# Postgraduate Exchange at MBS

**PGT (Postgraduate Taught Programmes)**

**MSc Exchange**

**2013-14 Academic Year**

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<tr>
<th>Postgraduate Exchange <strong>Coordinator</strong></th>
<th>Postgraduate Exchange <strong>Administrator</strong></th>
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<td><strong>Dr. Claudio de Mattos</strong></td>
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<td>Postgraduate Taught Office</td>
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<td>Programmes)</td>
<td>Room 5.28 Harold Hankins Building</td>
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<td>Manchester Business School (West)</td>
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Incoming Exchange

Exchange Students – Welcome!
If you are an overseas student from one of our partner universities, we encourage you to apply to spend a semester on exchange at MBS.

The following information is intended to help students from partner universities apply for exchange to MBS. Students interested in exchange still need to apply through the Exchange Office at their home university and should contact their home International Office for further information on their application procedures.

Why Manchester Business School?
The University of Manchester is one of the biggest universities in the UK and Manchester Business School is one of the top rated business schools in the country. We are one of the top 35 business schools in the world and one of the top five in the UK. We are also the largest campus-based business and management school in the UK, yet it is not simply our size that sets us apart. The excellence of our research is an envy of many.

Our School has an international reputation, attracting staff and students from across the globe and partnerships with some of the world's most exciting companies. With top-rated teaching and research in all areas of business and management, and academics who are international leaders in their field, Manchester Business School is firmly positioned at the leading edge of dynamic business performance. Our academic staff are revered and respected around the world and the majority have international experience. Their advice is sought on a regular basis by blue-chip companies and governments.

Visit our web pages at http://www.mbs.ac.uk/

Why Manchester?
Manchester is compact; however, it is the major city in the North West of England. Manchester is easily accessible, whether you are travelling from another part of the UK or from overseas.

Manchester is culturally diverse. It is one of the fastest growing and perhaps most culturally exciting cities in the UK. Students come from a wide range of nations. Manchester features exciting museums and theatres, is a hot-bed for modern music and enjoys a staggering number of bars, pubs and clubs. Surveys suggest that Manchester now competes with London as the UK's most popular student destination.

http://www.manchesteronline.co.uk/

Where and how to find us
The University of Manchester campus comprises two main areas: the Sackville Street area, formerly the UMIST campus, and the Oxford Road area, formerly The Victoria University of Manchester campus.

Directions are available at
http://www.manchester.ac.uk/visitors/travel/
http://www.mbs.ac.uk/aboutus/visitors.aspx
MBS Exchange Partners
We exchange students with international partners in Europe and beyond. International exchange partners comprise about 20 schools with approximately 30 exchange slots per year. The list of our partners can be found here:

http://www.mbs.ac.uk/masters/why-study/international-exchange/exchange-partners.aspx

How to Apply
The MBS Exchange application form is online and in order for students to apply, they first need to be nominated by the Exchange Office at their Home University. The contact person at this office just needs to provide MBS staff with the name of the nominated students.

An email is then sent to the nominated students with information on how to complete and submit their MBS exchange application form.

Once students have filled in application pack, they are asked to print a copy of their application forms, sign the relevant declaration section and forward it together with all supporting documentation to the International Exchange Administrator by the application deadline. To ensure efficient processing and turnaround of student exchange applications, it is important that completed application forms are received by the deadline. Applications received after this deadline may not be accepted.

Application Deadlines

2013/14 academic year
Semester 1: 31 May 2013
Semester 2: 1 November 2013

An application pack for exchange students coming to MBS can be obtained by request by emailing the International Exchange Programme administrator, matthew.przysiecki@mbs.ac.uk

NB: Usually incoming exchange students are required to be nominated by their home institution before an application is sent out.

Language Requirements

What are our minimum requirements?

Strong English language communication skills are crucial to gain the full benefit of the courses we offer. If English is not your first language, you are required to take an English language test to prove your level of proficiency. We accept the following tests and minimum scores. Please note that we do not accept English scores that are over two years old.

We prefer candidates to take the IELTS test where possible.

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
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<tr>
<td>IELTS: <a href="http://www.ielts.org">www.ielts.org</a></td>
<td>7.0 with no individual element below 6.0</td>
</tr>
<tr>
<td>TOEFL Paper-based: <a href="http://www.ets.org/toefl">www.ets.org/toefl</a></td>
<td>623</td>
</tr>
<tr>
<td>TOEFL Internet-based: <a href="http://www.ets.org/toefl">www.ets.org/toefl</a></td>
<td>100 with no individual element below 20</td>
</tr>
<tr>
<td>Cambridge Advanced Examination (CAE):</td>
<td>Minimum grade B. Please note Cambridge First</td>
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English for Academic Purposes (EAP):
Minimum grade A with no element below C

See also:
http://www.mbs.ac.uk/masters/courses/requirements-for-study/language-requirements.aspx

Notes
If you are studying, or have studied and completed, a three-year Bachelor Honours degree or a Masters degree at a university within the United Kingdom, or at a university where your studies are/were wholly taught in English, you are not required to take an English language test. Proof that your university degree was taught in English must be provided.

Strong English language communication skills are crucial to gain the full benefit of the courses we offer. For students whose first language is not English and who want to improve their language proficiency, the University Language Centre runs a variety of British Council accredited programmes, and on-going support for overseas students is also available throughout the academic year.
http://www.langcent.manchester.ac.uk/foreign/

Estimated expenses

Academic expenses
There are no tuition fees to be paid to MBS, University of Manchester. It is recommended that students should not buy any books before arrival. Books may be borrowed from the library or second hand books may be available for purchase.

Estimated living expenses
Students should expect to spend between £40-60 per week on food, etc., but this may vary according to requirements.

Health/travel insurance
Free health treatment is available on the UK’s National Health Service to all international students studying here for longer than six months, as well as to all students from EU countries. Non EU students studying here for less than six months are advised to take out medical insurance before departure. This could be part of a travel policy that we would also recommend is arranged pre-arrival.

Visa requirements
If you are a visa national and are coming to the UK as an exchange student for a period of 6 months or less, you can apply for Student Visitor visa. Please note visa arrangements should be made before departure. Please check with the local UK Government office for requirements. Generally speaking, if you are an EU citizen then you will not require a visa – but you are still advised to check with the relevant authorities before travelling.

More information on Student Visitor visas is available at:
http://www.ukba.homeoffice.gov.uk/visas-immigration/visiting/student/visa/
http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/applying-overseas/student-visitor/
Plan your journey to Manchester

We’re lucky in Manchester to be conveniently located in a central, well-connected part of the UK, with plenty of transport options to get you here safely.

By air

Manchester International Airport is conveniently situated about 10 miles south of the University. Frequent trains, bus and coach services run from the airport to the city centre and taxis are also available.
Find out more on the airport’s website: www.manchesterairport.co.uk

By train

The University is close to both Manchester Piccadilly and Oxford Road train stations. Call the 24-hour passenger information service +44 (0)8457 48 49 50, or check online:
http://www.thetrainline.com/
www.nationalrail.co.uk

Fare discounts

Advance Fares are often much cheaper, if you can plan ahead:
www.nationalrail.co.uk/times_fares/advance.html

Some cheap fares on national routes are available via Megabus:
http://megabus.com/uk

Virgin Trains’ Best Fare Finder service can offer good deals on routes linking London with the North West: www.farefinder.virgintrains.co.uk

A 16-25 Railcard entitles you to discounts on tickets (full-time mature students are also eligible for this railcard): www.16-25railcard.co.uk

By coach

The National Express Coach service is often cheaper than train travel and has a discount scheme for students:
tel +44 (0)8717 81 81 78
www.nationalexpress.com/coach

Accommodation

The University Accommodation Office is able to allocate accommodation to students studying at MBS only from halls featured in the Student Accommodation booklet. Students will not be able to choose a specific hall or the type of accommodation but can indicate a preference between a self-catered or a catered hall. Students should bear in mind that the cost could vary from between £60 - £90 per week. The first semester contract terminates at the end of January and the full cost for the semester will need to be paid even if a student is permitted to finish at MBS in December. The second semester contract terminates in mid-June. Initial applications for accommodation must be submitted to the PGT Office and NOT sent to the Accommodation Office directly. Further information about the university accommodation is available at:
http://www.accommodation.man.ac.uk/

Students may organise their own private accommodation. Manchester Student Homes is a useful contact. http://www.manchesterstudenthomes.com/Accommodation
Academic Calendar

The MBS academic year is divided into two semesters, each containing 10 weeks of teaching and a compulsory induction week which runs the week before week 1 in semester 1. This compulsory week assists students to prepare academically for MBS, includes the Programme Directors’ Welcome, School Welcomes and student activities.

Semester One normally commences in late September and finishes in January. Semester two starts early in February and finishes in June. Students should plan accordingly to include the orientation week and examination weeks when arranging their exchange session at MBS. It is not possible to arrange changes to the examination timetables for individual students who are not able to attend examinations during this period.

IMPORTANT DATES 2013/14

First semester

16 September - 13 December 2013
13 January - 26 January 2013
Christmas Vacation 14 December 2013 – 12 January 2014

Second semester

27 January - 4 April 2014
28 April - 6 June 2012
Easter Vacation 5 April 2014 – 27 April 2014

http://www.manchester.ac.uk/aboutus/dates/

Credit Point System

Most courses at MBS are worth 15 credits.
15 Manchester credits = 7.5 ECTS credits
A full-time student will typically enrol in 4 x 15 Credits of courses per semester.
MBS do not normally allow students to enrol in more than 60 credits per one session. Overloading may only be permitted where specific written advice has been received from an exchange partner university.

Eligible Courses

Eligible course units for our international exchange students come from a variety of our MSc specialist masters programmes, and availability depends upon the semester you are visiting.
In the past we have offered the following course units, although eligible course units may change slightly each year. For up-to-date information prior to your arrival, please contact Matthew.Przysiecki@mbs.ac.uk

Please note: enrolment is subject to course availability and School approval. You are able to change your enrolment after you arrive at MBS. You have time until the end of the first week of session to do this, and possibly slightly longer in exceptional circumstances.

Semester 1 (September – January)
BMAN 70211 Introduction to Quantitative Methods (for Accounting and Finance)
BMAN 71111 Essentials of Finance
BMAN 70241 Financial Reporting Theory
BMAN 70381 Foundations of Finance Theory
BMAN 71171 Portfolio Investment
BMAN 71291 Accounting in an International Context
BMAN 71461 Data Analysis for Business Economics
BMAN 71441 International Macroeconomics and Global Capital Markets
BMAN 70141 Derivative Securities
BMAN 60101 Mathematical Programming and Optimisation
BMAN 71791 Applied Statistics and Business Forecasting
BMAN 70081 Global Operations Management: Theories and Concepts
BMAN 70111 Strategic Supply Chain Management
BMAN 70391 Managing Projects
BMAN 71701 e-Business
BMAN 71631 Distributed Systems and Internet Technology
BMAN 72631 Managing Across Competing Capitalisms (MACC 1)
BMAN 73031 The Changing Dynamics of China
BMAN 60261 Research Methods for Organisations
BMAN 71481 Marketing in China
BMAN 72201 Analysing Companies: Business Models, Narrative and Numbers
BMAN 72231 Designing Organisations: An International Perspective
BMAN 60151 Corporate Communications
BMAN 64041 Corporate Reputation Management
BMAN 60211 Employee Communications
BMAN 70431 Marketing Implementation
BMAN 70441 Marketing Fundamentals
BMAN 70421 Strategic Marketing and New Product Development
BMAN 72291 Commercial Management of Projects and Programmes
BMAN 60261 Research Methods for Organisations
BMAN 72381 Employment Policy and Practice
BMAN 70051 Multinational and Comparative Employment Systems
BMAN 70231 HRM 1: Strategy and Practice BMAN
71911 Comparative Industrial Relations BMAN61001 Innovation and the Knowledge Economy BMAN71471 Innovation Management
BMAN 71751 Financial Appraisal and Investment Economics
BMAN 71721 High Technology Entrepreneurship
BMAN 60091 Application and Evaluation of IS
BMAN 60111 IS Strategy and Enterprise Systems
BMAN 71621 Industrial Leadership Forum
BMAN 64001 Marketing Issues in International Business
BMAN 70191 Economic Analysis of the Multinational Enterprise
BMAN 70411 Fundamentals of International Business
BMAN 71551 Financial Risk Management for International Business
BMAN 62011 Global Politics & Global Business

**Semester 2 (February – June)**

BMAN 71152 Corporate Finance
BMAN 70232 Advanced Management Accounting
BMAN 70162 Advanced Empirical Finance
BMAN 71282 Research Methods and Methodology in Accounting
BMAN 71132 Financial Statement Analysis
BMAN 71122 Financial Econometrics
BMAN 70432 Mergers and Acquisitions: Economic and Financial Aspects
BMAN 71182 International Finance
BMAN 62022 The Analysis of Business Structures
BMAN 70192 Real Options in Corporate Finance
BMAN 63012 Interest Rate Derivatives
BMAN 71572 Credit Risk Management
BMAN 60092 Risk, Performance and Decision Analysis
BMAN 70142 Simulation and Risk Analysis
BMAN 61102 Decision Behaviour, Analysis and Support
BMAN 70202 Business Improvement Tools, Technique and Systems
BMAN 71652 Information and Knowledge Management
BMAN 70272 Organisational Change
BMAN 72162 The Reflective Project Manager
BMAN 71642 Human Computer Interaction and Web User Interfaces
BMAN 71492 Strategy, Competition and Innovation in China
BMAN 72642 Managing Across Competing Capitalisms (MACC 2)
BMAN 70292 Global Supply Chain Management
BMAN 71592 Performance Assessment and Decision Support
BMAN 73042 Corporate Restructuring and Governance in China
BMAN 62082 The Management of International Organisational Change
BMAN 64052 Global Business Strategy
BMAN 72302 Advertising
BMAN 70152 Business-to-Business Marketing
BMAN 70102 Consumer Behaviour
BMAN 60162 Corporate Social Responsibility
BMAN 60242 Crisis Management
BMAN 70402 International Marketing
BMAN 72272 Digital Technologies for Marketing
BMAN 60222 Marketing Communications and Branding
BMAN 70172 Retail Marketing
BMAN 70252 Services Marketing
BMAN 71952 Relationship Marketing
BMAN 72162 The Reflective Project Manager
BMAN 72392 Industrial Relations
BMAN 71242 HRM2: Context and Organisation
BMAN 70222 Employment Law
BMAN 71922 International Labour Law and Regulation
BMAN 60992 International Human Resource Management
BMAN 72662 Business Creation and Development
BMAN 62042 Case Studies in Technology Strategy and Innovation Management
BMAN 71972 Corporate Strategy in Technology Firms
BMAN 72672 Developing Enterprising Individuals
BMAN 70372 Eco-Innovation Management
BMAN 71662 Innovation and Market Strategy
BMAN 72742 International Competitiveness, Business Strategy and Innovation Management
BMAN 62062 Regional, National and Global Dimensions of Science, Technology and Innovation
BMAN 62052 Service Innovation
BMAN 71292 Water and Sanitation Policy and Planning in Developing Countries
BMAN 72792 Innovation Through Creativity and Design
BMAN 60022 Global Digital Transformation of Business & Society
BMAN 72652 IT Trends
BMAN 71652 Information and Knowledge Management
BMAN 72262 Megaproject Leadership and Strategy
BMAN 72782 Psychology of Behaviour and Decision Making
BMAN 70302 Research Methods and Data Analysis
BMAN 70012 Multinational Management
BMAN 70022 International Trade: Theory, Policy and Practice
BMAN 71562 Multinationals and Technology Transfer in Economic Development
BMAN 71612 International Business Negotiations
BMAN 73172 Institutions and Firms’ Internationalization Strategies

Please note, enrolment is subject to course availability and School approval. You are able to change your enrolment after you arrive at MBS. You have time until the end of the first week of session to do this.

**MBS Student Number**

Your MBS student number will be emailed to you as soon as it has been processed. Further information will be given to you on arrival about how to obtain a student card. You will also be given a log-on ID and password, which will allow you to activate your email account and get an access to the Blackboard.

**Email**

All exchange students MUST use their MBS email account while at MBS as all important information from the exchange administrator will be sent to this address only.

**Blackboard**

Blackboard is the University eLearning delivery system. You can view course material for any units that you are taking that have an online space. Complete and submit coursework and monitor your progress using quizzes and assignments. Communicate and collaborate with your lecturer or other students using discussions, chat or email. More information will be provided about Blackboard and other IT services on your arrival in Manchester.

http://www.itservices.manchester.ac.uk/
Outgoing exchange

Manchester Business School allows full-time MSc International Business and Management and MSc Marketing students to undertake study at an international partner institution and credit the work they complete back to their MBS degree. The exchange stream option is open to all students; however, given limited number of exchange places available, it is competitive.

“Competitive” means that upon your arrival to MBS in September you will produce a motivational statement for a particular set of exchange options which you want to consider. This document should demonstrate the aims of your academic exchange experience and the links of the particular exchange locations/choices with your academic professional development (e. MSc dissertation). This document will be evaluated and if necessary, interviews will take place to further match available exchange options with student preferences.

Choosing the right exchange destination for you is an important decision. You not only need to research the subjects and academic programmes available at our partner universities, you also need to think about your personal, social and academic interests. After considering your aims for studying overseas you need to investigate the courses that are available and this research can take time. All the research that you do will strengthen your decisions and your application.

Application process: step-by-step

- Attend an Exchange information session. Information session is usually held during the induction week. Relevant application information and forms can also be collected after the session. Please note that attendance to this session is essential to apply for exchange.
- Start researching your exchange options. Please note that students are required to have three university preferences as part of their application and need to be happy to go on exchange to any one of these universities. You need to find sufficient courses for all three preferences.
- Talk to your programme director about going on exchange and seek approval for the courses you wish to take while on exchange. At this stage you only need to seek course approval for your first preference. If you are nominated to your second or third preference then you will need to repeat this process for the university you have been nominated to.
- Please note the courses must be approved by both your MSc programme director and Exchange programme director.
- Submit your application by the deadline to the Postgraduate Exchange Administrator, room 5.22/5.28, Harold Hankins Building. Remember to print a copy of your application and sign the relevant sections.

Transcripts

We request from the partner university that a transcript, which lists the results for the subjects that you completed while overseas, be sent to MBS after you have completed your exchange. You will be notified when this has arrived and asked to come to collect it. A copy will be kept where the appropriate credit points are entered on your records. Remember to retain the transcript for future reference, further study and scholarship applications or job interviews.

If you receive the transcript directly from the host university, please bring it to the PGT office and we will make the necessary copies and arrange your credits to be transferred to your degree here.
FAQ Outgoing Exchange

Where can I get information about Student Exchange Partners?

There is a list of our exchange partners on the exchange website, and also below.

http://mbs.ac.uk/masters/why-study/international-exchange/exchange-partners.aspx

- National Taiwan University
- University of New South Wales (UNSW)
- University of Melbourne
- Copenhagen Business School (CBS)
- EM Lyon
- Helsinki School of Economics
- Norwegian School of Economics
- Rotterdam School of Management (RSM), Erasmus University
- Stockholm School of Economics
- Università Commerciale Luigi Boconni
- Universität St. Gallen
- University of Kiel
- Universität zu Köln
- Université Catholique de Louvain-La-Neuve
- Wirtschaftsuniversität Wien
- Esola de Administracao, Sao Paulo
- University of Florida

How long can I go on Student Exchange for?

You can go on exchange for one semester only – semester 2.

Who do I pay Student Exchange tuition fees to?

You pay your tuition fees to the University of Manchester. Fees are based on the average cost of tuition for the year of the degree you are currently enrolled on. You do not pay any additional fees to go on exchange.

How much will it cost to go on student exchange?

It depends on where you want to go. Please check the relevant institution fact sheet for information on cost of living. You will have to cover your own travel, accommodation, and living expenses.

I am a MBS student about to go on Exchange. Where can I get information about visas?

Students are responsible for applying for their visas and must ensure that they obtain the necessary visas or entry permits for all countries they intend to visit BEFORE they leave the UK. Please contact the relevant consulate for further details. Visas can take several weeks to process so always confirm the time it may take with the consulate or embassy well in advance of your travel dates. It is a good idea to check the consulate’s website first to see what documents are needed to apply for your visa.

Please note, the Exchange Administrator is not entitled to give visa advice.

What accommodation options are available at the host university?

Most of our exchange partners will assist students to find accommodation. Refer to the institution fact sheets for information.
Contacts

For enquiries regarding Postgraduate exchange at MSc level (MSc programmes):
Postgraduate Taught Office
Mr Matthew Przysiecki
Room 5.28 Harold Hankins Building
Manchester Business School West
Booth Street West
Manchester,
M15 6PB
United Kingdom
+44 (0)161 275 4252
Matthew.Przysiecki@mbs.ac.uk

For enquiries regarding MBA exchange:
Please visit the MBA international exchange page
Web: http://www.mbs.ac.uk/mba/

For enquiries regarding Undergraduate exchange (BSc programmes):
Please visit the Undergraduate international exchange page
Web: http://www.mbs.ac.uk/undergraduate/international/