

Academic Course and Credit Information

University of Manchester

Updated September 2011

Choosing the Right Subjects

- The University of Manchester study abroad course catalog is accessed through the EuroLearn website via <http://www.eurolern.org/Subject/ProgramID539/>
- Select the subject area most similar to your current major or minor in the class listings. Choose the year most appropriate to the level you will have reached when you arrive at Manchester.
- Each listing shows the course number code, title, Manchester credit value, the Semester the class is expected to run and a description of the course. If a description is not available contact your EuroLearn Coordinator to obtain more detailed information.
- The module description will list a course code and Semester which must correspond to the semester of participation. The level is indicated by the first digit of the course code: 1 (First Year), 2 (Second Year), or 3 (Third Year). These levels correspond to Sophomore, Junior, and Senior years of study in the U.S., respectively. Students should choose modules consistent with their level of study at their home university.
- To understand the course coding:

Example course unit code interpretation: EN 20502 The Victorian Novel

20502 - The initial number indicates the level of the course unit:

- 1 - First Year course unit
- 2 - Second Year course unit
- 3 - Third Year course unit
- 4 - Fourth Year course unit

20502 - The final number indicates the time period in which the course unit is offered:

- 1 - Semester one (Autumn / Fall)
- 2 - Semester two (Spring)
- 0 - Full year

EN 20502 is a **second year** course unit taught in the **Spring semester**.

- The following restrictions apply to study abroad students at the University of Manchester:
 - Non-native speakers of English Language must meet the minimum English Language requirements
 - Must have completed a minimum of 3 years of undergraduate Architecture study to apply for enrollment in Architecture modules
 - Psychology 3rd level Psychology courses are only open to students majoring in Psychology, in years 3 or 4 of their undergraduate degree, with a GPA of 3.3 or above
 - An [additional application form](#) is required for enrollment in the Leadership & Service module
 - Sophomores are restricted to Level 1 courses

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12050 N. Pecos Street, Suite 320 • Westminster, CO 80234 | tel: +1.303.446.2214 • 1.800.980.0033 • fax: +1.303.446.5955
studyabroad@globallinksabroad.org | www.globallinksabroad.org

- Study Abroad students are restricted to Level 1 Drama courses, plus four Level 2 courses (two study and two practice courses) per year (Level 2 courses may change on an annual basis).
 - Business - courses are restricted to those listed on the Study Abroad website - other courses listed on the Manchester Business School website are not available to study abroad students;
 - Geography - courses at levels 2 and 3 are only available to students studying for a full academic year;
 - Economics - there are space restrictions on Economics courses.
 - Creative Writing - students applying for Level 3 Creative Writing course units must supply an example of written work (eg a poem or a story). You should email this piece of writing to your EuroLearn coordinator after you have been accepted to the program.
 - Electrical Engineering - these courses are not available to study abroad students.
- Courses in the following areas are very popular at the University of Manchester and tend to fill up quickly. If you want to take courses in the following subjects, it's recommended that you apply as early as possible (even as early as the end of August if possible for Spring students):
 - Economics
 - English Literature
 - English Language
 - Politics
 - History
- Please note that, due to the requirement to complete clinical placements, courses in the following disciplines are not available to study abroad students: Dentistry, Pharmacy, Medicine, Midwifery.
- All EuroLearn students are required to take 60 University of Manchester credit points per semester equivalent to 15-18 U.S. semester credits. The Manchester credit system is very different from that of the U.S. or Canada. The majority of course units at The University of Manchester are worth either 10 or 20 credits. As a general rule, one Manchester credit equates to 10 hours of work; therefore a 10-credit course unit requires 100 hours of study on average.
- Students should note that the number of credits associated with a course does not relate to the number of contact hours (lectures, tutorials etc) per week as is the case in some education systems. The number of formal contact hours varies considerably between subjects. Course units within engineering and the sciences will normally have many more contact hours than course units in humanities, but the latter usually require the student to invest more time in library study.
- The general North American semester equivalencies are:

10 Manchester credits = 3 US semester credits

20 Manchester credits = 5 US semester credits
- Please verify your Home University policies on the equivalencies for transfer credit at your institution.
 - Exams for the Fall semester typically occur during January, after Study Abroad students usually depart. Many of the faculties have adjusted timetables for Fall Study Abroad students so they may be assessed prior to their departure in December through papers, presentations or other methods in lieu

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of sitting the exams. On the first page of the Manchester course catalog it will indicate whether Fall assessment is possible in that academic area. There are some departments where exam schedules cannot be adjusted. Therefore, **module descriptions that indicate Fall assessment as “NO” require that students take exams in January at Manchester.** If students cannot return for exams, they should take different classes or apply for the spring semester.

Prerequisites and Course Approval

- Where a prerequisite is listed, you are not expected to have taken exactly the same course at your own institution, but you are expected to have studied the same subject area at the same level as the Manchester prerequisite.
- Be sure that you have submitted updated transcripts to EuroLearn so that your prerequisites can be properly evaluated. If your current course registration is not listed on the transcript you will need to provide a list of courses underway as one may represent the prerequisite.
- If you are spending your junior year at Manchester, the second year courses will usually be the ones that are the most compatible with your current program. If you are a junior or a senior, bear in mind that third level courses are final year courses taken only by students majoring in the subject. Sophomores will **not** normally be approved to take second or third level classes.
- It is important to apply for modules for which you have the appropriate academic background. For example, don't plan to take a Third Year Business course if you have only taken one business course prior to study abroad at Manchester.
- When you have been accepted to the EuroLearn program you will be asked to submit an Intended Subject Plan listing 8-10 modules that you would be interested in taking at Manchester **in order of priority**. Manchester will only look at the first five and will only refer to the courses listed sixth and below IF you are not accepted with a full course load from the first 5 courses listed. Depending on the credit value of each course, a normal load is 3-6 courses as the total credit value should be at least 60 Manchester credits.
- A few months before your semester starts, you will also be asked to fill out a Final Study Plan. This will be your opportunity to update your list of classes if it has changed at all since you initially submitted your Intended Subject Plan. Once you submit the Final Study Plan, you will not be allowed to apply for any additional or alternative courses from the ones you listed unless you are specifically requested to do so by the University of Manchester (due to timetable clashes, etc). The Final Study Plan must be submitted by June 15th for Fall Semester and Year Abroad students and by November 15th for Spring Semester students.
- Manchester academic departments will review the student's selections and the Study Abroad Office will initiate an initial Course Registration. As courses are approved (or denied) by the departments this will be recorded on your Intended Subject Plan. You may access this at anytime through your MyLearn account to learn the status of your pre-registration. Once your final Course Registration is completed you will be asked to do a final Central University Registration on-line either prior to arrival or during orientation upon arrival.

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Course Scheduling and Enrollment

- Upon arrival at Manchester, there will be an add/drop period for final registration based on the class schedule and any timetable conflicts. Students will ultimately be enrolled in 3-6 modules. At that point, you should submit a verification of enrollment to your home university.
- There is no guarantee that all courses will be available every year and timetable conflicts can also arise, so list your selection in order of preference. Please make it clear if you have specific alternatives should your first choice not be available.
- It is important that students (and Study Abroad advisors) understand that there is no guarantee on the availability of modules. This is why it is crucial that students submit multiple choices in order of priority. It is possible for students to take courses in multiple disciplines, but please keep in mind that having classes in fewer disciplines allows more flexibility in creating their timetable and preventing clashes.
- Any student wishing to take early Fall assessment must show proof that their home university Spring semester in the U.S. or Canada resumes in January prior to the end of the Manchester exam period. Your EuroLearn coordinator will assist you with this procedure if required.
- Students attending for the academic year or spring semester **MUST** complete all coursework and take final examinations (held in May/June). Specific exam schedules are not available until mid Spring. Students should arrange their travel plans accordingly as exams cannot be rescheduled.

Academic Differences between the U.K. and the U.S./Canada

Students in England typically attend university for three years, beginning courses in their major during their first semester since there is not a "general studies" requirement like most U.S. and Canadian four-year institutions. First level classes are at least equivalent to sophomore level classes in the U.S. as British students often begin specializing in their subject area one to two years prior to university.

The academic year at Manchester is divided into two terms: Fall (September – January), Spring (January – June). See guidance above to determine how Fall semester students may select courses they may complete prior to the December holidays.

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GRADING CONVERSION GUIDE

University of Manchester

The University of Manchester recognizes that the transfer of credits and conversion of marks for students who have participated in the Study Abroad/Exchange Program of the University is the responsibility of the visiting student's home institution. The following information is a guide to assist in understanding the University's numerical grading.

The University of Manchester uses a standards-based approach by assessing the performance of students against a pre-determined set of learning outcomes and standards. A norm-referenced grading system is not generally employed.

A 0-100% numeric grading system is used. The normal pass mark is 40%. As a guideline to interpreting marks over 40%, reference may be made to the classes in which undergraduate degrees (Bachelor with Honors) are awarded. The overall mark ranges are:

Class* of degree and percentage mark
Class 1 - not less than 70%
Class 2i - less than 70%, but not less than 60%
Class 2ii - less than 60%, but not less than 50%
Class 3 - less than 50%, but not less than 40%

*The Class is determined by a weighted average of the overall marks for different years of the degree program.

Recommended credit: Students studying full time at the University of Manchester take 60 credits per semester with a normal load of 3-6 classes per semester.

The majority of course units at The University of Manchester are worth either 10 or 20 credits. As a general rule, one UK credit equates to 10 hours of work; a 10-credit course unit therefore requires 100 hours of study on average.

Students should note that the number of credits associated with a course does not relate to the number of contact hours (lectures, tutorials etc) per week as is the case in some education systems. The number of formal contact hours varies considerably between subjects. Course units within engineering and the sciences will normally have many more contact hours than course units in humanities, but the latter usually require the student to invest more time in library study.

As a guide for American students:

- 10 Manchester credits = 3 US credits
- 20 Manchester credits = 5 US credits

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