

MANCHESTER
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The University of Manchester
Alliance Manchester Business School

MSc Financial Management

Original Thinking Applied

PROGRAMME HANDBOOK – MSc Financial Management

Contents

Welcome to Alliance Manchester Business School	4
Welcome to the Faculty of Humanities	5
SECTION ONE: THE FACULTY OF HUMANITIES	6
What is the Faculty and how is it run?	6
What can the Faculty do for you?	7
SECTION TWO: YOUR PROGRAMME.....	9
The MSc Financial Management Programme	9
Key Contacts for Your Programme	9
Programme Structure	9
SECTION THREE: TEACHING, LEARNING AND ASSESSMENT	17
Expectations and Responsibilities of Staff and Students	17
Workshops.....	19
Assessments	19
Format and Presentation of Assessed Coursework.....	20
Submission of Work.....	20
Plagiarism Detection Software	20
The use of Artificial Intelligence (AI).....	21
Late Submissions and Penalties.....	21
Word Count	22
Grading of Work	22
Marking Turnaround.....	22
Marking Criteria.....	23
External Examiners	26
Board of Examiners.....	26
Academic Malpractice	27
Plagiarism and Collusion.....	28
Collusion	29
Fabrication or Falsification of Results.....	29
Academic Appeals Procedure	30
Student Complaints	31

Intellectual Property (IP) (Ordinance XIV)	32
SECTION FOUR: STUDENT PROGRESSION	33
Postgraduate Degree Regulations	33
Personal Mitigating Circumstances and Illness	36
Withdrawing or Interrupting from Your Programme	38
Conduct and Discipline of Student	39
SECTION FIVE: STUDENT SUPPORT	40
Careers Service	40
University of Manchester Alumni Relations	40
Library	41
Student Services Centre	41
Disability Advisory and Support Service (DASS)	41
Counselling Service	41
Dignity at Work and Study	42
Health and Safety	42
SECTION SIX: STUDENT REPRESENTATION AND FEEDBACK	44
Student Representatives	44
Student/Staff Liaison Committee	44
Feedback	45
SECTION SEVEN: LEARNING RESOURCES	46
The University of Manchester Library	46
My Learning Essentials	47
Referencing	47
SECTION EIGHT: FINANCIAL INFORMATION	49
SECTION NINE: CONTACT DETAILS	51

Welcome to Alliance Manchester Business School



I am delighted to welcome you to Alliance Manchester Business School, part of The University of Manchester. You are joining us at an exciting time as we celebrate key landmarks in the University and School's history.

While we will be looking back on our [Nobel Prize winners](#), technology pioneers and women's rights campaigners, our focus is clearly on the future and how, together, we build on their entrepreneurial spirit to innovate new breakthroughs in business practices that will generate the economic growth we need, while also creating social and environmental value.

The community of world-class educators and researchers you will join are leaders in their fields – you may recognise names from textbooks you have used in your earlier studies. These engaged scholars are at the frontiers of business and management knowledge, working with business and other stakeholders to co-produce research that is informed by the most advanced theoretical perspectives and practically applicable to businesses, entrepreneurs and policy setters.

You will also benefit from our cross-University collaborations, which will expose you to the latest perspectives on, for example, Artificial Intelligence, climate science, inequality and material science. At the same time, our [Masood Enterprise Centre](#) will give you access to the networks and knowledge you need to start your own business.

At Alliance MBS, we believe in the power of education. Therefore, we are passionate about delivering a high-quality, transformational student experience– centred around applied learning, captured in our motto – [Original Thinking Applied](#).

Throughout your time with us, you can grow your network and participate in our corporate engagement activities - designed to inform, inspire and engage the business community and broader groups through our social responsibility agenda.

While Manchester is at our heart, we are a truly global business school. With [international centres](#), you can develop new professional and personal networks from across the world, virtually and in person. We know many of these connections become lifelong, and our alumni relations team supports future opportunities to collaborate and connect. You are joining a network of 70,000 Alliance MBS alum on every continent.

As large as we are, we are a close-knit community and look forward to welcoming you.

This is your first step in a lifelong relationship with Alliance MBS and the University of Manchester. I hope your experience is always rewarding and fulfilling for you.

Professor Ken McPhail
Head of Alliance Manchester Business School

Welcome to the Faculty of Humanities



As Vice-President and Dean of the Faculty of Humanities, I would like to extend a very warm welcome to all students in The University of Manchester. The Faculty of Humanities is one of three Faculties in the University and consists of four Schools. We offer an unprecedented range of innovative programmes at undergraduate and postgraduate level, embracing disciplines as diverse as arts and languages, business and management, social sciences, law, education, environment and development.

This rich mix of opportunities makes study at The University of Manchester an exciting and

stimulating experience where you will benefit from the experience of leading scholars in your field and from being part of a large, diverse, and international student community. The city has an international sporting pedigree and one of the richest and most influential arts and music scenes, with a lively, culturally diverse city centre that's easy to enjoy on a student budget. There is much to enjoy!

Being at university is not all about what you will learn in the classroom. You will have access to a diverse range of activities to stretch and develop your knowledge, thinking and skills from field trips and study abroad to volunteering, professional placements and hundreds of societies. In addition, there is Stellify, a package of some of our most transformative student experiences, that enables students to develop beyond their chosen subject. These experiences are why we are the university most targeted by employers.

Within the Faculty, and its constituent Schools, we are committed to providing a student experience of the highest standard and making sure you have the support you need along the way. This handbook will give you information to help you make the most of your time with us. I look forward to seeing you all thrive whilst you are here. Your success is hugely important to me and all academic and professional staff.

Professor Fiona Devine
Vice-President and Dean, Faculty of Humanities

SECTION ONE: THE FACULTY OF HUMANITIES

What is the Faculty and how is it run?

Universities all over the world traditionally divide their academic activities into faculties which consist of academic units based on a particular discipline, or on a grouping of disciplines employing similar methodologies. This is the approach that is followed at the University of Manchester, and these sub-faculty disciplinary units are known as Schools. The Faculty plays an important role within the University, since it is the Faculty which is responsible, on behalf of Senate, for the regulation of the degree programmes offered, and it is through the Faculty that academic qualifications are awarded. The designation 'Humanities' distinguishes this Faculty from the other two Faculties – Science and Engineering; Biology, Medicine and Health.

The Faculty of Humanities encompasses academic areas as diverse as Arts, Education, Social Sciences, Law and Business & Management and is the largest Faculty in the University. With over 16,000 students and some 1200 academic staff, it is the largest Faculty of the Humanities in the UK and is equivalent to a medium-sized university. All the disciplines in the Faculty recruit students globally and the overwhelming majority of our academics have international reputations for the quality of their research. The University is committed to the ongoing enhancement of the international profile of the Faculty of Humanities.

One of the great advantages of being a student at The University of Manchester is that you will have the opportunity to be taught by internationally recognised researchers. The University's place as one of the UK's top research universities was confirmed in the results of the 2014 Research excellence Framework (REF) which is the new system for assessing the quality of research in UK higher education institutions. The University of Manchester was ranked in fifth place in terms of research power (calculated by grade point average multiplied by times number of staff submitted, or by 4*/3* multiplied by times number of staff submitted). The Faculty of Humanities had one of the broadest submissions, with research evaluated in 17 discipline areas and involving 79% of our eligible staff. 78% of our overall research activity was judged to be 'world-leading' (4*) or 'internationally excellent' (3*), with 33% at 4*. The Faculty was recognised as excellent in disciplines which span the full range of academic research, including: Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel). Twelve of our 20 Units of Assessment were ranked in the top ten nationally, of which seven were ranked in the top five for Grade Point Average or research power. Those ranked in the top five are Sociology, Anthropology, Development Studies, Drama, Business and Management, Modern Languages and Linguistics and Art History (compared to the Art History departments represented in the joint assessment panel).

The Faculty of Humanities has four Schools: Arts, Languages and Cultures; Environment, Education and Development; Social Sciences; and the Alliance Manchester Business School. The organisational culture of these schools provides opportunities for increased collaboration throughout the Faculty and for regional, national and international engagement.

The Faculty is the interface between the discipline-based Schools and the University and is headed by a Dean who is supported by a team of Associate Deans, all of whom hold a particular portfolio:



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Vice-President & Dean

Professor Fiona Devine

Associate Deans

<https://www.humanities.manchester.ac.uk/about/people/leadership-team/>

What can the Faculty do for you?

The work of the Faculty involves co-ordinating and developing activities to respond effectively to Institutional or external initiatives or activities, encouraging best practice across Schools and facilitating the seamless operation of processes across School, Faculty and University boundaries to help make your experience at Manchester the best it can be.

The Faculty is committed to gathering student views on the provision of teaching and learning and centrally operated areas of the University (such as Library; Estates; IT; Careers; eLearning) and as a student you can feed into this process via the Faculty's Staff Student Liaison Group (SSLG) which meets a minimum of twice a year. These meetings provide a forum for students, who are elected as Student Representatives within their School/discipline, to:

- discuss overarching issues of concern with members of staff from different areas of the University in an open manner
- engage constructively with staff to identify those areas where there is scope for improvement, bringing forward ideas and suggestions
- identify and share good practice
- respond to items brought forward by members of staff

The Faculty also occasionally holds consultation groups with students to find out what is being done well across the Faculty and what you feel could be done to improve your experience as a student.

The focus of your involvement as a student is likely, however, to be the disciplinary grouping, i.e. the School within which your studies are based, or in the case of students on interdisciplinary programmes, the office which is responsible for administering your programme. You may have contact with the Faculty if you have a problem that cannot be resolved at a local level within the School or Programme Office, e.g. breach of regulations, appeals or disciplinary matters. Otherwise, it is entirely possible to complete a course of study without ever interacting directly with the Faculty.

The Faculty has a role in considering issues, such as an academic appeal or complaint, which cannot be resolved with an appropriate member of staff in your School.

Sometimes disciplinary action is required when students are in breach of the University's General Regulation XVII (Conduct and Discipline of Students); the most common breach is when students commit academic malpractice e.g. plagiarism, collusion or other forms of cheating. Any student found guilty of misconduct has



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Alliance Manchester Business School

the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty.

SECTION TWO: YOUR PROGRAMME

This handbook contains information and advice about your programme. You should read this carefully and keep a copy to hand as it contains all the information that you will need throughout your programme of studies.

The MSc Financial Management Programme

The MSc Financial Management (FM) is a part-time, blended learning programme delivered by the University of Manchester.

Award	Programme Title	Duration	Credits	Mode of study
MSc	Financial Management	24 months	180	Part-Time

Key Contacts for Your Programme

Academic Staff Contact

Programme Director: Professor Arif Khurshed

Email: Arif.Khurshed@manchester.ac.uk

The Programme Director provides overall academic insight for the programme, liaises with the Admissions Tutors on admissions policy, ensures that adequate course content and materials are provided during each year of your study and monitors students' academic performance.

Financial Management Student Support Team

Email: financialmanagement@manchester.ac.uk

Phone: +44(0)161 2756000

The Financial Management Student Support Team administratively manage this programme at Alliance Manchester Business School. The team can help with a wide variety of administrative matters, including the programme structure, timetable, University regulations, advice about interruption, mitigating circumstances, IT issues, and feedback and concerns.

Programme Structure

The MSc Financial Management is a 24-month, part-time, blended learning programme delivered through Alliance Manchester Business School. The programme has 11 core course units with a total of 180 credits.

All courses (except Data Analysis & Statistical Techniques, Quantitative Methods for Financial Management, and Group Research Project) have a 3-day face-to-face workshop. The majority of course units are assessed by two assignments; one individual and one group-based.

September Intake:

Semester 1		
AMBS75001	Accounting Decision Making	15
AMBS75002	Financial Decision Making	15
Semester 2		
AMBS75003	Corporate Finance	15
AMBS75004	Global Financial Markets & Institutions	15
AMBS75005	Data Analysis & Statistical Techniques	15
Semester 3		
AMBS75006	Financial Statement Analysis	15
AMBS75007	International Financial Management	15
AMBS75008	Quantitative Methods for Financial Management	15
Semester 4		
AMBS75009	Venture Capital & Private Equity	15
AMBS75011	Business Models & Financial Strategy	15
AMBS75012	Group Research Project	30
Total Credits		180

March Intake:

Semester 1		
AMBS75003	Corporate Finance	15
AMBS75004	Global Financial Markets & Institutions	15
Semester 2		
AMBS75001	Accounting Decision Making	15
AMBS75002	Financial Decision Making	15
AMBS75005	Data Analysis & Statistical Techniques	15
Semester 3		
AMBS75009	Venture Capital & Private Equity	15
AMBS75011	Business Models & Financial Strategy	15
AMBS75008	Quantitative Methods for Financial Management	15
Semester 4		
AMBS75006	Financial Statement Analysis	15
AMBS75007	International Financial Management	15
AMBS75012	Group Research Project	30
Total Credits		180

The following table provides information on course unit pre-requisites:

Pre-requisite courses	Courses the pre-requisite relate to
Accounting Decision Making	Financial Statement Analysis
Quantitative Methods for Financial Management	Group Research Project
Financial Decision Making	Group Research Project

Aims and Learning Outcomes

A. Knowledge and understanding	
After the completion of the programme, students should have:	
PG Cert, PG Dip and MSc	
A1.	An appreciation of the wide scale and scope within which financial management is studied and practised.
A2.	An advanced understanding of how financial management informs and is informed by the economic, behavioural, and organisational contexts in which firms operate.
A3.	An in-depth knowledge and understanding of the strategic management accounting tools that support a variety of financial management decisions in companies.
A4.	A sound understanding of the fundamentals of finance and financial decisions faced by companies and investors.
A5.	A critical understanding of how managers can create value in their companies by making sound corporate finance decisions.
A6.	An advanced knowledge of the fundamental economic principles underlying the functioning of global financial markets and institutions.
A7.	A good understanding of how to use financial statement analysis tools to interpret and assess a company's financial performance.
A8.	An appreciation of the additional challenges firms face when dealing with international markets and foreign currencies, and how firms manage their exchange rate risks.
A9.	A good understanding of how to setup and grow new business ventures; appreciate new business models such as fintech and crowd-funding.
A10.	The skills to pursue independent learning, to analyse and interpret quantitative and qualitative data and to present results in a form that is appropriate.
MSc only	
A11.	An awareness of how to produce an original piece of academic work in the form of a group project report, demonstrating a critical knowledge of the associated literature and an awareness of the implications and of the limitations of the findings included in the report.

Learning and teaching processes (to allow students to achieve intended learning outcomes)
MSc Financial Management is a part-time blended learning programme so the teaching and learning is primarily online. Each course unit has a 3-day



Assessment (of intended learning outcomes)
There are no exams. All course units are assessed by two assignments: one individual and one group-based. Both the assignments are assessed using a reduced scale step marking, the current

face-to-face workshop (except 3 course units which have no workshop) which provides students a chance to engage with their workshop leader in lecture-style sessions, meet fellow students and work on their assignments in groups. Online resources such as introductory videos, topic notes, mini case studies, practice questions, quizzes, discussion forums and e-lectures are the main method of imparting knowledge, interpretation, and understanding.

Students supplement online material with directed reading, including textbooks and journal and financial press articles. Students also learn through assessed individual and group assignments and the preparation of a group project report (for MSc students).

practice at AMBS. Group project reports are also assessed using the same marking system and typically without an oral examination.

Group presentations (assessments) take place during the face-to-face or virtual workshops while individual assignments are typically submitted at the end of the course. Detailed comments on each group work accompany the posting of marks for the group on Canvas. Such feedback is provided within a set timeframe after the submission of the assignment. This is also the case for the feedback for individual assignments.

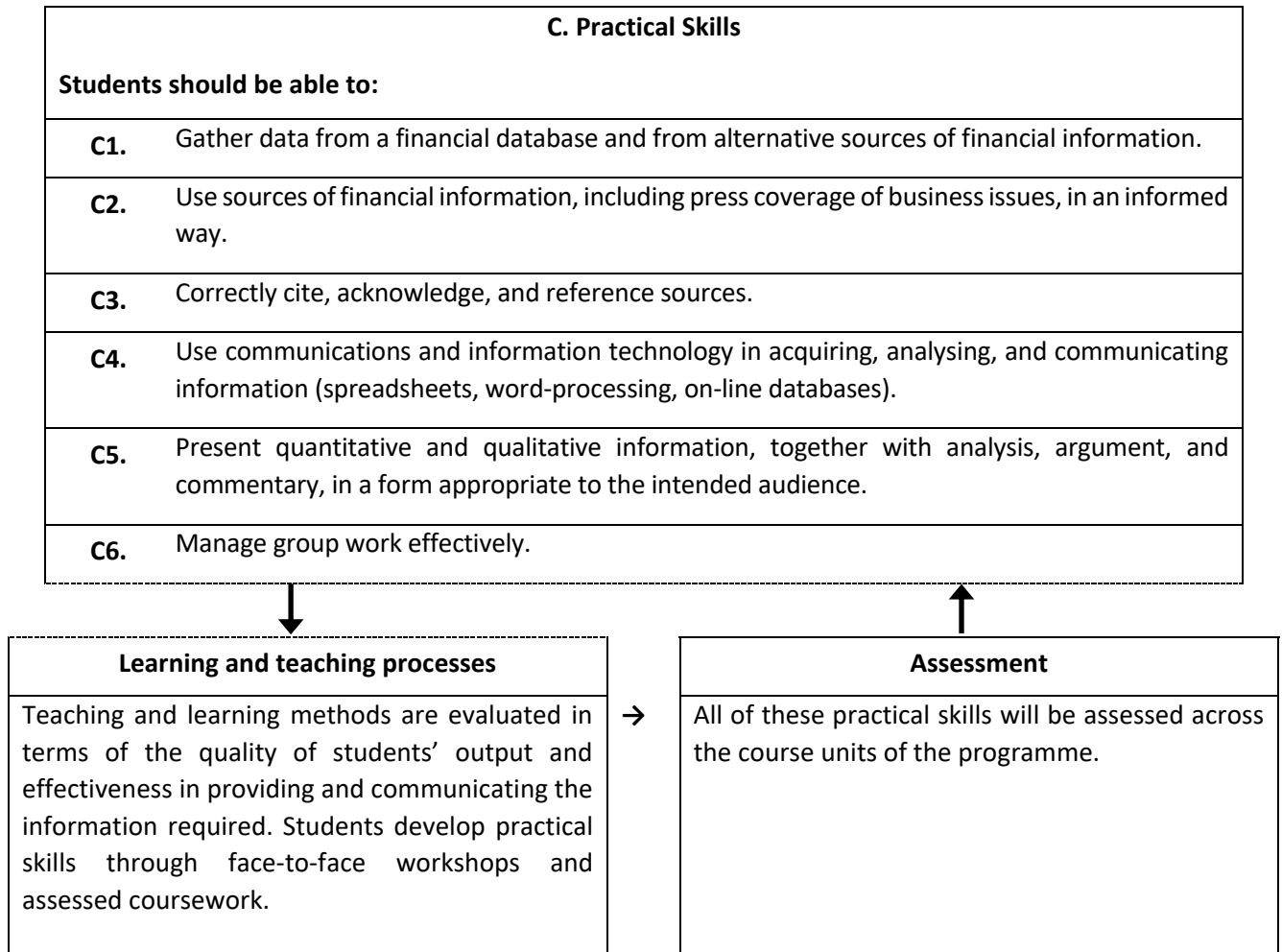
B. Intellectual skills	
Students should have developed:	
PG Dip, PG Cert and MSc	
B1.	Powers of inquiry, logical thinking, and critical analysis of arguments and evidence.
B2.	The ability to synthesise and evaluate data.
B3.	Skills in solving problems, including the ability to manipulate financial and other numerical data and to apply statistical concepts or methods at an appropriate level.
B4.	Skills in critically interpreting and evaluating theoretical arguments and empirical evidence.
B5.	The ability to apply theories at higher cognitive levels.
B6.	The ability to formulate and test hypotheses, and interpret empirical results.
B7.	The capacity for independent and self-managed learning.
B8.	The ability to plan, execute, and submit a report on a group project. (MSc only)



Learning and teaching processes
<p>Learning and teaching is through a combination of online material, e-lectures, and face-to-face workshops. Much learning in financial management is achieved through a problem-solving approach. Students evaluate, synthesise, and critique arguments and also collect, analyse and evaluate data. By the time all the courses are delivered students have acquired knowledge that enables them to make a good start on their group projects.</p> <p>Students are expected to supplement lecture material with directed reading and participation in online discussion forums.</p>



Assessment
<p>Individual and group assignments are in the form of essays, reports, group presentations and group projects with strict deadlines.</p>



D. Transferable skills and personal qualities	
Students should be able to:	
D1.	Participate constructively in teams or groups.
D2.	Structure and present ideas effectively orally, visually, and in writing.
D3.	Manage time and work to deadlines.
D4.	Exercise initiative and self-reliance skills, and work independently.
D5.	Exercise numeracy and computational skills.
D6.	Appreciate alternative viewpoints.

D7. Demonstrate IT skills including use of the Internet, word processing, spreadsheets and software packages.



Learning and teaching processes

Teaching and learning methods are evaluated in terms of the quality of students' output and effectiveness in providing and communicating the information required. Students develop transferable skills through online discussion forums, face-to-face workshops and assessed coursework.



Assessment

All of these transferable skills and personal qualities will be assessed across the course units of the programme.



SECTION THREE: TEACHING, LEARNING AND ASSESSMENT

Expectations and Responsibilities of Staff and Students

The University of Manchester believes that education must be a partnership between the learner and the teacher, conducted within a context that provides properly for pastoral and tutorial needs. As a student at The University of Manchester you can expect to receive an education of high quality with high standards of teaching, resources and support services. You also have responsibilities, and some of these are listed below.

You may expect:

- a good education which entails high standards of teaching and supervision, resources and support services.
- educational facilities that support your learning development, such as online library and computer facilities and study skills programmes.
- opportunities to let us know your opinion on how well we have succeeded in these objectives.

You will be expected to:

- pursue your academic work with a positive commitment.
- meet the standards of good academic practice by submitting work which is your own and which fully acknowledges the ideas and contributions of others through careful referencing.
- ensure that you understand what is meant by 'academic malpractice' and to seek advice if you are in any doubt.
- take full advantage of resources and facilities offered by the academic environment, including contact with staff and other students.
- take the initiative in raising problems or difficulties (academic or personal) with an appropriate member of staff, however elementary or trivial these problems may seem; prompt discussion and resolution of problems can prevent difficulties at a later stage.
- submit work when required to do so; meet deadlines; and endeavour to take an active, not passive, role in seminar discussions.
- attend as required by your School and report promptly to tutors, your lecturers, or other appropriate members of staff, and provide explanations for any interruptions in attendance on their course (e.g. for medical or personal reasons). You **must** inform staff of any prolonged absence.

You will have:

- access to a Counselling Service (Tel.: +44 (0)161 275 2864 or email counselling.service@manchester.ac.uk).
- access to the Students' Union's confidential Nightline Service for students. Alternatively you may contact the Students' Union Advice Centre (Tel.: +44 (0)161 275 2952 or email advice.su@manchester.ac.uk).
- access to guidance and information on careers and employment.
- access to a member of staff in your School who will be available to provide advice on general and academic issues.

- the opportunity to comment on programmes of study and the quality of teaching.
- access to student representatives at school and faculty level with whom you can raise issues of concern, and you will be eligible to serve as a representative yourself.

In addition:

- you may seek advice on academic matters such as changing course or educational institution, and appealing against decisions which affect you.
- The University aims to promote a learning and working environment that values diversity and promotes inclusion for all students and staff. Contact the Equality and Diversity Office on +44 (0)161 306 5857 or email equalityanddiversity@manchester.ac.uk if you have any concerns about discrimination or want to find out more about the University's Equality and Diversity Policy. Alternatively you may contact the Students' Union Advice Centre.

Student Charter

Our [Student Charter](#), developed jointly by the University and the Students' Union, is an important part of how we establish and maintain clear mutual expectations for the experience of all undergraduate and taught postgraduates. It sets out what we can expect from each other as partners in a learning community.

The Charter provides an overview of the Manchester experience and refers to [regulations, policies and procedures](#); it is not a detailed personal agreement or contract.

Canvas

[Canvas](#) is the University's digital learning environment. You will use Canvas to access online teaching material for your course units, in addition to interactive elements to assist your learning. Some Canvas spaces enable you to interact with other students as well as academic staff. Canvas can be used to submit work online and to receive feedback on this work once it has been marked.

MyManchester

[My Manchester](#) brings all your online university services together in one place. From My Manchester you can access the student self-service system, which allows you to view your timetable, select course units and access your grades for assessed work.

My Manchester also allows you to access University services including Canvas and your University library account. To access My Manchester fully, you will firstly need to register online at my.manchester.ac.uk



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Workshops

Workshops are typically scheduled over three days, with two workshops scheduled back-to-back each semester. Workshops take place at the Alliance Manchester Business School Building, Manchester, UK, for those registered in Manchester. For those registered in Shanghai, Singapore, Dubai or Hong Kong, the workshops will take place in the UMW offices in Shanghai, Singapore, Dubai and Hong Kong.

Any documents provided by the Workshop Tutor for reading prior to the workshops will be made available on Canvas. It is essential that you download these documents and study them carefully once available.

Workshop Attendance

Students must attend **every day** of a workshop. Students who are absent for one or more days (or part of a day) will be deemed to have been absent from the whole workshop.

If you experience exceptional circumstances and are unable to attend a workshop, you will need to notify the [Student Support Team](#) at least 4 weeks prior to the start of the workshop in order for an alternative workshop assignment to be arranged. If a student fails to notify the student support team at least 4 weeks prior to the start of the workshop, the alternative workshop assignment will not be applicable and their workshop assignment will be marked as a 0 (zero), this will count towards the overall coursework mark, unless the student has mitigating circumstances with valid supporting evidence.

Students should be aware that you may be removed from a session of a workshop, or a whole workshop, under the following circumstances:

- Where you have not joined a session within 15 minutes of the start time and no prior permission has been granted.
- Where you have not complied with requests to switch off a mobile phone / electronic device or your conduct is such as to be disruptive to the class as a whole.

Where a student is removed from a session by the Workshop Tutor this will be reported to the Programme Director who will take any necessary action.

Assessments

There are typically 2 units of assessment in each module which can consist of (but are not limited to) individual assignments, group work and presentations, and work-based or case study applications.

You will be able to view your assessment due dates at the beginning of each module on Canvas.

Format and Presentation of Assessed Coursework

- I. All coursework must be word processed, 10 or 11 point font size (Times New Roman or similar if possible) double spaced with a 4 cm margin on the right side of the page with the page size specified as UK A4.
- II. The University operates an anonymous marking policy. To ensure that your anonymity from staff and examiners will be preserved only your Student ID number should appear on your assessment. Your ID number should be on all pages of your coursework.
- III. All pages must be numbered. The University of Manchester currently uses Microsoft Office 365.

Submission of Work

All assessed work must be submitted electronically. Instructions on how to submit your work will be provided in each module on Canvas. By submitting work, students agree to the Declaration of Originality (included in each course).

Assignments can only be submitted once - substitutions are not permitted. Students are responsible for ensuring work submitted is correct and submission has been successful (instructions to confirm that your submission has been accepted are available alongside assignment instructions in Canvas) and it has been submitted before the deadline indicated.

Once you have uploaded an assignment, you can view your submission to ensure that it has definitely uploaded. In the event of any errors when submitting your work, please email a copy of the assignment and details of the error to the Student Support Team (financialmanagement@manchester.ac.uk). If possible, include any screenshots of the error or issue you are facing. Please allow yourself plenty of time to submit your work before the deadline as late submissions will be penalised.

Plagiarism Detection Software

The University uses electronic systems for the purposes of detecting plagiarism and other forms of academic malpractice and for marking. Such systems include TurnitinUK, the plagiarism detection service used by the University.

As part of the formative and/or summative assessment process, you may be asked to submit electronic versions of your work to TurnitinUK and/or other electronic systems used by the University (this requirement may be in addition to a requirement to submit a paper copy of your work). If you are asked to do this, you must do so within the required timescales.

The School also reserves the right to submit work handed in by you for formative or summative assessment to TurnitinUK and/or other electronic systems used by the University.

Please note that when work is submitted to the relevant electronic systems, it may be copied and then stored in a database to allow appropriate checks to be made.

The use of Artificial Intelligence (AI)

We urge students to be cautious when using a chatbot or AI tool within their learning. Chatbots and AI tools can be useful, but there are a number of risks associated with using them. Please ensure that you are aware of what is permissible use of AI for each assignment. You can utilise AI to generate ideas, key themes, and plan your assessment but not to write your assessment. Do not use AI to generate text, or partial text for use in your assessment unless the assignment brief explicitly states that this is permitted, otherwise use will be deemed academic malpractice. This is academic malpractice because the words and ideas generated are not your own and not an accurate reflection of your learning. Further to this, the words and ideas generated by the chatbot or AI tool may make use of other, human authors' ideas without referencing them, which is plagiarism. Where a chatbot or other form of AI has been used, make sure you acknowledge that use. Information on how to cite can be found here: <https://manchester-uk.libanswers.com/teaching-and-learning/faq/264824>. Some units, for example those on AI and technology, permit the use of AI. However, they require you to sign a code of conduct which must be adhered to. Make sure you understand and follow these codes. If you are unclear on what is permissible, speak to the unit lead or for general information, please read our [AI guidelines](#).

Late Submissions and Penalties

To avoid the application of penalties, assessments should be uploaded through Canvas by **23:59 (11.59pm) UK time (unless stated otherwise)** on the due date specified. Please ensure you check the time difference between the UK and where you are based. Assessments received after this point will be subject to the late penalty scheme as follows:

- A loss of 10% of total marks available (i.e. 10 marks) per day on late submission, for up to 10 days.
- A 'day' is 24 hours i.e. the clock starts ticking as soon as the submission deadline has passed.
- A day includes weekends and weekdays.
- After 10 days a mark of zero (0%) will be awarded, and this would be considered a non-submission rather than a late submission.

Please also note the following:

- If an assessment is submitted up to 10 days late and the late penalties result in the failure of the course, the late submission can be used as a reassessment and the overall course mark capped at 40.
- If an assessment is submitted more than 10 days late, this is considered a non-submission and will result in a mark of 0. The coursework will not be marked.
- If you are taking a reassessment there is no sliding scale for the late penalty scheme and any reassessments received after the due date will be zero graded (0%).
- A second fail on any course is an automatic exit from the programme.

The scheme sets out to discourage late submission of assessments with a penalty and to negate any advantage that might be gained if submitted after a point of time when other students have received their marked assessments.

Marks available under 'Grades' on Canvas are the provisional marks awarded for the assignment only. Late submission penalties, penalties for academic malpractice and/or any changes as a result of moderation will be shown in Student records via 'Self Service' following ratification at the Progression Board.

Where a piece of coursework is awarded zero (0%) as a result of the application of the penalty for late submission, the zero (0%) awarded for the assignment will be used when calculating the overall course mark.

Non submission of coursework i.e. work which is not submitted within 10 days of the published deadline, will be automatically awarded a mark of zero (0%).

Please notify the [Student Support Team](#) as soon as possible if you are unable to submit your assessments; they will be able to advise you of your options.

Please read full details of the [University's Policy on Submission of Work for Summative Assessment on Taught Programmes](#).

Word Count

The word count should be stated in the assignment. Unless otherwise stated in the assignment brief, the word count includes the main body of text and foot notes. It excludes diagrams, tables, bibliography, and appendices. In cases of extensive use of tables and appendices, the marker will have discretion on whether these should be included in the overall word count.

If submitted coursework exceeds the stated word length by more than 10% then marking will be adjusted accordingly for failure to present work within the published word limit. Further comment on this will also be provided in your coursework feedback.

Grading of Work

Assessment takes a number of forms across the programme. Once you submit a piece of work, your work is first marked by a member of the academic team. A selection of work is then moderated, ensuring there is continuity, accuracy and no systematic biases. Finally, we send a selection of coursework from each course unit to the relevant External Examiner.

Marking Turnaround

Marking turnaround for assessments is 15 working days from the last possible date of submission. A 'working day' is defined as Monday to Friday, excluding bank holidays, University vacation periods (i.e. Christmas and Easter) and University examination periods. Every effort is made to return marked assessments as quickly as possible in order to provide feedback on your progress. The feedback returned in respect of every marked assessment is designed to give an understanding of how various aspects of the work have contributed to the mark awarded. Feedback and provisional marks will only be available after the 15 working day marking period has elapsed. This is per the University's [Policy on Feedback to Students](#).

Marking Criteria

This guidance note is intended for application to submitted written work. This provides a **broad** description for each grade category and the factors to be considered and level of attainment expected in each category. Some or all of these general standards and factors will normally be taken into account when devising marking schemes for each piece of assessment. These notes do not apply to class participation and presentations.

70-100%	Very good, well above average performance at Master's Level
60-69%	A good, sound performance at Master's Level
50-59%	Pass. An adequate performance at Master's Level
40-49%	Fail at Master's Level. Adequate performance at Diploma level
30-39%	Fail at Diploma level
0-29%	Fail

For qualitative work, in line with The University of Manchester, AMBS uses 'Reduced Scale Step Marking' on the MSc Financial Management programme. The level of achievement associated with each grade is as follows:

Class	Descriptor (which reflects the highest possible mark attainable)	Possible Mark
Distinction	Your work is exceptional and of sufficient quality to be awarded an upper-range distinction mark. Your work is authoritative and amply demonstrates very advanced knowledge and a very advanced ability to integrate the full range of principles, theories, evidence and techniques. The clarity and originality of thought and the way that it is expressed is very impressive for this level of work.	100
Distinction		95
Distinction		92
Distinction	Your work is outstanding and of sufficient quality to be awarded a mid-range distinction mark. Your response to the question is insightful. You demonstrate a sophisticated understanding of this topic. To improve future marks you should attempt to refine your analysis and arguments even further.	88
Distinction		85
Distinction		82
Distinction	Your work is excellent and of sufficient quality to be awarded a lower-range distinction mark. You demonstrate a detailed level of understanding of this topic. To improve future marks you should attempt to identify any weaker parts of your argument and/or its presentation, ensure you have addressed opposing viewpoints or evidence decisively, and consider extending the range and use of supporting resources even further.	78
Distinction		75
Distinction		72
Merit	Your work is very good and of sufficient quality to be awarded a merit mark. Your work is sound and well-considered. To improve future marks you could integrate a wider range of sources and/or deepen your analysis. You may also need to develop weaker parts of your argument and/or its presentation,	68
Merit		65
Merit		62

	ensuring that you have identified and addressed key opposing viewpoints or evidence.	
Pass	Your work is good and of sufficient quality to be awarded a pass mark. Your work is competent and coherent. To improve future marks you could integrate a wider range of sources and should increase your level of critical appraisal, and seek to demonstrate a more integrated understanding of the subject and possible opposing viewpoints in your analysis. You could also improve the presentation and structure of your work.	58
Pass		55
Pass		52
Compensatable Fail	Your work demonstrates insufficient knowledge and skills in the specific topic area and does not merit a pass mark. It shows a basic level of knowledge and understanding. To achieve a higher mark you need to make sure that all your points are coherent and fully supported with data or evidence from the literature. You also need to achieve greater analytical depth and take fuller account of opposing viewpoints or evidence in order to provide more substantial, comprehensive and nuanced support for your argument.	48
Compensatable Fail		45
Compensatable Fail		42
Fail	Your work demonstrates insufficient knowledge and skills in the specific topic area and does not merit a pass mark. Your work demonstrates some awareness of the topic, although it is a frequently incoherent, or partial, response. To improve future marks you should improve your awareness of the appropriate principles, theories, evidence and techniques and engage more critically with them. You should present and structure your arguments better and make sure that they are substantiated. You should seek to undertake, or demonstrate that you have undertaken, independent work.	38
Fail		35
Fail		32
Fail	Your work is inadequate and does not merit a pass mark. It demonstrates a confused or deficient awareness of the subject matter. To improve future marks you should improve your awareness of the appropriate principles, theories, evidence and techniques and engage critically with them. You should present and structure your arguments and make sure that they are substantiated. You should seek to undertake, or demonstrate that you have undertaken, independent work.	28
Fail		25
Fail	Your work is severely inadequate and does not merit a pass mark. Your work demonstrates a very deficient understanding of the topic. To improve future marks you should improve your awareness of the appropriate principles, theories, evidence and techniques and engage critically with them. You should present and structure your arguments and make sure that they are substantiated. You should seek to undertake, or demonstrate that you have undertaken, independent work.	15
Fail	Your work is profoundly inadequate and does not merit a pass mark. Your representation or understanding of thinking in the discipline is highly deficient. To improve future marks you should seek to understand thinking	5

	in the discipline and engage critically with it. You should present and structure your arguments and make sure that they are substantiated. You should seek to undertake, or demonstrate that you have undertaken, independent work.	
Fail		0

External Examiners

External Examiners are individuals from another institution or organisation who monitor the assessment processes of the University to ensure fairness and academic standards. They ensure that assessment and examination procedures have been fairly and properly implemented and that decisions have been made after appropriate deliberation. They also ensure that standards of awards and levels of student performance are comparable with those in equivalent higher education institutions.

The External Examiners for the MSc Financial Management Programme are:

External Examiners	Course Unit Title
Efthymia Symitsi	Accounting Decision Making, Corporate Finance, Financial Statement Analysis, International Financial Management, Venture Capital & Private Equity
Nikos Paltalidis (until Dec 2025, new EE to be confirmed)	Financial Decision Making, Global Financial Markets & Institutions, Data Analysis & Statistical Techniques, Quantitative Methods for Financial Management, Business Models and Financial Strategy, Group Research Project

Please note that it is inappropriate for students to make direct contact with External Examiners under any circumstances, in particular with regards to a student's individual performance in assessments. Other appropriate mechanisms are available for students, including the University's appeals or complaints procedures and the UMSU Advice Centre. In cases where a student does contact an External Examiner directly, External Examiners have been requested not to respond to direct queries. Instead, External Examiners should report the matter to the School contact who will then contact the student to remind them of the other methods available for students.

External Examiners' reports relating to the degree programme are shared with student Reps at the Staff Student Liaison Committee (SSLC), where details of any actions carried out by the programme team/School in response to the External Examiners' comments will be discussed. Students should contact their student Reps if they require any further information about External Examiners' reports or the process for considering them.

Board of Examiners

Please note that all marks published via Canvas during the semester are provisional until ratified by the Progression Board. The Progression Board meets at the end of each semester to review and ratify marks awarded for each course. Once ratified, final marks and overall course marks will be confirmed in your academic record on the Student System; these will include any academic penalties. Please note that you will have started your next term of studies before receiving the finalised marks for the previous term.

If you fail a course and are required to submit a reassessment, you will be contacted by email following the Progression Board taking place. Similarly, you will be contacted within this timeframe if the Board has granted you a compensated pass for a failed course (see Section Four: Student Progression).

Once you have completed all aspects of your MSc, your record is presented to the Board of Examiners. The Board review each record, ratify all marks and confirm the final award to be received. After the Board have met, you will be informed of your final award and invited to graduate if you have fulfilled the criteria.

Academic Malpractice

Academic malpractice is any activity – intentional or otherwise – that is likely to undermine the integrity essential to scholarship or research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that could result in unearned or undeserved credit for those committing it. Academic malpractice can result from a deliberate act of cheating or may be committed unintentionally. Whether intended or not, all incidents of academic malpractice will be treated seriously by the University.

As a student you are expected to cooperate in the learning process throughout your programme of study by completing assignments of various kinds that are the product of your own study or research. You must ensure that you are familiar with, and comply with, the University's regulations and conventions: ignorance of the University regulations and conventions cannot be used as a defence for plagiarism or some other form of academic malpractice.

This guidance is designed to help you understand what we regard as academic malpractice and hence to help you to avoid committing it. You should read it carefully, because academic malpractice is regarded as a serious offence and students found to have committed it will be penalized. A range of penalties may be applied including the capping of marks, being awarded zero (with or without loss of credits), failing the whole unit, being demoted to a lower class of degree, or being excluded from the programme.

In addition to the advice that follows, AMBS will give you advice on how to avoid academic malpractice in the context of your discipline. It will also design assessments so as to help you avoid the temptation to commit academic malpractice. Finally, you should take note that any work you submit will be screened electronically to check against other material on the web and in other submitted work.

If any anomalies are found in your assessed work by the marker, your assignment will be sent for internal review. You will be informed via email if any anomalies have been found in your work as this process is taking place. If necessary, the case will be taken further and reviewed by the School, Faculty or the University Student Disciplinary Panel. Please note this process can take a number of months, but you should continue with your studies as normal during this time.

If you commit any form of academic malpractice, teaching staff will not be able to assess your individual abilities objectively or accurately. Any short-term gain you might have hoped to achieve will be cancelled out by the loss of proper feedback you might have received, the potential for your studies to take longer to complete, the chance of no longer being able to obtain your degree and that you could be excluded from the programme and the University of Manchester.

Plagiarism and Collusion

Plagiarism is presenting the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes 'self-plagiarism' (which occurs where, for example, you submit work that you have presented for assessment on a previous occasion), and the submission of material from 'essay banks' (even if the authors of such material appear to be giving you permission to use it in this way). Obviously, the most blatant example of plagiarism would be to copy another student's work. Hence it is essential to make clear in your assignments the distinction between the ideas and work of other people that you may have quite legitimately exploited and developed, and the ideas or material that you have personally contributed.

To assist you, here are a few important dos and don'ts:

- **Do** get lots of background information on subjects you are writing about to help you form your own view of the subject. The information could be from electronic journals, technical reports, unpublished dissertations, etc. Make a note of the source of every piece of information at the time you record it, even if it is just one sentence.
- **Don't** construct a piece of work by cutting and pasting or copying material written by other people, or by you for any other purpose, into something you are submitting as your own work. Sometimes you may need to quote someone else's exact form of words in order to analyse or criticize them, in which case the quotation must be enclosed in quotation marks to show that it is a direct quote, and it must have the source properly acknowledged at that point. Any omissions from a quotation must be indicated by an ellipsis (...) and any additions for clarity must be enclosed in square brackets, e.g. "[These] results suggest... that the hypothesis is correct." It may also be appropriate to reproduce a diagram from someone else's work, but again the source must be explicitly and fully acknowledged there. However, constructing large chunks of documents from a string of quotes, even if they are acknowledged, is another form of plagiarism.
- **Do** attribute all ideas to their original authors. Written 'ideas' are the product that authors produce. You would not appreciate it if other people passed off your ideas as their own, and that is what plagiarism rules are intended to prevent. A good rule of thumb is that each idea or statement that you write should be attributed to a source unless it is your personal idea or it is common knowledge. (If you are unsure if something is common knowledge, ask other students: if they don't know what you are talking about, then it is not common knowledge!)

As you can see, it is most important that you understand what is expected of you when you prepare and produce assignments and that you always observe proper academic conventions for referencing and acknowledgement, whether working by yourself or as part of a team. In practice, there are a number of acceptable styles of referencing depending, for example, on the particular discipline you are studying, so if you are not certain what is appropriate, ask your tutor or the course convenor for advice. This should ensure that you do not lay yourself open to a charge of plagiarism inadvertently, or through ignorance of what is expected. It is also important to remember that you do not absolve yourself from a charge of plagiarism simply by

including a reference to a source in a bibliography that you have included with your assignment; you should always be scrupulous about indicating precisely where and to what extent you have made use of such a source.

So far, plagiarism has been described as using the words or work of someone else (without proper attribution), but it could also include a close paraphrase of their words, or a minimally adapted version of a computer program, a diagram, a graph, an illustration, etc. taken from a variety of sources without proper acknowledgement. These could be lectures, printed material, the Internet or other electronic/AV sources.

Remember: no matter what pressure you may be under to complete an assignment, you should never succumb to the temptation to take a 'short cut' and use someone else's material inappropriately. No amount of mitigating circumstances will get you off the hook, and if you persuade other students to let you copy their work, they risk being disciplined as well (see below).

Collusion

Collusion is when a student or students collaborate with another student or students, as an individual or group to gain a mark or grade to which they are not entitled. Students who allow another student to copy their work are also committing collusion and both the copier and the provider of the work are liable to be penalised. Where it is proved, collusion will be subject to penalties similar to those for plagiarism.

On the other hand, collaboration is a perfectly legitimate academic activity in which students are required to work in groups as part of their programme of research or in the preparation of projects and similar assignments. If you are asked to carry out such group work and to collaborate in specified activities, it will always be made clear how your individual input to the joint work is to be assessed and graded. Sometimes, for example, all members of a team may receive the same mark for a joint piece of work, whereas on other occasions team members will receive individual marks that reflect their individual input. If it is not clear on what basis your work is to be assessed, to avoid any risk of unwitting collusion you should always ask for clarification before submitting any assignment.

Fabrication or Falsification of Results

For many students, a major part of their studies involves laboratory or other forms of practical work, and they often find themselves undertaking such activity without close academic supervision. If you are in this situation, you are expected to behave in a responsible manner, as in other aspects of your academic life, and to show proper integrity in the reporting of results or other data. Hence you should ensure that you always document clearly and fully any research programme or survey that you undertake, whether working by yourself or as part of a group. Results or data that you or your group submit must be capable of verification, so that those assessing the work can follow the processes by which you obtained them. Under no circumstances should you seek to present results or data that were not properly obtained and documented as part of your practical learning experience. Otherwise, you lay yourself open to the charge of fabrication or falsification of results.

Please find further information through the link(s) below:

- [Regulation XVII \(Conduct & Discipline of Students\)](#)
 - [Academic malpractice procedure](#)
 - [Plagiarism and Academic Malpractice - Guidance for Students](#)
 - University of Manchester Library My Learning Essentials, including workshops and online resources such as '[Getting started with referencing](#)' and '[Avoiding plagiarism](#)'
 - [The University of Manchester referencing guide](#)
 - [An Introduction to Referencing and Avoiding Plagiarism](#) (Student Guidance Service)
- Student Support Website – [Good Study Skills](#) and [Avoiding academic malpractice](#)

Academic Appeals Procedure

An [appeal](#) is your way of asking the University to review a recent decision taken by an Examination Board or equivalent body.

You should contact Student Support Team <http://www.studentsupport.manchester.ac.uk/uni-services-az/school-support/> in the first instance as it may be able to help you better understand the result or decision you want to appeal against. If you decide to submit a new appeal, you should use the [Stage One appeal form](#)."

Remember, you can't challenge a mark or a decision because:

1. You are unhappy with it, or
2. If you thought you would have achieved a better mark.

Students are permitted to appeal against a confirmed result or decision, not a provisional mark. Before submitting an appeal, you are strongly advised to discuss the matter with your [Student Support Team](#), Programme Director or other appropriate person in the School in an attempt to resolve the matter **informally**. If the matter remains unresolved, you may invoke the formal appeals procedure as governed by the University of Manchester's Regulation XIX.

What you cannot appeal against

You are not permitted to question the academic or professional judgement of those people assessing your academic performance. Being disappointed with your results is not a basis for appeal. Likewise, appeals cannot be made simply because you disagree with a mark or feedback you have been given, or the way in which mitigation has been applied, as you are not allowed to challenge academic judgement.

You cannot appeal on the ground of mitigating circumstances unless you can show a credible or compelling reason for not raising these earlier.

Grounds for an appeal

You are only permitted to appeal on the following grounds:

- If there were special circumstances affecting your performance, of which the examiners were not aware when they made their decision.

- If you feel there was a material administrative error or procedural irregularity which could have affected your result.
- If you have evidence of prejudice or bias or lack of proper assessment on the part of one or more of the examiners.
- If you feel that the supervision for your project/dissertation was so unsatisfactory that it seriously affected your performance.

Appeals should be submitted within 20 working days of the original decision and should usually be accompanied by appropriate supporting evidence.

<http://www.regulations.manchester.ac.uk/regulation-xix-academic-appeals-procedure/>

<http://www.regulations.manchester.ac.uk/basic-guide-academic-appeals/>

Student Complaints

The University defines a complaint as ‘an expression of dissatisfaction by one or more students about the University’s action or lack of action, or about the standard of service provided by or on behalf of the University’. (This does not include complaints relating to examinations or assessments or exam board decisions – see Academic Appeals.) Most complaints can be resolved informally. If you have a complaint you should let the School know as soon as possible, and in any case within eight weeks, of the events or actions (or lack of action) which have prompted the complaint so that it can be investigated without delay. As part of the University’s commitment to the student experience, complaints about the standard or quality of academic programmes, services and facilities are taken seriously. It is expected that complaints will be dealt with promptly and efficiently, investigated thoroughly and objectively, resolved satisfactorily taking on board any feedback.

Who to Contact

The first stage of any complaint should be informal i.e. raised in the School with the appropriate member of staff to seek a possible resolution. Matters that are dealt with informally at an early stage have the best chance of being resolved effectively. Much depends on the nature of the complaint but those to contact could be:

- [Student Support Team](#)
- The course convenor the complaint may relate to
- Your student representative – who can raise the matter at your Programme Committee or when they attend the Staff Student Liaison Committee

You should normally expect to receive a written or verbal acknowledgement within five working days and a full response within twenty working days of receipt of the complaint. If you are not satisfied with the response at the informal stage, you may initiate a formal complaint by completing a [Complaints Form](#) and follow the [University Complaints Procedure](#).

Please note that the complaints procedure covers issues concerning the provision of programmes, or parts of programmes, services or facilities by the University or the actions, or lack of actions, by University staff. It does not cover matters relating to assessment and progression, nor complaints involving allegations of misconduct or harassment as these are covered by separate procedures.

Please find further information through the link(s) below:

- [A Basic Guide to Student Complaints](#)
- [University Complaints Procedure](#)

Intellectual Property (IP) (Ordinance XIV)

During students' time at the University, they will create various IP in their capacity as students, such as copyright in their essays. Rights in this IP will usually remain with the student. There are some exceptions though. Students may become involved in projects which are funded by external sponsors or where they work on a project with University employees. In such cases the student is required to transfer any IP which the student creates during such a project to the University. This allows the University to protect and commercialise the IP from the project as a whole. If a student creates IP outside of their course of study with more than just incidental use of University resources, then such IP must be transferred to the University. This protects the University's charitable status. The University acknowledges the position of students who have created IP and seeks to ensure that they get proper recognition and reward as set out in its IP Policy. Confidentiality is extremely important for certain IP and know-how. Students are required to keep the University's confidential information secret and confidential (including that of University employees and other University students). The University also has rights to use and copy works created by students, e.g. theses, for the administrative, promotional, educational and teaching purposes of the University and its subsidiary companies. On accepting a place at the University you are formally accepting the University's rights of ownership and rights to use and copy as well as its policy on commercialisation and reward set out in Ordinance XIV and its IP Policy.

SECTION FOUR: STUDENT PROGRESSION

University General Regulations

The University has produced [General Regulations](#), which are rules that students and staff must abide by. Academic-related regulations, including degree regulations, policies on assessment and feedback, and attendance monitoring can be found on our [Regulations webpages](#).

Postgraduate Degree Regulations

The Postgraduate Degree Regulations define the structure and requirements of the University's postgraduate taught awards. Students might wish to refer to these Degree Regulations to understand how their marks are taken into account and what happens when things don't go quite as planned (for example, **how the compensation and reassessment rules work**). A summary has been provided below.

Students are subject to a specific set of Degree Regulations, depending on when they register with the University. Please refer to the University's [postgraduate degree regulations](#) site for more information.

Credit and Award Framework

Name of Award	Minimum credit for the award	ECTS	Minimum credits at the level of qualification	ECTS	FHEQ level
Masters	180	90	150	75	7
Postgraduate Diploma	120	60	90	45	7
Postgraduate Certificate	60	30	40	20	7

Note 1: the table refers to the levels as defined in the FHEQ. Level 7 of the FHEQ relates to a Master's programme.

Note 2: One ECTS (European Credit Transfer System) is equivalent to two UK credits.

Compensation and referral allowance

The number of compensation and/or referral credits permitted on your programme are detailed below:

<u>Award</u>	<u>Maximum Compensation (credits)</u>	<u>Maximum Referral (credits) permitted</u>	<u>Total of compensation &/or referral permitted*</u>
MSc	30	75/150	75

*Compensation and referral credits are applied to taught credits only (150 credits).

Group Research Project Group Research Project is considered the research element/dissertation of the programme (30 credits). Students are only eligible for reassessment if they achieve a mark between 30-49. This reassessment would not contribute to the credit limitations explained above. Students achieving a mark of less than 30 would not be eligible for reassessment and would be given an early exit award.

Lesser Awards

For the award of Postgraduate Certificate, students must have passed 60 credits.

For the award of Postgraduate Diploma, students must have passed 120 credits.

Compensation

- The compensation zone is defined as 40-49% by the Unit Marking Scheme for Postgraduate Taught students, found in the [Guide to the Taught Degree Regulations](#).
- Students are permitted to compensate up to 30 credits within the compensation zone. Beyond this maximum threshold, the Examination Board will make a decision on which course unit(s) should be reassessed.
- Schools can specify when a unit is not compensatable or when PSRB rules take precedent. Pre-requisite courses are not compensatable.
- Compensated credit retains the original failed mark and this is used in the weighted average for the calculation of the final classification/award.
- Referral marks are compensatable.

Progression

- The Progression Board meets at the end of each semester in order to ratify all marks. Students must pass the pre-requisite units in order to progress into the next semester. Students who fail a pre-requisite course at first attempt will not be able to progress and will be required to resit the failed unit at the next opportunity. You can view examples of how a fail, of a pre-requisite course, will affect your study schedule [here](#). Pre-requisite courses are not compensatable.
- Where progression to the next semester is permitted when the student's marks have not yet been ratified by the Progression Board, this is done at the student's own risk. Should a student be required to resit a failed unit following the Progression Board, they will be informed at the earliest opportunity. A student's programme structure and length of programme may change/be extended if they are required to take a reassessment; any students affected would be advised on the specific details/impact on their progression accordingly. Please contact the [Student Support Team](#) should you wish to discuss the options available to you.
- The Group Research Project course unit is the research element of the programme. Students must successfully complete all of the taught elements of the programme (150 credits) before they can progress to the research element, or at least proceed with the research element in parallel with any reassessments and/or remaining taught elements. Where progression to the research element is permitted when the student hasn't yet satisfied the requirements for the taught element of the programme, this is done at the student's own risk. Please contact the [Student Support Team](#) should you wish to discuss the options available to you.

Reassessment

- Reassessments may only be taken where the overall unit mark is below the compensation zone or the number of compensatable credits has been exceeded. If you fail one assessment component of the course unit but you pass the unit overall, you will not be required to submit reassessment.
- The Examination Board may allow a student one attempt, per unit, at reassessment. This principle does not apply to attempts with approved and verified mitigating circumstances.
- If an Examination Board has documented evidence that, (a) a student's work, attendance or engagement have been unsatisfactory, and (b) the student has been formally warned of the unsatisfactory work, attendance or engagement but has not shown significant improvement acceptable to the Board, then the Board has the right to refuse assessment. See [Regulation XX](#).
- The reassessment must be designed to assess the achievement of the same intended learning outcomes but need not be of the same form as that originally used. The reassessment will normally take place in the same academic year as the original assessment to enable the students to progress as originally intended.
- Postgraduate programmes can be referred in up to half of the taught credits (see also point below); this includes credits on a PG Certificate or PG Diploma award. Students may also resubmit the

dissertation (or equivalent) on one occasion. The number of credits referred and those compensated cannot exceed half the taught credits in total.

- Referral pass marks will be capped at the lowest compensatable mark (40) for Postgraduate Taught students, unless the previous mark was within the compensation zone, in which case the original mark will stand. This mark is used in the weighted average mark for the final award. The capped mark is applied to the unit level mark, not the failed element.
- When a student is referred and fails a unit, the first mark stands.
- A second fail on any course is an automatic exit from the programme.

Personal Mitigating Circumstances and Illness

You may suffer from some unforeseen or unexpected personal or medical circumstances that adversely affects your performance and/or prevents you from completing an assessment; these are referred to as mitigating circumstances (or special circumstances).

Requests for mitigation (or special circumstances) submitted after the published date (seven calendar days for individual assessments or 24 hours from absence at workshop) will not be considered without a credible and compelling explanation as to why the circumstances were not known or could not have been shown beforehand.

Not informing the University of circumstances due to personal feelings, e.g., shame, embarrassment and pride, or having concerns over the confidential treatment of requests for mitigation, are not considered to be credible and compelling explanations as to why the circumstances could not be made known or shown before the beginning of the assessment period.

Nature of Mitigating Circumstances

It is important to remember that, in order to qualify for consideration, the adverse circumstances or events must be *unforeseeable* or *unpreventable* as far as you are concerned, and sufficiently disruptive to have a *significant adverse* effect on your academic performance or your ability to complete assignments by the due date.

Possible mitigating circumstances include:

- significant illness or injury;
- the death or critical/significant illness of a close family member/dependant;
- significant family crises or major financial problems leading to acute stress; and
- absence for public service e.g., jury service.

Circumstances that will not normally be regarded as grounds for mitigation include:

- holidays, moving house and events that were planned or could reasonably have been expected;
- assessments that are scheduled close together;
- misreading the timetable or misunderstanding the requirements for assessments;
- inadequate planning and time management;

- failure, loss or theft of a computer or printer that prevents submission of work on time; students should back up work regularly and not leave completion so late that they cannot find another computer or printer;
- consequences of paid employment (except in some special cases for part-time students);
- exam stress or panic attacks not diagnosed as illness or supported by medical evidence;
- disruption in an examination room during the course of an assessment which has not been recorded by the invigilators.

Events may arise during pregnancy that may constitute mitigating circumstances, and these need to be judged on an individual basis. Note that U.K. legislation does not allow a woman to work in the first two weeks following the birth.

Please refer to the [Mitigating Circumstances Policy](#), [Guidance for Students](#) and [Mitigating Circumstances Form](#)

The Mitigating Circumstances Panel is normally convened once a month to consider requests. For further information, please refer to the MSc Financial Management Student Information Area under Mitigating Circumstances.

Disability Advisory and Support Service (DASS) registered students

Students registered with DASS who have stated a disability-related reason for their request for mitigation do not need to provide additional medical evidence to support their request. However, a detailed explanation of how the disability has specifically impacted your studies at the time needs to be given on the mitigation application form.

In the instance where students have stated external factors that have, for example, exacerbated their disability, evidence of these external factors should still be provided (e.g., if an exacerbation of disability is due to a bereavement, a medication change or financial issues, evidence of these issues should still be provided). DASS will advise the School if it feels that further disability-related evidence is required.

Students who are not registered with DASS but have stated a disability-related reason for their request for mitigation will still need to provide medical evidence of their difficulties to support their request.

Mitigating Circumstances Panel

Applications for Mitigating Circumstances are considered by a Mitigating Circumstances Panel. The Mitigating Circumstances Panel is a sub-group of the Board of Examiners. The Panel meets regularly throughout the year to consider cases for mitigation. The Panel makes recommendation to the Board of Examiners to assist the Board in reaching a decision on a student's progression/degree classification.

If the Mitigating Circumstances Panel has evidence to indicate that the assessment performance of a student has been significantly affected by personal circumstances, it may recommend various courses of action to the Board of Examiners.

Notes:

A Mitigating Circumstances Panel cannot authorise for a substitute examination to be permitted, in the event that a scheduled exam was missed.

A Mitigating Circumstances Panel can authorise an extension to a coursework deadline where mitigation is accepted.

Students have no right to appeal against the decision of a Mitigating Circumstances Panel, although they can appeal against the final decision of an Examination Board, or equivalent body, under regulation XIX (Academic Appeals Procedure).

Discussions with a third party regarding a student's progress or circumstances

There is a contract between the student and the University. A student may authorise a third party to act as his/her 'agent' but unless this authorisation is given in writing then members of staff will not be able to discuss issues regarding students (medical, academic or other issues) with third parties. Please also note that we are not permitted to give out any of your details to anyone else apart from you. This includes people such as employers, sponsors and even your family.

Mitigation Requests and the Data Protection Act

Applications for mitigation are treated with confidentiality and anonymity where possible.

When you submit a medical note or other certified evidence of mitigating circumstances in relation to your attendance or assessment, you will be giving your consent:

1. to that document being recorded on your manual file;
2. to the details being recorded on any electronic file relating to your performance in assessment;
3. to the details being disclosed to University of Manchester personnel having a need to see them in the course of their work.

Please find further information through the link(s) below:

- [Mitigating Circumstances Policy](#)
- [Guidance for Students](#)
- [Mitigating Circumstances Advice \(Students' Union Advice Centre\)](#)
- [Mitigating Circumstances Form](#)

Withdrawing or Interrupting from Your Programme

If you are considering withdrawing from your programme, you are strongly advised to discuss your situation with the [Student Support Team](#). We have experience of students considering whether to continue, and we have found that problems may often be solved without withdrawing.

If you decide to seek an interruption of study, you should complete an [Interruption Approval Form](#) and provide the [Student Support Team](#) with written medical or other evidence in support of your request to interrupt. Your request will be heard by the Mitigating Circumstances Panel and you will be notified in writing of the outcome.

Please note that in line with the University's [Interruption Policy](#) the total period of interruption must not normally exceed 12 months, and any further interruptions beyond 12 months will only be permitted under the most exceptional circumstances. Students who interrupt their studies beyond two terms will be required to retake part completed courses in full.

Such interruptions are not granted lightly. Students may find it difficult to adjust on returning the following term; their colleagues will have moved on and the contents of some of the Module Units may well have changed. That is why this course of action is only considered in exceptional cases where there are serious problems, medical or otherwise, which dictate consideration.

During your period of interruption you will not be a registered student of the University and your right to be on University premises will be that of a member of the public. You may not undertake work on University premises as you are not covered by our insurance agreements. You should also note that you will lose onsite IT and student library access. You need to ensure that you provide alternative forwarding contact email details to your School.

Please find further information through the link(s) below:

- [Student Support – Interruptions and Withdrawals Guidance](#)
- [Guidance for students on Interruptions](#)

Conduct and Discipline of Student

University General Regulation XVII defines types of behaviour which may lead to disciplinary action being taken against students who are in breach of the regulation. Misconduct can be defined as the improper interference, in the broadest sense, with the proper functioning or activities of the University or of those who work and study in the University, or action which otherwise damages the University or its reputation. The Regulation on Conduct and Discipline of Students does not cover action against students following failure in examinations or failure to meet other academic requirements. Any student found guilty of misconduct has the right of appeal both against the finding itself, and any penalty imposed, provided that there is: evidence of procedural irregularity on the part of the University; availability of new evidence which could not reasonably have been expected to be presented at the original hearing; or the disproportionate nature of the penalty.

If you have any enquiries about issues relating to student misconduct in the Faculty of Humanities please contact your [Student Support Team](#). Please read full details of the [University's Policy on Conduct and Discipline of Students](#).

SECTION FIVE: STUDENT SUPPORT

The University's [Student Support](#) site is a central place for you to access support services, resources to support your day-to-day wellbeing and find answers to common queries. The site provides essential advice, information and guidance for students.

Student parents and carers can find specific student study support information for them at: <https://www.studentsupport.manchester.ac.uk/tailored-support/parents-network/>

Careers Service

Your Future and your Careers Service

From the moment you start, there are a wealth of opportunities on offer to help you gain experience and find the job that you love. Your Careers Service doesn't just talk about life after graduation, they are also there to help you navigate and explore the variety of opportunities open to you during your studies in order to enhance your experience and build your upon your existing CV.

Whilst you are studying at Manchester, your Careers Service can help you...

- Gain work experience, placements and internships
- Find out about specific jobs and sectors
- Develop the skills employers look for
- Create CV and job applications
- Succeed at interviews and assessment centres
- Access mentoring support

Tel: +44 (0)161 275 6584

Email: postgraduate.careers.service@manchester.ac.uk

<https://www.alliancembs.manchester.ac.uk/study/masters/masters-careers-support/>

University of Manchester Alumni Relations

At Manchester, we are proud to have the largest global alumni community of any campus-based university in the UK, with many of the almost 500,000 former students in more than 190 countries, holding top positions in every imaginable field.

From your first day at Alliance Manchester Business School, you become part of a thriving community of ambitious professionals from diverse backgrounds (over 50,000 alumni in 169 countries).

There are many ways alumni choose to stay involved with the School and the University, including mentoring current students, offering groups, internships and full-time recruitment opportunities, returning to the School to meet and speak to students, or speaking at alumni events where they share their knowledge and expertise, and offering financial student scholarships.

We're here to help alumni maintain a lifelong connection with us and with each other, sharing experiences and expertise and enjoying alumni-exclusive offers, events, networking and volunteering opportunities.

Emails: alumni@manchester.ac.uk (University of Manchester) and alumnioffice@mbs.ac.uk (AMBS)



The University of Manchester
Alliance Manchester Business School

Website: <https://www.manchester.ac.uk/connect/alumni/>

Library

You can find information about the [library services](#) within Canvas. You can also find information in Section Seven of this handbook.

Phone: + 44 (0)161 275 3751

Contact and help: <https://www.library.manchester.ac.uk/help-and-support/finding-help/>

Student Services Centre

The [Student Services Centre](#) at the Manchester campus is based on Burlington Street between the library and the Learning Commons.

The SSC provides a wide range of services including those related to:

- immigration;
- examinations;
- certificates;
- transcripts;
- sources of funding;
- fee payment;
- registration.

If you need help with any practical matters of university life, the SSC will always be happy to help you.

Phone: + 44 (0)161 275 5000

Email: ssc@manchester.ac.uk

Disability Advisory and Support Service (DASS)

The [Disability Advisory and Support Service \(DASS\)](#), aims to assist students who are affected by substantial and long-term conditions. If you choose to register with DASS the team can assess and identify your individual support needs whilst studying at the University.

With your consent, the Disability Advisory and Support Service will inform the School of your condition and suggest ways in which the School and academic staff can support you throughout your duration of your studies as part of your individual support plan. If you choose not to disclose the details of your disability/support needs to the School, please note that this will affect the level of support that the School is able to provide.

Counselling and Mental Health Service [The Counselling and Mental Health Service](#) is available to all students. The service provides confidential counselling by a team of professional counsellors for students who want help with personal problems affecting their studies or well-being. It is a free service. You can contact the Counselling Service via their website to make an appointment or to access self-help resources and workshops.



The University of Manchester
Alliance Manchester Business School

The Digital Equity Charter

Our [Digital Equity Charter](#), co-created with the Students' Union, sets out the University's commitment to ensuring that all our students can effectively engage with their learning and development opportunities.

This charter sets out the University's commitment to ensuring all students have equitable access to development opportunities, hardware, software, connectivity and study space to effectively engage with their learning and establishes the expectations on students to engage with the opportunities available.

Dignity at Work and Study

All members of the University community, whether staff or students, are required to treat each other in a friendly, courteous and dignified manner. This requirement also applies to visitors and those otherwise associated with the University. The [Dignity at Work and Study](#) Policy and Procedures provide more information about University's commitment to an environment in which there is no tolerance of discriminatory, bullying or harassing behaviour from any member of our community. The [Advice and Response service](#) provides support for anyone who experiences such behaviour.

Health and Safety

While student life is exciting and fun, we know it can also be challenging. We take the health, wellbeing and safety of our students seriously and offer you the encouragement and support you need to stay happy and healthy. We've put together an online module to help you [Starting University](#) to think about some things you might encounter, and resources to help you handle them. Further information is available on our [Health, Wellbeing and Safety webpages](#) including registering with a GP, vaccinations, mental health support, wellbeing, and our SafeZone app.

Students' Union and SU Advice Service

The [University of Manchester Students' Union](#) is one of the largest student unions in the country, with approximately 40,000 University of Manchester student members. The organisation is democratically run, with eight sabbatical officers (elected annually) directing our work. However the overall responsibility for the Students' Union is overseen by our Board of Trustees, who have ultimate responsibility for the organisation. The [Students' Union Advice Service](#) can provide information on academic, finance, student life and housing issues.

Advice and Response Service

The University of Manchester [Advice and Response service](#) provide holistic, trauma-informed support to students who have experienced any form of gender-based violence, harassment or hate. The link above will also guide you to our 'single-source' reference page for all support for harassment and sexual misconduct.



The University of Manchester
Alliance Manchester Business School

Student Occupational Health Service

The University of Manchester [Occupational Health Service](#) provides confidential services to protect the health of staff and students, assessing and advising on fitness for work, training and study, so as to ensure that health issues are effectively managed.

International Society

The [International Society](#) has more than 6,000 members from more than 130 different countries, making it a great place to meet friends and make contacts during your stay. Its members, many of whom have themselves experienced living away from their native country, aim to ensure students have a rewarding experience in the UK.

The society arranges weekend trips around the UK, offers over 40 different classes each week and organises over 100 different social events throughout the year, helping you to make the most of your time in the UK.

University Centre for Academic English

The [University Centre for Academic English](#) courses are designed to help students learn and improve in all areas of English Language.

One of the main advantages of studying English in the University Centre for Academic English is that courses are specially designed to take students from A2 level of the Common European Framework for Languages right through to the levels needed for undergraduate or postgraduate study, or research.

SECTION SIX: STUDENT REPRESENTATION AND FEEDBACK

Although this section is entitled student representation and feedback, it really covers the general channels of communication between the Student Body and the School. An important aspect of the development of AMBS and its programmes is ongoing discussion with you about improving course unit delivery and developing programmes and course units to meet your needs.

Student Representatives

All students have the opportunity to contribute to and develop their experience whilst studying at the University of Manchester, and the purpose of representation is to help the University find out what students think so that the student experience can be improved.

Student Representatives play a vital part in the School's operations. They provide a “voice for students”, which does not only mean talking on behalf of their class; it is about bringing issues to light, supporting fellow students and identifying and solving problems. Student Representatives (reps) are actively involved in:

- Gathering feedback from fellow students
- Attending a variety of meetings, drop-in sessions and forums
- Communicating the student voice to School staff
- Communicating with fellow students to help improve the student experience
- Promoting active student involvement in programme development

Being a Student Representative gives students the opportunity to develop their communication skills, ability to listen, and practice the art of diplomacy and assertiveness. The role brings networking opportunities too.

All AMBS programmes have at least one rep. They are chosen by their peers to act as the representative for their particular programme for one academic year.

Please find further information through the link(s) below:

- [Student Reps Information – Manchester Student Union](#)

Student/Staff Liaison Committee

The MSc Financial Management Student/Staff Liaison Committee (SSLC) considers programme-related and student issues. The remit of the SSLC is to

- provide a forum for students and staff for the discussion of new ideas and for solving problems;
- form the basis for the representation of students' views within the MSc Financial Management programme at AMBS;
- provide a formal means of gauging student opinion on academic matters.



The University of Manchester
Alliance Manchester Business School

Issues arising that require resolution are reported to the appropriate body. Minutes from the SSLC are noted at the PGT programme committee with any major issues arising tabled for discussion. Membership of the SSLC includes all elected student representatives and the Programme Director. Other members of staff may be invited to attend if required to provide advice on specific matters.

Feedback

In terms of informal routes of communication, please contact your [Student Support Team](#) should you wish to provide any form of feedback regarding your programme.

We collect student feedback at the end of each workshop. This feedback is important to us and is used to improve and develop the programme.

SECTION SEVEN: LEARNING RESOURCES

The University of Manchester Library

The [University of Manchester Library](https://www.library.manchester.ac.uk/) is one of only five National Research Libraries. With more than 4 million printed books and manuscripts, over 41,000 electronic journals and 500,000 electronic books, as well as several hundred databases, the library is one of the best-resourced academic libraries in the country. Library opening hours are available at: <https://www.library.manchester.ac.uk/locations-and-opening-hours/>

Study Space

When you visit Manchester, The [Alan Gilbert Learning Commons](#) is a state-of-the-art learning environment with 24/7 opening hours throughout term-time. The Learning Commons has flexible open learning spaces with multimedia facilities, computer clusters and 30 bookable group study rooms with whiteboards and media screens. You can also access group rooms in the AMBS building.

The University has [PC clusters](#) available for use across the campus, in addition to [Library laptop and iPad loans](#).

Developing Digital Skills

Throughout your time at University, you will be supported to develop the digital skills and confidence needed for your studies and career. A range of [support and development opportunities](#) are available to you, including being able to:

- Self-assess your digital skills with the Jisc Discovery tool, by completing questionnaires on digital capability, AI and Employability and getting your personalised report
- Enhance your digital and professional development through LinkedIn Learning
- Gain recognition through an industry recognised certification
- Become a [Digital Capability Student Rep](#) through the Students' Union

Our University is committed to digital equity, and you can learn more about this in the [Student Digital Equity Charter](#) which is co-owned with the University of Manchester Students' Union.

My Learning Essentials

The Library provides a comprehensive programme of online skills resources, workshops and drop in support clinics throughout the year designed to help you to develop your academic and employability skills: <http://www.manchester.ac.uk/my-learning-essentials>.

Feedback & Enquiries: For general enquiries, e-resources support and/or to feedback suggestions please contact the library in person, via phone or online: <http://www.library.manchester.ac.uk/contact>.

Referencing

There are different acceptable referencing styles. Professional journals and scholarly books provide examples of different acceptable styles. Alliance MBS requires students to follow a variation of the Harvard Style of referencing for all submissions for assessment, not just the dissertation, as follows:

References to publications in the text or footnotes, other than to newspapers, magazines, or popular periodicals, should be as follows:

'Smith (1992) reports that ...', "Chan et al. (1995) content analyse ...", "(see Fama and French, 1994)'.

Note that "*et al.*" can be used where there are more than two authors and you are referring to the article for a second or further time. Note also that if the passage that contains the citation is already in parenthesis, we normally omit the parenthesis around the year of the reference. Finally, when you are referring to a very specific point in an article that is incidental to its main contribution, or when you include a quotation from an article, you should give the specific page reference to where this can be found in the original article. For example, "... Beaver (1996, p. 45) refers to ...". You should not list references separately in footnotes. If the footnote itself includes text that contains a reference, you then follow the same procedures as in the main text.

You *must* make sure that *all* references appearing in your main text (and footnotes) are listed in the list of references at the end of the main text. The reference list must be in alphabetical order of the first author's surname. Examples of types of references are as follows:

For books or monographs:

Author(s)

Year (in brackets)

Title (underlined)

Edition (in brackets)

City of publication

Publisher

Example:

Pindyck, R.S. and Rubinfeld, D.L. (1991), *Econometric Models and Economic Forecasts*, (3rd edition), New York: McGraw-Hill.

For contributions to collective works:

Brunner, K., Meltzer A.H., (1990), Money supply. In: Friedman, B.M., Hahn, F.H. (Eds.), *Handbook of Monetary Economics*, Vol. 1. North-Holland, Amsterdam, 357–396.

For periodicals:

Author(s)

Year (in brackets)

Title (between apostrophes)

Journal name (underlined)

Volume number, issue number

Page numbers

Example:

Acton, J.P. (1975), "Non-monetary factors in the demand for medical services: some empirical evidence". *Journal of Political Economy*, 83:3, 595-614.

For references on the web:

Mauboussin, M.J., 1999. Get real: using real options in security analysis. Credit Suisse First Boston Corp., <http://www.capatcolumbia.com/frontiers/Fof10.pdf>

Where the reference list contains more than one source from the same author(s) for the same year they should be distinguished by 2000a, 2000b, etc.

References to newspapers, magazines, and popular periodicals:

These should not appear in the reference list, but should be referred to in the text or footnotes as follows,

'The *Financial Times* (20 June 2001) reported that ...', 'Observers also criticized the extent of Gent's control over Vodafone (*Economist*, May 2000).'

SECTION EIGHT: FINANCIAL INFORMATION

Term Fees

For invoicing purposes a term is defined as one six-month academic period commencing on 1 September or 1 March.

You will not receive an invoice for your 1st term fee as the amount payable and payment deadline is quoted in your offer letter. For your 2nd term onwards invoices will be raised and emailed to your University of Manchester email address. Irrespective of the number of courses a student decides to take during any one term, the full term fee remains chargeable. A reduction in the term fee will not be applied if a student takes less than the standard number of courses in any one term. The term does not represent specific courses scheduled within that term.

The payment amount received should be for the full amount as quoted in the offer letter and/or on the invoice and in the appropriate currency as stipulated on the offer letter and/or invoice. If bank fees are charged by the students' bank or credit card provider, then it is the responsibility of the student to investigate these and ensure that they are covered.

Please refer to your offer letter and/or your invoice for details of payment methods. When making a payment, please ensure you quote your student and/or the invoice number.

Non-Payment of Fees

Failure to pay in full by the agreed deadline stated in your offer letter and/or your invoice will result in the student being prevented from studying in the applicable term. The student will not be permitted to attend workshops or be able to gain access to online teaching.

The student will only be considered for reinstatement onto the programme once the unpaid term fee has been paid in full and received by the University of Manchester on or before the agreed deadline date.

The payment amount received should be for the full amount as quoted in the offer letter and/or on the invoice and in the appropriate currency as stipulated on the offer letter and/or invoice. If bank fees are charged by the students' bank or credit card provider, then it is the responsibility of the student to investigate these and ensure that they are covered.

Please refer to your offer letter and/or your invoice for details of payment methods. When making a payment, please ensure you quote your student and/or the invoice number. In the event that the amount charged is not paid on the agreed payment date, the University's Credit Control Office will send out a sequence of reminder letters/emails to your University email address only.

In the event that a student is unable to make payment by the deadlines specified they must contact Credit Control on +44 (0) 161 275 8130, or by email to self.funding@manchester.ac.uk

Where a fee payment remains outstanding beyond the published due date, an indicator will be applied to the student record. At the point at which the indicator is applied, the student may be suspended /prevented from progressing onto the next term or graduating. Outstanding fee debts accrued by students who have left the University will be referred to an external debt collection agency.



The University of Manchester
Alliance Manchester Business School

Withdrawal from programme

A withdrawal is defined as the complete and total cessation of all studying from the programme.

Withdrawal: New Students (first term)

For new students, a complete withdrawal before the end (Friday 5pm GMT) of the 4th week in the first term will entitle you to a refund of the term/programme fee paid, less the non-refundable deposit.

Where the student withdraws after the end (Friday 5pm GMT) of the 4th week in the first term, no refund will be given.

Withdrawal: Existing Students (Second term onwards)

For existing students, a complete withdrawal before the end (Friday 5pm GMT) of the 4th week in the term, a refund of 25% of the term fee paid will be given.

Where the student withdraws after the end (Friday 5pm GMT) of the 4th week in the term, no refund will be given.



The University of Manchester
Alliance Manchester Business School

SECTION NINE: CONTACT DETAILS

Please note that all queries should be directed to: financialmanagement@manchester.ac.uk

Alliance Manchester Business School

Senior Management

Arif Khurshed	Programme Director	Arif.Khurshed@manchester.ac.uk
Sharon Wilding	Head of Operations	sharon.wilding@manchester.ac.uk
Rob Dyson	Teaching & Learning Manager	robert.dyson@manchester.ac.uk

Postal address

The University of Manchester
Alliance Manchester Business School
Booth Street West
M15 6PB
UNITED KINGDOM

The University of Manchester Worldwide Centre

Senior Management

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Olivia Chan	Hong Kong Centre Director	o.chan@manchester.edu.hk

<https://www.alliancembs.manchester.ac.uk/study/masters/msc-financial-management/>