

the Crucial Guide

for postgraduates

2011

All you need to know to settle into student life at Manchester



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The University of Manchester

MANCHESTER
1824

The bearer is a student of
The University of Manchester.

Please allow them free passage on the 147 bus
between Sackville Street and Oxford Road from
12 September 2011 to 23 September 2011.

Registrar and Secretary

Welcome to Manchester

Congratulations: you’ve been accepted as a postgraduate student at The University of Manchester! Well done on all your hard work to date – and a warm welcome to your new role within higher education – and to Manchester, if this is the first time you’re studying with us.

With our proud tradition of academic excellence, outstanding opportunities to boost your career prospects and professional development, and one of the world’s most exciting cities on our doorstep, we’re confident that you’ve made the right decision on choosing The University of Manchester – and we look forward to you becoming part of our thriving research community.

What’s so Crucial?

This Crucial Guide for new postgraduate students will help you to:

- 1. Prepare** for coming to Manchester, with tips on what you need to do before you arrive, including our guide to the all-important registration process
- 2. Settle** into postgraduate life, discovering everything you need to do when you arrive, with plenty of useful advice
- 3. Discover** the **Less Crucial** bits – aspects of University you might want to look into once you’re a bit more settled.

You’ll find handy **Crucial Checklists**, to help you get organised and keep track of what needs to be done, plus **Crucial Features** on different aspects of postgraduate life.

And look out for “**If only I’d known...**” boxes, containing the sighed wishes of current Manchester students on things they would love to have known before coming to Uni – so that you *will* know and can benefit accordingly.

Distance learners

If you are starting your studies but won’t be physically located in Manchester, take a look at our dedicated advice and guidance for distance learners on The Crucial Guide Live:
www.studentnet.manchester.ac.uk/crucial-guide

International students

Coming to Manchester from outside the EU? Please read this guide in conjunction with the **International Students’ Arrival Guide**, which you’ll also receive from us and which you’ll find further reference to in this guide.

Start of Year Fair

20-21 September, 2011
University Place Square, Oxford Road
During Welcome Week, don’t miss the Start of Year Fair. This crucial event will provide further help, support and information to help you settle in, and get your new life as a postgraduate student in Manchester off to a flying start.

1



Diary dates

The academic year

Semester 1
19 September 2011 –
29 January 2012

Break
16 December 2011 –
16 January 2012

Semester 2
30 January – 8 June 2012

Break
23 March – 16 April 2012

Exams

Semester 1
16–27 January 2012

Semester 2
17 May – 6 June 2012

Re-examinations
20–31 August 2012

Welcome Week

Welcome and Orientation (for international students)
15–18 September
See Arrival Guide p30 for more information

Start of Year Fair
20–21 September 2011
Marquee outside University Place
(campus map 37), Oxford Road site

Student Fair
20–22 September 2011
Academy 1, Oxford Road site
(campus map ref 78)

Sport, Health and Activity Fair
20–22 September 2011
Students' Union and Academy 1,
Oxford Road (campus map ref 68
and 78)



Crucial checklist 1: Before you arrive

<input type="checkbox"/> Apply for University accommodation	4
<input type="checkbox"/> Check your vaccines	4
<input type="checkbox"/> Get online with the University	5
<input type="checkbox"/> Register and pay your fees	6
<input type="checkbox"/> Plan your journey to Manchester	10
<input type="checkbox"/> Note your Faculty research contacts	12

Whether you completed your undergraduate studies at Manchester or elsewhere, you'll need to be prepared for entering postgraduate life at the University. Welcome Week is a hectic time, even for postgraduates – make it easier on yourself by getting as much done as possible before you arrive, freeing up more time for you to settle into your new role.

Crucial checklist 1:



Apply for University accommodation

Many postgraduate students choose to rent privately-owned accommodation. If this is the case for you, but you have not yet found a suitable place, go to www.manchesterstudenthomes.com, which provides details of accredited student accommodation.

By the time you get this guide, most of you who are planning to live in University accommodation will already have applied for your preferred hall of residence.

If you have yet to apply, don't delay any longer – we need to receive your application by Wednesday 31 August.

You can apply online today: www.manchester.ac.uk/accommodation/application

Contact us

The Accommodation Office,
University Place,
Oxford Road
Campus map: 37
tel +44 (0)161 275 2888
email: accommodation@manchester.ac.uk
www.manchester.ac.uk/accommodation

checklist:

☐ Arrange your accommodation

Find out more...

For full details of our accommodation guarantee for international postgraduate students coming to University alone, and for all accommodation-related information for international students: see your Arrival Guide p30

To discuss any special accommodation requirements:
Speak to/email one of our advisors using our contact details (see above).

For student-run online groups relating to your hall of residence:
Search on Facebook: www.facebook.com

Check your vaccines

In the last few years, incidences of mumps and measles in teenagers and young adults have increased across the UK. To protect our student community, we therefore advise you to **get a Meningitis C vaccination and a second MMR (Measles, Mumps and Rubella) vaccination before coming to university**, if you have not already done so.

If you are unsure whether or not you are already covered, please check with your doctor or your local Child Health Records Department before coming to university. If you have any difficulty in getting the vaccines, contact the Patient Advice and Liaison Services –
tel +44 (0)161 219 9451.
Please note that the vaccines are not recommended if you are pregnant.

Find out more...

Mumps Advice
<http://bit.ly/iBhFjv>

checklist:

☐ Check your vaccinations record

Get online

Sign up to University IT*

Tell us you're coming

If you haven't already done so, you need to let us know that you're coming to Manchester.

You should have received details of how to confirm your attendance, which is the first step towards registering and formally becoming a member of the University.

Full details of this process can be found online:
www.manchester.ac.uk/pg/howtoapply/confirm

Set up your student IT account

The next thing to do is complete 'IT Sign Up'. This will allow you to complete Registration, and will also give you access to our extensive IT facilities, including your own University email account.

1. You will receive an email – to your personal email address – from the University letting you know that an IT account has been created for you. *You cannot sign up until you receive this message.*

2. You can then get online at:
www.manchester.ac.uk/itservices/itaccountmanager

To set up your account, you will need:

- Your date of birth
- Your University of Manchester ID number (listed in all communications that you have received from the University's Admissions team)

You will receive your own unique username and password, which you can then use to **register** at the University (see p6).

As with all log-in details, you should protect your personal data by not sharing these with anyone else. For University regulations around computer use, see <http://bit.ly/iUetzl>

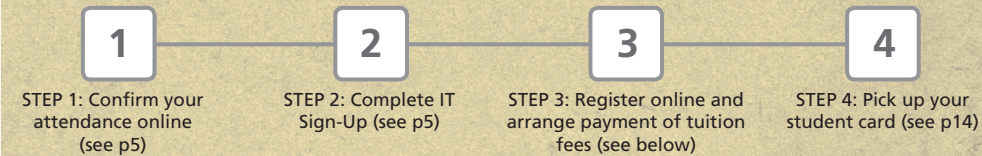
**Please note – if you don't have access to a computer for these tasks, you can wait until you get to the University and use a computer in one of our PC clusters. Be warned, though: it gets very busy in Welcome Week!*

checklist:

- ☐ Confirm you're coming to Manchester
- ☐ Set up your student IT account

Registration

Becoming a member of the University



What is registration?

Registration* is a crucial part of becoming a student of the University. It's an online process that requires you to confirm personal details, check course information and pay – or make arrangements to pay – your tuition fees. *You are not a member of the University and can't access any of our services until you register.*

When to register

You will receive an email from the University, inviting you to register – please don't attempt to do so before you get this.

You can register, at your own pace and at a convenient time, between **Thursday 1 September** and the deadline of **Friday 30 September**. If you do not complete registration by this date, you will be liable for a late payment charge of £50.

We advise you to register early, before you come to Manchester. However, if you don't have access to a computer, you can wait until you get to the University and use a computer on campus (see p38), or use the Hornet internet service if you're living in halls of residence (see p15).

**Please note that you won't be able to register with us until you have confirmed your attendance at the University and set up your student ID account (see page 5).*

top tip

While registering, do not use the back button on your browser – use the button provided on the screen instead, to avoid losing information.

How to register

Go to www.manchester.ac.uk and follow the link to register. Log in to the student portal using your **central username** and **password** (generated during IT Sign Up – see p5) and select the **'My Services'** tab.

You should be able to complete online registration simply by following the instructions as they appear on-screen.

A green 'completed' tick will appear as you finish each section. At the end of each step, click on 'Continue with registration' to move onto the next step.

Although the process is relatively quick, you don't need to complete it all at once – log out at any time using the 'Sign out' link in the top right hand corner and all the sections you have already completed will save automatically.

Please note, however, that if you are required to set up a direct debit you will need to finish all the steps in this section for the details to be saved.

Distance learning and modular-based courses

If you are a distance learner, or are taking a modular-based course, and want to pay your tuition fees in instalments, you will be unable to complete step 10 of your registration online. Contact us if you need advice.

Ten steps

Online registration consists of ten steps.

Steps one to nine require you to confirm and update information about you, your contact details and your course.

You should also read the information explaining what the University will do with your personal information and your rights in connection with the Data Protection Act, as well as the University's declaration statements – by ticking the box in step 9, you agree to abide by the University's statutes, ordinances, regulations and by-laws. See p48 for more details.

Important: Updating your contact details

Please be aware that you are responsible for keeping all your contact details up-to-date throughout your time at University. You can do this at any time by logging into www.manchester.ac.uk/portal. It's particularly important to make sure your term time address is correct, as the University tells certain local Councils if you are exempt from paying Council Tax.

Step ten is the payment of your tuition fees. The following section explains how you can do this.

If you're paying your own tuition fees...

Online card payment

You will need your **credit/debit card** – and your **UK bank account details** if you wish to pay your fees in instalments.

To pay in full, click 'Pay Now' or to pay in instalments, click 'Pay by Instalments'. If you choose to pay by instalments, you will pay one-third of your fees now, and set up a direct debit to pay two more instalments on specified dates. If you prefer to give us this information over the phone, ring the registration helpline (see 'Need Help' p9).

Bank drafts and cheques

If you want to pay by bank draft, cheque, or traveller's cheques (sterling), you will need your **University of Manchester ID number**, your **bank draft or cheque** and **UK bank account details** (if paying by instalments).

You can pay by visiting the **Precinct Centre** and **Whitworth Hall** venues once you arrive (see 'key venues' p9).

Check your email

The University will use your @postgrad.manchester.ac.uk email address to send you communications, so please make sure you check it regularly.

Registration

Bank transfer

For information on how to pay your tuition fees by bank transfer, see: <http://bit.ly/jc3LoR>

If you have already made a bank transfer and this is not displayed on step 10, contact the registration helpline (see opposite page).

International students

Be aware that opening a bank account after you arrive in the UK may take some time – bring enough funds with you to last for the first two weeks in Manchester. For more information on UK banking, see Arrival Guide p33.

If a Professional and Career Development Loan (PDCL) is paying your fees...

If you have applied for a PDCL, please bring your paperwork to be completed by the Registration and Fees Team at **Whitworth Hall** (campus map 50) any weekday between 9.15am-5.00pm between Monday 19 and Wednesday 28 September.

Please note that PDCL paperwork cannot be completed until the first day of the academic year, which is Monday 19 September.

If you have applied for PDCL to cover only part of your tuition fees, you will be required to pay the rest in full at registration.

At step 10, your account will be displayed, showing the tuition fee you are due to pay in the 'Student Contribution' box. It will reflect any sponsorship or School grant you have been awarded. If your sponsorship is not displayed, you can email a copy to sponsorletters@manchester.ac.uk, or fax to +44 (0)161 275 7860 **before Wednesday 31 August 2011.**

After this date you should bring a copy of your sponsorship letter to the **Precinct Centre** or **Whitworth Hall** once you arrive (see 'Key Venues').

If your employer/government/sponsor is paying your fees...

If you are a sponsored student, you need to give us details of your sponsor as soon as possible and we will invoice them for your fees. If you haven't already, you should email your sponsorship letter to sponsorletters@manchester.ac.uk, or fax to +44 (0)161 275 7860 **before Wednesday 31 August 2011.**

To find out more about what information should be included on this document, please refer to: <http://bit.ly/jyJrUD>

At step 10, your account will be displayed, showing the tuition fee you are due to pay in the 'Student Contribution' box. It will reflect any sponsorship or school grant you have been awarded.

If your sponsorship is not displayed, you should bring a copy of your sponsorship letter to the **Precinct Centre** or **Whitworth Hall** once you arrive (see Key Venues on opposite page).

Key venues

Unit 1a of the Precinct Centre (campus map 30)

1 September – 14 September
9.00am-5.00pm, Monday-Friday

Whitworth Hall Building (campus map 50)

15 September – 28 September
9.15am-5.00pm, Monday-Friday
11.00am-3.00pm, Saturday 17 and Sunday 18 September

What happens next?

Once you've successfully registered online, all you need to do when you arrive at the University is pick up your student card – see p16.

Need help?

Registration helpline

If you have any problems while registering, call our registration helpline: **+44 (0)161 306 5544**. It is open 9am-5pm, Monday to Friday throughout September, and 10.30am-4.30pm on Saturday 17 and Sunday 18 September.

Online FAQs

We have a list of registration FAQs on our 'Knowledge Base' that may answer your query – see: www.manchester.ac.uk/servicedesk

Email

Email us at selfservice@manchester.ac.uk, or use our online contact form: www.manchester.ac.uk/selfservice/contactus

Other useful email addresses:

tuitionfees@manchester.ac.uk (for general tuition fee enquiries)

sponsorletters@manchester.ac.uk

(for queries about sponsors and sending in copies of sponsor letters, if your tuition fees are being paid by a sponsor)

tuitionfeeprepayments@manchester.ac.uk

(for prepayments on tuition fees and queries)

Find out more...

About registration: <http://bit.ly/kjNZaY>

About tuition fees, including methods of payment: <http://bit.ly/md7f3V>

For additional registration information relating to international students:

See *Arrival Guide* p48

checklist:

- ☐ Register with the University by 30 September
- ☐ Arrange payment of your tuition fees

Crucial checklist 1:



Plan your journey to Manchester

We're lucky in Manchester to be conveniently located in a central, well-connected part of the UK, with plenty of transport options to get you here safely.

By air

Served by most major airlines, Manchester International Airport is conveniently situated about 10 miles south of the University. Frequent trains, bus and coach services run from the airport to the city centre and taxis are also available. Find out more on the airport's website: www.manchesterairport.co.uk

International arrivals

For details on our arrival services for students based outside the EU, including our airport pick-up service, see the Arrival Guide p30.

By train

The University is close to both Manchester Piccadilly and Oxford Road train stations. Call the 24-hour passenger information service +44 (0)8457 48 49 50, or check online: www.nationalrail.co.uk

Fare discounts

- Advance Fares are often much cheaper, if you can plan ahead: www.nationalrail.co.uk/times_fares/advance.html
- Some cheap fares on national routes are available via Megabus: <http://megabus.com/uk>
- Virgin Trains' Best Fare Finder service can offer good deals on routes linking London with the North West: www.farefinder.virgintrains.co.uk
- A 16-25 Railcard entitles you to discounts on tickets (full-time mature students are also eligible for this railcard): www.16-25railcard.co.uk

top tip

If you plan to bring your bike to University on the train, you should tell the train company in advance, to ensure it can be carried. See p36 for bike security advice.

By coach

The National Express Coach service is often cheaper than train travel and has a discount scheme for students: tel +44 (0)8717 81 81 78 www.nationalexpress.co.uk/coach

By road

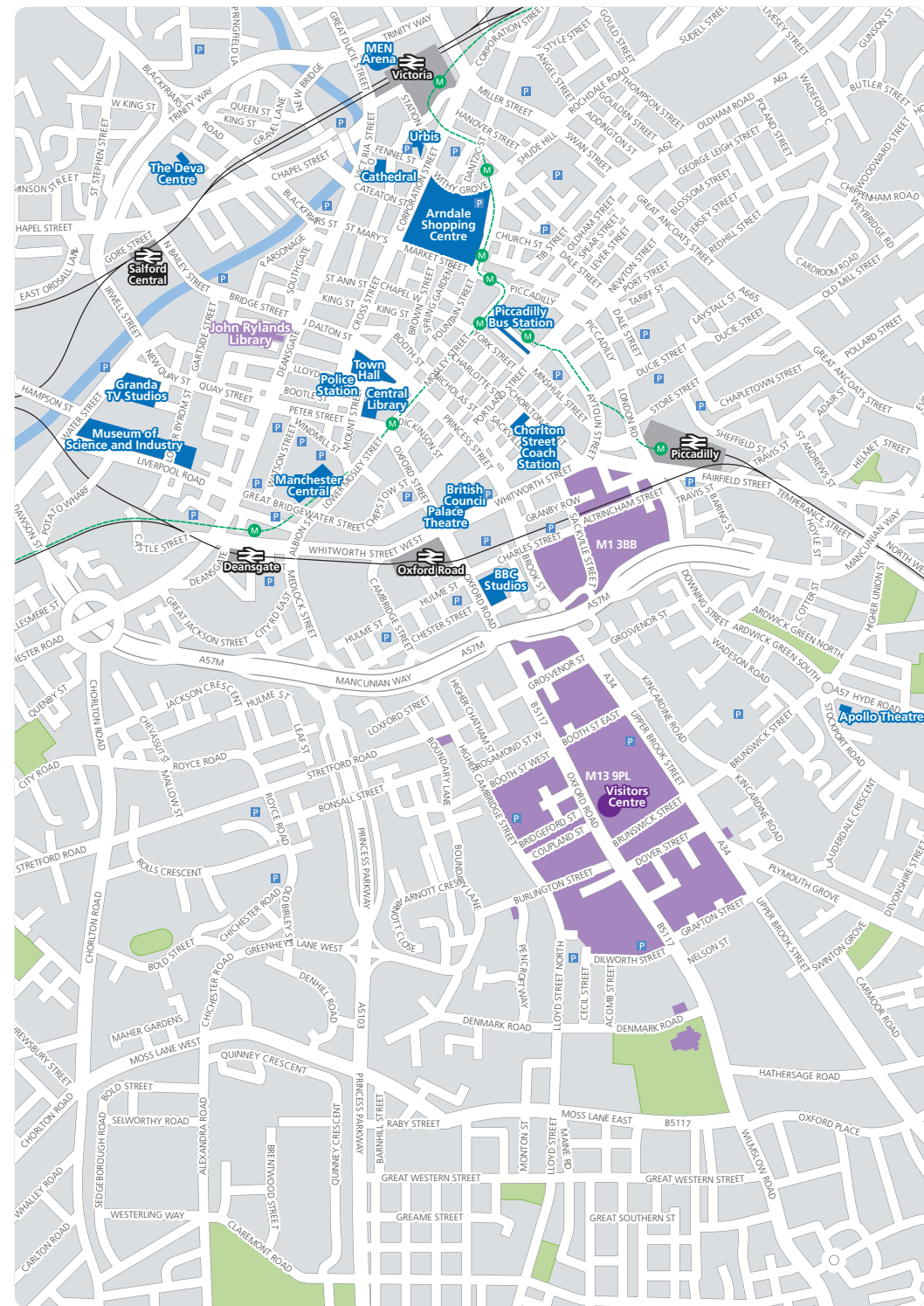
Manchester is well served by the motorway network. Use the Google Maps 'Get Directions' service to plan the best route. www.google.co.uk/maps

SatNav

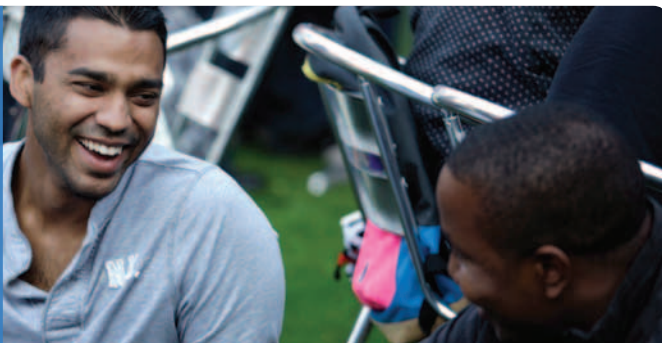
Oxford Road campus postcode: M13 9PL
Sackville Street campus postcode: M1 3BB

checklist:

☐ Plan your journey to Manchester



Crucial checklist 1:



Our research community

Are you a postgraduate research student? If so, you'll need to look out for faculty-wide events and workshops that are aimed at introducing you to the skills you will need for your research programme, bringing you together with other research students from a wide range of disciplines.

The main contact details for all four faculty research skills development teams are below - make a note of yours:

Engineering and Physical Sciences

eps-grads@manchester.ac.uk
tel +44 (0)161 306 4188
twitter.com/epsgrads
www.manchester.ac.uk/eps/grads

Humanities

humanities-training@manchester.ac.uk
tel +44 (0)161 306 1113
http://bit.ly/jpoJC5

Life Sciences

egtp@manchester.ac.uk
tel +44 (0)161 275 1110
http://bit.ly/kHcWql

Medical and Human Sciences

mhstraining@manchester.ac.uk
tel +44 (0)161 275 1454
www.manchester.ac.uk/mhs/trainingteam

Research students' blog

Take a look at the Skills Training Essentials for PGR Students Blog: <http://manchestersteps.wordpress.com>

This blog keeps postgraduate researchers updated on opportunities for skills training and other development activities.

It is also a platform for researchers to share their experiences and to voice their opinions on a range of issues, no matter what the focus on their work is, or where they are based.

checklist:

If you're a postgraduate research student...

- ☐ Note the research contact details for your Faculty
- ☐ Take a look at the PGR students' blog

Crucial checklist 2: Welcome Week

- | | |
|---|-----|
| <input type="checkbox"/> Pick up your student card | p14 |
| <input type="checkbox"/> Explore online | p15 |
| <input type="checkbox"/> Register with local health services | p16 |
| <input type="checkbox"/> Enjoy Welcome Week! | p18 |
| <input type="checkbox"/> Explore your surroundings
(getting around, campus, the Library, the SU) | p20 |
| <input type="checkbox"/> Learn more about student life | p28 |

Welcome Week is always a whirlwind of activity for our new students – and don't assume that it's just for undergraduates, as we encourage our postgraduates to get involved in all of our welcome events too, even if you were an undergraduate student here before.

Look out for events organised by your School* that will help you meet staff and students, and learn more about the School and your course; discover all the resources, services and opportunities that the University has to offer you at the student fairs; if you're new to the University, get to know your way around campus and city; and remember that there are always friendly people around ready to help and advise you – just ask.

**Some of our postgraduates are based in a Centre for Doctoral Training (CDT) rather than with a School, in which case your CDT will organise many of your welcome events – contact them for details.*

Crucial checklist 2:



Pick up your student card

Why?

Once you've registered*, you can pick up your student card, which gives you access to the University libraries and some buildings.

Where and when?

You can collect your student card from any of the locations shown.

International students

You will need to bring your passport and Identity Card for Foreign Nationals (ICFN), if one has been issued to you by the UK Border Agency, when you collect your student card.

Venue	Opening dates	Opening hours – weekdays	Opening hours – Sat 17 and Sun 18 Sept
Joule Library Map ref: 1	1-30 Sept	9.00am – 5.00pm	Sat 17: 9.00am – 6.00pm Sun 18: 1.00pm – 6.00pm
Dalton Ellis Hall	15-19 Sept	9.00am – 5.00pm	11.00am – 3.00pm
Owens Park	15-20 Sept	9.00am – 5.00pm	10.30am – 4.30pm
Precinct Shopping Centre, Unit 1A Map ref: 30	1-30 Sept	9.00am – 5.00pm	Closed – however student cards may be obtained from the Whitworth Hall between 11.00am – 3.00pm

checklist:



Pick up your student card

*Not registered yet? See p6.



Explore online

Internet in halls

Students living in University halls of residence – and in some privately managed halls – can join our Hornet Internet Service. This enables you to access the internet via the network socket in your bedroom and to access resources such as Blackboard, our online learning environment, and eProg, an invaluable work management tool for research students. Hornet users receive dedicated support from a team of staff living in halls – and setting up the service is usually quick and easy.

You will need:

1. Your username and password, supplied during IT Sign-Up (see p5)
2. A suitable computer and network cable – for more details, see: <http://hornet.manchester.ac.uk>

Online health and safety course

We want to make sure that all our students stay safe during their studies. This is why we ask you to take a short online health and safety course. Please do this in your first couple of weeks on campus – you should allow one hour to complete it. If you have any queries or problems completing it, contact your School. The course will be available on Blackboard, which can be accessed via:

www.portal.manchester.ac.uk

top tip

Don't be a sitting duck! Make sure your computer is secure and keep your personal details safe by following our five-step security plan: <http://bit.ly/jRbfae>

checklist:



Get online in your hall



Take the online H&S course

Crucial checklist 2:



Register with local health services

We want you to stay fit and healthy while you're with us, so make sure you can access local health services by registering with them as soon as possible.

Doctor

We do not have a doctor's service at the University, so you must register with a local doctor to receive NHS treatment in Manchester.

Finding a doctor

Lists of local doctors are available from:

- Local post offices
- Occupational Health Services (see p4)
- The Students' Union Advice Centre*
- NHS Choices website – use your term-time address postcode to search: www.nhs.uk

International students

You, your spouse and your children (but not visiting relatives) may be entitled to free medical health care if you register with a local doctor. See Arrival Guide p53.

Dentist

We encourage you to register with a local NHS dentist, so you can access treatment for a small fixed charge. Find one online:

www.nhs.uk/servicedirectories

Free emergency treatment is available from the University Dental Hospital, or you can contact the 24-hour emergency dental hotline: 0845 601 859.

www.cmft.nhs.uk/dental.aspx

top tip

You might be able to save money on the cost of National Health Service (NHS) charges under the NHS Low Income Scheme. Complete the NHS form HC1 to apply, available from Jobcentre Plus offices, NHS hospitals, or by contacting the Department of Health on 0845 610 1112. Your doctor, dentist, or optician may have one, too.

Optician

It's a good idea to get your eyes tested regularly. You can choose any local optician you like – shop around to find the best deals.

There is one based in the Students' Union on Oxford Road:

www.university-vision-manchester.co.uk

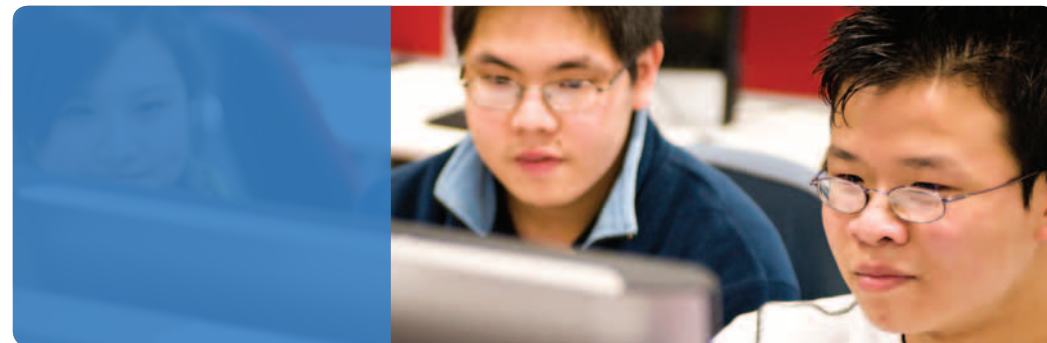
The University's Vision Centre also offers a range of services, including eye tests, glasses and contact lenses:

www.manchester.ac.uk/visioncentre

*See 'Student support' p40-43

checklist:

- ☐ Register with a local doctor
- ☐ Register with a local dentist
- ☐ Find a local optician



Your notes

A large, blank, lined area for taking notes, with horizontal lines and a vertical margin line on the left.

Welcome Week 11

umsu
UNIVERSITY OF MANCHESTER
STUDENTS' UNION

A whole host of events and activities, book-ended by two incredible nights at the University of Manchester Student's Union.

LAUNCH FROM 9PM

Sunday **18th** September

Don't waste your time tredding around the city. For the first time ever, the best student club nights in Manchester do battle, all in one place.

WELCOME PARTY FROM 9PM

Saturday **24th** September

TOUCHDOWN, easily the biggest party of Welcome Week. Top acts will be appearing in all our venues, featuring one of the countries best DJs, Radio 1's Zane Lowe!

Head to www.umsu.manchester.ac.uk for full info and to get your tickets

All through Welcome Week we will have events from our societies including:

Film nights ★ Debates ★ Campaign sessions ★ Dance classes

Plus the Student Fair will be running from 10am Tuesday - Thursday, so you can sign up to societies, sports clubs and get amazing deals and freebies. We are also working together with many of the Halls of Residence to bring you the best Manchester has to offer!

Check our website www.umsu.manchester.ac.uk for full details

TOUCHDOWN

SATURDAY 24TH SEPTEMBER

FEATURING RADIO 1 SUPERSTAR DJ **ZANE LOWE**



THE BEST IN DRUM N BASS, DUBSTEP, RNB, DANCE, INDE POP AND ROCK
TURNING THE UNION BUILDING IN TO ONE MASSIVE SUPER-CLUB

★ FULL LINE UP WILL BE CONFIRMED ON OUR WEBSITE ★

39,000
STUDENTS
ONLY 4,000
TICKETS

DON'T MISS OUT!

VISIT WWW.UMSU-MANCHESTER.AC.UK
TO GET YOUR TICKETS **NOW**

Crucial checklist 2:

If you're new to the University, don't worry – you'll soon get the hang of the University campus, which is based around two main sites on Sackville Street and Oxford Road. Start at the Visitors' Centre in University Place on Oxford Road (see p22) – pick up a campus map here, if you don't already have one, and start exploring.

City guide

To help you find out about and explore the city of Manchester, pick up a copy of 'Uncovered' from the Students' Union (campus map 68) – a comprehensive guide to our exciting city for students, by students. Also see the Crucial Guide Live at www.studentnet.manchester.ac.uk/crucial-guide

Explore your surroundings: Getting around

Cycling*

A popular cheap and healthy transport option for many students – the area around the University is very flat, there are cycle lanes around campus and plenty of cycle parking is available. There are also plenty of bike shops close to campus for accessories and repairs.

Buses/trains

Many local timetables are available in the Student Advice Centre in the Students' Union. You can also get detailed route, fare and timetable information – including details on discounted bus passes for students – from the Greater Manchester Passenger Transport Executive (GMPT):
tel: +44 (0)871 200 2233
www.gmpte.com

Free 'Metroshuttle' buses run on three different routes around the city centre, connecting many central train stations, shopping areas and landmarks. Details, routes and timetables are available online:
www.gmpte.com/buses/metroshuttle.cfm

The 147 bus service runs between the campus and Piccadilly train station. There is a 'free zone' for students on this bus route (see top tip), outside which you pay a flat fee of 80p. Find out more:
<http://bit.ly/kj1C85>

Trams

Metrolink trams link Manchester city centre with Salford, Eccles, Altrincham and Bury – with further links currently under construction. Find out more:
www.metrolink.co.uk

Taxis

Sharing taxis can be a cost-efficient way of getting around, especially on a night out. Always use black cabs, or a reputable minicab firm. Booking in advance should mean less queuing at taxi ranks in the city centre.

Private vehicles

We advise against bringing a car to University – parking on campus is both extremely limited and expensive, and the routes most commonly travelled by students are well covered by public transport.

International students

An orientation services is available for you on arrival – see Arrival Guide p31.

Need disabled parking?

If you are a blue badge holder, bring it to the University car parking office for a free permit for University-owned car parks and a designated parking space near to where you study. The Disability Support Office (DSO) can help you to arrange this. Access is not guaranteed if you don't have the blue badge, but help may still be available – contact the DSO:
www.manchester.ac.uk/dso

*See our section on 'Staying safe' for advice on keeping your bicycle secure – p36.

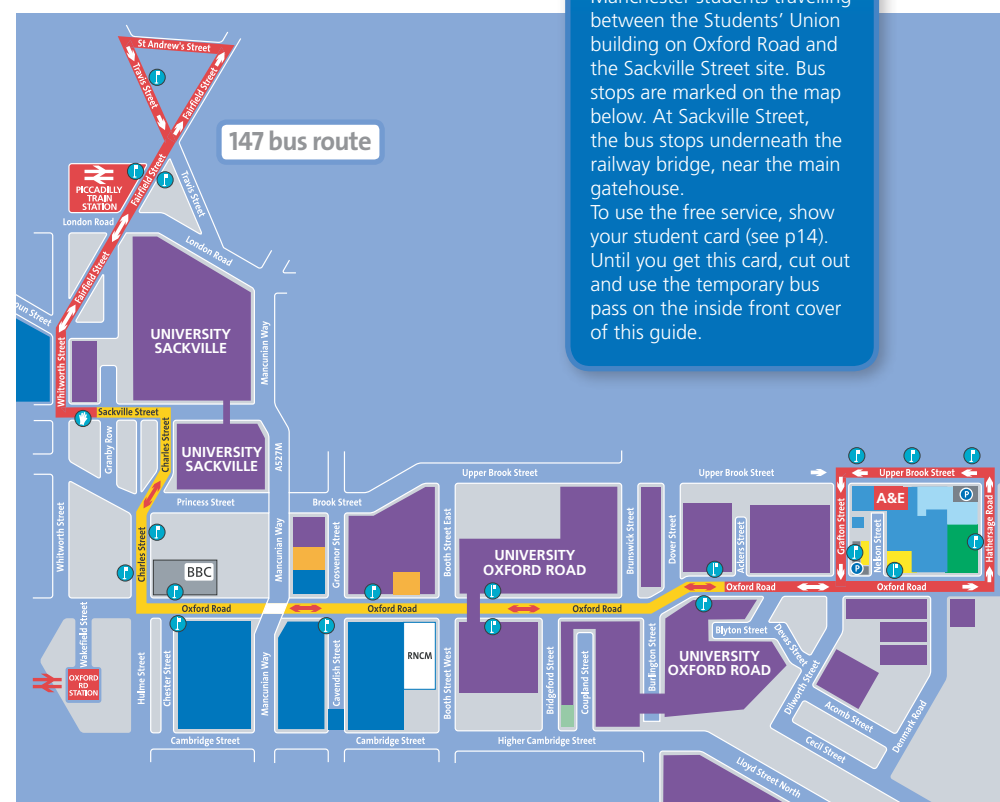
checklist:

- ☐ Get a campus map and stroll around
- ☐ Use your free 147 bus pass for Welcome Week – see inner front cover
- ☐ Pick up **Uncovered** from the SU



top tip

The 147 Oxford Road link bus is free to University of Manchester students travelling between the Students' Union building on Oxford Road and the Sackville Street site. Bus stops are marked on the map below. At Sackville Street, the bus stops underneath the railway bridge, near the main gatehouse. To use the free service, show your student card (see p14). Until you get this card, cut out and use the temporary bus pass on the inside front cover of this guide.





Explore your surroundings: Campus



University Place

A focal point at the heart of the University campus, this modern building is home to the main Refectory, a cafe, shop and the Visitors' Centre (campus map 37).



Student Services Centre

Located on the street leading to the Main Library, the Student Services Centre (SSC) (campus map 57) is a central point for information and advice. It provides a wide range of services, and is the place to go for help with any practical matters of university life.



The Manchester Museum

The University's museum has a historic focus on natural history, features many changing exhibitions and is a real asset for many humanities and science students. Open to the general public, it's free to visit.

www.manchester.ac.uk/museum



Main Library

You'll soon become familiar with the University's Main Library (campus map 55), with its vast range of printed and electronic resources (see p24). Not to be confused with the historic and famous John Rylands Library Deansgate, in the centre of Manchester, which houses Special Collections – also well worth a visit.



The University Precinct Centre

Containing cafés and sandwich shops, a bookshop, newsagents, convenience store, hairdressers, waxing salon and banks – this student-focused shopping centre is worth investigating (campus map 30).



The Martin Harris Centre for Music and Drama

Part of the School of Arts, Histories and Cultures, this centre hosts diverse arts events spanning music, drama, literature and dance, which all students may attend and enjoy.

www.manchester.ac.uk/martinharriscentre



Food and drink on campus

Feeling peckish? Whether you want a substantial meal, a snack to go, or somewhere to sit and relax with a coffee and cake, you'll find a place suitable to eat and drink on campus.

top tip

Reduce your impact on the environment and buy a University HugMug – a reusable cup for hot drinks or soup, available at all University-run cafés. It reduces waste, saves you 15p on every drink or soup and can get you further savings via promotions throughout the year.

University venues

Our FoodOnCampus service operates a host of restaurants and cafes across campus, catering for all dietary requirements and is proud to boast Fairtrade status for its ethically sourced products.

For quick and tasty, hot international cuisine, go to **Eats Restaurant** in University Place: the largest eatery on campus with a specials menu that changes daily – and a chef in action on the wok, making noodles to order.

top tip

Recycle! We've got recycling facilities across campus, including in all our cafés, shops, libraries and many academic buildings and halls of residence. Sustainability means a lot to us – please do your bit to help.
<http://bit.ly/lpxkFK>

Hot-topped salads and freshly made pizza are the specialities in **Potter's**, in the Simon building (campus map 59). A bustling atmosphere and comfy sofas make it the ideal place to grab food with friends, or cosy up with a coffee.

Rock Café in the Renold Building (campus map 8) has comfy seating, board games and music, as well as a good selection of hot and cold food and one of the best breakfasts on campus.

You'll also find more than 30 great value coffee shops and cafes in buildings across campus, ensuring you're never far from a hot drink or snack.

Find out more about University-run eateries, including food promotions, location maps, our ethical food policies, and more:
www.manchester.ac.uk/foodoncampus

Other eateries on campus

Run independently of the University catering services, but handily based on or near campus, are:

Christie's Bistro – housed in the University's impressive Christie Building:
www.chancellorshotel.co.uk/christies

Couture at The Manchester Museum:
www.couturemanchester.com

The Gallery Café at the Whitworth Art Gallery:
www.themoderncaterer.co.uk

Herbi Vores – handy vegetarian café underneath The Burlington Rooms, by the Main Library.

Source at Owens Park Hall of Residence, Fallowfield

Various Students' Union bars and cafes:
www.umsu.manchester.ac.uk/services/bars_and_cafes

For student recommendations of other places to eat around campus, pick up a copy of **'Uncovered'** from the Students' Union (campus map 68).

checklist:

Discover what food promotions are available on campus:
<http://bit.ly/jHeEY2>

Explore your surroundings: Discover the Library

The John Rylands University Library (JRUL) is recognised as one of the UK's largest and finest academic libraries. We offer a huge range of resources, both printed and electronic, with friendly and helpful staff at each of our libraries to get you started.

JRUL has nine libraries across campus, plus one in the city centre. The Main Library is the most heavily used, and has the largest collection of books. Depending on your subject area, you may use some of our smaller site libraries – this will be explained during your induction.

The Library provides excellent support to research students, offering a high quality skills programme specifically aimed at their needs. The programme delivers access to resource documentation in an electronic format, face-to-face training and the option of one-to-one advice via discipline specialists.

Visit our dedicated researchers' website: <http://bit.ly/gQGQzW>

top tip

Don't forget your student card, which doubles as your Library card, and which you will need to enter libraries, borrow books and use the photocopiers. See p14.

Getting to know the Library

Browse the website: Here you can find video tours, 'how to' guides, powerful search tools, access to online reading lists, subject pages and full details of all the Library's wide range of services: www.manchester.ac.uk/library

Talk to staff: Library staff are on-hand to offer help and advice on all Library services – ask them any questions you have.

Borrowing books

How to borrow

Use the 'Library Search' function on the Library website or student portal to locate items. If a book is already out on loan, you can reserve it, using the 'Reserve This Item' option. Use the self-service facilities in the Library to borrow and return your books.

Loan periods

Normal loans are for four weeks. Shorter loan periods range from seven days to three hours for books in very high demand. If someone else reserves a book you have on loan, the Library may recall it by sending you an email.

Renewals

Unless they are recalled, you can renew your loans at any time up to and including the day they are due back, either online, by phone or by coming into the Library.

Fines

Avoid fines by returning or renewing books in good time. Fines for late returns range from 20p per day to 50p per hour. You can pay fines in a number of ways, including online.

<http://bit.ly/kf51TS>

Making requests

If we don't have what you need, we may be able to borrow it from elsewhere for you. There is a small charge of £2 per item.

<http://bit.ly/mGKa9R>

Find your PIN

Your library PIN will allow you to use a number of Library services securely. To find out or change your PIN, visit www.portal.manchester.ac.uk and go to the Library section, or ask a member of staff.

Searching for journal articles

You can access articles from over 41,000 different publications. A special guide has been written to help you find what you need: <http://bit.ly/kfvLzX>

Printing/photocopying

You can print from any computer in any of the libraries. Prices vary according to size and quality. See IT Services, p38-9.

Your student card also acts as your photocopying card – but it needs to be encoded before it will work. This can be done at all libraries on campus. You can then use the credit-loading machines to put credit onto your card:

<http://bit.ly/IE9D5I>

"If only I'd known..."

"... to find out who my subject librarian was. I could've contacted them when I had some library questions."

"... the Library is open 24/7 during exams."

"... the Library has many zones for different purposes – eg silent zones, social zones."

"... to take advantage of the online library resources, especially when the actual Library is very busy."

Contact us

John Rylands University Library
Oxford Road, Manchester M13 9PP
tel +44 (0)161 275 3751
www.manchester.ac.uk/library
Campus map 55

checklist:

- ☐ Familiarise yourself with the Main Library
- ☐ Encode your student card for photocopying
- ☐ Buy credit for photocopying /printing

top tip

You can opt to receive text alerts to tell you when reserved and requested items are ready to collect. Visit the Library section at www.portal.manchester.ac.uk to activate this service.

Crucial checklist 2:

Explore your surroundings: Discover the Students' Union

What is the SU?

The Students' Union is an organisation run by students to provide representation, support, activities and campaigns for the student body of the University. The Students' Union building is the social hub on campus, with spaces to relax, eat, drink and engage in many activities and events to have fun, help improve the community and enrich your CV.

The SU aims to make sure that all students get the most out of their time at university, by being inclusive in everything it does, and taking your voice to the University at every level. Students make the decisions, run the societies, plan events and even pull the pints; you are at the core of everything the SU does.

Societies and activities

Getting involved in some Students' Union activities is a great way to meet people with similar interests to you, try something new, or impress an employer with extra-curricular achievements on your postgraduate CV. From social to sporty, political to cultural, campaigns to media, there is a massive range available – and you can always set up something new.

Into volunteering or fundraising? Join Student Action or RAG. Love media? Join The Mancunion,

FuseFM, or FuseTV. Interested in helping to organise the biggest student festival in Europe? Get involved with the Pangaea planning team. For all this and more, make sure you attend the Student Fair in the Union during Welcome Week (see p18-19), and check out our website for a full list of activities: www.umsu.manchester.ac.uk/activities

The Burlington Society

The Burlington Society is run for mature and postgraduate and mature students from both this University and other neighbouring academic institutions, with associate membership also open to University staff. There's a bar, common room, function room and a tasty vegetarian café. Numerous social events and support services run throughout the year and you can attend one of the society's famous Welcome Parties at the start of each term.

Contact:

The Burlington Society
The Burlington Rooms
Schunck Building
Campus map 56
tel +44 (0)161 275 2392
burlington.society@manchester.ac.uk
www.manchester.ac.uk/burlington

Entertainment and leisure

- A brand-new café and recently refurbished bars, serving hot and cold drinks, snacks, meals and salads in a relaxed and friendly environment
- The Manchester Academy – four live music venues with the hottest music from the UK and around the world, and no booking fee from the box office
- Shops for stationery, snacks, newspapers; a hairdressers, opticians, bank and more
- Run your own events and club nights from world-class venues

Run by students, representing students

The Students' Union is a democratic organisation where students make all the big decisions. Elections for key representatives run every year, and Union policy is set at regular open meetings and online. www.umsu.manchester.ac.uk/representation

The SU also offers a wide range of student advice and support services, including course representatives, the Students' Union Advice Centre and a peer support centre. See Student Support p40-43.

SU officers

Postgrad & Mature	Sarah Kerton	postgrad@umsu.manchester.ac.uk
Academic Affairs	Mo Saqib	academic@umsu.manchester.ac.uk
Campaigns	Amanda Walters	campaigns@umsu.manchester.ac.uk
Communications	Jeremy Buck	communications@umsu.manchester.ac.uk
EPS Faculty	Ghalia Albarzai	engineering@umsu.manchester.ac.uk
General Secretary	Letty Newton	gensec@umsu.manchester.ac.uk
Humanities Faculty	Nick Pringle	humanities@umsu.manchester.ac.uk
Life Sciences Faculty	Luke Newton	lifesciences@umsu.manchester.ac.uk
MHS Faculty	Markus Arnold	medical@umsu.manchester.ac.uk
Student Activities	Amaya Dent	activities@umsu.manchester.ac.uk
The Mancunion	Nick Renaud-Komiya	editor@mancunion.com
Welfare	Hannah Paterson	advice@umsu.manchester.ac.uk
Women's	Sylvia Barnett	womens@umsu.manchester.ac.uk

"If only I'd known..."

"... if you've got a hobby, there's probably a society for it, where you can meet people who share the same interests as you."

"... you can look at the Academy's online calendar to see who's playing – lots of very cheap and good gigs."

"... I could use the website to sign up for societies after Welcome Week."

Contact us

Barnes Wallis Building
Sackville Street, Manchester
M60 1QD

Steve Biko Building
Oxford Road, Manchester M13 9PR

tel +44 (0)161 275 2930
www.umsu.manchester.ac.uk
Campus map 68 and 9

checklist:

- ☐ Attend the Student Fair
- ☐ Join a student society:
www.umsu.manchester.ac.uk/societies
- ☐ Get your ticket to the Welcome Party
www.umsu.manchester.ac.uk/WelcomeParty
- ☐ Grab a copy of The Mancunion and tune in to FuseFM
www.mancunion.com / www.fusefm.co.uk
- ☐ Attend a Union meeting





Learn more about student life



Joseph Akinagbe,
From: Lagos, Nigeria

"On the basis of my extra-curricular activities alone, coming to the UK and studying at Manchester has been worth it; the skills I have picked up are unquantifiable.

"I have been elected onto the Students' Union executive as the International Students' Officer – my proudest moment at Manchester to date. I was President of Manchester Entrepreneurs, a community of future business leaders, and a student representative coordinator.



Kat Pugh,
From: London, England

"A good degree from Manchester makes you a very employable graduate; however, in a competitive work industry, it's the skills you develop at university – running a society, taking part in an organisation that supports an industry you are applying to – that are important. Studying at Manchester provides you with opportunities that will help you stand out from the rest.

"I've used the Careers Service for getting part-time jobs (see p46), advice on internships and voluntary work, advice on the area of work I wish to enter, and Manchester Gold Mentoring (where they partner you with a relevant career mentor).

"If only I'd known..."

"... cycling into uni is much faster than the bus in the morning."

"... about the Curry Mile in Rusholme!"

"... how important internships and other involvement in extra-curricular activities are."

"... classes at the Armitage Centre are drop-in, so you don't have to pay for the whole semester."

"... you can experience down days."

Crucial features: student life

Studying at the University	p30
Sport and fitness	p32
Money matters	p36
Staying safe	p38
IT services	p34
Student support	p40
If things go wrong	p44

If you've already completed undergraduate studies, you'll be familiar with the quirks and features of student life that make it so unlike any other working, home, or cultural environment. Some features are, however, unique to Manchester, and indeed to the postgraduate experience.

Learn all the facts, advice and sources of support available to guide you successfully through every aspect of your postgraduate student life...



Studying at the University

What's it like to be a postgraduate student?

If you have taken an undergraduate degree, you will already have developed some of the skills needed for successful postgraduate study. There are, however, some notable differences.

Postgraduate study is often likened to having a full-time job, with regular deadlines, different responsibilities and the need for good organisational and time management skills. You may also find you can only take short breaks, due to your workload.

Postgraduate study tends to become a full-time activity for the whole year. Compared to undergraduates, you will have to take more responsibility for organising your time. You may also have different types of assessed work.

On a postgraduate taught course you study set modules. Progress is assessed through a combination of essays, projects and exams.

Where undergraduate students have timetables, as a postgraduate student you will probably have less formally programmed activities and more time for reading and individual work. You will need to be happy to work independently on your own assignments or projects.

How can I prepare?

One of the best ways of preparing for the months ahead is to talk with those who have had experience of being a postgraduate student – friends, family, colleagues at work, etc, who have studied for a postgraduate degree.

You may also be interested to read the experiences of a current Manchester postgraduate student, who has blogged about her time here: <http://manchesterpgstudentblogs.wordpress.com>

Interesting articles and further blogs are also available on the UK-based Postgrad.com website: www.postgrad.com

You also need to be prepared for some more personal challenges. For example, you need to be confident that you have or can earn enough to finish your programme without having to worry too much about money, and without having to work such long hours for money that it risks damaging your studies. See 'Money Matters' for budgeting advice (p34) and 'Find a part-time job' for support with finding part-time employment (p46).

Research skills training

We are committed to providing postgraduate researchers with the environment and support that allow exceptionally high quality research to flourish.

Each Faculty offers comprehensive skills-training programmes that help make you more employable at the end of your research degree – contact your Faculty for more information or have a look at the STEPS blog at <http://manchestersteps.wordpress.com>



Code of Practice for Postgraduate Research Degrees

This is the central reference document for policies, procedures and good practice at the University. It defines the minimum requirements for postgraduate research through full-time and part-time modes of study.

It has been designed to ensure a high quality framework is implemented and maintained consistently across the University.

The document sets out the responsibilities of the University, faculties, schools and supervisors so that students know what they can expect from the University. In return, it details the responsibilities of research students so that students know what the University expects of them.

The code is an evolving document that will grow in line with national and international developments in graduate education and with the ever increasing levels of best practice in postgraduate research at the University.

If you're taking a research degree, you should make sure you read the code before starting your studies. Students are encouraged to become actively involved in improving and extending the code. See <http://bit.ly/kQ9ZMc> for more details.

top tip

Publications in your subject area

Current awareness is the process of keeping up-to-date with your particular subject or research interest by receiving new and relevant information as it is published or becomes available. You can receive this information to your email – see <http://bit.ly/kfNRnm> for more information on setting up this service.

"If only I'd known..."

"... you need to manage your time efficiently and enjoy not only study, but also many kinds of social activities."

"... there are loads of sporting events, comedy venues, theatre venues and club nights that cater for everyone. There's no better incentive to studying hard in the week than the thought of a good night out at the weekend."

Problems?

Your tutor, supervisor, or course director should be your first point of contact for any problems you might have – however, plenty more sources of support are open to you. See *Student Support* p40-43.



Sport and fitness

An active body aids an active brain – so all the sports and fitness activities, clubs, facilities and opportunities that the University has to offer can help you to excel in more ways than one. We advise you to take part in some form of physical exercise at least three times a week. Don't worry if you're not 'sporty', as our wellbeing programmes offer something for everyone – and there's a social aspect to our clubs, too.

University clubs and leagues

If your focus is on fun with a little competition thrown in, our new **Halls Sport** programme and **Campus Leagues** are ideal for beginners and those who want to play recreationally. The next step is one of our 42 **Athletic Union** clubs, in which you can compete more seriously, representing the University against other institutions. All abilities are welcome; it's enthusiasm that counts.

Fitness/wellbeing classes

We run a wide range of health, fitness and wellbeing classes every week, ranging from high-energy aerobics, kickboxing and circuit training, to more relaxing yoga, pilates and tai chi. Book online: www.manchester.ac.uk/sport/health-and-fitness

Support for serious athletes

High performance athletes in all sports may be eligible for additional support. This could range from financial contributions towards competition expenses, to one-on-one strength and conditioning sessions with our in-house expert. To find out more, contact our Sport Development Manager: imogen.williams@manchester.ac.uk / tel +44 (0)161 275 5304.

University facilities

Armitage Site: The University's 'home of sport' in the heart of the student community in Fallowfield. Includes a sports hall, multi-activity rooms, squash courts, grass pitches, five-a-side pitches, cricket pitches and two floodlit, international standard, artificial turf pitches. The fitness gym has also just been extended and refurbished with brand new equipment.

Sugden Centre: Based on campus, just off Oxford Road. Offers excellent value for money on gym memberships, fitness classes, sports halls, squash courts and five-a-side pitches.

Manchester Aquatics Centre: The University is a partner in this centre, which boasts two Olympic-sized (50m) swimming pools, as well as gym facilities and fitness classes. Find out more: <http://bit.ly/lu0ZIC>



City facilities

The 2002 Commonwealth Games legacy lives on in the excellent sports facilities that Manchester has to offer. These include: Manchester Velodrome (www.nationalcyclingcentre.com), Manchester Tennis and Football Centre at City of Manchester Stadium, National Squash Centre and Regional Athletics Centre (www.manchestersportandleisure.org). Chill Factore snow centre (www.chillfactore.com) and Salford Watersports Centre (www.salford.gov.uk/watersportscentre) are also nearby.

Volunteering opportunities in sports

Get involved with the local community while gaining valuable life skills in a fun, sporting environment with our **Sports Volunteer Scheme**. We offer placements with local sports clubs and host many events that need support from volunteers. You could be a coach, perhaps gaining coaching accreditations, or a referee, event organiser, cheerleader – even our lucky mascot, the Purple Bug!

Manchester sporting achievements

The University of Manchester is regularly seen as one of the top ten Universities for Sport. In 2009-10, we ranked 9th in the British Universities and Colleges Sport leagues and championships.

Earlier this year, the captain of the University's Football Club, Matt Smith, was selected for the England C squad for a major tournament and for the GB squad at the World University Games.

And at the London 2012 Olympics, watch out for two names: Mike Rock (swimming) and Hannah Lawrence (fencing) – they were both supported by sports scholarships during their recent studies at the University.

Contact us

SPORT – Head Office
William Kay House, 333 Oxford Road, Manchester M13 9PG
tel +44 (0)161 275 6991

uniman.sport@manchester.ac.uk
www.manchester.ac.uk/sport
Campus map 69

top tip

Be inspired – come to the Sport and Activity Fair during Welcome Week to find out everything you need to know about joining one of our Athletic Union or Campus Sport teams. See *Welcome Week p18-19*.



Money matters

Budgeting

Don't let money worries spoil your time as a postgraduate student. Work out a sensible budget before the year starts and, if you have a shortfall, think about a part-time job. The University Careers Service can help you with this – see p46.

See the tables opposite for a basic breakdown of costs for a postgraduate student for the academic year 2011-12. As well as money for tuition fees, a single student is advised to have the amounts suggested here to cover food, accommodation and basic transport. If you bring your family, you must have at least 50% more available.

International students

For lots more financial advice dedicated to the needs of students from outside the EU, see your Arrival Guide p32-41.

Potential sources of funding

The University offers significant funding for all types of postgraduate courses - taught, research and doctorate - and for students from the UK and all over the world, every year. Detailed information, including a searchable database, is available online: www.manchester.ac.uk/pg/funding

For information about postgraduate funding opportunities that are specific to your subject area, contact your School, Centre for Doctoral Training, or Faculty.

Access to Learning Fund (UK students only)

The University's Access to Learning Fund (ALF) is designed to help UK students who need extra financial support because they have higher than expected costs, such as single parents, or because they encounter an unexpected financial emergency, such as experiencing a burglary. Find out more: <http://bit.ly/kJzx3h>

Professional and Career Development Loans

If you are taking a vocational course and cannot secure alternative funding, you may be eligible for a Professional and Career Development Loan. For details, contact the Learning and Skills Council: tel +44 (0)800 585 505

Sources of financial advice

The University's Student Services Centre and the **Students' Union Advice Centre** are both useful sources of financial support and advice. See *Student Support* p40-43.



Typical expenditure for 2011-2012*

Accommodation – self-catering	£5,450
Meals (based on a budget of £35 per week)	£1,820
Books and stationery	£480
Clothes (including warm clothing and footwear)	£480
Local transport	£650
Other general living expenses (eg photocopying and printing, laundry, phone calls, consumables, entertainment, sports, cooking equipment, etc)	£1,800
Total	£10,680

* NB These figures are based on 52 weeks and are only intended as a guide – all students have different needs, priorities and entitlements. Please note that course fees are also excluded from these figures.

top tip

Try the Brightside-UNIAID student calculators for help in planning your budget:

www.studentcalculator.org.uk

www.studentcalculator.org.uk/international

"If only I'd known..."

"... to get loads of discount vouchers and use my student/ NUS card in restaurants."

"... Primark is the place for shopping."

"... Primark is the place for shopping."

"... the 147 bus is a free service between north and main campus."

"... to get a Unirider bus pass – it will save you a fortune."

"... the AMC cinema is cheaper than the Printworks."

"... New Scientist is £1 cheaper in the Student's Union."

"... there are plenty of services that are there to support you if money issues get too much."

Staying safe

Personal safety

Some students who are new to Manchester may feel nervous about their safety in the big city. However, we have a team of security staff on the campus – and taking a few simple, sensible precautions on your part can help to keep you safe and secure.

Crimes that can affect students on campus are dealt with in this section, but for lots more useful safety advice for your life in Manchester, see:

www.manchester.gov.uk/StudentSafety

Halls of residence

If you're staying in University accommodation, you will be given advice on safety and security when you arrive. In every residence a team of wardens and tutors work throughout the evenings, nights and weekends.

There are some simple steps you can take to keep yourself and others safe:

- Don't hold the door open for people when you come in and out
- Lock your door when not in your room and at night when you are sleeping
- If you are at all concerned about someone or something, contact security

Cycle security

Avoid poor quality cable locks or old D-locks that

can be easily cut through with bolt cutters. Many cycle lock companies grade the safety of their locks (eg gold, silver and bronze) – invest wisely! Some suppliers are listed on a Home Office recognised website: www.soldsecure.com

Use/buy 'lockable' fixtures to protect your bike wheels and seat instead of quick-release fittings.

Don't assume your rickety old bike is safe – thieves go for all makes, models and conditions.

Bike marking

If your bike is lost or stolen, you're unlikely to see it again unless it is on a database to which the Police have access, as otherwise they won't be able to identify you as the rightful owner if they recover it.

The University offers a free bike marking service to all students, in which:

- A unique serial number is etched onto the frame in a highly visible location



- Your personal/cycle details are recorded and entered onto a University database to enable our security officers to check them
- The information is also entered onto the national property database www.immobilise.com, which the Police check when they recover missing property

Check online (see below) for details of forthcoming 'crime reduction' events where your bike can be marked.



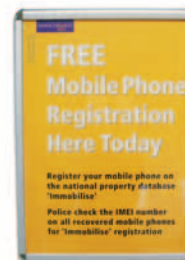
The crime reduction 'zoom flag' indicates that bike marking is taking place at an event.

Mobile phone registration

Your mobile phone should also be on a database to which the Police have access. The University marks and registers mobile phones at our many crime reduction events, in which:

- Your phone is covertly marked with ultraviolet pen
- Owner/phone details are recorded, including the IMEI number, which can be used to block your phone if stolen and can help the police to find it (dial *#06# into your handset for its IMEI number)
- Relevant information is entered onto the 'Immobilise' database

Check online (see below) for details of forthcoming 'crime reduction' events where your phone can be registered.



The crime reduction 'A board' indicates that phone registration is taking place at an event.

Insecurity thefts

Leave your property lying around unsupervised even for a moment and a thief may walk off with it. This can happen in libraries, computer clusters, cafés, bars, lecture theatres, offices, outdoor seating areas and other locations. Particularly attractive to opportunist thieves are laptops, mobile phones, cameras and handbags.

By simply looking after your valuables, you will save yourself the hassle of cancelling credit cards, paying for replacement keys, losing essays, etc. Take the item with you, or make sure someone you know is looking after your property until you return. **Do not** ask someone you don't know to do this, as they may not be around when you get back.

You can self-register any valuable property on www.immobilise.com free of charge. This will help the police return lost or stolen items.

Find out more...

Check online for forthcoming crime reduction events, update and advice: <http://bit.ly/IzdJK9>

To report a crime:
tel +44 (0)161 872 5050

In an emergency:
999 (for Emergency Services)

+44 (0)161 306 9966
(for University Security)

For advice and enquiries:

Greater Manchester Police officers run a drop-in surgery in the University's Dover Street Building (campus map 70) on Thursdays 4-6pm. They can also be contacted at all other times, including during vacations, via phone or email: tel +44 (0)161 856 4466 (Greenheys Police Station), email B4.npt@gmp.police.uk. Alternatively, contact the **Students' Union Advice Centre** (see p40-43).

top tip

You should insure your personal property against loss or theft. Shop around – Endsleigh Insurance has an office in the Students' Union, but banks and other insurance agents also offer deals. If you're living in halls of residence, check to see if insurance is included in your accommodation fees. You might also be able to cover your belongings more cheaply by extending your family's current household insurance.

IT services

Once you set up your student IT account (see p5), you will receive a unique username and password. These allow you to access our wide range of IT facilities and services across campus, and our online learning environment, Blackboard.

Your student IT account

All students have a secure file storage space on the University network – known as your ‘P-drive’ – where you can save files and backup your work. You can access this from any University PC you log into (look for the ‘My Documents’ folder), or from any computer with an internet connection via the student portal (see below).

You also have your own **University email account**. Check this regularly, as the University will use it to email important information to you. Most students use Outlook Live, allowing you to access your emails anywhere online, and also access an additional 25GB of free, online storage through Microsoft SkyDrive. This is a useful area for saving non-academic files, to avoid filling up your P-drive too quickly.

Find out more:
www.manchester.ac.uk/itservices/studentmail

Online student resources

The student portal gives you quick and easy access to various University services, including your email, your personal file storage space, your P-drive, University news and calendars, and Blackboard (see below). You need your username and password to log into the portal. www.manchester.ac.uk/portal

Blackboard is the University’s virtual learning environment, which you can access via the student portal from anywhere with an internet connection. You can find course materials, submit coursework and communicate with your lecturers and fellow students online.

University computers

More than 3,000 PCs across campus, and in some halls of residence, are available for you to use. Many have extended opening hours, including at weekends. These link directly to the high-speed campus network, giving you access to the student portal, standard University software, the internet and printing services.

To find your nearest PC cluster, look out for the PC cluster icon on the campus map, or visit: www.manchester.ac.uk/itservices/pc



IT access for all

If you have a disability, the University has specialist hardware and software to suit particular needs, as well as the option of a customised desktop. Find out more: www.manchester.ac.uk/itservices/accessibility

Personal computers

Connecting your own computer to the University network is free of charge. If you have a personal computer or laptop, and you are staying in a hall of residence, you can set-up a wired connection. When on campus, you can connect to the University’s WiFi via your laptop, smartphone or tablet (eg iPad).

Keep your computer secure with a strong password, personal firewall and good anti-virus tool, and by installing security updates as soon as they are available. Find out more: www.manchester.ac.uk/itservices/secure-it

Sorting out spam

Please don’t give people outside the University access to student email addresses or send emails to large groups of fellow students. You can find out how to set up your spam filtering for your email account at www.itservices.manchester.ac.uk

Printing

Each PC cluster has printing facilities, which you can use on a ‘pay per page’ basis. A central printing account with a £2 overdraft is automatically set up for you along with your IT account. You can buy further printing credits in units of 50p, £1 and £2 from print kiosks around campus, or use our online ePayments system at <http://printstatus.its.manchester.ac.uk>.

For more information, including locations of payment kiosks and how to print wirelessly, see:

www.manchester.ac.uk/itservices/printing

IT support

Contact our IT Service Desk for any IT-related problems you have at the University...

Online:
www.manchester.ac.uk/itservices/contacts

Via phone: +44 (0)161 306 5544

Face-to-face: 1st floor, Main Library (blue area 1), or E floor, Joule Library, Sackville Street building.

top tip

You can opt for your email address not to be included on the University’s external address book by logging into www.manchester.ac.uk/itservices/itaccountmanager. However, it will still be visible internally unless you specifically request otherwise.



Student support

Our multitude of support services can help you with almost any problem or query you may have.

Your course advisor, supervisor or staff in your Postgraduate Office are generally good places to start with enquiries – but this section will also help point you in the right direction for any specific queries you may have, and for general information that may be useful to you.

General information

The Student Guidance Service offers impartial advice and information on any matter that concerns your academic career. This might include University matters, such as course interruptions, withdrawals, or difficulties with your supervisor; or personal matters outside the University that may be affecting your academic progress. The service is open Monday to Friday 10.00am to 4.00pm and is based on the first floor of University Place (campus map 37).

www.manchester.ac.uk/sgs

Counselling support

University life is busy and exciting – but can sometimes be worrying or stressful, especially if you have concerns in your life outside the University. If this happens to you, don't suffer alone.

University counselling service

Free, confidential help is available from trained counsellors with any personal problems affecting your work or wellbeing. We also run group sessions and workshops for those who feel uncomfortable with the idea of a one-to-one conversation, or simply want to arm themselves with some useful information on subjects such as reducing stress, coping with academic pressures, or building confidence and self-esteem.

www.manchester.ac.uk/counselling

Nightline

Part of the **Students' Union**, this student-run listening and information telephone service offers anonymous, non-judgemental and non-directive support every night of term, between 8pm to 8am. You can call and talk over any issue or problem you have in complete confidence: from private worries, to phone numbers for University departments, or details of clubs in the city. The phone number is on the back of your student card.

www.umsu.manchester.ac.uk/nightline

Support in university accommodation

All University-owned accommodation has a team of residential pastoral staff who can give you general help and support, as well as providing a local point of contact in case of an emergency at night and over the weekends. When you arrive, look out for events that your pastoral team will arrange to introduce themselves to you.

www.manchester.ac.uk/accommodation

Course support

Course representatives are students who are chosen by their peers to meet regularly with academic staff to make sure your education is of the highest quality. Their work feeds into and is supported by the Students' Union representatives from each faculty, too. Anyone can be a course representative; make sure your voice is heard by participating!

www.umsu.manchester.ac.uk/course reps



Peer support

As well as Nightline and course representatives, other student-run services are available if you would rather have support from your peers. These include:

The Students' Union Advice Centre

This centre provides professional help and advice across various issues, from emergency loans, to contraceptive advice, accommodation issues and various academic matters, including complaints and appeals. No appointment necessary. It is based in the Steve Biko Building, first floor, and is open Monday to Friday 9.30am-4.30pm all year round. Tel +44 (0)161 275 2947 or visit www.umsu.manchester.ac.uk/advice

The peer support centre

This includes LGBT, Unisex, Students with Disabilities and Nightline – all specialist support services run by the Students' Union. It is based in the Barnes Wallis Building, ground floor (campus map 9).

Administrative support

The Student Services Centre is the place to visit if you have any administrative queries. Student life can involve a lot of form filling and documentation, especially in the early weeks, and we will try our best to simplify this for you. You can find us just off Burlington Street

(campus map ref 57) on the way to the Main Library. There is also a satellite centre in the Joule library on Sackville Street (campus map ref 1).

We can sort out questions concerning registration, student cards, tuition fees assessment or payment, Council Tax exemption, and all sorts of documentation, such as academic transcripts or grants and financial awards. We can also help with queries about examinations, graduation ceremonies, degree certificates and numerous other general enquiries. You can contact us with your enquiry, or make requests and carry out certain tasks yourself using the student portal (www.portal.manchester.ac.uk). The walk-in service and student phone line are both available five days a week from 10.00am to 4.00pm.

Contact:

The Student Services Centre
Burlington Street (campus map 57)
tel +44 (0)161 275 5000
ssc@manchester.ac.uk
www.manchester.ac.uk/ssc

Careers support

Even though you are just starting your postgraduate degree, it's never too early to start planning for the future – especially in today's competitive jobs market. Your Careers Service offers dedicated services and advice for postgraduate students – including a postgraduate

blog – and can point you to exciting opportunities that will boost your job and/or research prospects. Visit the careers website and look out for careers events throughout the year. See p46 for more information on services available to you.

www.manchester.ac.uk/careers

IT support

See p38-9 for information on online services and resources, and on IT support.

International support

Our International Students' Advice Team, based in the Student Services Centre, provides advice and information to all our international students on diverse topics, including immigration issues, work permits, finance, funding and academic or personal problems.

See contact details for the Student Services Centre (above), or email iat@manchester.ac.uk.

For full information on support for international students, including details on English language courses, see your Arrival Guide.



Student support

Disability support

Staff in the Disability Support Office can help any student with additional needs arising from a medical condition, a physical or sensory disability, a specific learning difficulty such as dyslexia, or a mental health problem that affects their study. We can arrange assessments, assist with applications for funding support, and discuss appropriate study aids and special examination arrangements, if necessary. All enquiries are treated in confidence.

Contact:

The Disability Support Office (DSO)
2nd Floor, University Place (campus map ref 37)
tel +44 (0)161 275 7512
minicom +44 (0)161 275 2794
text 07899 663 512
dso@manchester.ac.uk
<http://bit.ly/iPdfYZ>

Health support

Occupational Health Services offers confidential care and support on health and safety issues that may be relevant to your course and your ability to study. Services available include: emergency care if you are taken ill on campus; travel health advice; contraceptive and sexual health services, including the availability of emergency contraception and free condoms; and health promotion, including

help and support to deal with issues relating to drug and alcohol abuse. It also provides medical certificates of fitness for employment and hobbies.

The service is open Monday to Friday, 9.00am to 4.00pm. You can self-refer, or be referred by your School or another support service: <http://bit.ly/k7LaXN>

Please note that this service is not a doctor's surgery. You should register with local healthcare services when you arrive at the University (see p16).

Childcare support

If you have family responsibilities, we provide nursery facilities situated conveniently close to campus. Places for children aged between six months and five years are available year-round, on weekdays, from 8.30am to 5.30pm. Due to high demand for some age groups (particularly under-two year-olds), there may be a substantial waiting list.

- **Dryden Street Nursery**
(campus map 62)
tel +44 (0)161 272 7121
admin.drydenstreetnursery@btconnect.com
- **Echoes Nursery**
(campus map 6)
tel +44 (0)161 306 4979
echoes@networknurseries.co.uk

'Manchester Student Parents and Carers Network' is a dedicated Facebook group for University of Manchester students. The network is also a Students' Union Society, so look out for their stall at the Students' Fair (see p18-19).

The International Society at William Kay House on Oxford Road runs a weekly Women and Families group: <http://bit.ly/krcxQu>

You can get more information about local childcare providers, schools, funding for childcare and a range of related topics online: <http://bit.ly/mSyFpz>

Information on child-related matters is also available from the Students' Union Advice Centre and the Student Guidance Service (see above).

top tip

If you want to get involved in SU activities and events (including any societies), you can claim £5 per hour towards childcare costs. Email womens@umsu.manchester.ac.uk for more information.



Legal support (in term-time only)

If you have any legal or associated problems, you can get free, confidential advice from our Legal Advice Centre, run by the School of Law. Following an appointment, clients will be advised in writing on their legal position and what steps to take next. Cases are not taken beyond written advice, although the centre may be able to make referrals to other agencies. The centre runs regular clinics in the areas of employment law, landlord and tenant law, small claims and police complaints.

Contact:

Legal Advice Centre
tel +44 (0)161 306 1264 / 275 7976
free.legal@manchester.ac.uk
<http://bit.ly/m38rIW>

Religious support

Our student population is drawn from all cultures and religious beliefs. A number of chaplains of diverse faiths are available if you want to talk through difficulties, to explore issues of faith, or are looking for information about local faith communities:

- **St Peter's House** for the Anglican, Baptist, Methodist and United Reformed Church denominations: www.stpeters.org.uk
- **Avila House** for the Roman Catholic chaplaincy: www.rc-chaplaincy-um.org.uk
- **Hillel House** for the Jewish chaplaincy: [Tel +44 \(0\)161 226 1139](tel:+441612261139)
- **The University of Manchester Islamic Society** maintains campus prayer facilities for Muslim students in the MacDougall Centre and the Sackville Street Building: www.manchesterisoc.com

The Students' Union also has societies for many major religions: www.umsu.manchester.ac.uk



If things go wrong

The University is proud of and committed to ensuring the high standard and quality of our programmes of study, services and facilities for you, our students. We recognise, however, that on occasion things may not go as well as we would hope. If this happens, we need to know what may have gone wrong in order to resolve the issue and take any appropriate action to improve our services and facilities accordingly.

top tip

The University's Mediation Service is open to students who want to address a situation or problem they are experiencing. This may be with another student, or it might concern a member of staff. For more information contact 0161 306 5874 or email mediation@manchester.ac.uk.

Complaints

If you have a complaint with any aspect of your academic life, we advise you to follow our procedure for student complaints, as follows:

Step 1: Seek to resolve your complaint informally – raise it promptly and directly with the staff concerned (whether they be academic or administrative staff in your School, or staff working in the service or facility about which you are complaining). We hope – and find – that most complaints can be resolved at this stage.

Step 2: If your complaint is not dealt with to your satisfaction via informal procedures, you can make a formal complaint. Complete a copy of our complaints form, which is available online, together with full details of the complaints procedure: <http://bit.ly/iPHUQH>

Submit the form to the relevant faculty officer or service manager, as appropriate (see <http://bit.ly/j9tsKl> for relevant contact details).

Harassment

The University aims to promote a learning and working environment that values diversity and promotes inclusion for all our students and staff. We take any form of harassment, discrimination, or bullying very seriously.

Our 'Dignity at Work and Study' initiative provides support to anyone who finds themselves either subjected to or accused of this behaviour. A team of trained harassment advisors is available to provide confidential support and information, and mediation can also be arranged, if desired.

Contact:

The Equality and Diversity Office
tel +44 (0)161 306 5857
equalityanddiversity@manchester.ac.uk
www.manchester.ac.uk/aboutus/equalityanddiversity



Academic appeals

We are committed to safeguarding your interests in relation to the process by which decisions relating to your academic status or progress are reached. We therefore have a procedure that you may use to appeal against a decision of a board of examiners, or a progress committee or a graduate committee, or equivalent committee whose decision relates to your academic status or progress.

Please note that it is not possible for you to contest the academic or professional judgement of the examiners and their decisions. In other words, **you may not appeal simply because you are dissatisfied with the outcome of your assessment**. There are four very specific grounds on which an appeal might be lodged, as follows:

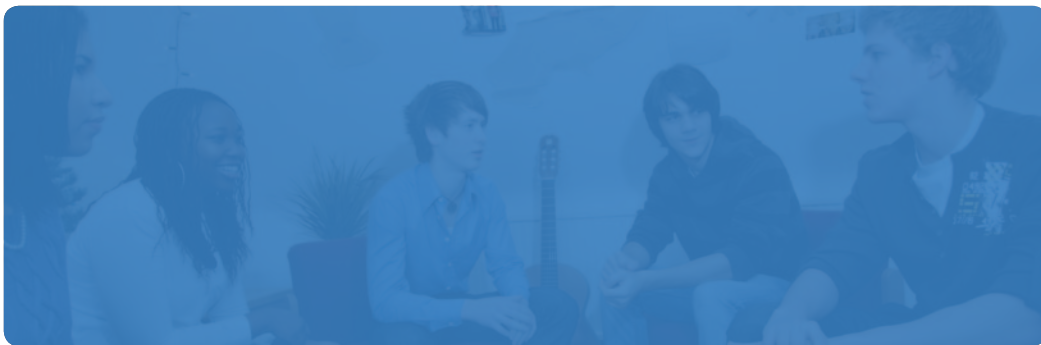
- Extenuating circumstances exist of which, for good reason, the board of examiners were not aware, and which may have affected the decision
- Administrative error or procedural irregularity in the assessment process
- Bias on the part of one or more examiners
- Unsatisfactory supervision in respect of a research dissertation, thesis, or equivalent work

If you wish to lodge an appeal, you are strongly advised in the first instance to raise the matter with the appropriate member of staff in your School – eg your tutor, supervisor, or course director. Only if the matter remains unresolved should you seek to undertake the formal appeal procedure, in which case you should submit a formal written statement setting out the grounds of your appeal to the appropriate faculty officer within 20 working days of notification of the result or decision against which you are appealing.

Full details of the appeals procedure are available online: <http://bit.ly/kP44Nn>

If you wish to use one of the procedures outlined here, but would welcome some advice or guidance, you could contact the appropriate officer in your faculty. You can find their details in the Crucial Guide Live: <http://bit.ly/j9tsKl>

The Code of Practice for Postgraduate Research Degrees clearly sets out the responsibilities of the University, faculties, schools and supervisors, and details the responsibilities of research students. If you're studying a research degree, you need to read this before starting your studies here.
See: <http://bit.ly/kQ9ZMc>



The Less Crucial Checklist: Other options

Find a part-time job

A part-time job can be a welcome boost to your finances, as well as to the work experience section on your CV. It's also a good way to develop team-working, communication and other skills. Many students work part-time, in jobs ranging from retail and customer service to web design and translation. If you plan to work part-time, you need to manage your hours so the job does not conflict with the demands of your degree.

Our Careers Service advertises part-time jobs for students on its website, as well as offering useful advice on part-time jobs in general, and other vacancy sources:

<http://bit.ly/kCXWxT>

Get involved with your Careers Service

Although you are just starting your postgraduate course, it's never too early to start planning for the future – especially in today's competitive jobs market. Your Careers Service offers dedicated services and advice for postgraduate students, including:

- Talks and workshops just for postgrads – also available online all year round
- Help to get you started on your masters course from day one
- Pathways – our annual three-day careers event for doctoral researchers <http://bit.ly/IDHk8x>
- Trained postgraduate careers advisors who can offer you one-to-one advice
- The latest postgraduate careers news and opportunities at <http://manchesterpgcareers.wordpress.com> and <http://twitter.com/ManPgCareers>

- News and advice tailored to the needs of international students <http://manchesterinternationalcareers.wordpress.com>

- An Academic Career – essential advice for aspiring academics <http://www.manchester.ac.uk/academiccareer>

Find out more online:
www.manchester.ac.uk/careers/pg

Learn a language

If you'd like to learn another language, either for course credits or as an 'extra', perhaps leading to another qualification, check out our Language Experience for All Programme (LEAP):
<http://bit.ly/ilukbi>

Investigate accommodation for Year 2

If your postgraduate course lasts for longer than one year, and if your accommodation contract runs out at the end of your first year, you should ideally start looking for accommodation for your second year as early as January. Make your first port of call **Manchester Student Homes**, a University-run service that co-ordinates private sector housing for students:

Manchester Student Homes
Unit 1-3 Ladybarn House
Accommodation map ref 110
tel +44 (0)161 275 7680
manchesterstudenthomes@manchester.ac.uk
www.manchesterstudenthomes.com

International students

Students from outside the EU may be eligible to live in University accommodation throughout their degree, in which case you must apply for second-year accommodation by February. See Arrival Guide p20 for more.



The small print

Keeping up-to-date with admin

Many of the administrative processes which affect your student life are carried out online – eg registration (see p6), the publication of examination timetables and arrangements for graduation. This is why you have a responsibility to access the student portal and your email on a regular basis for important notices and updates.

In exceptional circumstances, alternative arrangements can be made – contact the Student Services Centre for advice (see 'p41').

Student regulations

As a registered student of The University of Manchester, you agree to comply with the rules and regulations under which the University and its students must operate. The principles underpinning these are set out in the University's Statutes, Ordinances and Regulations.

The main rules and regulations that you should be aware of are listed below, full details of which can be found online:

www.studentnet.manchester.ac.uk/crucial-guide/regulations

Your degree regulations

Your academic progress and the award of your degree is governed by general degree regulations, supplemented by specific regulations relating to your degree, which are set out in your course handbook.

Registration and payment of fees

(General Ordinance XVI)
What it means to register as a student and under what circumstances your registration may end.

To find out how to register online, see p6.

Work and attendance of students

(General Regulation XX)

Compulsory work and attendance requirements, and the risks of not meeting them.

Library

(General Regulation XVI)
Library services and facilities available to you and the terms of use, including the risk of disciplinary action if these terms are not observed.

Conduct and discipline of students

(General Regulation XVII)

Expectations of proper student conduct.

Computer use/misuse

(General Regulations XIV and XV)
Expectations of using University computer facilities, monitoring and risks of misuse.



Dignity at work and study

How the University expects you to behave in respect of harassment, bullying and discrimination, and what you can do if you believe you have been a victim of harassment, bullying or discrimination at University.

See also 'Harassment' under *If Things Go Wrong* p44-45.

Examinations and assessments

(General Regulations XII)
Details of the University examination and assessment regulations are given in the appropriate degree regulations and supplemented by your course handbook.

Results of assessment

Assessment results may be withheld if you are in debt to the University. See also 'Academic appeals' under *If Things Go Wrong* p44-45.

Complaints

(General Regulation XVIII)
The student complaints procedure: See *If Things Go Wrong* p44-45.

Students' Union

(Ordinance XVII)
Membership of the Students' Union and what that entails, including details on opting out.

Health and safety

Your responsibilities under the Health and Safety at Work etc. Act 1974, as well as the University's responsibilities and policies. See p5 for how to complete the online H&S induction.

Data protection

(Ordinance XIV)
How the University will use your personal data in accordance with the Data Protection Act 1998, including disclosure to third parties, and your rights to check and correct information held.

Got a query regarding use of your personal data?

Contact the Records Management Office:
Room G011, John Owens Building (campus map 48)
tel +44 (0)161 275 8111

Freedom of information

The University's obligations under the Freedom of Information Act (FoIA), and its Publication Scheme (PS), which is a list of all the information routinely made available to the public.

Copyright

(Ordinance XIV)
Rules of copyrighted material and the risks of infringement.

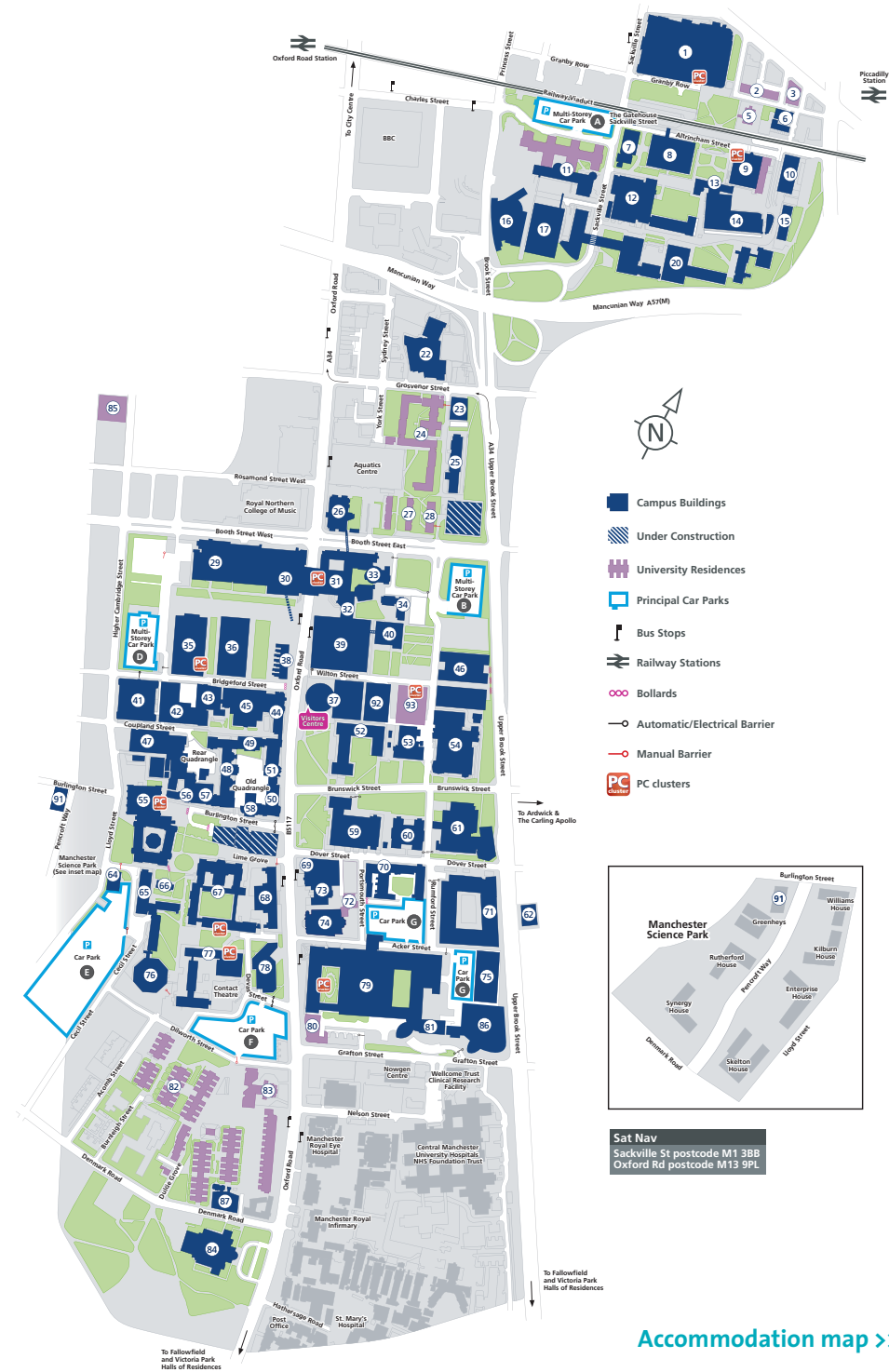
Intellectual Property (IP)

(Ordinance XIV)
Your intellectual property rights over work you create as a student – and the exceptions to this.



Campus map

- | | | |
|---|---|--|
| 1 Sackville Street Building | 40 Information Technology Building | 78 The Academy |
| 2 Lambert Hall | 41 Dental School and Hospital | 79 Stopford Building |
| 3 Fairfield Hall | 42 Martin Harris Centre for Music and Drama | 80 Horniman House |
| 5 Chandos Hall | 43 Coupland Building 1 | 81 The Manchester Incubator Building |
| 6 Echoes Day Nursery | 44 The Manchester Museum | 82 Whitworth Park Halls of Residence |
| 7 Paper Science Building | 45 Rutherford Building | 83 Grove House |
| 8 Renold Building | 46 Alan Turing Building | 84 The Whitworth Art Gallery |
| 9 Barnes Wallis Building / Students' Union / Wright Robinson Hall | 47 Coupland Building 3 | 85 Opal Hall |
| 10 Vision Centre / Moffat Building | 48 John Owens Building | 86 Core Technology Facility |
| 11 The Manchester Conference Centre and Weston Hall | 49 Beyer Building | 87 Denmark Building |
| 12 Pariser Building | 50 Whitworth Hall | 89 Lamb Building |
| 13 Staff House Sackville Street | 51 Whitworth Building | 91 McDougall Centre |
| 14 The Mill | 52 Williamson Building | 92 Jean McFarlane Building |
| 15 Morton Laboratory | 53 Roscoe Building | 93 George Kenyon Building and Hall of Residence and PC cluster |
| 16 Manchester Interdisciplinary Biocentre - John Garside Building | 54 Schuster Building | |
| 17 George Begg Building | 55 The John Rylands Library | |
| 20 Ferranti Building | 56 Schunck Building / Burlington Rooms | |
| 22 Sugden Sports Centre | 57 Student Services Centre | |
| 23 Oddfellows Hall | 58 Christie Building | |
| 24 Grosvenor Halls of Residences | 59 Simon Building | |
| 25 Materials Science Centre | 60 Zochonis Building | |
| 26 Manchester Business School East | 61 Chemistry Building | |
| 27 Bowden Court | 62 Dryden Street Nursery | |
| 28 Ronson Hall | 64 Environmental Services Unit | |
| 29 Manchester Business School West | 65 Mansfield Cooper Building | |
| 30 Precinct Shopping Centre | 66 Stephen Joseph Studio | |
| Harold Hankins Building | 67 Samuel Alexander Building | |
| Devonshire House | 68 Students' Union Oxford Road (also at number 9) | |
| 31 Crawford House | 69 William Kay House | |
| 32 St Peters House/Chaplaincy | 70 Dover Street Building | |
| 33 Crawford House Lecture Theatres | 71 Michael Smith Building | |
| 34 Prospect House | 72 Vaughan House | |
| 35 Humanities Bridgeford Street | 73 Avila House RC Chaplaincy | |
| 36 Arthur Lewis Building | 74 Holy Name Church | |
| 37 University Place | 75 AV Hill Building | |
| 38 Waterloo Place | 76 AQA | |
| 39 Kilburn Building | 77 Ellen Wilkinson Building | |

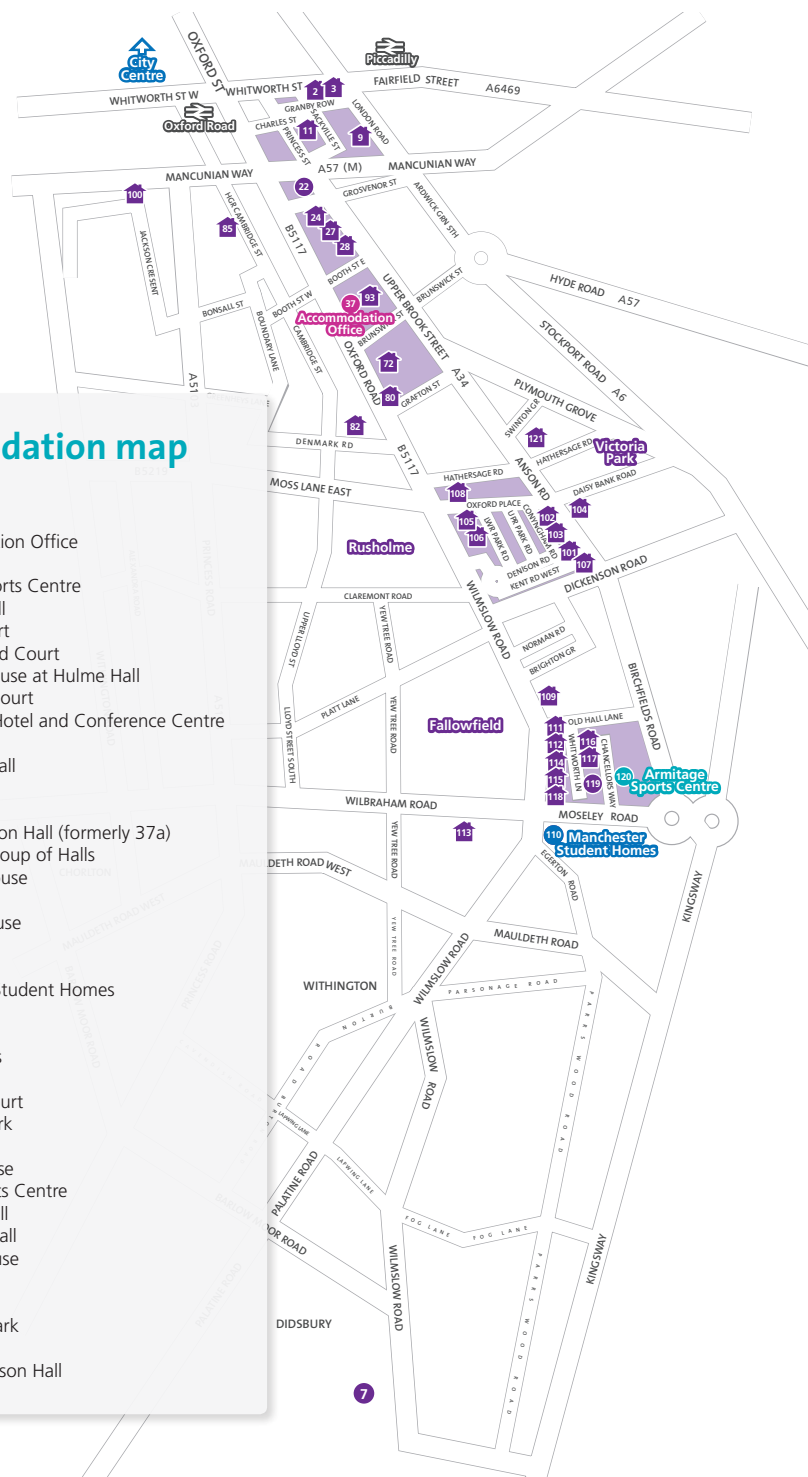


Accommodation map >>>

Accommodation map

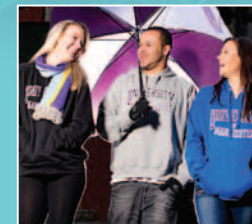
Building key

- 37 Accommodation Office
- 109 Allen Hall
- 120 Armitage Sports Centre
- 111 Ashburne Hall
- 27 Bowden Court
- 100 Brian Redhead Court
- 106 Burkhardt House at Hulme Hall
- 101 Canterbury Court
- 119 Chancellors Hotel and Conference Centre
- 5 Chandos Hall
- 102 Dalton Ellis Hall
- 3 Fairfield Hall
- 117 Fir's Villa
- 93 George Kenyon Hall (formerly 37a)
- 24 Grosvenor Group of Halls
- 80 Horniman House
- 105 Hulme Hall
- 110 Ladybarn House
- 2 Lambert Hall
- 113 Linton House
- 110 Manchester Student Homes
- 115 Oak House
- 85 Opal Hall
- 104 Opal Gardens
- 114 Owens Park
- 103 Pankhurst Court
- 116 Richmond Park
- 28 Ronson Hall
- 112 Sheavyn House
- 22 Sugden Sports Centre
- 107 St Anselm Hall
- 108 St Gabriel's Hall
- 72 Vaughan House
- 121 Victoria Hall
- 11 Weston Hall
- 82 Whitworth Park
- 119 Woolton Hall
- 9 Wright Robinson Hall



Want everyone to know you are a Manchester student? Check out our range of official University gifts, clothing and merchandise.

The official University hoodie is undoubtedly our most popular item, and is available in a selection of colours and sizes.



You can buy online before you arrive at www.manchester.ac.uk/giftshop, or visit the GiftShop in University Place (campus map 37).

Copies are available in braille, larger print (please specify font type and size required), or on CD.

If you require a copy of this Guide, or certain sections of it, in an alternative format, please contact the Student Experience office on +44 (0)161 275 2088.

Find out more on the Crucial Guide Live:
www.studentnet.manchester.ac.uk/crucial-guide

The University of Manchester
Oxford Road
Manchester
M13 9PL

tel +44 (0)161 306 6000
www.manchester.ac.uk

Royal Charter Number RC000797
J3342 07.11

