MANCHESTER 1824
The University of Manchester
Alliance Manchester Business School

BSc International Business, Finance and Economics Programme (IBFE)

2ND YEAR WELCOME BACK

Programme Director: Dr. Ahmed Prapan
(ahmed.prapan@manchester.ac.uk)

YOUR PROGRAMME DIRECTOR



Dr Ahmed Prapan

Lecturer in Accounting and Finance

ahmed.prapan@manchester.ac.uk

COURSE UNIT SELECTION

- You must be enrolled onto **all** of your courses (totalling 120 credits) by 4pm on **Friday, 9 October 2026.** Please ask if you experience any problems enrolling.
- You should aim to take an even split of credits over the year (60 credits in both semester 1 and 2). If you want to take a 70/50 or 50/70 split of credits, you must seek permission from your Programme Director first.
- Please consider how taking an uneven split of credits can affect your performance.

DEADLINES

- Changing full year and Semester 1 course units: **Friday, 9 October 2026**
- Changing Semester 2 course units: **Friday, 12 February 2027**

ONLINE HANDBOOK

- The AMBS Undergraduate Handbook is one of the main sources of information about your programme, studies and available support throughout your degree.
- We recommend saving the handbook as a favourite, or adding it to your bookmarks, to give you easy access for future reference.

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 WILL 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



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 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 (EXCLUDING BSC IM AND BSC BAC - PLEASE DELETE THIS SLIDE)

- 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.

INDUSTRIAL PLACEMENT AS A PART OF YOUR DEGREE
WEDNESDAY, 7 OCTOBER, 14:00-16:30
ROOM G.003 AMBS

- For 4-year programme students who met Year 1 requirements
- Delivered by academic staff & Careers colleagues
- Practical advice on:
  - When & how to look for placements
  - Support available
  - Using University resources effectively
- Insights from final-year students who completed placements
- Employers present to share opportunities & connect with students

CANVAS: YOUR CENTRAL LEARNING ENVIRONMENT

Canvas is the University of Manchester's new 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.

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 3

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 2: weighted 33% towards your overall degree.

Year 3: weighted 67% towards you 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

You will have already met and began to build a rapport with your academic advisor.

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.

What we do at programme level

COMMUNITY AND VOICE

- Welcome, Welcome Back and programme farewell activities
- Town halls and engagement with student representatives
- Programme communication across all three years
- Cross-year, alumni and community activities

OPPORTUNITY AND SUPPORT

- Careers sessions and CV clinics
- CFA information and scholarship opportunities
- Guidance on course choices and student support
- Joint work across AMBS and SoSS to improve the experience

One programme community across Business, Finance and Economics

Three dimensions of belonging

ACADEMIC BELONGING

“I can succeed here”

Students understand their programme, know where to find support and can access academic and professional opportunities.

RELATIONAL BELONGING

“I am connected and heard here”

Students build relationships with peers and staff, contribute their views and see that their feedback matters.

IDENTITY BELONGING

“This is our programme”

Students identify with IBFE as an interdisciplinary and international community, beyond their individual course units.

What we will improve through “We Belong”

A clearer journey

A student roadmap from Year 1 to graduation, with support and opportunities easier to find.

A connected community

A dedicated IBFE Teams space and stronger connections across years, Schools and alumni.

A stronger student voice

Paid student partners, an easier Ask IBFE route and a visible “You Said–We Did” process.

WHAT SUCCESS SHOULD LOOK LIKE

Students feel more connected, supported and heard

We will evaluate belonging, awareness of opportunities and confidence in raising issues.

Planned developments remain subject to funding and approval.

YOUR VOICE MATTERS !



Town Hall Meeting with Program Director



Once every semester



These meetings are great opportunities to meet with your Programme Director and share your ideas, concerns, and grievances



WONDERFUL NEWS

IBFE recognised as Highly Commended

Outstanding Programme of the Year Award 2025/26

This recognition reflects the appreciation of our students and acknowledges the collective effort that goes into supporting their learning and overall experience.

BSc International Business, Finance and Economics

A programme we build together

PAID STUDENT OPPORTUNITY

Help shape the future of IBFE

Paid Student Partners • open and transparent recruitment

1	**Shape the programme**	Identify where belonging, communication and support can improve.
2	**Co-create change**	Develop the IBFE journey, community activities and student spaces.
3	**Represent student voices**	Consult across year groups and bring different experiences into the project.
4	**Build experience**	Develop collaboration, consultation, evaluation and presentation skills.



Interested? Watch for the open call and role details.

Manchester Finance Walking Tours

Student Registration

> Discover Manchester's financial and business heritage through a professionally guided 90-minute walking tour delivered by Marc Duschenes of Junior Trader CIC.

> The tour will connect your academic studies with Manchester's financial sector and explore the city's commercial history and contemporary financial ecosystem.

>

- Wednesday 14 October 2026, 3:00–4:30 pm
- Wednesday 21 October 2026, 3:00–4:30 pm

CAREER OPPORTUNITY

AlphaSights guest lecture + case-study workshop

Learn how knowledge and commercial insight support better business decisions.

WEDNESDAY
11 NOVEMBER

12:00–1:00 pm	Drop-in session in The Hive, main AMBS building
2:00–4:00 pm	Guest lecture and hands-on case-study workshop

WHAT YOU WILL TAKE AWAY

Industry insight: Hear from a Vice President in Client Services about how AlphaSights connects global investors and business leaders with knowledge that supports better decisions.
Career insight:
Learn about the roles and career opportunities available at AlphaSights.
Practical experience:
Structure a typical project cycle, apply commercial thinking, collaborate with others and present recommendations.



REGISTRATION

Sign-up is mandatory

Please upload a current CV when registering. This will help AlphaSights understand attendance in advance and review participants' CVs.

REGISTER HERE

Registration link: https://grnh.se/syrnwb8y1us



IBFE TOWN HALL

Your programme. Your voice. Our next steps.

WEDNESDAY

28 OCTOBER

3:00–4:00 pm

Room to be confirmed

A dedicated space for IBFE students to:

- Hear key programme updates
- Raise questions directly with the Programme Director
- Share feedback on the IBFE student experience
- Discuss priorities for the semester ahead

For IBFE students only



CFA + INVESTMENT COURSES

Open to all undergraduate students

WEDNESDAY

28 OCTOBER

4:00–5:30 pm

Room to be confirmed

Explore professional learning opportunities in investment and finance

CFA Programme

Understand the qualification, pathway and professional relevance.

Investment Foundations

Explore an accessible introduction to the investment industry.

Other investment courses

Discover further professional learning and development opportunities.

Scholarships + careers

Learn about available support and relevant career pathways.

Build your professional awareness and explore your options



IBFE CELEBRATION DAY

Celebrate our community, journeys and achievements

SAVE THE PERIOD

MID–END NOVEMBER

Date, time and room
to be confirmed

A day to recognise what makes IBFE distinctive

- Celebrate student achievements and milestones
- Connect with students across different year groups
- Share experiences from placements, study and careers
- Strengthen the identity and community of IBFE

More details will follow once arrangements are confirmed



HEAR FROM YOUR IBFE COMMUNITY

Monthly sessions coming soon

COMING SOON

MONTHLY SESSIONS

Dates, times and rooms to be announced

Learn from people who have experienced the IBFE journey

IBFE graduates

Hear about graduate roles, career journeys and lessons from life after university.

Placement students

Learn from fellow students returning from placements and their workplace experiences.

Practical advice

Explore applications, interviews, workplace learning and making the most of opportunities.

Ask questions

Join an informal conversation and connect across different IBFE year groups.

Real experiences • honest insights • stronger connections

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!
- All AMBS first year students will have the opportunity to learn more about the student societies during Welcome Week at the Student Fair.
- Find out more about AMBS Student Societies on the AMBS Undergraduate Handbook.



STELLIFY

- The Stellify Award is a unique University of Manchester award supporting your personal development and career by formally recognising the extra-curricular activities you complete during your time at The University of Manchester.

- Read more about Stellify.

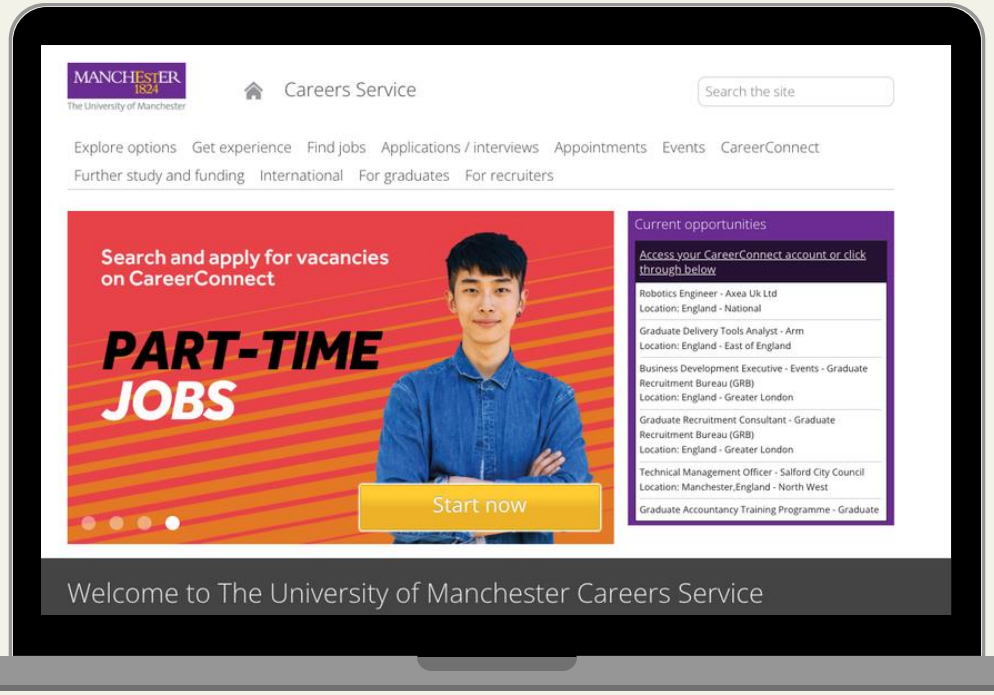


Visit our websites for information

Careers Website

manchester.ac.uk/careers

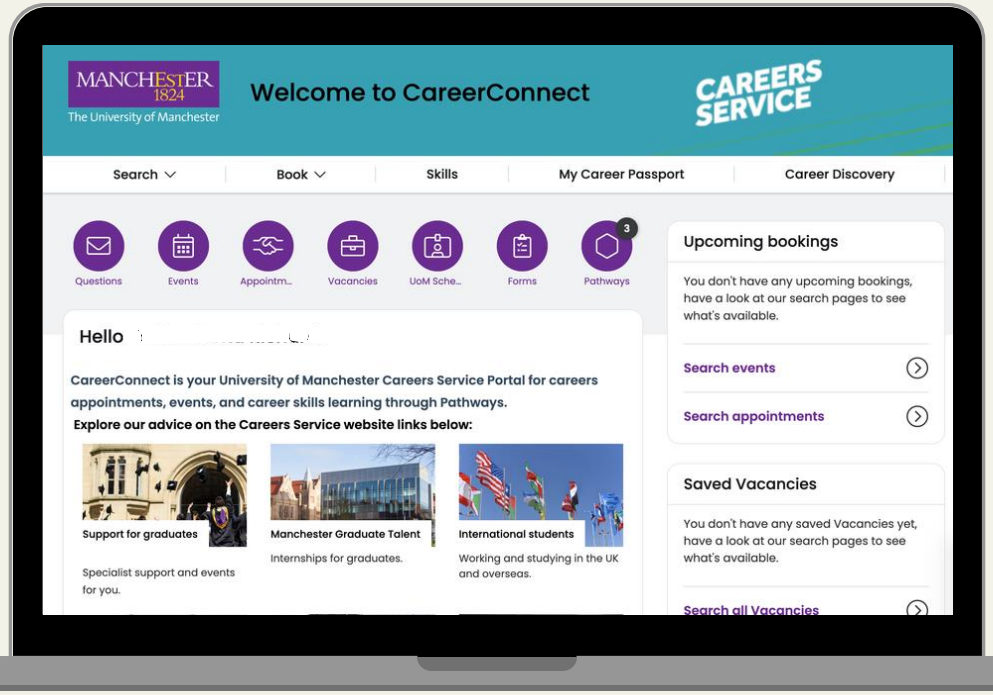
Find general careers information, and resources like CV templates.



CareerConnect

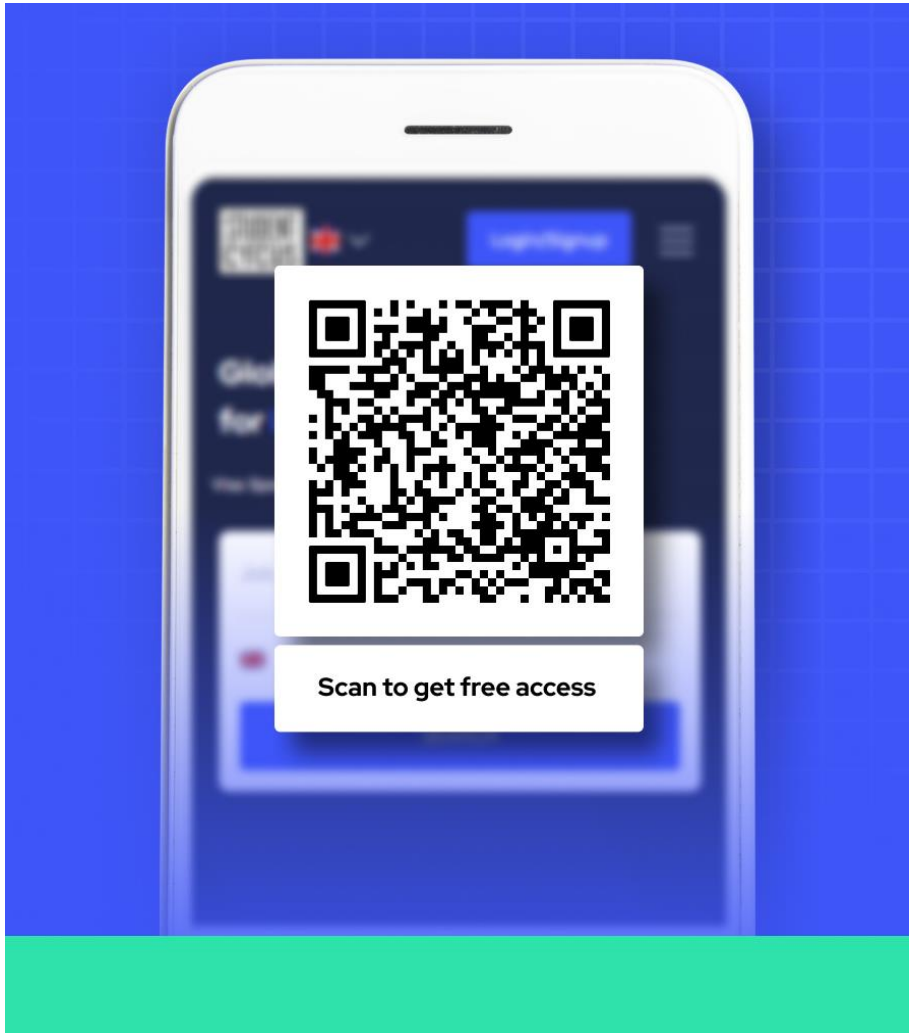
careerconnect.manchester.ac.uk

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



STUDENT CIRCUS: JOB SEARCH SUPPORT FOR INTERNATIONAL STUDENTS

- AMBS is proud to announce its 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 part of the partnership, you now 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:** ahmed.prapan@manchester.ac.uk
- **AMBS Student Support Hub:** ambs.hub@manchester.ac.uk
- **Instagram:** @ambsundergrad

