

WELCOME TO AMBS

Dr Nathaniel Tetteh

BSc International Management and UG
Exchange Programme Director



AGENDA

- > Key contacts
- > Registration
- > ID Card
- > AMBS Hub
- > Communication
- > Student services centre
- > Disability Advisory Support Services (DASS)
- > Counselling and mental health services
- > Key dates
- > Important points
- > Course units
- > Health and Safety at AMBS
- > Assessment
- > Semester 1 exam period
- > Practicalities

KEY CONTACTS

> AMBS: Nathaniel Tetteh

> nathaniel.tetteh@manchester.ac.uk

[Nathaniel Tetteh | Work and Equalities
Institute](#)

[| The University of Manchester](#)

> Placements and International
Programme (PIP) team: Stephanie
Nixon

stephanie.nixon@manchester.ac.uk

exchangestudy@manchester.ac.uk

REGISTER

- > Activate your IT account
- > <https://www.welcome.manchester.ac.uk/get-ready/become-a-student/activate-it-account/>
- > Register online
- > www.welcome.manchester.ac.uk/new-students/get-ready/your-it-services/online-registration/



COLLECTING YOUR STUDENT ID CARD

- > Once you have completed your registration, you will receive an email inviting you to book an appointment to collect your student card.
- > More information can be found here:
- > <https://www.welcome.manchester.ac.uk/welcome-and-induction/collecting-student-card/>
- > You will need your student ID card in order to access the AMBS building



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](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**

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.



HEALTH AND SAFETY AT AMBS

> Evacuation

- The alarm will sound continuously
- Leave immediately through the nearest signed emergency exit
- Evacuation assembly point car park adjacent to Aquatics Centre
- Alarm break points are next to all staircases
- When evacuating the building ***DO NOT USE LIFTS* *DO NOT RUN***

> More information

- Alarm test takes place each Friday around 8am (about 10 seconds)
- First Aid assistance can be obtained from: Reception: 63404, Security: 69966
- Please obey all warning signs and notices
- Safety risks or problems should be reported to Reception
- Smoking is not permitted inside the building

The emergency telephone number is 999; for non emergencies call 111

BMAN11230 HEALTH AND SAFETY

- > Online course onto which you are enrolled automatically
- > Completion of this course is **COMPULSORY** and you can access it via Canvas
- > This has to be completed before teaching starts
- > If you do not complete this course, you may be prevented from accessing parts of the campus



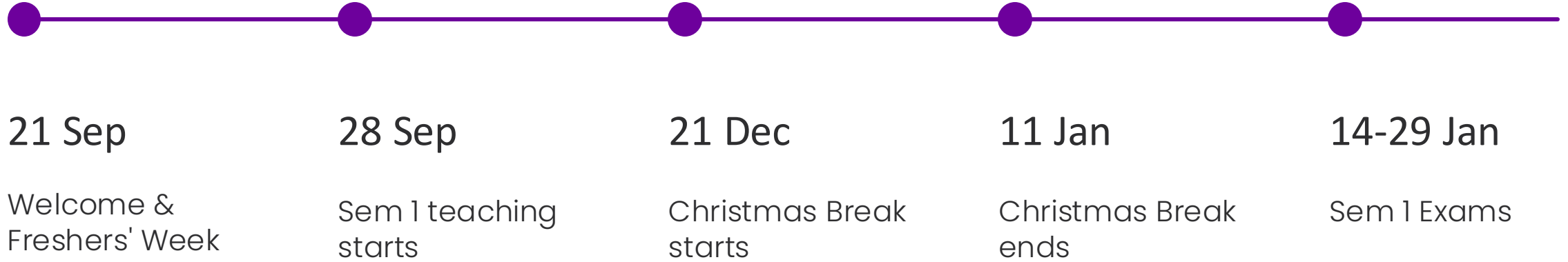
AMBS HOUSE RULES

- > Building opening times
- > 8am – 8pm, Monday – Friday ; last access at 6pm
- > Swipe card access only using your UoM student card
- > Student group study rooms – located on the Second Floor of Hive Area, first come first serve!
- > Computer clusters on the third floor
- > Alan Gilbert Commons is open 24/7

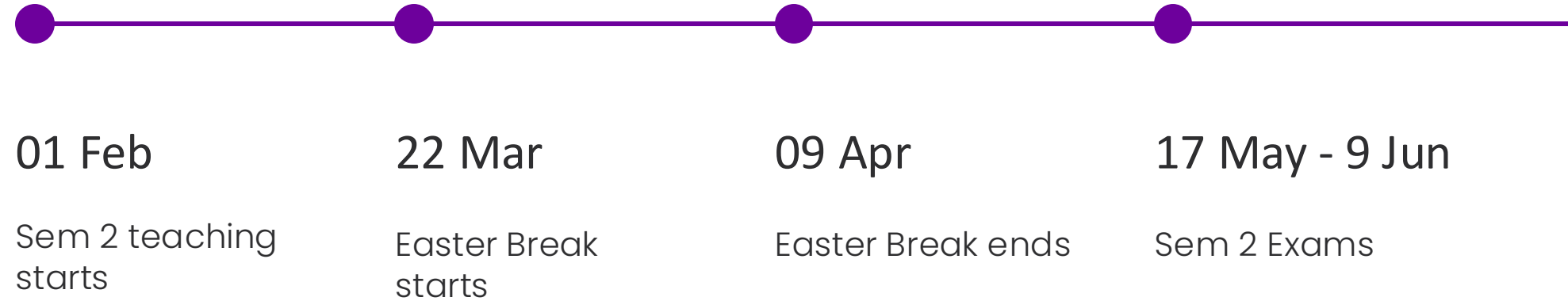


KEY DATES

Semester 1



Semester 2



IMPORTANT POINTS

- > You must do what is asked of you in terms of attendance and participation.
- > You must attend ALL examinations. Failure to sit examinations will result in zero marks.
- > You must submit coursework by the deadline dates to avoid penalties for late submission.
- > If you are ill and that has affected your coursework/exam submission, inform a member of the student support and wellbeing team and obtain a medical certificate as confirmation.
- > You will be asked to complete a feedback form before you leave. Please ensure that you do this as it benefits future students.
- > Don't forget to check your University email daily
- > Keep your personal details on the Student System up to date (i.e. address, phone number, email)

COURSE UNITS

- > All your course choices have been entered onto the student system.
- > Some courses will have both a lecture and a seminar/workshop. These may not run every week so check the seminar timetable for further information.
- > In exceptional circumstances and if you have permission from your home institution, you may change a course, however keep the PIP team informed.
- > If you only wish to take 50 credits, make sure that you drop the course before the 2-week add/drop period has finished or the course will show on the transcript with a zero mark.
- > Deadline for course enrollment Semester 1, **Friday 9th October 2026**: Semester 2, 12 February 2027.
- > Ensure you read the course outlines and meet the pre-requisites particularly for Y3 courses.
- > Finally, exchange students are **not permitted** to have any clashing course units.

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.](#)

SEMESTER 1 EXAM PERIOD AND RESULTS

- > Thursday, 14 January 2027 - Friday, 29 January 2027
- > Exam timetables will be published ~ December 2027
- > Re-sits are not available to exchange students
- > Marks are final and will not be changed
- > If you are not a native English speaker you are allowed to use a language translation dictionary in exams, but you must first obtain a letter from Student Services Centre confirming your visiting student status
- > You will be able to access your semester 1 marks via the student system in March (Sem 1) and in July (Sem 2)
- > Transcripts will be sent to your home institution via email/My Placement (end of July)
- > We do not give results by phone or email

BE PART OF A SOCIETY

- > We have a range of student-led societies organising events and providing you with a variety of other opportunities whilst you study here. Societies include:
- > AIESEC
- > The **AMBS International Programmes Society (IPS)**
- > AMBS ACCOUNTING and BUSINESS ACCOUNTING
- > ENACTUS
- > MANSOC (Management Society) and MANCHESTER BUSINESS SOCIETY

AMBS Sport based societies, these societies include:

- > Football
- > Netball

A graphic for Alliance Manchester Business School Student Societies. It features a background image of students' hands gathered around a table, some holding documents and others using a laptop. Overlaid on this image is the text "Alliance Manchester Business School Student Societies" in a large, bold, purple font.

**Alliance
Manchester
Business
School
Student
Societies**

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](#).

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.

RAISING ISSUES THAT RELATE TO THE QUALITY OF THE TEACHING AND LEARNING EXPERIENCE (WITHIN AMBS)



Step 1: In the first instance, raise the issue with the course coordinator – this can be done by the student(s) or by the student representative who can approach the Course Unit Director on the students' behalf.

Step 2: In response to this, the course coordinator should address the issue and communicate back to student(s) and/or student representative.

Step 3: Should there be a failure to satisfactorily resolve the issue following the above steps, the student(s) / student representative can raise the issue with any of the following:

- * Your Academic Advisor
- * Your Programme Director
- * At the next Programme Committee, if timings make this appropriate
- * At the next Student Staff Liaison Committee (SSLC), if timings make this appropriate
- * Director of UG/PGT Programmes

Step 4: If a student rep is approached by a student to raise a course related issue, the student rep should check that the student has already raised the issue with the Course Unit Director. If not, then the student should follow the process from step 1 above. The recipient of the student issue should establish whether the student(s) / student representative has followed the first step of the above process before pursuing further.

Step 5: Whoever from the above list who receives the student issue should refer the matter to the Divisional Associate Head of Teaching (cc Head of Division) so that the matter can be informally pursued within the academic division.

Step 6: A response to the issue raised following Divisional involvement will be communicated to the student(s) / student representative via the Associate Head of Teaching or respective Course Unit Director. This response will also be copied to the Head of TLSE and the School recipient of the initial issue. If the matter was raised via the SSLC further follow up will also be communicated at the next Programme Committee.

Step 7: If the student(s) / student representative feels that the matter raised has still not been satisfactorily resolved then they have the right to refer this to the Head of the School. Ultimately, if it is still felt that there are reasonable grounds for dissatisfaction with the School outcome, the matter may be pursued through the formal University of Manchester complaints procedure.

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.

PRACTICALITIES



WELFARE IN MANCHESTER

> Register with a Doctor

- > How to register with a GP surgery –NHS (www.nhs.uk)

> Police Registration

- > (for those of you that require this for visa purposes):
- > Certain nationalities may be required to register with the police within seven days of arrival in the UK.
- > Make an appointment to visit the International Visitors Registration Office after you have completed registration and collected your student card.
- > •Visit www.bit.ly/policeuom for more information.

> Safety in Manchester

- > Ore-book taxis or get into a traditional Black cab
- > Don't walk home on your own
- > Be vigilant at cash machines
- > Keep an eye on your drink and don't accept a drink that you haven't seen opened or poured

> **In case of an emergency dial 999**

FOOD SHOPPING



RETAIL SHOPPING



- > Arndale Centre;
Located in the city
centre



- > Intu Trafford Centre;
can be reached by bus
X50 and 250



- > Quayside Media City
UK; can be reached by
tram Media City UK or
Eccles Line; and bus
50

PUBLIC TRANSPORT AROUND MANCHESTER



- > Cycling is very popular in Manchester, with bike lanes installed around Manchester areas of the city centre.



- > You can move around the Greater Manchester area via bus, trams and trains.
- > Get a student bus pass
- > For greater Manchester Transport information visit the Greater Manchester website.
- > 147 Free Bus Service North to South Campus by showing your student ID card.

TRAVEL FROM MANCHESTER



- > Trains and coaches to York, Chester, Liverpool, Leeds, Sheffield, Newcastle, Birmingham, Glasgow, Edinburgh, Bath, Bristol & London.
- > Easy access to Lake District, Peak District, Wales, Scotland and Ireland.
- > Direct flights to a number of European capitals and cities including: Madrid, Rome, Berlin, Lisbon, Prague, Dublin, etc.
- > Young Persons Railcard – save up to 1/3 when purchasing train tickets
- > Manchester Airport – explore destinations you can fly to whilst in Manchester

QUESTIONS

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The University of Manchester
Alliance Manchester Business School

THANK YOU

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