

BSC (HONS) INFORMATION TECHNOLOGY MANAGEMENT FOR BUSINESS

2ND & FINAL YEARS WELCOME BACK MEETING

Programme Director: Dr Tatiana M. Martinez

YOUR PROGRAMME DIRECTOR



Dr Tatiana M. Martinez



tatiana.martinez@manchester.ac.uk



<https://research.manchester.ac.uk/en/persons/tatiana-martinez>



<https://www.linkedin.com/in/tatianamartinez/>

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!

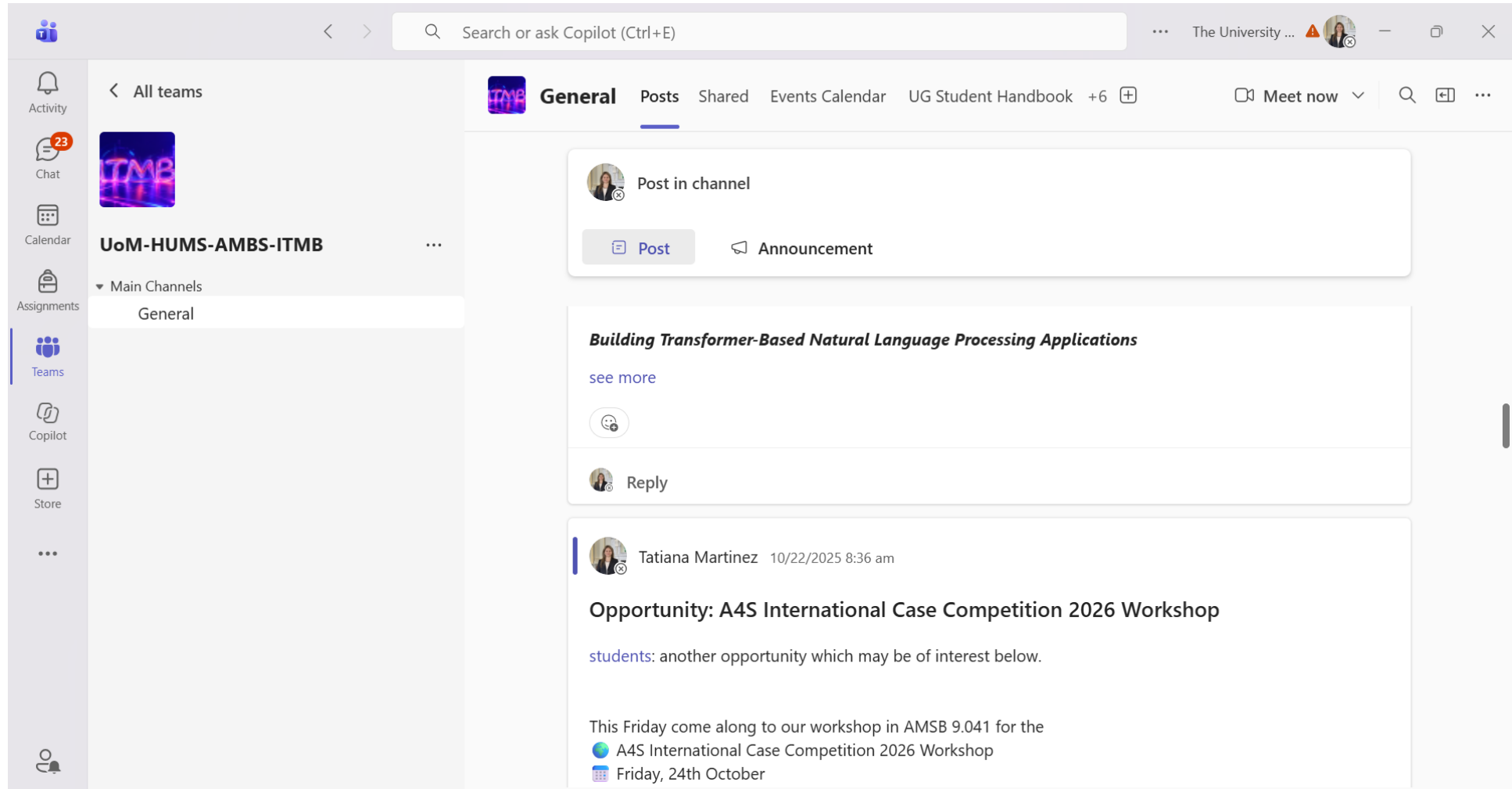
Information, Advice & Guidance (IAG) team	Student Support & Wellbeing (SSW) team	Curriculum & Programmes (C&P) team	Assessment & Progression (A&P) team
The team acts as a first point of contact for any queries related to your student experience. This includes communications (newsletter, email and social 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 Canvas 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.
- > **ITMB on MS Teams**: access it [here](#) (team code: l2zmjh0). This is the main channel of communication for ITMB announcements. You must download MS Teams!
- > 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](#)



HOW WE COMMUNICATE WITH YOU: MS TEAMS



HOW WE COMMUNICATE WITH YOU: CANVAS

The screenshot displays the Canvas LMS interface for the University of Manchester. The interface is divided into three main sections: a sidebar, a top navigation bar, and a main content area.

Sidebar (Left): Contains the University of Manchester logo and a list of navigation links: Account, Dashboard, Courses, Calendar, Inbox, History, Smartsearch, Studio, and Help.

Top Navigation Bar: Displays the breadcrumb path: COMMUNITY-AMBS-INFORMATION-TECHNOLOGY-MANAGEMENT > Modules. It also includes buttons for 'Collapse all' and 'Export Course Content'.

Main Content Area: Features a list of expandable sections:

- Welcome to the ITMB Programme Space!**
 - Key Contact Information
 - ITMB on MS Teams
 - ITMB Society
 - Accessing the ITMB Lab (4.005)
 - Join the ITMB Group on LinkedIn
- Programme Information**
 - AMBS UG Handbook
 - AI Policy & Guidelines
- Learning Support**
 - Learning support at UoM
 - ITMB AI & Digital Toolkit: Guidance on digital tools (what to use and not to use)

Right Sidebar: Includes links for 'View Course Stream', 'View Course Calendar', and 'View Course Notifications'. Below these is a 'To do' section with the text 'Nothing for now'.

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

WHAT ARE THE LEARNING OUTCOMES FOR ITMB?



YOUR PROGRAMME – LEARNING OUTCOMES



TECHNOLOGY



PROJECT MANAGEMENT



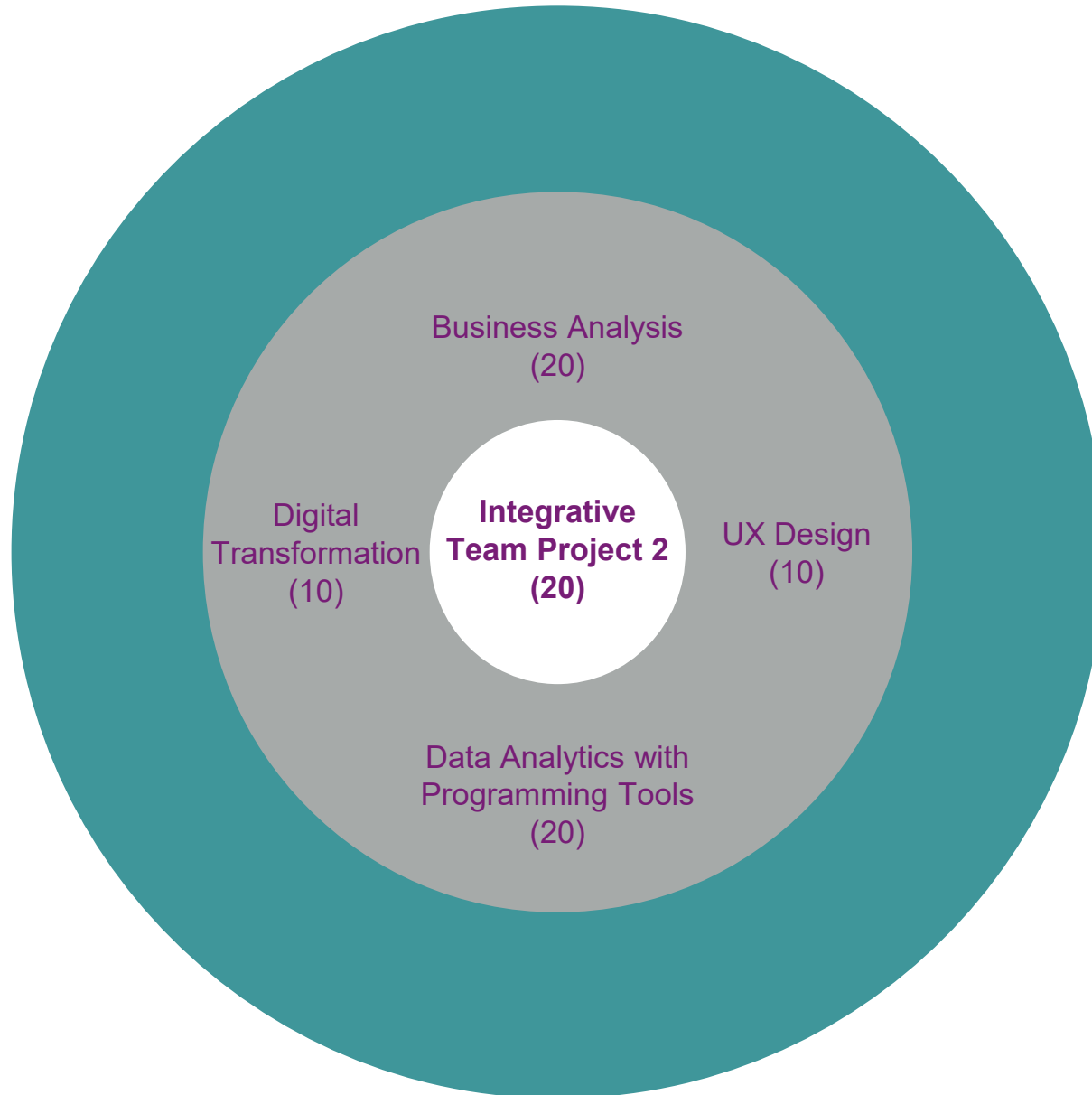
BUSINESS



PERSONAL &
INTERPERSONAL



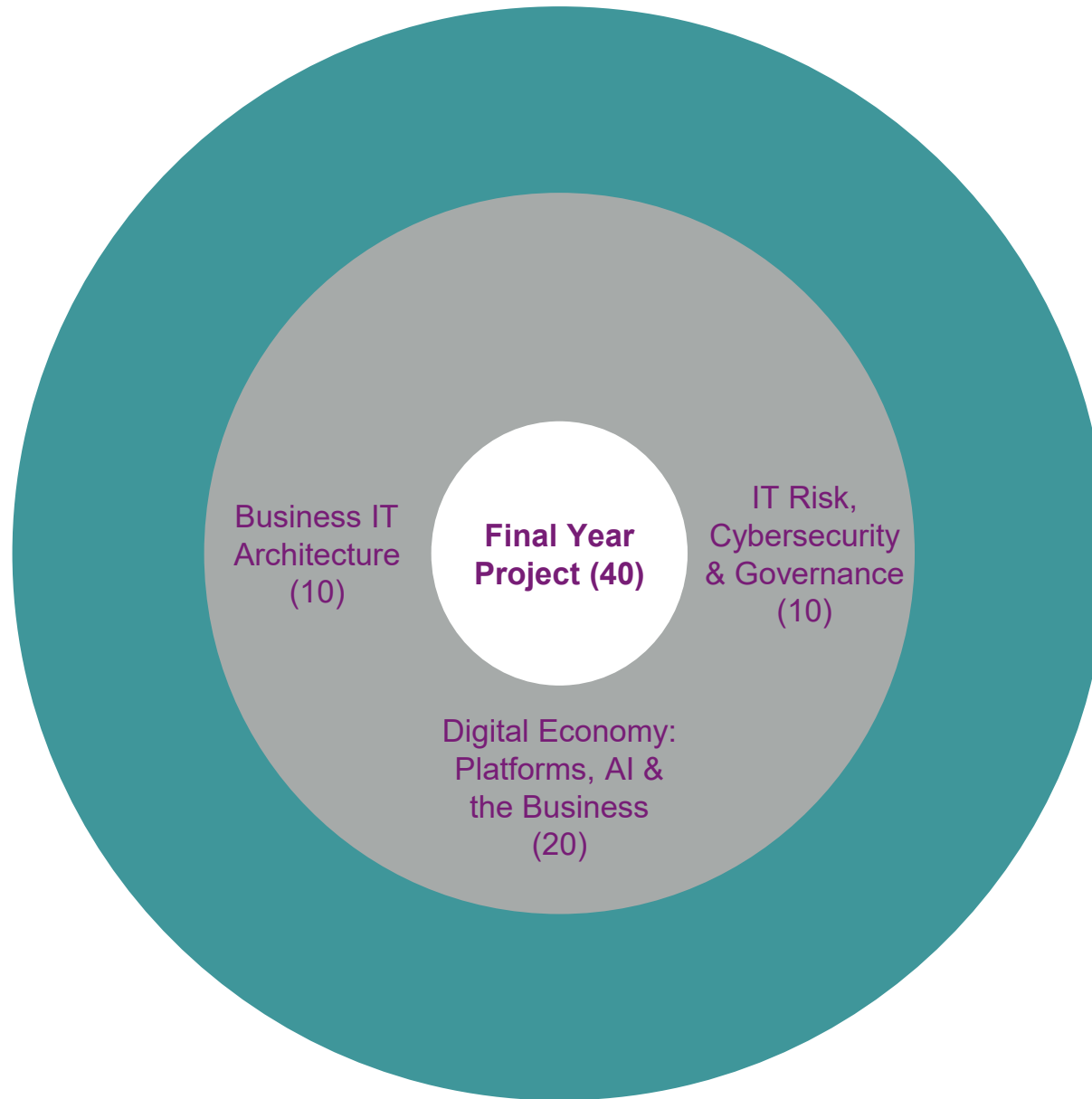
SECOND YEAR



Electives:

- Avoid seminars starting on Wednesday morning to avoid clashes with the ITMB showcase
- If you find yourself enrolled on them, please contact the **Curriculum & Programmes** team as soon as possible to move

FINAL YEAR



Electives:

- **Data Analytics with Programming Tools**
moved to the second year (BMAN24771)
- It is still open as **elective** for final year students returning from placement

PROGRAMME STRUCTURE

COMMON FIRST YEAR (120 CREDITS)

80 CREDITS – CORE ITMB COURSES
40 CREDITS – MANAGEMENT COURSES

SECOND YEAR (120 CR.)

80 – CORE ITMB COURSES
40 – OPTIONAL COURSES

FINAL YEAR (120 CR.)

80 – CORE ITMB COURSES
40 – OPTIONAL COURSES

THIRD YEAR PLACEMENT
(OPTIONAL)

WHAT ELSE CAN YOU EXPECT THIS YEAR?

- > A key component of our programme are our industry partnerships.
- > You will be exposed to industry experts in different ways:
 1. Different partners collaborate on core course units. In your first year, these include Lloyds and AWS.
 2. The ITMB Showcase (bi-annual, normally attended by 50+ employers).
 3. Guest lectures. For this semester, we will have: Fabrizio Pilotto, CIO at Aston Martin Formula 1 (date in November TBC); David Dias, Senior Director - Head of UK Corp Enterprise and Academic & Government at LinkedIn (27 October, 1pm – 2pm). More information to follow.
 4. Career services events. Look out for announcements.



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. For BSc ITMB:
 - Overall average of 55% or higher in Year 1;
 - Pass BMAN11030 with a mark of 40% or more at the first attempt.
- > 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 SESSION – WEDNESDAY, OCTOBER, 2PM, AMBS G.003

During the session, Placements and Careers Service teams will cover everything you need to know about securing a placement, including:

- > Placement timelines and key deadlines
 - > Where and when to search for opportunities
 - > Application and interview tips
 - > Assessment centres and recruitment processes
 - > The support available from AMBS and Careers
 - > Placement rules, requirements and important university procedures
-
- > You will also hear directly from students who have recently returned from their placements. They will share their experiences, challenges, and advice on what helped them secure their roles and make the most of their placement year.



All students are welcome!

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.](#)

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 – 2ND YEAR ONLY

- > 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

> ITMB without Industrial Experience:

Year 1: Zero

Year 2: weighted 33% towards your overall degree.

Year 3: weighted 67% towards your overall degree.

> ITMB with Industrial Experience:

Year 1: Zero

Year 2: 0.30

Year 3 – Industrial Experience: 0.10

Year 4: 0.60

> Find out more about the degree regulations for your particular programme on the AMBS Undergraduate Handbook.

AI IN TEACHING & LEARNING POLICY

2.1.1 Assessments must be assigned to one of the following AI categories, and this must be communicated to students and stated on assessment briefs, including on the Course Unit Canvas assessment information. Categorising assessments should include consideration of input from peer dialogue (such as moderation or external examining), programme team discussion, and/or feedback from students. The category assigned to an assessment determines the information that must be included in the assessment brief, and the following descriptions set out the required information for each category of AI use:

- a) **AI Prohibited:** AI is not permitted or is unable to be used in this assessment. The assessment information should include additional information such as examples or detail of what is not permitted, if it is likely to provide clarity for students.

On ITMB core units, all non-exam based assessments will require that you submit an AI Statement of Use along with your submission.

developed by the student. The assessment information must set out what is acceptable AI use. Students who do not wish to personally use AI tools can undertake the assessment.

- c) **AI Permitted:** AI may be used to complete the assessment. The assessment information must set out what is acceptable AI use. The assessment brief should explain how students who do not wish to personally use AI tools can undertake the assessment.
- d) **AI-Integrated:** AI use is necessary to meet the course unit intended learning outcomes. This does not imply that all AI use is permitted. The assessment information must set out what is acceptable AI use and should explain why AI use is required to meet the intended learning outcomes.

<https://education.library.manchester.ac.uk/digital-skills/digital-skills-support/ai.html>

SUPPORT & GUIDANCE FOR USING AI

- > Using GenAI in your learning: <https://education.library.manchester.ac.uk/digital-skills/digital-skills-support/ai.html>
- > My Learning Essentials online courses:
 - [AI tools in assessments](#)
 - [Building effective AI habits](#)
 - [Understanding how AI tools might support your learning](#)
- > In-person workshops on AI skills: <https://www.library.manchester.ac.uk/training/my-learning-essentials/workshops/>
- > ITMB AI & Digital Toolkit: <https://itmb-ai-digital-toolkit.netlify.app/>

ITMB AI & DIGITAL TOOLKIT

itmb-ai-digital-toolkit.netlify.app

ester MyView Systems access Programme of Study T... Timetable Book room at AMBS ITMB - OneDrive Pure 5.33.1 Statista via UoM Resource Booker Dashboard Travel, Approval & Ris... AMBS UG Academic A...

ITMB AI & Digital Toolkit

A guide to deciding when AI helps with your studies and which tool fits the task.

Written for students on the BSc IT Management for Business programme at Alliance Manchester Business School.

Dr Tatiana M. Martinez
Associate Professor in Management Science,
Alliance Manchester Business School

Version 1.0 · September 2026
Tools and free tiers change often: check provider terms before you rely on them.



Suggested citation

Martinez, T.M. (2026) *ITMB AI & Digital Toolkit*. Manchester: Alliance Manchester Business School, The University of Manchester. Version 1.0, September 2026.

Please credit the author when sharing or referring to this guide.

Copy citation

1. Introduction

2. Getting Started

3. Available Tools by Learning Task

 Organisation

 Learning & Comprehension

 Research

1 Introduction

The University of Manchester gives you access to a growing range of digital and AI tools. The aim of this guide is not to provide you with an exhaustive list but to help you decide when to use AI and which tools can best assist you for different tasks.

Currently there are many, many tools available which can make navigating them a complex task. Different tools have different strengths and limitations, and new tools and features are appearing all the time. There are also important questions about privacy...

- > Quick guidance to the existing policy.
- > Guidance when to use (or not use) AI for different tasks.
- > A list of free tools available by each learning task (organisation, research, communication, etc).
- > A list of resources, including free trainings, tool directories, newsletters, etc.
- > Will be updated twice a year.

<https://itmb-ai-digital-toolkit.netlify.app>

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.

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 committee.
- > If you missed the sign-up period but still want to become a Rep, please email your Programme Director to ask if any more Reps are needed on your programme..
- > [Find out more about the role on our AMBS Undergraduate Handbook.](#)



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.](#)



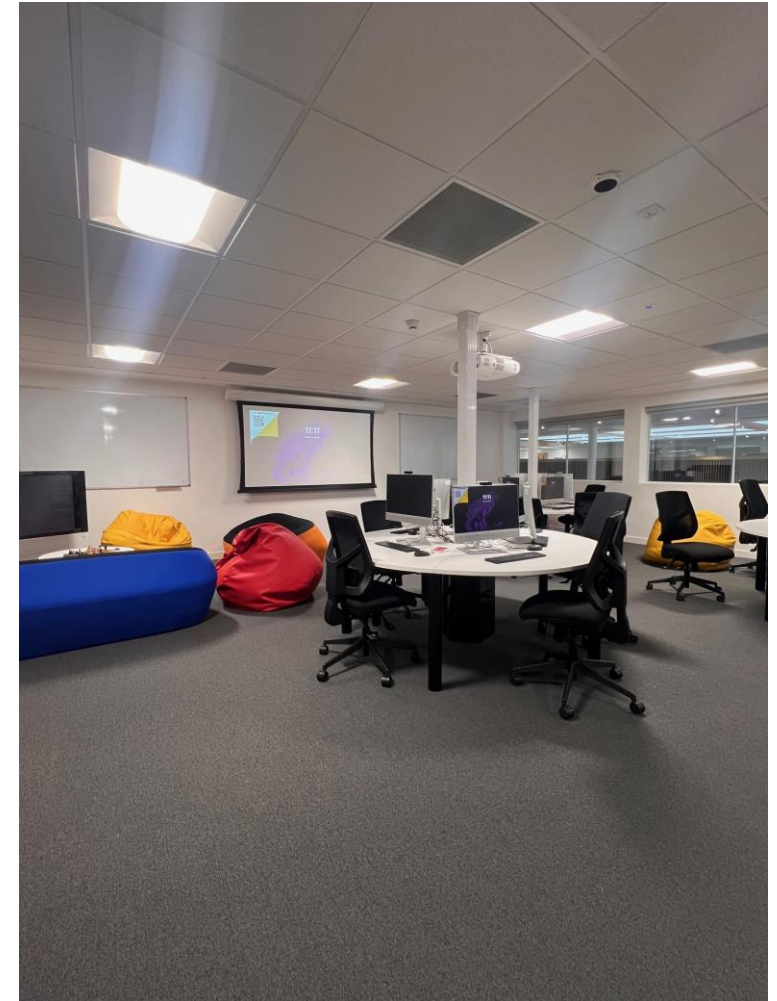
STELLIFY

- > 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.](#)



ITMB LAB - REMINDER

- > You are allowed to use the ITMB Lab (4.005) whenever not in use.
- > You all have access to the door code (posted on MS Teams and on Canvas). You cannot share the door code with students on other programmes.
- > Use of the ITMB Lab is for ITMB students only.



CASE IT

- > We have been invited to return to CaseIT!
- > Applications open to final year students only.
- > Team of 4 students will be selected on 7 October, 2026.
- > Sign up for trials by 5 October, 2026, 5pm: [CaseIT Application Form – Fill in form](#)



MANCHESTER
1824

The University of Manchester

CAREERS
SERVICE

WELCOME 2026 CAREERS SERVICE



Visit our websites for information

Careers Website

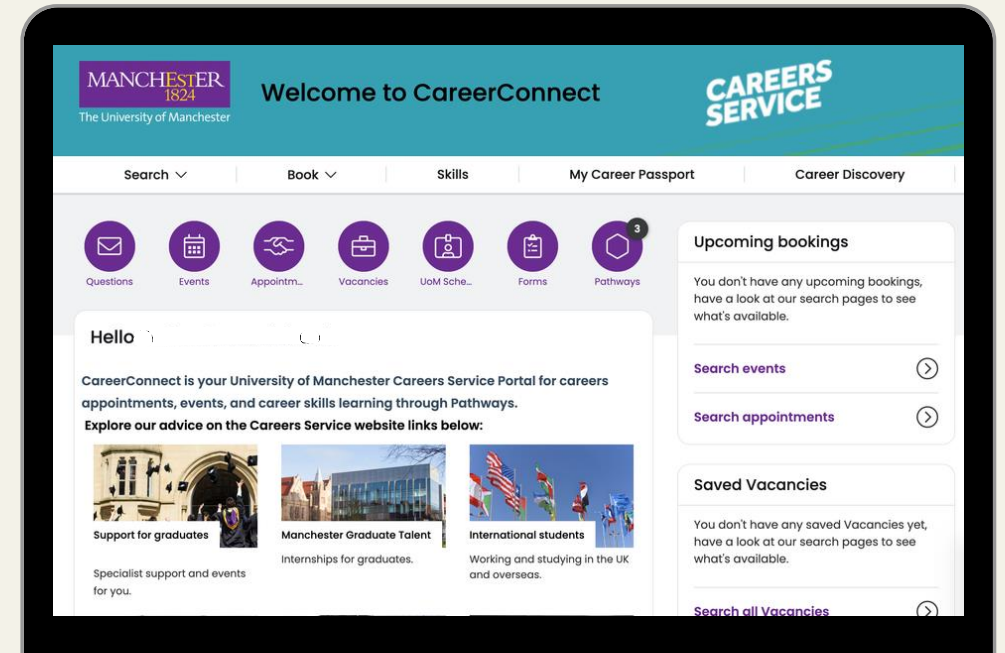
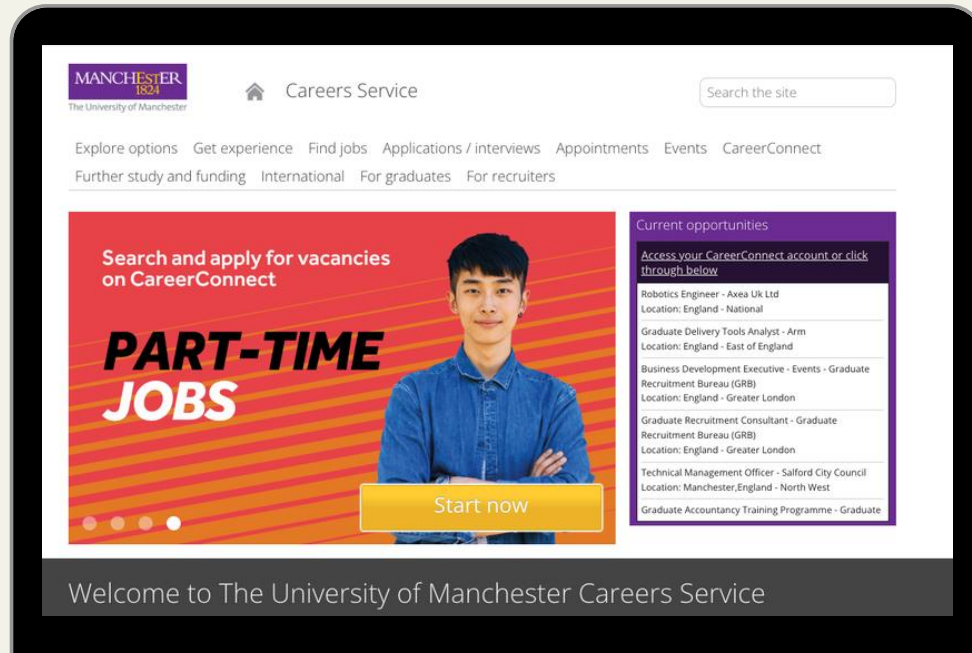
manchester.ac.uk/careers

Find general careers information, and resources like CV templates.

CareerConnect

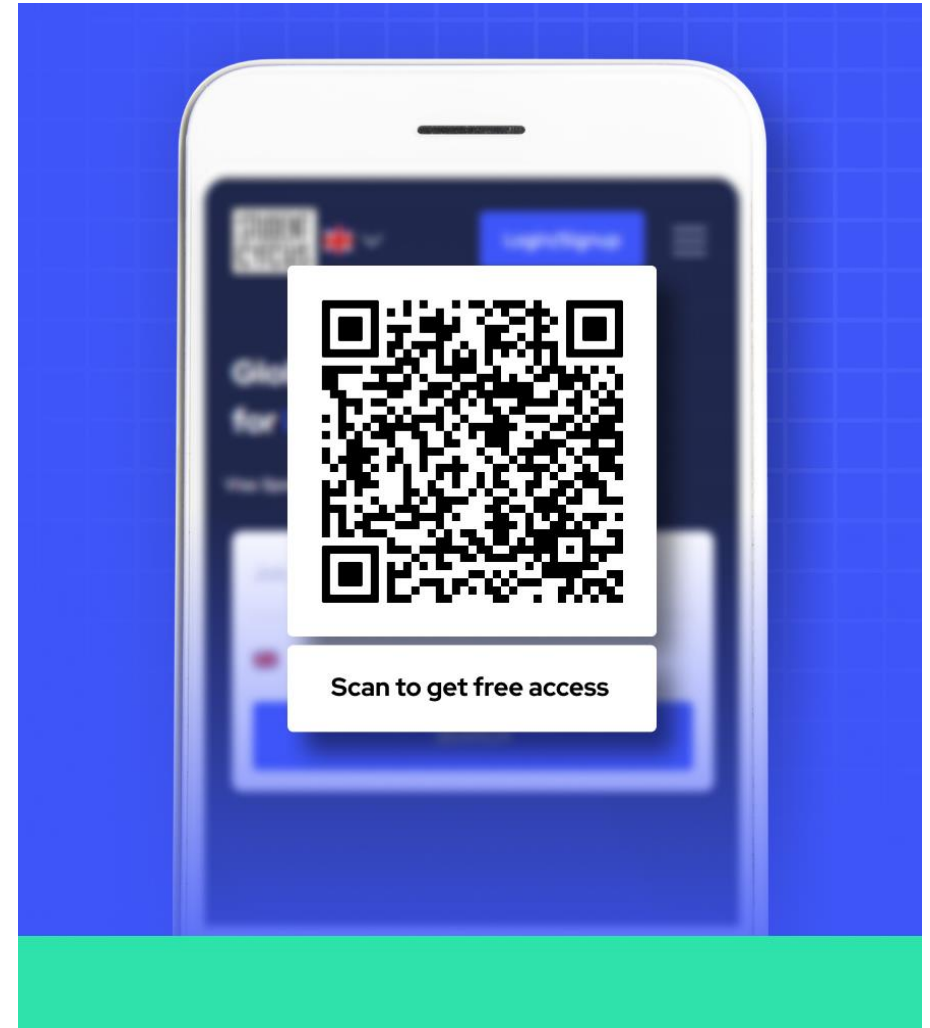
careerconnect.manchester.ac.uk

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



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:**
tatiana.martinez@manchester.ac.uk
- > **AMBS Student Support Hub:**
ambs.hub@manchester.ac.uk
- > **Instagram:** [@ambsundergrad](https://www.instagram.com/ambsundergrad)



QUESTIONS

MANCHESTER
1824

The University of Manchester
Alliance Manchester Business School

THANK YOU

MANCHESTER
1824

The University of Manchester
Alliance Manchester Business School