ALLIANCE MANCHESTER BUSINESS SCHOOL

Pre-Placement Handbook:

BSc Accounting

BSc IBFE

BSc ITMB

BSc Management

2026-2027 academic year



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INTRODUCTION

This handbook is the first of two handbooks that have been designed to give guidance to all students undertaking a placement as part of their degree. As you have successfully progressed on to the 'with Industrial /Professional Experience' stream of your programme, this handbook will outline the journey and preparation to achieving your goal of a placement year: sorting CVs and covering letters, placement search, interviews and assessment centres. Once you've accepted a placement it provides information on accommodation, finances and other professional guidance. If you have any further questions after having read through this handbook, please contact ambs.placements@manchester.ac.uk

The purpose of the Industrial/Professional Placement year is to both complement and develop the skills and knowledge that you have gained through the first two years of your programme of study.

Making the decision to commit to a placement year is not one you should take lightly. The work involved in securing a placement is significant and includes:

- Spending time researching and considering the kind of roles and companies you wish to apply for;
- Undertaking to write between 15 - 50 applications (or even more!), which take around 2 hours each to prepare. Applications should start being made as places become available at the end of August as you should aim to have a placement secured by the time semester 2 finishes;
- Attending careers service workshops on situational judgement tests, interview practice, CV writing and
- Seeking help and feedback from the placements team, Academic Advisors, Mentors, Programme Director and the Careers Service

If you are not prepared to make this significant investment in time you should carefully consider which programme you should be on.

PART 1: LOOKING FOR A PLACEMENT

Why should I do a placement year?

Career Exploration: It's a fantastic opportunity to try out a career before committing to a permanent job. The best-case scenario is discovering a sector you love and want to pursue further. Even if you decide that particular path isn't for you, you'll still gain valuable experience.

Enhanced Employability: A year in industry significantly boosts your CV and employability. Having completed a full year in industry will set you miles ahead of the competition when you graduate. Remember, every year there are thousands of graduates hunting for jobs, and if you don't do a placement, you'll be competing against those who did.

Application and Interview Practice: Applying for placements gives you real-life experience in job applications and interviews. This experience will be invaluable when you apply for jobs after graduation, as you'll have a solid foundation to draw from and will likely perform better.

Networking Opportunities: You'll work with people of all ages and levels, broadening both your social and professional circles. This can lead to valuable connections and references for your future career.

Financial Benefits: Life is expensive, and a placement year allows you to earn a reasonable salary for 10-12 months. Returning to university in a stronger financial position means less stress in your final year and more opportunities to enjoy your time.

Academic Performance: Placement students often perform better in their final year due to the experiences and skills gained during their placement. The majority of placement students achieve a 2:1 or higher.

Job Offers: Many placement students are offered graduate roles by their placement employers, reducing the pressure of job hunting in your final year when a significant portion of your degree mark is at stake.

Overall, a year in industry can provide you with a wealth of experience, skills, and opportunities that will benefit you both personally and professionally.

Overall degree classification

BSc Accounting / BSc IBFE / BSc Management

Year of study	without IPE	with IPE
Year 1	Zero	Zero
Year 2	33%	33%
Year 3 (placement)	n/a	Zero
Final year	67%	67%

The placement year will be assessed on pass/ fail basis. While the placement year isn't weighted into your degree programme, it will be recorded on your transcript. Further details on the assessment will be provided to you in the pre-departure meeting in semester 2, year 2.

BSc ITMB

The placement year is worth 10% of your overall final degree classification.

Year of study	without IPE	with IPE
Year 1	Zero	Zero
Year 2	33%	30%
Year 3 (placement)	n/a	10%
Final year	67%	60%

Second Year Requirements

In order to be able to complete a placement year, the School requirements for the second year state that you should pass all your exams and not have any resits.

While the School does not require students to achieve a 2.1 average in the second year, this may be a company requirement so please check the terms and conditions of your offer.

Students who have to re-sit any of their exams will be transferred off the Industrial/Professional Experience stream of the programme once their progression has been confirmed by the Exam Board in September, even if they have secured a placement.

Placement requirements:

- The placement must be equivalent to one full year of academic study**:** from 9 (minimum) to 13 months long with the *same company* under a single continuous contract (combinations of shorter placements are not permitted);
- The placement must take place any time between June 2027 and September 2028. The earliest possible start date is the week following the end of the exam period, which typically concludes in mid-June.
- The placement must be full-time employment, with a minimum of 35 working hours per week**.**
- It may be office-based or hybrid, but 100% remote roles will not be approved**.**
- Your placement must be related to your programme of study. Although some placements may contain relatively unskilled tasks at some point, for the majority of the role, you have to be operating at a level that will support and develop skills and experiences you have learnt during your first two years at the University. If you are unsure about the suitability of a role,

please discuss this with the programme director or the placement officer.

Types of Placements We're Unable to Approve:

❌ Start-Ups

Start-ups can be exciting places to work, but they often don't have the stability, resources, or structured training that a good placement needs. Roles can be unclear, and supervision may vary a lot depending on how busy things get.

❌ Self-Employment

Placement years are meant to give you experience working *within* an established organisation. Working for yourself doesn't offer external supervision, regular feedback, or exposure to a wider professional environment - all of which are essential parts of a placement.

❌ Family Businesses

Placements need to take place in organisations where you're treated like any other employee. In a family business, personal relationships can make it harder to give fair, objective feedback or assess your performance properly. It's difficult to separate work from family dynamics, which is why these placements will not be approved.

Paid or Unpaid?

There is a lot of controversy regarding unpaid placements. Some may well be illegal - if you have set hours, tasks and responsibilities within the company, doing things which would have to be done by paid employees if you weren't there, then you are entitled to be paid at least National Minimum Wage in the UK. Although the law allows exemptions where people are interning as part of their

studies, we do not allow you to use an unpaid internship as your placement year.

Most companies offer competitive salaries. The salary range for UK-based placements in 2026/27 academic year is £23-63K per annum.

International & EU Student on Student Visa

International students who have arrived on a **three year Student visa**, have met academic requirements and would like to undertake a work placement, will need to apply for further time on your visa as a result. To make your application, you will require a new CAS (Confirmation of Acceptance for Studies). To request one, please contact the placement team at ambs.placements@manchester.ac.uk. *Before submitting the form, please ensure you have met the academic requirements for Year One of your programme. The earliest you can submit is July, once Year One results have been released. Any submissions made before this time will not be considered.*

It is strongly advised that students extend their visa before beginning their placement search. Visa extension applications must be submitted **from within the UK only**. Once an application has been submitted to UKVI, the student must remain in the UK until a decision is issued. Leaving the country before receiving an outcome will result in the application being treated as withdrawn, and no refund will be issued. UKVI processing times can take 8–10 weeks or longer, depending on how busy they are. Please bear this in mind if you are making travel arrangements well in advance.

NOTE: *Please do not request a new CAS unless you intend to submit your visa application within the next three months. The University have a limited annual CAS allocation that must support both prospective and current students. Because of this, we cannot always approve multiple CAS requests for the same individual for the same purpose.*

We understand that extending a visa involves a significant financial commitment, and some students prefer to wait until they have secured a placement offer before applying. However, it is important to be aware that delaying a visa extension carries several risks that should be carefully considered:

- **Limited time to extend the visa once an offer is received:** There may be only a short window between receiving a placement offer and the placement start date. If there is not enough time to complete the visa extension process, the placement cannot be authorised, even if the student has already received an offer.
- **Placement year cannot be added to the degree without a valid visa:** The School is unable to officially add a placement year to a student's programme until the visa has been extended. Without this, the placement cannot be approved, and the student will automatically progress to the final year in September.
- **The School cannot confirm placement eligibility to employers without visa evidence:** Employers often require confirmation from the University that a student is eligible to undertake a placement as part of their degree. The School cannot provide this confirmation unless evidence of a four-year visa is in place.

Taking all of the above into account, the visa must be extended **at least one month before the placement start date**. This timeframe will allow us to add the placement year to the degree, enable the student to submit all required paperwork for placement approval, and give the School sufficient time to review and approve the placement.

When Employers recruit?

It is difficult to provide the exact time of the year when employers recruit placement year students. This normally depends on the type and size of the company. Employers can advertise for placements throughout the academic year (September - June) for the following academic year.

Large corporations advertise roles almost a year in advance simply because they always expect a large number of applications and they allow a long time to process them. All those roles are highly competitive and involve a long selection process that will include online application, psychometric testing, assessment centres, telephone or video interviews. The cycle is so long that you can apply in October, progress slowly through the stages and wait until after New Year to be invited to an assessment centre. By that time, you may well lose your patience and that's when smaller companies step in.

Smaller companies advertise on a later stage, they tend to have short / shorter application process, very often just an application followed by an interview. Smaller companies do not usually place a national advert, they advertise locally by contacting local Universities, which means you will have less competition.

There are placement opportunities all year, but the most popular ones will go early so be ready!

Support from the University and the School

Being registered on IP route does not guarantee you a placement!

As a student, you are responsible for finding your placement, which requires you to be proactive and research opportunities, submit applications and attend interviews.

The School will run programme specific meetings throughout the second year to provide you with information and see how you are getting along with your search.

The University of Manchester Careers Service should be the first place that you go to help you to find a placement.

Career fairs, workshops and talks relating to employability are running by the Careers Services throughout the year including psychometric tests and mock assessment centres. Details of these sessions can be found on CareerConnect.

CareerConnect is an online platform for students and graduates of the UoM. CareerConnect gives students access to 1000s of opportunities from recruiters seeking UoM students. Additional features of the portal include:

- Creating a personal profile and receiving tailored information and alerts on industries and sectors;
- Saving your search history for quick and easy access to previous searches;
- 24/7 access to resources for online CV checking and interview practice

In addition, other further online resources are available:

ShortList.Me
is an interview preparation platform to offer students access to a range of careers and recruiter interviews with automated feedback. Shortlist.Me is available 24/7 from any location.

Students can access this directly at a time to suit them. Interviews have been provided by recruiters along with specific role interviews.

Shortlist.Me can also be accessed as part of our "Get Interview Ready" pathway. An extensive learning resource that takes students through interview preparation step by step via short online modules including a mix of activities helping them gain confidence and build their skills. As well as this, the Careers Service also offer students Interview Simulation appointments with a Careers Consultant which is bookable via the CareerConnect platform.

On-line CV checker

For CV support students are requested to use On-line CV Checker and to achieve a score of 70.

Sign up here *(Requires an active student email address)*

- 24/7 Access for students from any location
- Use ScoreMyCV and aim for a score of 70
- Use TargetMyCV to match a CV against any job description
- Re-submit as many times as you need to achieve a high score Access recruiter insights, advice on wording, structure and formatting
- Line by Line analysis

Careers Service YouTube Channel

Over 180 Careers Sessions including:

- CV, Interview and Networking Advice
- Recorded Workshops
- Employer Talks
- Graduate Stories
- Placement Student Case Studies

There are numerous other online resources to help you with placement search. Rate My Placement is one of the biggest

websites listing national placement vacancies. There you can also find reviews on a wide variety of organisations that have been written by students, based on their experience with the company.

Other useful resources that you may want to have a look at are:
https://www.totaljobs.com/jobs/placement
https://targetjobs.co.uk/internships
https://www.indeed.co.uk/student-placement-jobs
https://www.linkedin.com/jobs/

Placements outside the UK

Doing a placement abroad can be a valuable experience that adds significant value to your CV. A work placement overseas can provide an excellent opportunity to develop your intercultural understanding, especially if you would like to work abroad when you graduate.

International placements are allowed in both countries of domicile and overseas.

A placement overseas must meet the same criteria as the UK one (please refer to p.8), and so you must inform the Placement Officer as soon as you think you may pursue a placement abroad. The approval process for a placement overseas is more complex and can take longer, as additional checks may need to take place before you accept the offer.

IMPORTANT! *Please be aware that in some countries, legislation restricts employers from hiring students for periods longer than 6 months. This limitation does not meet our placement duration requirement of a minimum of 9 months. Therefore, it is crucial to research the specific employment laws of any country you are considering for your placement to ensure it aligns with our requirements.*

Find out more about visas, requirements and where to look for jobs abroad Working abroad | Prospects.ac.uk.

Always check the **Foreign Office website** before making any decisions and accepting a position abroad. The website assesses the risks of terrorism, civil unrest and natural disasters to advise against travel to some countries or regions.

International placement providers may offer ***lower salary rate*** in comparison to the UK ones and you will need to make sure you will be able to manage your expenses to ensure you have enough to live on. You should also keep in mind potential cost implications,

especially because you may need an expensive visa and additional travel expenses and medical insurance.

Many placements overseas are in English-speaking companies, although you will of course find the working life a lot easier if you speak ***the language of your host country***. If English is not your native language, you should also think carefully about how you will continue to develop your English language skills during your placement year so that you are well-prepared to return to the University to complete your final year of studies.

When considering a placement abroad, it's important for students to be aware that laws, social norms, and attitudes especially toward sexuality and gender identity vary significantly across countries. We encourage you to speak with us if you have any questions or concerns; all conversations will be handled sensitively and in confidence.

Students should also be mindful that certain topics, such as religion, local customs, and cultural practices, may be considered inappropriate to discuss openly in some regions. Understanding and adapting to local expectations will help you navigate your placement safely, respectfully, and with greater cultural awareness.

Deadlines to confirm placements for 26-27 academic year

UK placements	1st July, 2027
International placements	1st June, 2027

Students who do not secure a placement by the deadlines above, will be automatically transferred off the 'with Industrial/Professional Experience' stream in July 2027 and will continue on to the final year in September 2027.

PART 2: ACCEPTING AN OFFER AND PRE-PLACEMENT PREPARATION

Offer received, next step

Normally you will receive a job offer in writing from your employer.

Make sure you contact the employer and thank them for the opportunity. Carefully read through the offer letter and the employment contract, paying attention to the placement duration, salary, job responsibilities, and any other terms. If there are any uncertainties or if you need more information about the role, work hours, or expectations, reach out to the employer for clarification. Once you are satisfied with the terms, formally accept the offer, preferably in writing.

The next step would be to inform the Placement officer by sending an email to ambs.placements@manchester.ac.uk to initiate a process of approval. Bear in mind that your placement must be approved by the School **prior** to the start date of your employment.

We will need to know the following:

- *Name and address of the employer*
- *Your Job Title*
- *Start and end date for the placement*

All placements are approved online on a system called ***MyPlacement*** and you will be sent an approval guide with step-by-step instructions on what to do next. As part of the approval process, you will be required to provide a copy of your job description, job offer letter/email and employment contract.

IMPORTANT!

Please be aware that some organisations require successful candidates to complete security and background checks before they can start work. This is particularly common in the public sector, such as the NHS, HMRC, Police services and other government organisations, but private sector employers may also carry out similar checks.

If you receive a conditional offer, please avoid making any firm plans based on that offer alone until all required checks have been completed and your employment contract has been signed by both you and the employer. In some cases, offers can be delayed or, occasionally, withdrawn if issues arise during the screening process.

This is especially important for international students, as background checks can sometimes take significantly longer to complete and may take several months, depending on the nature of the role and the information that needs to be verified.

While a conditional offer is obviously positive news, we strongly recommend treating it as conditional until all pre-employment requirements have been satisfied and a formal contract is in place.

Accepting an offer from a foreign employer

When you receive a placement offer from a foreign employer, you are required to submit a statement (around 1000 words) explaining why you decided to consider a placement overseas and how it fits into your future career goals. Your statement should include the following:

1. Details of your placement offer

- Country and city;
- The name of the company offering a placement;
- Your role within the company together with a detailed job description, outlining your daily responsibilities;
- Duration of your employment.

2. Research and Preparation

Summarise the research you have done so far to prepare for the placement. This should cover:

- **Resources consulted**: Books, websites, articles, or other materials you have used to gather information about the country and the company;
- **Steps taken**: Actions you have taken to understand the company and the local environment, such as:
  - ✓ Understanding the company's history, values, and culture;
  - ✓ Learning about the company's position within the market;
  - ✓ Clearly understanding your role within the company;
  - ✓ Familiarising yourself with local customs and social norms;
  - ✓ Learning at least basic local language if it is different from your native language.

3. Cost of Living and Cultural Differences

Discuss your understanding of the cost of living and cultural differences in the workplace in the host country. This should include:

- **Work Environment**: Characteristics of the workplace, such as:
  - ✓ Highly structured and punctual work environment.
  - ✓ Respect for hierarchy and authority.
- **Cultural Differences**: Any notable cultural differences that may impact your experience.

4. Financial Implications and Potential Risks

Demonstrate your awareness of the financial implications and potential risks associated with an international placement. This should cover:

- **Lower Salary**: Potential differences in salary compared to the UK;
- **Higher Cost of Living**: Understanding the cost of living in the host country;
- **Medical and Travel Insurance**: Necessity of securing appropriate insurance;
- **Working Visa Expenses**: Costs associated with obtaining a working visa;
- **Travel Expenses**: Costs related to traveling to and from the host country.

Withdraw all outstanding applications

It's important for students to understand the professional and ethical implications of accepting a job offer. Once you have accepted an offer, whether verbally or in writing, you should stop applying for other positions. This demonstrates your commitment and reliability to the employer. Contact any companies where you have pending applications to withdraw them. This is a professional action that shows respect for the time and effort of the recruiters. Continuing to apply for other positions after accepting an offer is considered highly unprofessional. It can cause significant issues for the employer who now has a vacancy to fill unexpectedly.

Moreover, such behaviour can negatively impact the university's reputation, making it more difficult for future students to secure placement opportunities. Employers may become hesitant to offer positions to students from the university known for unreliable commitments.

Check your employment contract

Please ensure that you check through the terms and conditions of your employment contract carefully. Guidelines can be found at https://www.gov.uk/employment-contracts-and-conditions

***Working hours and place of work*:** Your hours of work should be written into your contract and comply with Working Time Regulations 1998. Some employers such as financial institutions or consultancies may expect employees to work long hours and this is part of the culture of the sector. They may ask you to sign an agreement where you opt out of the usual right to work no more than 48 hours over a seven-day period. Consider this carefully as it is often normal practice in the industry you have chosen but you can exercise your right to opt out of such an agreement. If your contract contains this type of clause, please ensure that you read through the advice provided at

https://www.gov.uk/maximum-weekly-working-hours

Should you have any concerns about the terms and conditions of your contract, you should raise these directly with your placement provider.

Where your work should typically take place will also be stated.

Period of employment: Both the start and end dates need to be clearly stated!

***Holidays and sick leave*:** Most placement providers offer paid annual leave. This is normally equivalent to four weeks a year (20 working days) but pro rata if you work less than a year. You are also entitled to Bank holidays.

The points that should be clearly stated about holidays are:

- How many days of vacation you are entitled to;
- When does the holiday year start;
- When you are expected to take your 'main holiday', or the bulk of your time off

Make sure you plan your holidays well in advance with the agreement of your line manager, even for occasional days off. Holidays should be agreed in writing.

***Sick leave*:** You are not legally entitled to full pay while you are sick, but you may be entitled to Statutory Sick Pay (applies to UK placements only). For more information about SSP please follow: https://www.gov.uk/statutory-sick-pay .

***Salary and bonuses*:** The first thing to do when checking this section is *to make sure that the salary stated is the one you negotiated.* You should also know when you will be paid.

Your contract should stipulate any additional incentives and perks such as paid bonuses, health benefits, travel expenses, and other reimbursements. It might also include the criteria when these will be given.

***Policies, confidentiality and intellectual property*:** your placement provider will most likely have detailed certain policies around behaviour, rights and proper conduct for you to consult and follow**. Be sure to you read them in advance.**

Your contract may also address copyright issues, and may state who owns what you have "created" during your time there – the intellectual property. Your contract will ordinarily also put limits on what information can be shared by you with others outside the company.

Be careful to follow and take note of these rules once your contract takes effect.

Accommodation and Council Tax

One of the most important things to do before you go on placement is to find out what accommodation is available and how much it costs. It is your responsibility to find suitable accommodation within reasonable commuting distance. If possible, visit the area you would like to live in before you start looking for accommodation. Ask your placement provider for advice. Ask the students who had placement in the same company in previous years.

Additionally, you may want to try:

www.unitestudents.com
www.loot.com
www.gumtree.com
www.spareroom.co.uk
www.zoopla.co.uk
www.housinganywhere.com
www.rightmove.co.uk

Council tax: in the UK, under current legislation, houses occupied only by students are "exempt dwellings" and are therefore NOT liable for Council Tax. You should contact the local Council when you move in to inform them of your student status. They will need to see written evidence of this. Request a proof of student status letter to apply for council tax exemption by contacting the Placement team at ambs.placements@manchester.ac.uk

Transport for London

If you work in London then you can apply for an Oyster card for cheaper travel at
18+ Student Oyster photocard - Transport for London

Apply and get your 'application number' first and then complete the 'placement establishment letter' available on the website.

Scroll down the page to ***Work Placement*** section to download the *Work Placement letter* template.

Email the letter to the Placement team at ambs.placements@manchester.ac.uk who will print it, sign it and post back to TFL for you.

Healthcare

Do not wait until you are ill - register with a local GP ASAP. Names and addresses can be found on the NHS website https://www.nhs.uk/service-search/find-a-gp

National Insurance Number (NIN)

If you are **an international student**, you must apply for a National Insurance Number (NIN). A NIN is a unique personal identifier used by the UK government to record your tax and social security contributions, and employers rely on it to ensure your payments are allocated correctly. You are allowed to start work before your number is issued, but only if you can show evidence that you have already applied; employers may request proof of this. Delaying your application can affect your start date, how you are paid, or result in incorrect tax deductions.

Our university website provides detailed guidance on how to apply for your NIN. Please refer to the link on the university site for full instructions.

If you are **a home student**, you normally receive your NIN automatically at age 16. If you cannot locate it, follow the guidance to retrieve your NIN. Do not re-apply for a new number, as this can cause administrative issues, your original NIN remains valid for life, and the correct process is to retrieve it rather than request a replacement.

Changes to placement arrangements

Please let us know immediately at ambs.placements@manchester.ac.uk if there are any changes to your placement such as your start or end date, location etc.

Do your research

Research your new team in advance – look for a 'meet the team' section on the company website or find your new colleagues on LinkedIn. When you start, be proactive in introducing yourself to everyone that you meet.

Are there skills that you need to brush up in advance? Free courses are available online through MyLearning Essentials, MOOCs, The Open University, Google Digital Garage or even YouTube tutorials!

Finances: tuition fees, student finance, fees and taxes

When you start thinking about a placement year, there are many things you should consider regarding your personal finances. There are tuition fees, accommodation and possibly visa fees to pay, however, there are also varying sources of financial help, plus you will be earning a salary.

***Tuition fees*:** You would receive a significant tuition fee reduction for your placement year. Please visit the link below for information on placement fees:
Student Support | Finances | Tuition fees | Fee amounts | Other fees | The University of Manchester

The fees for the placement year are set centrally by the University of Manchester in line with policy determined by the Department for Business Innovation and Skills (DBIS).

***Student Finance*:** Generally, home students are entitled to receive a reduced maintenance loan and tuition fee loan for a placement year. You should go through the application procedure as normal

by applying online. Remember to indicate that you are on placement year when asked by ticking the correct boxes on your application.

The University Student Services will inform Student Finance about your time away from the University during the summer period.
Student finance at The University of Manchester

***Income Tax*:** All students earning over the personal allowance threshold will be eligible to pay income tax on their earnings. This will be deducted from your salary automatically. Your payslip will indicate the amount of tax you have paid and the tax code you are on. Information on tax codes can be found at www.gov.uk/tax-codes/overview .

When you leave your job, your employer will give you a **Form P45**. You'll need to keep this safe and give it to your next employer - to make sure you don't pay too much tax in the future.

***Foreign students working in the UK*:** Even if you are a foreign student working in the UK, you are liable to UK tax and National Insurance contributions in the same way as other UK taxpayers. However, you may be entitled to reclaim tax you've paid when you leave by filling in a form P85 and sending it to your Tax Office - your employer will have the details.
Get your Income Tax right if you're leaving the UK (P85) - GOV.UK (www.gov.uk)

Student visa holders

It should be noted that no work permits are required if the placement forms a formal part of your degree. According to your Student Visa guidance you are allowed to take a fulltime employment with your placement provider.
Student Support | Immigration and Visas | Working | Working during your studies | The University of Manchester

Although you will be away from the University, our responsibilities as your Student Visa sponsor remain the same. Your responsibilities to comply with the conditions of your Student visa and to inform the University of any changes remain the same.

We are required to continue to monitor your engagement with your studies in line with the University's Attendance Monitoring Policy. Throughout your placement you will be contacted by email by the Undergraduate office and you must ensure that you reply as requested.

Placements outside the UK

To make sure that you get the most out of your time abroad, research the country you are going to, talk to students who have lived there before. Preparation is very important, get informed about potential differences in working culture by contacting previous placement students for their advice.

Safety standards in other countries are not the same as those in the UK. There may be hazards that you do not usually worry about, such as disease, natural disasters, poisonous animals or civil unrest. When things go wrong the lack of familiarity with the country, its cultural differences and language barrier can make a relatively minor incident into a major one. In some countries, it is best not to express strong views on politics or religion. Be particularly careful of commenting on local politics, religion and customs. You will most likely be welcome to practice your own faith as long as you also respect the official religion and do not attempt to proselytise. Visit the university website for more detailed information about each of these topics
http://www.goabroad.manchester.ac.uk/

You should take all reasonable precautions to ensure that you do not break the laws of the country where you are working. If you do find yourself in trouble, you must inform the Placement Officer as soon as possible, giving an honest account of the circumstances.

Make sure you have the contact details of the British Embassy or Consulate which can provide the following services to British nationals:

- Issue emergency passports;
- Contact family and/or friends and ask them to help with money or tickets;
- Provide list of local lawyers and doctors etc.

Students who are not British Citizens should check with the relevant government offices in their home country to see if any of equivalent service is available. **The University cannot accept responsibility for payment of fines or take any action which evades the legal process.**

Before departure from the UK, please ensure that you have subscribed to Travel Advice update service relevant to the country you will be living in. This will alert you to any urgent news relating to security risk, political unrest, natural disasters etc., and provide relevant advice. https://www.gov.uk/foreign-travel-advice

Erasmus +

It was announced in December 2025 that the UK would reassociate to the Erasmus+ programme for academic year 2027/28. The University of Manchester is currently undertaking all necessary steps in order to be able to access Erasmus+ funding to support students on international study and work placements in 2027/28. More information about Erasmus+ funding will be added to this page as and when it is available.

PART 3: WITHDRAWING FROM IPE ROUTE AND OTHER OPTIONS

If you decided that you no longer wish to undertake a placement year, you must contact the Placement team by emailing to ambs.placements@manchester.ac.uk as soon as possible.

Do not panic if you don't manage to secure a placement. There are always other ways to gain a work experience:

Summer Internships

Internships are short periods of professional experience. Most internship opportunities advertised by large graduate recruiters are aimed at pre-final year students and many employers use them as a fast track onto their graduate programmes. However, many smaller businesses offer internship opportunities and will not stipulate your year of study.
Internships (The University of Manchester)

Part-time Work

You can start gaining work experience at any stage of your degree. Doing some work experience might help you decide which career area or industry sector you want to work in. It can allow you to build a network of contacts who can assist you, should you choose to apply for a placement year. Securing part-time work can also help develop your skills and employability. Part-time work whilst studying is not usually at a professional level but any experience of work will help you develop your skills and career awareness.
Part-time jobs (The University of Manchester)

Volunteering

Voluntary and community activities are popular among students. It is also possible to volunteer for local or national charities during term time and vacations. These types of opportunities can be some of the most rewarding work you will do. Roles in student clubs and societies also help you to develop employment skills. For more activities, visit
Volunteering and community work at The University of Manchester

USEFUL INFORMATION AND CONTACT DETAILS

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Room 2.091 (Student Support Hub) Alliance MBS, 2nd floor

Your Academic Advisor:
Staff details can be found **here**

The Student Services Centre
ssc@manchester.ac.uk

Careers Service