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| **For office use only** | AOS Code: | Occ. Code: | Ex. Flag: | Fee Status: | WW / EU |

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**STUDY ABROAD APPLICATION FORM**

**Please submit your application to:**

Student Mobility Team, MMU International

Manchester Metropolitan University

All Saints Campus, Manchester M15 6BH

Email: exchanges@mmu.ac.uk

**Deadlines: 1st April for September entry**

 **30th September for January entry**

PLEASE TYPE ELECTRONICALLY OR COMPLETE IN CAPITAL LETTERS IN BLACK INK

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| **SECTION ONE – STUDENT DETAILS** |
| **Surname:** |  |  | **First name(s):** |  |  |
| **Date of birth** *e.g. 19/Jan/93:* |  |  | **Gender:** |  |  |
| **Nationality:** |  |  | **Passport Number:** |  |  |
| If you are a non-EU student requiring a visa to enter the UK, please submit evidence of your English Language ability and a copy of your passport photo page with your application. Without the relevant documents, we will not be in a position to issue an offer. |
| **Home Address:**Please provide us with your FULL address details and write them as clearly as possible |  |  |
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| **Telephone Number:** |  |  |
| **E-mail Address:** |  |  |
| Please state your email clearly in block capitals, as we will send correspondence to you via email, including any offer letters if you are accepted |  |
| **Do you require Disability or Learning Support whilst at MMU?** Yes [ ]  No [ ]  |
| **If ‘Yes’, before applying for or accepting a place, you are strongly advised to:*** Read the full information in this section <http://www.mmu.ac.uk/sas/studentservices/learner-development/funding-international-students.php>
* Obtain the document ‘International / EU students - Information requested from Disabled Students’ which you will find in the ‘useful documents section’ on the right side of the page
* Complete the document
* Follow the checklist at the end of the document

Providing this information will enable the Learner Development Service to engage with you in order to assess your study related support needs.If you intend to apply for university accommodation please telephone +44 (0)161 247 2958 or email accommodation@mmu.ac.uk to discuss availability / requirements as a result of your disability. |

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| **SECTION TWO – HOME UNIVERSITY** |
| **Name of Home University/College:** |  |  |
| **Intended Subject Major** (If known): |  |  |
| **Intended Subject Minor** *(*If known): |  |  |
| **Current year of study:** |  |  |  |
| **Intended year of graduation:** |  |  |
| **Year/level of study intending to enter at MMU:** |  |  |
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| **SECTION THREE – PROPOSED PROGRAMME OF STUDY AT MANCHESTER METROPOLITAN UNIVERSITY**  |
| Please state clearly the names of the degree courses you wish to enter during your exchange in order of preference.For example, *Events Management*, *Sociology*. The online prospectus can be found here: <http://www2.mmu.ac.uk/study> Course offerings will be subject to suitability and availability. Please be advised that you will be considered for approval for the courses you identify below in order of preference and you will be offered a maximum of two courses to study at MMU, e.g. *Psychology* and *History*. Your offer letter will state which courses we have allocated to you. Changes to courses upon arrival cannot be guaranteed so please ensure you check that the courses available to you are agreed by your home university before you commit to the exchange. |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| If you are applying to a programme in the School of Art, you will need to submit a digital portfolio. More information can be found here: [www.artdes.mmu.ac.uk/digitalportfolio](http://www.artdes.mmu.ac.uk/digitalportfolio) |
| Please read annex one on page four and state six units in order of preference. |
| **Unit codes (if known):** *Example: 445Z0026* | **Unit titles:***Example: Intercultural Communication, American Cinema, Marketing Communications* |
| 1. |  |  | 1. |  |  |
| 2. |  |  | 2 |  |  |
| 3. |  |  | 3. |  |  |
| 4. |  |  | 4. |  |  |
| 5. |  |  | 5. |  |  |
| 6. |  |  | 6. |  |  |
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| **Duration of stay** (please tick as appropriate): | If you are joining MMU outside of the standard term dates, please state your start and end dates and explain the reason(s) for these dates: |
| [ ]  Autumn term (September – December)[ ]  Spring term (January – March/April)[ ]  Full academic year (September – June) |
| MMU term dates can be found here: [www2.mmu.ac.uk/about/termdates](http://www2.mmu.ac.uk/about/termdates/)  |

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| **SECTION FOUR - HOME INSTITUTION APPROVAL** |
| **Recommendation, testifying your academic qualities and suitability for the Worldwide Exchange Programme:**This section must be signed by a member of academic staff at your home university (references can be attached to the application) |
| **Signed:** |  |  | **Date:** |  |  |
| **Relation to the applicant:** |  |  |
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| **SECTION FIVE - DECLARATION OF APPLICANT** |
| **Please ensure that you submit the following documents together with your application:** |  |
| [ ]  Academic transcript[ ]  Copy of passport[ ]  English Language Certificate (if applicable)  |
| Without the relevant documents, we will not be in a position to issue you with an offer. |
| I confirm that the information provided on this application form is correct. |
| **Signed**: |  |  | **Date**: |  |  |
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| **SECTION SIX – MMU ADMISSION APPROVAL** |
| We hereby acknowledge receipt of the application.The above-mentioned student is: [ ]  Provisionally accepted at MMU [ ]  Not accepted at MMU |
| **Departmental co-ordinator’s signature:** | **Institutional co-ordinator’s signature:** |
|  |  |  |  |  |  |
| **Date:** |  |  | **Date**: |  |  |
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| **ANNEX ONE – UNIT SELECTION GUIDANCE** |
| A full-time study load at MMU is four units, or 60 credits per term. If there are timetable clashes among your first four choices, we will try to produce a workable timetable using your fifth and/or sixth choices. If we cannot produce a workable timetable using your six stated unit choices, we will contact you by email.Exchange students studying at MMU for the **full academic year** (three terms) can select any of the available units from their chosen course (subject to approval and availability). Please search for your chosen course(s) at the following link to view a list of units: <http://www2.mmu.ac.uk/study>. Each full-year unit is worth 30 MMU credits.Exchange students studying at MMU for **only one term** (autumn or spring term) can choose from the units that run for one term. MMU’s Student Mobility Team has sent a list of available units\* to your home university. Please contact your Study Abroad office for this year’s list of units for one-term exchange students. If you cannot get the list of units from your Study Abroad office, please email exchanges@mmu.ac.uk and we will send you a list of units for your chosen course(s). Each one-term unit is worth 15 MMU credits.\*Unit offerings will be subject to approval and availability. |

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| **ANNEX TWO – DEPARTMENT COORDINATORS** |
| **Faculty** | **Subject Area** | **Name** |
| Business School | Marketing, Advertising | Catherine Bakewell |
| Business, Sports Management and Public Relations | Ann Howe |
| Law | Paul Okojie |
| Postgraduate Business Programmes | Rosane Pagano |
| Accounting and Finance | Steven Wynne |
| Economics | Tidings Ndhlovu |
| Cheshire | Interdisciplinary Studies | Geraldine Lee-Treweek |
| Exercise & Sport Science | Rick Fenoglio |
| Contemporary Theatre, Dance and Drama | Jane Linden |
| Education | Education | Ben Sedman/Trish Gladdis |
| Health, Psychology & Social Care | Psychology | Andrew Stevenson |
| Social Work, Social Care | Neil Carey |
| Hollings | Tourism Management | Amanda Miller |
| Nutrition | Anne Turner |
| Events Management | Paul Walters |
| Hospitality Management | Stewart Morrell |
| Fashion Design and Technology | Vicki Markham |
| Humanities, Languages & Social Science | History, Politics, Philosophy and Public Services | Anna Bergqvist |
| Sociology and Criminology | Benedicte Brahic |
| Languages and Linguistics | Fiona Long |
| English | Helen Nicholson |
| Information and Communications | Magda Bober |
| School of Art | Art History | Beccy Kennedy |
| 3D Design | CJ O’Neill |
| Film and Media Studies | Helen List |
| Fine Art | Ian Hartshorne |
| Illustration with Animation | Ian McCullough |
| Photography | Jacqueline Butler |
| Interactive Arts | Jon Biddulph |
| Contemporary Film and Video | Joseph Duffy |
| Graphic Design | Liz Wheeldon-Wyatt |
| Fashion | Robin Kerr |
| Textiles | Sally Morfill |
| Architecture | Sally Stone |
| Interior Design | Simone Ridyard |
| Science & Engineering | Biology, Chemistry and Geography | Caroline Bettridge |
| Mechanical Engineering | Michael Burns |
| Computer Games Technology, Computing and Maths | Nick Whittaker |
| Engineering | Prasad Ponnapalli |
| Healthcare Science | Hans Degens |