

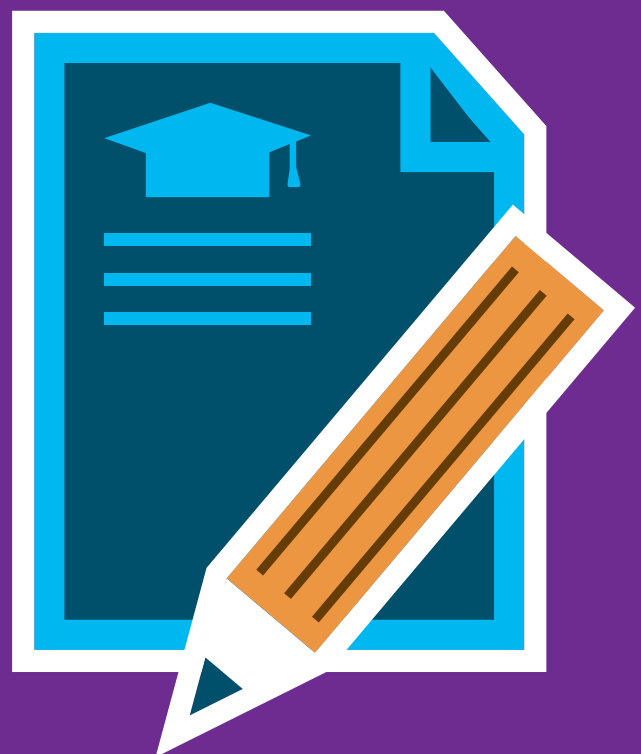
MANCHESTER  
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The University of Manchester

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# Course registration and alternative assessments



## Course registration

Some partner universities will require you to indicate the course units you wish to take as part of your initial application, whereas others will expect you to select course units on arrival. Of those partner universities that require you to indicate course units at the application stage, some will then pre-register you for those courses before you arrive, whilst others will only use that information to determine your eligibility to study at the University. **DO NOT** assume that because you have provided a list of the course units that you wish to take, you are actually registered for those course units. Some universities will send you further information about course unit selection and registration with your official acceptance documents – **make sure that you read this information carefully.** When course unit information is requested by the partner university, provide it as quickly as possible as places on course units will normally be allocated in the order in which they are received. At whatever stage course unit information is requested, make sure that you research your course unit choices carefully and discuss them with your Academic Exchange Adviser in detail. Remember that making changes later may not be possible and, even if it is, causes work for everyone and will not be popular (unless the need for the change was completely unforeseen).



“An experience that has broadened my mind, given me more confidence and given me friends and memories I will have for life.”

Emily Privett  
Geography with International Study,  
Queen’s University, Canada

Some universities will operate an online course- registration process and this may take place within a very short designated time-slot (e.g. a 24-hour period). It is your responsibility to make sure that you take note of any key dates and deadlines and don't miss them.

Some universities will expect you to register for course units on arrival. This can often be quite stressful as the regular students at the partner university have already completed course registration and spaces on course units are quite limited. Advisers at the partner university will explain what you need to do, and often through negotiation you will find that you can obtain places on the courses that you need. In some cases a 'waiting list' system will operate and you may be permitted to 'audit' a course whilst you wait to see if a place becomes available. You'll need to be determined, proactive and patient! Again, if any changes need to be made from those originally approved by your Academic Exchange



Adviser, **make sure that you seek written approval. If you are an Erasmus+ student, you will need to complete a 'changes to learning agreement' form and upload this to my placement. If you are a non-Erasmus+ student, you should email a copy of your changes and your academic exchange adviser/residence abroad tutor's approval to your placement office.**

Many universities, in common with Manchester, will have an 'Add/Drop' period at the beginning of the semester during which you can 'Add' or 'Drop' course units. Advisers at the host university will be able to explain how this works. However, remember that the chance of obtaining a place on a popular course at this stage is relatively slim.



Don't forget to take an up-to-date Academic Transcript with you so that you can demonstrate the courses that you have completed to date. The Undergraduate Office in your School should be able to produce this for you or simply request a copy from the Student System.

## **Alternative assessment arrangements**

If you are studying abroad for just one semester, and this is the 2nd semester of the Manchester academic year (i.e. January/February to May/June), you may find that the semester dates of your partner university and The University of Manchester examination period conflict.

For example, many U.S. universities commence their 2nd semester in early January during the examination period at Manchester. If there is a conflict in dates then you must talk to your Undergraduate Office as early as possible to clarify the alternative assessment arrangements that will be put in place. You should start arranging this at the BEGINNING of the semester preceding your semester abroad.

Alternative Assessment arrangements will normally consist of one of the following:

- Essays as an alternative to formal examinations
- Sitting the examinations as a first attempt during the summer re-sit period, on return from abroad

Student Recruitment and  
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