > University letters
- > Immigration and visas
- > Payment and tuition fees
- > Funding opportunities and financial support
- > Council tax
- > Graduation
- > Official documents and verifications (certificates and transcripts)

DISABILITY ADVISORY SUPPORT SERVICE (DASS)

- > Disabled students make up over 19% of University of Manchester students, and we're proud to offer an accessible and inclusive service.
- > DASS provides practical support by working with you to identify the practical adjustments you need to enable you to succeed in your studies and your overall University experience.

Disability Advisory Support Service (DASS)

- > 2nd Floor of University Place
- > Phone: 0161 275 7512
- > Text (only for d/Deaf students): 07899 658 790
- > Email: dass@manchester.ac.uk
- > [Visit the Disability Advisory and Support Service website](#) to find out more about our services and support.
- > Register with the DASS and discuss how your support requirements are put in place with the AMBS Disability Coordinator at ambs.dc@manchester.ac.uk



MENTAL HEALTH SUPPORT TEAM

SHORT-TERM COUNSELLING | GROUPS & WORKSHOPS | SOCIAL PRESCRIBING |
ASSESSMENT & REFERRAL

- > UoM Mental Health Support Team offer a range of workshops, groups, 1-1 appointments and other resources to help you.
- > For more information and to book an appointment, [visit their webpage](#).

Location:

- > 5th Floor of Crawford House
- > Phone: 0161 275 2864
- > Email: counselling.service@manchester.ac.uk
- > If you feel in need of more immediate support and urgent support outside of the Counselling & Mental Health Service working hours, [visit the Help in A Crisis page](#).



You can also access:

[Spectrum Life](#) (24/7 counselling helpline and wellbeing app)

Call UK Freephone: 0800 031 8227
app.spectrum.life/login
Organisation code: UOMWELL

YOUR PROGRAMME—LEARNING OUTCOMES

Knowledge and Understanding	Intellectual Skills	Transferable/Key Skills and Personal Qualities
At the end of the programme, students should be able to:	At the end of the programme, students should be able to:	At the end of the programme, students should be able to:
Understand the ‘core’ disciplines of the field of management (e.g., accounting, economics, marketing, operations management)	Apply higher-level cognitive skills, including analysis, synthesis, and evaluation	Articulate ideas and arguments with clarity, conciseness, and rigour, both orally and in writing
Understand subject specific theories, ideas, issues, and practices relating to general management or a chosen management specialism	Utilise qualitative and quantitative problem-solving skills	Learn independently
Understand management as a dynamic field, as located in a complex historical and social context	Address arguments/ideas through multiple perspectives	Manage time and prioritise workloads
	Identify inter-relationships between subjects in management and integrate them as a coherent whole	Use IT skills
		Deliver effective presentations and engage with an audience
		Operate effectively as a member of a group or team

YOUR PROGRAMME STRUCTURE

- > Your programme structure lists all of your core and optional course units.
- > Visit the AMBS Undergraduate Handbook to familiarise yourself with your programme structure.

INDUSTRIAL/ PROFESSIONAL EXPERIENCE

- > Students will be offered the opportunity to undertake a work placement in their third year of study. In order to become eligible for a placement year, particular criteria must be met (see your degree regulations).
- > As long as you meet the first-year criteria, you can start to look for a placement in your second year of study. You will have to ensure that you pass all your exams in your second year.
- > There is a significant tuition fee reduction for the placement year. Further details will be available to you in Semester 2 and in placement drop-in sessions, but you can [read the general information about work placements on the AMBS Undergraduate Handbook.](#)

CANVAS: YOUR CENTRAL LEARNING ENVIRONMENT

Canvas is the University of Manchester's central learning environment. Throughout your time studying at Manchester, you will use Canvas to navigate your course, access course materials, lecture recordings, submit assignments, and more.

Stay connected with your studies on the go

- > The [Canvas Student app](#) makes it easy to keep on top of your learning, wherever you are. From your mobile device, you can access course materials, take part in discussions, submit assignments, check your grades, and stay organised with calendars, to-do lists, notifications and messages - all in one place.

Find out more about how to get started [with Canvas](#) on the Student Support webpage.



MANDATORY COURSES IN CANVAS

As a new student, you will be required to complete mandatory courses in Canvas:

- > **Health and Safety course (BMAN11230)**
- > **Academic Malpractice Awareness course (BMAN11021)**

The instructions will be available on your Canvas page, so please make sure you complete the courses in a timely manner.



ASSESSMENT – WHAT TO EXPECT?

Semester 1 exams take place in January:

- > *Thursday, 14 January 2027 - Friday, 29 January 2027*

Semester 2 exams take place in May/June:

- > *Monday, 17 May 2027 - Wednesday, 9 June 2027*

[Find out more about the general exam guidance, including exam timetable, mitigating circumstances, and support during exam periods on the AMBS Undergraduate Handbook.](#)

- > Some courses are assessed by exam or coursework only, and others using a combination of both. [Familiarise yourself with guidance on assessment, feedback, and academic malpractice on the AMBS Undergraduate Handbook.](#)
- > You can find out how a course is assessed by looking at the course outline. All course outlines can be found via My Manchester. It is your responsibility to check your coursework deadlines and your exam dates, times and venues.

FEEDBACK

- > Written and/or verbal comments on assessed or non-assessed coursework.
- > Specific course related feedback sessions.
- > Group feedback provided via an online discussion forum.
- > Informal advice and discussion during a lecture, seminar or workshop.
- > Online exercises and quizzes delivered through the course Canvas page.
- > Responses to your emails and questions.
- > Written and/or verbal comments after you have given a group or individual presentation.
- > Generic feedback posted on Canvas regarding overall examination performance.
- > Group and individual discussions/meetings with your Academic Advisor.
- > Discussions and meetings with your Programme Director.
- > [Find out more about coursework feedback on the AMBS UG Handbook.](#)

PROGRESSION ROUTES TO YEAR 2

1. Pass everything (40%+ in 120 credits); **OR**
 2. Pass 40% + in at least 80 credits and have a “compensated mark” (30-39%) in a maximum of 40 credits ; **OR**
 3. Receive a mark below 40% in more than 40 credits = compensation and REASSESSMENT ; **OR**
 4. If you fail any course below 30% = REASSESSMENT
-
- > You can be reassessed in courses up to a maximum of 80 credits
 - > Read more about exam procedures and regulations on the AMBS Undergraduate Handbook.



REASSESSMENT

- > Resits take place during August.
- > Resits are for progression only and are not a second chance for you to obtain a better mark.
- > If you fail your resits, you risk exclusion from the programme.
- > [Read more about reassessment on the AMBS Undergraduate Handbook.](#)



DEGREE WEIGHTINGS

Year 1: Zero

- > Need to pass to proceed to second year.
- > Marks do not count towards degree classification, but do appear on your transcript of marks.
- > Marks are important when applying for internships, placement and work opportunities.

Year 2: weighted 33% towards your overall degree.

Year 3: weighted 67% towards your overall degree.

- > [Find out more about the degree regulations for your particular programme on the AMBS Undergraduate Handbook.](#)

ATTENDANCE AND ENGAGEMENT

- > Success starts with **good** attendance!
- > You are expected to attend **and** log your attendance in all timetabled classes (lectures, seminars, labs, workshops etc.) and remain in Manchester, on campus during term time.
- > You are expected to avoid any behaviour that would interfere with the learning and engagement of others.
- > If you are on campus and unable to attend a class due to illness or other good reason you need to submit an absence request using the SEAtS app.
- > Attendance in classes will be monitored.



STUDENT ENGAGEMENT AND ATTENDANCE SYSTEM (SEATS)

- > Our Student Engagement and Attendance System (SEAtS) enables students and staff to log attendance at teaching sessions, such as lectures and seminars.
- > The SEAtS system will help you stay on top of your academic schedule and will actively support your engagement and wellbeing, allowing us to offer you further support during your studies should you need it.

How to use SEAtS:

- > Download the SEAts App
 - > Log in using your University email
 - > Select a teaching event and scan the QR code
-
- > For more information about SEAtS, please visit the [SEAtS guide for students](#).

ACADEMIC ADVISORS

Every student is assigned an Academic Advisor. You will meet your Academic Advisor through one of your first year course units and they will usually continue as your Academic Advisor throughout your programme of study.

Your Academic Advisor will be able to:

- > Discuss your career aspirations and help you develop your CV
- > Write your academic reference when you apply for a job or further study
- > Help you understand feedback on your course units
- > Help you with your Personal Development Plan
- > Offer academic guidance and advice
- > Signpost and refer you to other specialist support services within the University

[Read more about Academic Advisors on the AMBS Undergraduate Handbook.](#)



RAISING ISSUES

- > If you experience an issue that relates to the quality of the undergraduate teaching and learning experience within AMBS, you should follow the steps highlighted in our flowchart to seek a resolution.
- > Familiarise yourself with the steps that you need to take to raise an issue on this flowchart.

DIGNITY AT WORK AND STUDY POLICY

- > The University of Manchester does not tolerate any form of harassment, discrimination or bullying. If you believe that you are being bullied or harassed, you can receive confidential professional advice to help deal with the issue and ensure that you are getting the support you need.
- > [The University's Dignity at Work and Study Procedure for Students applies to all students.](#)
- > [The University's Student Support website offers an Advice and Response Service](#) to speak to an Advisor or anonymously report bullying, harassment, gender-based violence, sexual harassment and discrimination.

STUDENT REPRESENTATIVES

Are you passionate about improving the student experience?

- > All AMBS programmes have at least one Student Rep. They are chosen to act as the representative for their particular programme for one academic year.
- > Reps facilitate communication between students and School/University to tell us what's going well and what we can improve on.
- > Reps will be involved on Programme Committees, focus groups and the Student Voice Committees (SVCs).
- > **Applications to become an AMBS Student Rep are now OPEN for this academic year.** The recruitment is held via the UoM Students' Union, and more information will be circulated to your student email address.
- > Find out more about the role on the Uni of Manchester Students' Union page.



STUDENT SOCIETIES

- > Join a student society to find friends with similar interests and improve your personal skills!
- > You will have the opportunity to learn more about the student societies during Welcome Week at the Student Fair.
- > [Find out more about Uni of Manchester Students' Union clubs and societies.](#)
- > [Find out more about AMBS Student Societies on the AMBS Undergraduate Handbook.](#)



PEER MENTORING SCHEME

What is it?

- > Upon joining us in your first year, you will be assigned to a pair of mentors as part of the Peer Mentoring Scheme.
- > These mentors are second, third or final year students who have first-hand knowledge of the 'Freshers' experience. All of the mentors are fully trained.
- > There may be things you feel more comfortable discussing with fellow students rather than University staff, and this is why peer mentors are extremely beneficial. We would be able to help you settle as smoothly as possible into university life here at the University of Manchester, on both a social and academic level.

How will it work?

- > You can expect to receive an email during the Welcome period outlining who your allocated two mentors are for the year.
- > The mentors will be responsible for a group of approximately 15 first-year students.
- > The meetings will be either in-person or online, and the mentors will contact you to let you know when the first meeting will be.

[Read more about Peer Mentoring Scheme on the AMBS Undergraduate Handbook.](#)

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CAREERS
SERVICE

WELCOME 2026 CAREERS SERVICE



Visit our websites for information

Careers Website

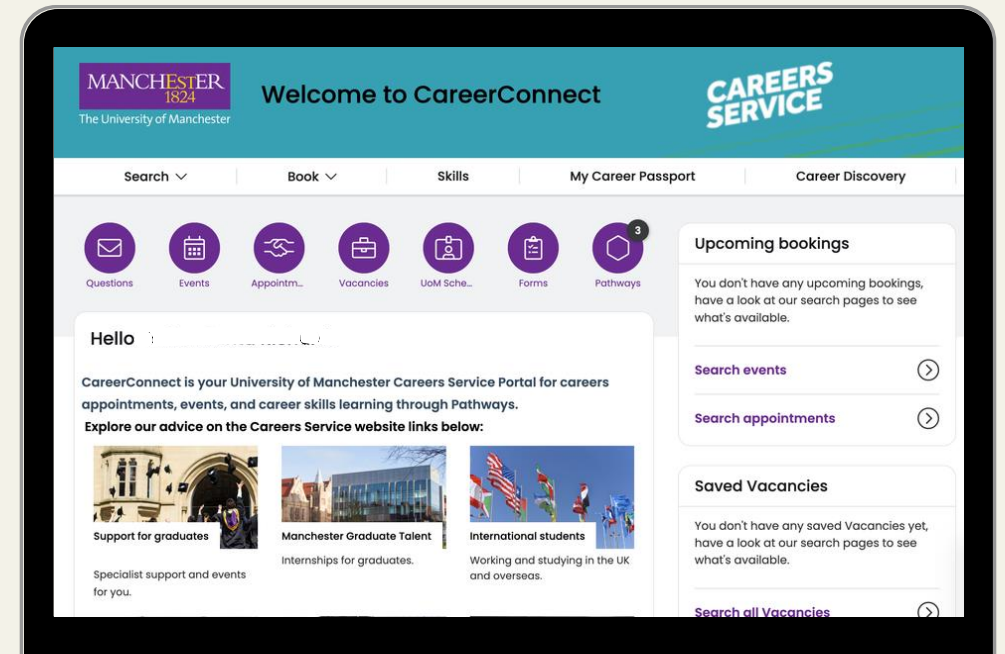
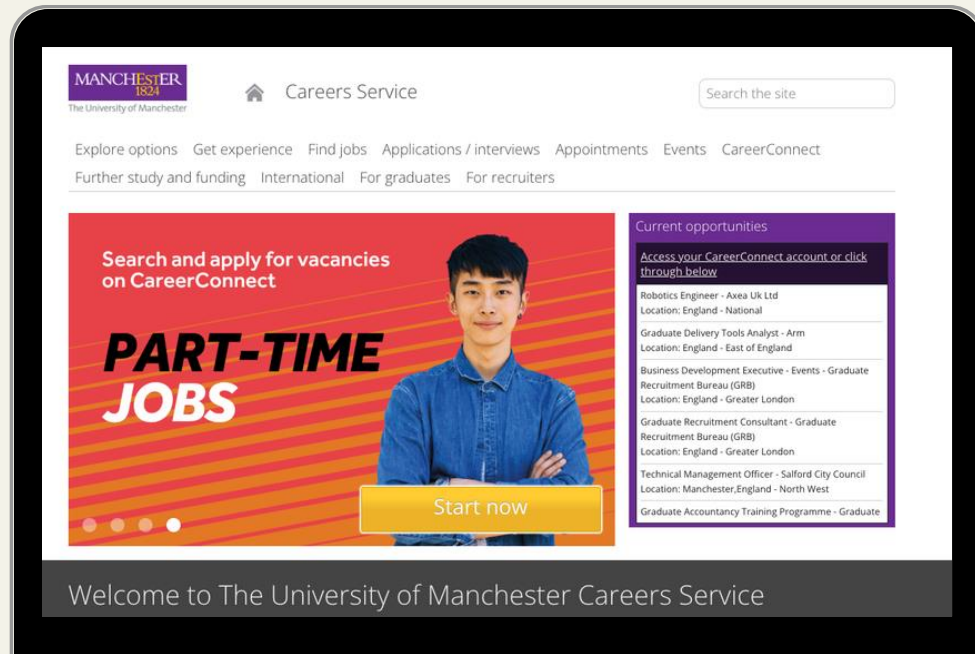
manchester.ac.uk/careers

Find general careers information, and resources like CV templates.

CareerConnect

careerconnect.manchester.ac.uk

Apply for vacancies, book appointments, and register for events.



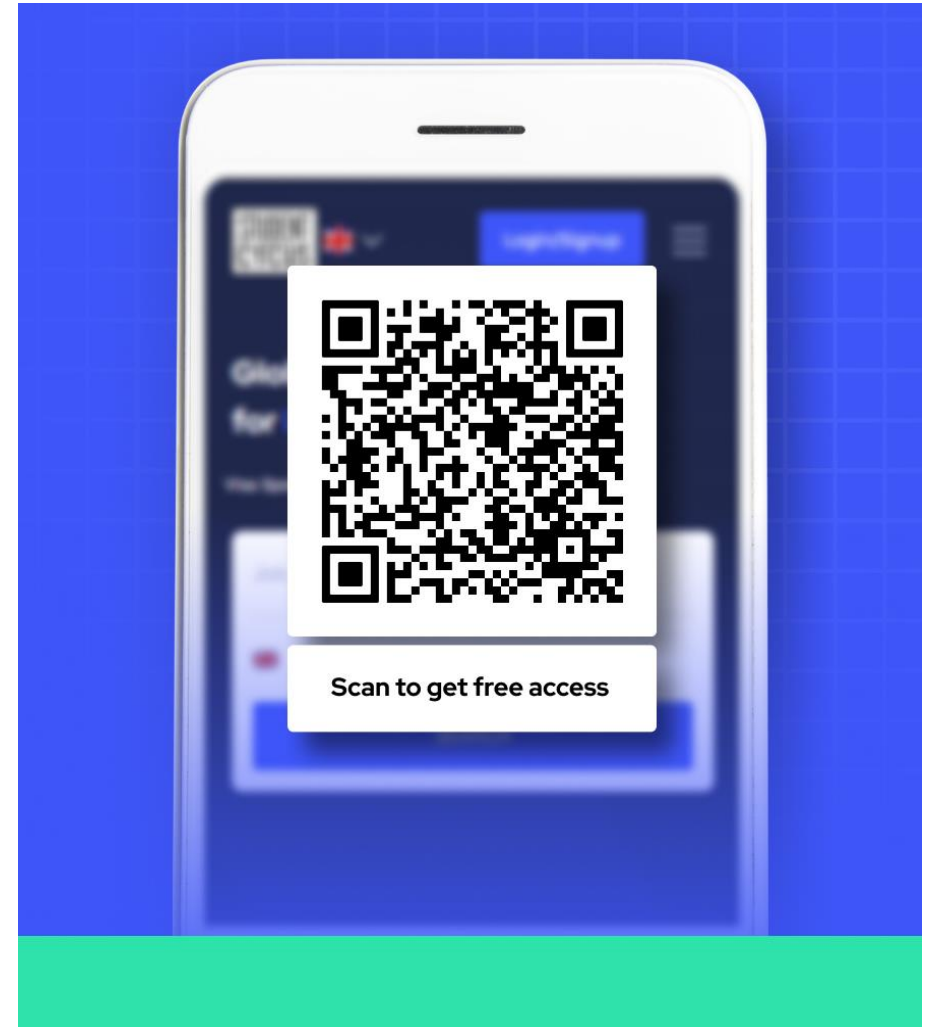
STELLIFY

- > The Stellify Award is a unique University of Manchester award supporting your personal development and graduate outcomes alongside your studies.
- > The scheme gives you the chance to make a difference in a way that feels authentic to you, your passions and interests. Through **volunteering, leadership roles and ethical grand challenges**, you'll not only take action to help causes you truly care about, but will also be prepared for life after university and will enter the world of work feeling confident in your abilities.
- > [Read more about Stellify.](#)



STUDENT CIRCUS: JOB SEARCH SUPPORT FOR INTERNATIONAL STUDENTS

- > AMBS have a partnership with Student Circus, an online job search platform for international students that brings you **filtered visa-sponsored job listings, internships, and placement opportunities**.
- > As AMBS students, you have unlimited access to thousands of filtered visa-enabled opportunities in the UK & handpicked opportunities in your home country, along with other resources on the platform.
- > You can create an account and login via <https://alliancembs.studentcircus.com/>



USEFUL CONTACTS

- > **Your Programme Director:**
matthew.mccaffrey@manchester.ac.uk
- > **AMBS Student Support Hub:**
ambs.hub@manchester.ac.uk
- > **Instagram:** [@ambsundergrad](https://www.instagram.com/ambsundergrad)



QUESTIONS

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Alliance Manchester Business School

THANK YOU

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