



PLACEMENTS AND INTERNATIONAL PROGRAMMES OFFICE

The University of Manchester

GUIDANCE NOTES FOR THE SUMMER SCHOOL APPLICATION

The Summer Schools programme enables undergraduate students to study overseas for several weeks over the summer vacation. We are currently offering summer schools in Spain, France, China, Denmark, Italy and South Korea. The Summer Schools programme offers students the opportunity to study a variety of different topics that they would not otherwise get to study as part of their degree.

Who can apply?

Undergraduates from all subject areas and all years, excluding foundation and final year students.

You must have an academic average of at least 50% (60% for Summer School in Denmark)

****Please check the individual summer schools for their application requirements****

To request an application

You need to send your **name, student ID, year of study** and "**SUMMER SCHOOL**" in the subject line to goabroad@manchester.ac.uk. For further details please refer to the 'How to apply' section in each of the brochures on My Placement.

This guidance is intended to support you through the application process of the Summer School Programme.

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Application Guidance Workshop

This workshop is designed to complement these guidance notes. They are not compulsory, but you are encouraged to attend if you have any questions about the application process. This session is designed for applicants who have access to the application form already.


Date	Time	Venue
29 th January 2025	16:00-17:00	Join Zoom Meeting https://zoom.us/j/98243759511 Meeting ID: 982 4375 9511 Passcode: summer

My Placement

It is important that you read through each summer school brochure in My Placement to understand what they have to offer and where your interests lie.

[Access the My Placement homepage here.](#)


[Applicants](#) ▾ [Programs](#) ▾ [Process](#) ▾ [Site](#) ▾ [Staff](#) ▾ [Settings](#) ▾




Welcome to My Placement

Your UoM portal for exploring and managing off-campus opportunities such as work placements, study abroad, field trips and fieldwork.


[Log in to My Placement](#)




Undergraduate students
Explore work placements, study abroad and much more.



Postgraduate students
Apply for study exchanges, work placements and field trips.




Research students
My Placement for research students coming soon.




Quick search
Explore all opportunities relevant to your degree.


[Process](#) ▾ [Site](#) ▾ [Staff](#) ▾ [Settings](#) ▾




Study abroad
Study at a partner university for a semester or year.




Work placements
Gain industrial or professional experience as part of your degree.



Summer schools
Enhance your degree with an International Summer School.



Group activities
Undertake field trips, international volunteering or participate in Global Graduates.



Fieldwork
My Placement for UG fieldwork coming soon.



The brochures on My Placement (please see above) link to more information on the summer school's website, for example, available courses and options for accommodation.

How to start your application

To request an application, email goabroad@manchester.ac.uk with the following:

Subject Heading: SUMMER SCHOOL

Name

Student ID

Current year of study

The application will be opened in My Placement; this takes **up to 4 working days**. You will automatically be sent an email link once the application has been opened. Once you have received the link to your application, you will need to log in to My Placement with your University of Manchester username and password. You will then be able to complete the application process.

Please note that, due to the IT process involved, you must request your application at least four working days in advance of the final application deadline.

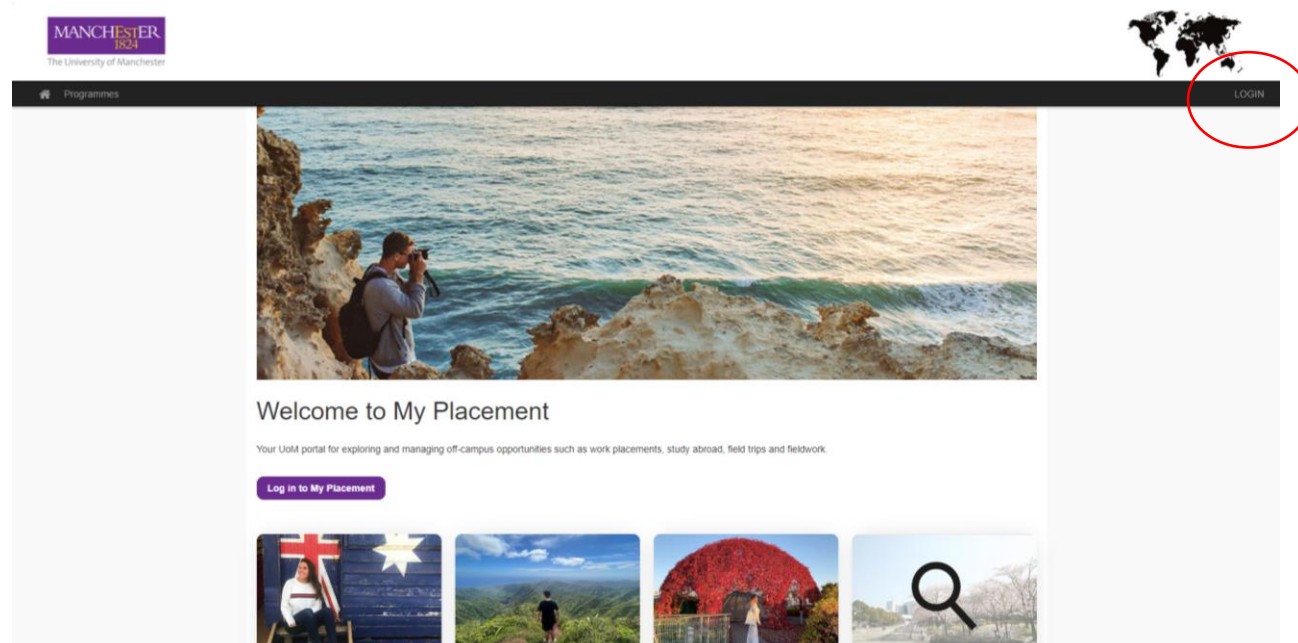
Summer School	Application Deadline	Request an application by
All summer schools	18th February, 11.59pm	12th February, 11.59pm

You can start researching and working on your application **before** you receive the link to the online application. Simply save your drafts into a Word document and they can then be copied and pasted into the online application. We encourage you to do this even once you have access to the online application to avoid losing work, as the online application pages may time out after a prolonged period of time.

In the application, you will complete one questionnaire, 'PIP+: Summer School Application' and e-sign the 'PIP+: Summer School Declaration'. It is important that you submit both materials for your application to be considered.

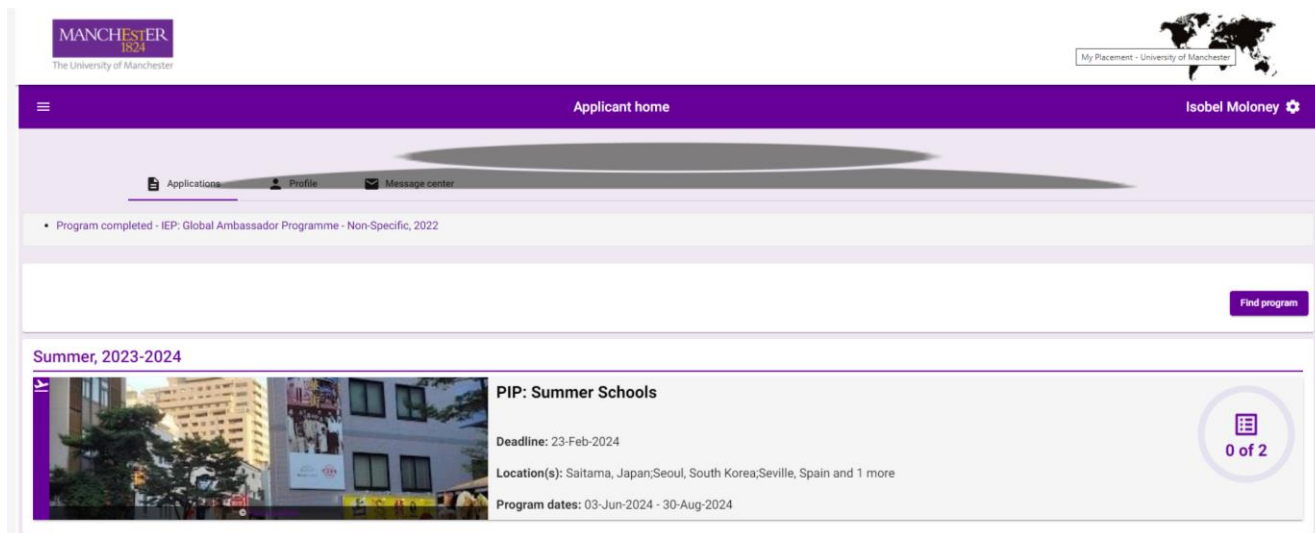
Accessing your application

After your application has been opened, you can log in to My Placement through the link on the top right:

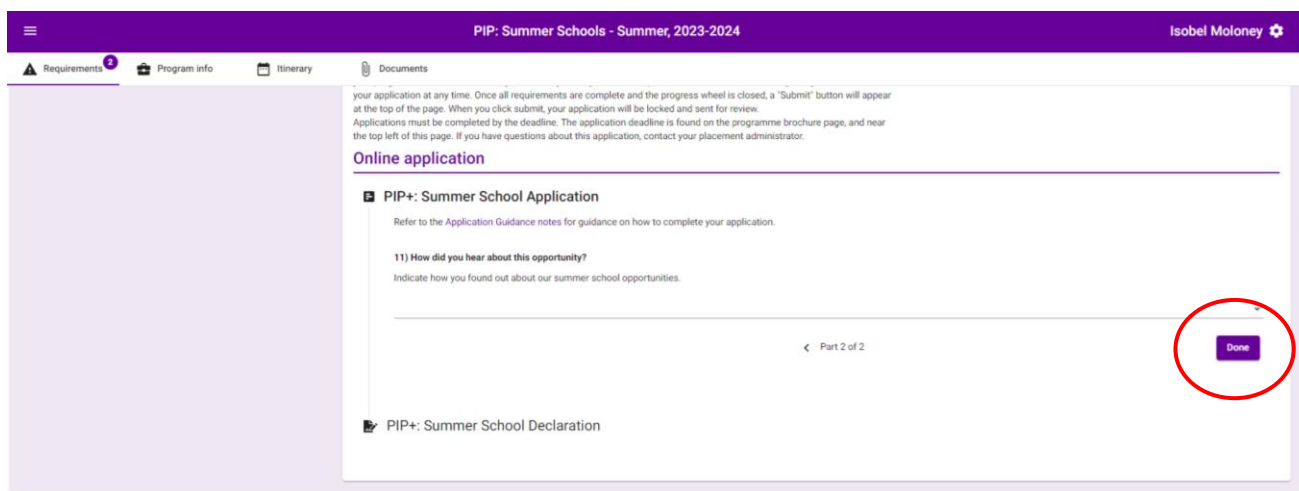


Select 'Log in with Campus ID'. This will redirect you to the UoM Shibboleth where you can enter your usual University login details.

You will see this screen:



You can access your application here. You will need to fill out all required questions, and your answers will be autosaved. Press 'Done' when you have completed the first questionnaire - do not forget to carefully read and 'e-sign' the Declaration to fully submit your application.



Summer School Choices

We ask that you list, in order of preference, the summer schools that you wish to apply to. You can choose up to six summer schools and will need to write a justification for choosing your top three preferences.

Please note that some of our summer schools have very limited places and are therefore extremely competitive. It is for this reason that we ask students to list multiple summer schools. However, **please do not list a summer school that you would not be interested in attending.**

Please describe your reasons for wishing to apply to your 1st/ 2nd/ 3rd choice of summer school (maximum 150 words each):

In this section you are asked to demonstrate your own **academic, personal** and **location-specific** reasons for choosing this particular summer school. We want to understand what it is that attracts you most to this university from its location, the courses on offer or the personal opportunities on offer. Remember to make full use of the partner brochures on My Placement and Google, and personalise your answers to your own interests.

Examples of strong reasons are:

1. **Subject-specific reasons.** A Politics student might be interested in learning about East Asian politics in Seoul to get a more international perspective on their subject area.
2. **Personal reasons.** A student who has just started to learn Spanish would like the opportunity to immerse themselves in Spanish culture and improve their language over the summer in Seville.
3. **Cultural reasons.** A student might have an interest in Chinese history, so would like the opportunity to visit the summer school in Shanghai.

Your application will be assessed and scored on the strength of your answer:

Please score the strength of the student's response using a score of 0 – 3 where 0 = not demonstrated, 1 = weak/inferred, 2 = good/partially demonstrated 3 = strong/fully demonstrated

1. Strength of reasons for choice of summer school:

1st	0	1	2	3
2nd	0	1	2	3
3rd	0	1	2	3

Please note that your total application score will include the scores from every partner justification, so it is important you take time to answer each question to the best of your ability to maximise your chance of getting a place on the programme.

Personal Statement

Please provide a personal statement no more than 450 words long.

Think carefully about your reasons for wanting to attend a summer school. It is important to consider academic reasons in the first instance, but you should also include personal and cultural reasons that you hope may be achieved from attending a summer school.

Strength of reasons student wishes to attend a summer school:

<i>Please score the strength of the student's response using a score of 0 – 3 where 0 = not demonstrated, 1 = weak/inferred, 2 = good/partially demonstrated 3 = strong/fully demonstrated.</i>				
1. Strength of reasons student wishes to study abroad:				
a) academic	0	1	2	3
b) personal/cultural	0	1	2	3

Why do you think you would make a good ambassador?

Your personal statement will also be marked on your argument for being a good ambassador for the University of Manchester while abroad.

<i>Please score the strength of the student's response using a score of 0 – 3 where 0 = not demonstrated, 1 = weak/inferred, 2 = good/partially demonstrated 3 = strong/fully demonstrated.</i>				
1. Strength of ambassadorial qualities:				
	0	1	2	3

For example, are you a member of any societies? Are you a peer mentor or PASS leader? Perhaps you have worked in customer service, tutored school children, or volunteered with the Scouts?

Think about what qualities are needed to be a good ambassador and how you might evidence that you have them. You don't need to have been an ambassador before to demonstrate these qualities. Try and include evidence of any skills you think are relevant to an ambassadorial role.

Example: "whilst I worked as a Customer Assistant, I interacted with a variety of people, dealing with enquiries and complaints, and I was always professional in my approach. In addition, I volunteered as a mentor to college students and my role entailed leading the social activities"

REMEMBER- Successful students will be ambassadors for The University of Manchester whilst attending the summer school and you will also be responsible for helping to promote summer schools to other Manchester students upon your return.

Your overall application will also be marked on its overall quality and attention to detail:

Please comment generally on the student's application using a score of 0 – 3 where 0 = poor, 1 = average, 2 = good, 3 = excellent				
1. Overall quality of application content and attention to detail	0	1	2	3

Language Level

If you have applied for one or more language-based summer school, please indicate your approximate language level. Please note, if you are applying for European Summer Schools, please indicate your language level based on the Common European Framework.

The Common European Framework levels are outlined [here](#).

Declaration & Mitigating Circumstances

Don't forget to carefully read and e-sign the Declaration. This signature document asks you to confirm that you have read and fully accept a series of important statements/conditions relating to your application and the Summer School Programme.

If you have mitigating circumstances that have affected your academic average, this can be taken into account on a case-by-case basis. The application will also ask you to declare whether you have any mitigating circumstances. This is a yes/no question that the Placements and International Programmes Team will investigate with your School.

Summer School Withdrawal Agreement

Please read through this document carefully and e-sign this agreement. This signature document asks you to confirm that you have read and fully accept that if you are successfully allocated a place on a University of Manchester Summer School Programme, you will be required to pay a £50 deposit when accepting your place. This deposit will not be refunded if you withdraw or fail to attend the Summer School (for reasons other than exceptional mitigating circumstances or force majeure).

We expect participants on University of Manchester Summer Schools to be committed to the Programme and be willing and able to devote the necessary time, effort and finance to the Summer School programme. We would only expect participants to withdraw in extreme/exceptional circumstances. Any notification of

withdrawal must be made in writing to your main contact in the Placements and International Programmes (PIP) office. If you are having any doubts about going abroad, then please speak to us about your concerns. In many cases there may be an obvious solution to the concern you have and if not, at least we can discuss your decision with you.

Due to the University's financial commitments to the programme, its obligations towards Summer School partners and high numbers of participants dropping out late, a deposit to the value of £50 will be required after successful applicants accept their places. You will receive the deposit payment link with your allocation result if you are successfully allocated at one of the summer schools. You will also receive instructions on how to provide your bank details for the deposit to be refunded to you once you have begun your summer school.

Once the Placements and International Programmes office has received confirmation that participants have started their Summer School programme, deposits will be refunded to all participants confirmed as in attendance at their Summer School programme.

Any participant who withdraws or fails to attend the Summer School for reasons other than exceptional mitigating circumstances or force majeure will not have their deposit refunded.

The sort of situation that may constitute force majeure is a pandemic, epidemic, civil war, war or preparation for war, or natural disaster, but it could be any unforeseen, exceptional situation or event that is outside the participant's control.

Any non-refunded deposits will be used to contribute towards the Placements and International Programmes office's disadvantaged household fund, which provides support for students from Widening Participation backgrounds to undertake international opportunities. You can check our definition of Widening Participation here: [Widening participation | The University of Manchester](#)

Using AI tools in your application

Before you submit your application, please make sure you have understood the following guidance on the use of AI.

It is the University's position that when used appropriately, AI tools can be used to enhance the teaching and learning experience, and you are welcome to use AI tools to help you build your application's structure or themes. However, presenting work created by GenAI without suitable acknowledgement is considered to be plagiarism. This means that an application written by AI would not be suitable for applying for the summer school programme, as it will not be considered as being created by you as the applicant.

We want to hear about your personal and original experiences and reasons for wanting to study abroad this summer. Please ensure you include personal and specific examples in your application. AI often generates very generic content, which is unlikely to result in a strong application for summer school programme.

[You can read the University's AI guidance in full here.](#)

Deadlines

All applications must be submitted on My Placement by:

11.59pm, 18th February 2025

If you have any question about the application process, please do not hesitate to contact us via
goabroad@manchester.ac.uk

Global Guidance Ambassadors

The Global Guidance Ambassadors (GGAs) are final year students who have all recently returned from their international exchange. They are on hand to provide information and guidance to any student considering their own international options. They can also advise you on how to book an appointment with a member of staff from the International Programmes Office.

You can find the GGAs in the Atrium (1st floor of University Place) during term time, **Monday to Thursday 10-4pm; Friday 10-2pm.**

Contact Us

Instagram: @uom_goabroad

Website: goabroad.manchester.ac.uk

Blog: manchesterontheroad.com

Facebook: [TheUniversityofManchesterGoAbroad](https://www.facebook.com/TheUniversityofManchesterGoAbroad)

“If I'm an advocate for anything, it's to move. As far as you can, as much as you can. Across the ocean, or simply across the river. The extent to which you can walk in someone else's shoes or at least eat their food, it's a plus for everybody.

Open your mind, get up off the couch, move.”

–Anthony Bourdain