MANCHESTER
1824

The University of Manchester

SCHOOL OF
ARTS, LANGUAGES
AND CULTURES

WELCOME

TO THE SCHOOL OF ARTS, LANGUAGES AND CULTURES

Welcome from the Head of the School of Arts, Languages and Cultures

The School of Arts, Languages and Cultures (SALC), which you are now part of, brings together an exceptionally diverse and successful concentration of teachers and researchers with the ambition of positioning the Arts at the core of the University's mission and at the forefront of its international reputation.

Attracting the best teaching and research talent, the School aims to give our students a learning and teaching experience of the highest quality where they are taught and guided by inspiring academics, making our graduates highly sought after by employers.

We have a strong commitment to social responsibility and public engagement and seek to create and develop knowledge that makes a difference both to those researching and studying in the School and in the wider world. Staff are engaged in a broad field of scholarship in arts, languages, and cultures and we are committed to inter- and multi-disciplinarity at all levels of study and research. All students have the chance to take course units from across the School and I would urge you to make the most of this exciting opportunity during your time with us.

Our two major research institutes are the John Rylands Research Institute (JRRI) which makes use of the rich archives of the neo-Gothic John Rylands Library on Deansgate, and the Humanitarian and Conflict Response Institute (HCRI) which conducts rigorous research on the impact and outcomes of contemporary and historical crises. This is in addition to several other research centres including the Centre for Digital Humanities, the Centre for Jewish Studies, the Centre for New Writing and the Institute for Cultural Practices (ICP).

The School is home to over 5,500 undergraduates and postgraduates, and it employs around 350 academic staff, more than a dozen postdoctoral research fellows, and a large cohort of teaching assistants, all supported by around 100 professional support services staff.

Teaching and research in the School are supported by rich resources within the University, in the collections of The University of Manchester Library (including the aforementioned world-famous John Rylands Library), the Ahmed Iqball Ullah Race Relations Resource Centre, the Manchester Museum and the Whitworth Art Gallery, as well as in other distinguished Manchester archives and museums. The Manchester Digital Collections platform is also available to you, for exploring high-quality images of cultural collections and research projects at The University of Manchester.

The School also has its own cultural assets such as The Martin Harris Centre for Music and Drama and The Confucius Institute. Outside the University, we have excellent links with a range of cultural partners such as Contact theatre, HOME, The Royal Exchange, , the Hallé Orchestra, the Instituto Cervantes, the Alliance Française, and the Società Dante Alighieri.

Our Creative Manchester initiative is a platform that champions culture and creativity. It connects the University and its cultural institutions to the creative and cultural economy, building opportunities for students and the community. This guide has been written for you in conjunction with current students to help you navigate through your first year and beyond. I hope you find it useful.

Professor Alessandro Schiesaro
Head of School

WELCOME TO CLASSICS, ANCIENT HISTORY, ARCHAEOLOGY AND EGYPTOLOGY

Dear Student,

I am writing to congratulate you on your recent examination success (or, if you are making a deferred application, your earlier examination success!) and to extend a very warm welcome from the University of Manchester.

We are very much looking forward to your arrival in the Department of Classics, Ancient History, Archaeology and Egyptology (CAHAE) and it is a pleasure to be welcoming you to one of the leading international universities in one of Europe's most exciting cities. We, in turn, are excited at the prospect of the work you will produce over the years ahead with us.

This guide will introduce you to some of the main things you should do before arriving in Manchester - in particular, registering with the University, confirming your attendance and finding out about your programme of study. This guide will tell you everything you need to know at this stage.

Over the next few weeks, we will be posting information on our Welcome Week Website, including your Welcome Week Schedule, and will send you information via text message and email. You can find our Welcome Week Website at:

www.welcome.manchester.ac.uk

Finally, I would like to take this opportunity to introduce you to some very important members of staff that you will meet in your first few weeks with us, and whom you should contact if you have any questions.
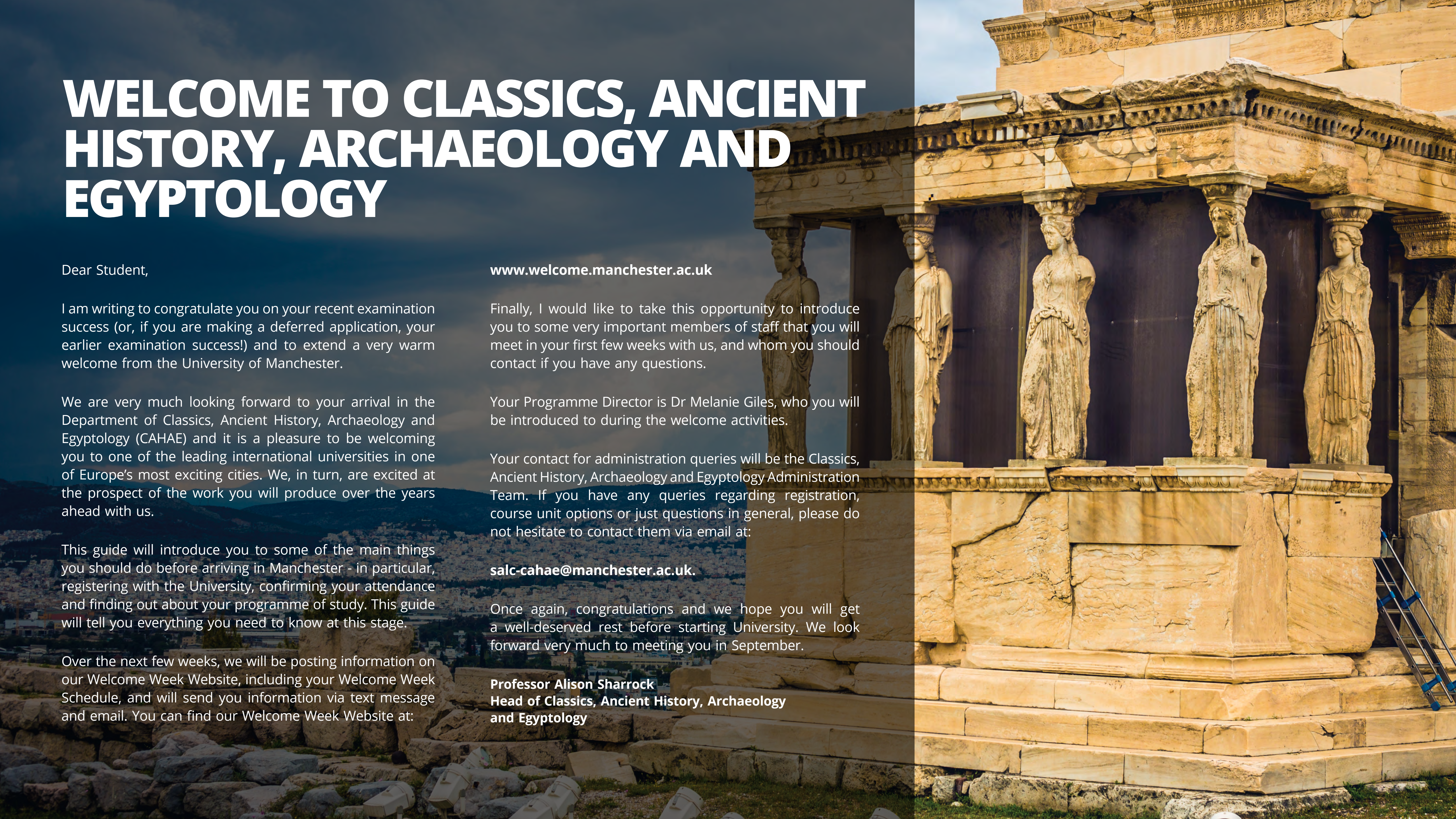
Your Programme Director is Dr Melanie Giles, who you will be introduced to during the welcome activities.

Your contact for administration queries will be the Classics, Ancient History, Archaeology and Egyptology Administration Team. If you have any queries regarding registration, course unit options or just questions in general, please do not hesitate to contact them via email at:

salc-cahae@manchester.ac.uk.

Once again, congratulations and we hope you will get a well-deserved rest before starting University. We look forward very much to meeting you in September.

Professor Alison Sharrock
Head of Classics, Ancient History, Archaeology
and Egyptology

THE WHITWORTH PARK COMMUNITY ARCHAEOLOGY AND HISTORY PROJECT

This project was a partnership between the University of Manchester's Department of CAHAE, the Manchester Museum, the Whitworth Art Gallery, the Friends of Whitworth Park, and the Ahmed Iqbal Ullah Race Relation Resource Centre.

It aimed to uncover some of the fascinating history, archaeology and biodiversity of Whitworth Park, an 18-acre public park off Oxford Road on the border of Rusholme and Moss Side. Our project aimed to celebrate the past and present of the park, to encourage its greater use by local communities and involvement in its future, and to increase public knowledge and understanding of the park's past and present.

We explored its relationship to the history of urban public spaces and culture/leisure institutions in Manchester and elsewhere. Background research, archaeological fieldwork and oral-history recordings were undertaken and used to inform our findings, which then formed a series of exhibitions, open days and events to showcase the final results of the project.

Subject to safety measures and the health situation in late September, we hope to be able to take you on a visit to the park during Welcome Week, in small groups, to introduce you to the lasting legacy of this project and reflect on its contribution to the University and local communities – and for a bit of relaxation in a green environment.

LIBERAL ARTS

Liberal Arts are about the training and development of free and active citizens.

A minor in Liberal Arts will allow you to make the most of your studies by emphasising the ways that research from across the Arts can be used to drive change in local and global communities.

You'll be able to contextualise and expand on your major subject by learning about – and critiquing – how ideas from across the Arts have impacted the ways we engage with and take action in the world

You'll work with institutions and partners across Manchester to develop your own interdisciplinary and challenge-led research that responds to the issues that matter to you and to others, whether that's, for example, individual wellbeing, public and democratic processes, new technologies, or environmental sustainability.

Info: bit.ly/UoM_LibArts

liberal.arts@manchester.ac.uk

Typical modules you can study include

- History of Humanities, The past, Present and the Future of ideas that shape the world.

- Standing on the Shoulder of Giants; Foundations for Study of the Arts.

- Understanding Rhetoric; The Arts of Persuasion

- Arts & the City; People, Power and Protest

- Creative Manchester: Engagement Project

www.alc.manchester.ac.uk/study/ undergraduate/flexible-honours/

Dr Scott Midson
Lecturer in Liberal Arts

FLEXIBLE HONOURS SCHEME

Our Flexible Honours scheme may offer you the opportunity to study an additional arts, languages or cultures subject, allowing you to create a unique blend of knowledge, experience and transferable skills to suit your needs.

Taking a Minor in your first year will allow you to explore another subject area, but it will still allow you to complete your original Single Honours degree. At the end of your first year you'll have the opportunity to reflect on your study experience so far.

You can choose to continue with your current Minor subject at years two and three and you can even have the subject featured in your degree title should you wish.

Alternatively, if you feel that your Minor subject isn't right, you can simply drop it and revert back to your original Single Honours subject. To read more about Flexible Honours please email or visit:

www.manchester.ac.uk/flexiblehonours

flexhons.support@manchester.ac.uk

FLEXIBLE
HONOURS

DIGITAL HUMANITIES

Discover how digital tools and methods can help you explore your subject in exciting new ways

Understand how digital technology is transforming our world, creating inequality and opportunity

Enhance your Degree

The Minor in Digital Humanities is a unique programme that complements your skills in a humanities discipline with training in digital methods and a deeper understanding of how digital technologies are shaping our lives and our future. It is available to students on Single Honours degrees through Flexible Honours, a scheme that allows you to take 40 credits (equivalent to one third of your course credits for the year) in another subject. All our courses are also available as free choice units and all students can earn a Certificate in Digital Humanities. The courses take place in the new Digital Humanities Lab, where students will also be provided with a laptop.

Develop New Skills

Over three years, you will explore how techniques like mapping, distant reading, and data visualization can transform the way you read books, understand the past, and communicate your ideas. You'll create and curate your own digital projects and exhibitions; developing specialist expertise in digital methods relating to your main subject area. You will also be able to choose between a range of optional courses, including digital literary studies, the

spatial humanities, data visualization, and computational and statistical methods, with the opportunity to create your own dissertation-level digital project in your Major subject area in your final year. Please note that no technical experience is required, as all training will be provided.

Participate in the Debates of Tomorrow

The courses touch on key concepts and debates around digital media, politics, and culture, such as data collection and civil liberties or the ethics of artificial intelligence. Why do search engines misrepresent women and people of color? How do digital platforms spread conspiracy theories and 'fake news'? How does Facebook predict its users' sexual orientation or mental health? And to what purposes is this data put? The Minor will help you understand key debates of our time and equips you with the knowledge you need to make your voice heard.

Bridge the Gap between Creativity and Technology

With its combined focus on technical skills, creativity, and criticism, the Minor will allow you to develop skills and the confidence needed to thrive in a variety of workplaces looking for people who can bridge the gap between creative and technical work.

Dr Luca Scholz
Programme Director, Digital Humanities

YOUR ADMINISTRATION AND SUPPORT TEAM

There are lots of different people on hand to offer you practical advice and support throughout your time at University. They want to help so please don't hesitate to get in touch.

Programme Administration Team

Your Programme Administration team can answer any of your administrative queries or refer you to the appropriate service. There is a dedicated reception open Monday – Friday during working hours in the Samuel Alexander Building and if you are a Music or Drama student you will find your team in the Martin Harris Centre. You can find more information about your administrative team and their contact details on the Student Intranet under support. You will get to meet your Programme Administrator(s) at the various course unit selection drop-in sessions and the subject welcome meeting!

Student Support and Guidance Office

The SSGO is based on the ground floor of Samuel Alexander Building. The team consists of five members of staff all of whom have extensive experience of working in University administration support students and staff. Staff can advise you of your options for managing any difficulties you may have and which support services you should contact to obtain further more specialised and targeted help if necessary.

Residence Abroad and Placement Office

The Residence Abroad and Placements Office is the first point of contact for any placement related enquiries. We have a dedicated team of support staff who are available to answer any questions you may have about completing a placement, whether for residence abroad or if participating in the School's Placements Scheme (non-language students only). You can find us in room W3.9 Samuel Alexander Building (opposite the Languages Common Room). The office is open on Monday to Friday from 10am until 4pm or alternatively you can email **residenceabroad@manchester.ac.uk** or call us on **+44 (0)161 275 8123 / 3648**

Student Support and Engagement Officers

We are also on hand if you need us and we may contact you from time to time to check everything is going ok so keep an eye out for any communications from us.

MAKING YOUR COURSE SELECTIONS

You will need to make your course selections by 12pm on Friday 25th September, to ensure your timetable is ready for teaching to commence on Monday 5th October. If you do not make your selections by this time we will automatically enrol you on appropriate course units on your behalf.

Once you have completed your registration you can make your selections using the student self-service system through your My Manchester.

Step by step guide

1. **Go to My Manchester**

2. **Select Tools**

3. **Select Student System**

4. **Select Student Centre**

5. **Select Enrol**

6. **Select 2020/2021 Academic Year**

7. **Select Search**

8. **Use the drop down menu to select the course subject**

9. **Enter course number and course career**

10. **Select class**

11. **Select any relevant related class if applicable or press Next**

12. **Select Proceed to Step 2 of 3**

13. **Select Finish Enrolling**

You can watch videos and access help guides on the Student Intranet. Don't forget we are here to help you so if you're struggling, please get in touch with us.

YOUR ACADEMIC ADVISOR

Your Academic Advisor is an academic staff member assigned to support you through your course. You can arrange a meeting with your Academic Advisor at any point throughout the year, or drop in during their office hours. You should aim to meet your Academic Advisor at least once per semester.

Your Academic Adviser can:

- Discuss your career aspirations

- Help you develop your CV

- Write your academic reference when you apply for a job

- Act as an intermediary for your feedback on you experience and your course units

- Help you with your Personal Development Plan

- Offer academic guidance and advice

Your Academic Advisor will be confirmed by the end of week 2. Your Programme Administrator will confirm the arrangements via email. Your student ID may be listed outside of your Programme Administrators office along with the details of your Advisor during Welcome Week. If you do not wish your student ID to be listed in advance, please contact **salcstudents@manchester.ac.uk**

Advisor details will also be made available through the Student System, you can find a guide on how to access this information on the Student Intranet.

YOUR COURSE UNITS

Many programmes allow you to select optional and free choices of course units. You can view course unit information through your My Manchester under the 'my learning' tab. There is a Free Choice webpage too on the Student Intranet.

Core and compulsory courses are courses you have to take as part of your chosen programme. You will be automatically enrolled onto them and you can't drop them.

YEAR OF STUDY

SEMESTER ONE	SEMESTER TWO
SEPTEMBER TO JANUARY	FEBRUARY TO AUGUST

Semester – Each year of study has two semesters. Semester 1 runs September – January and Semester 2 runs February – August.

Credits are the amount that a course unit is worth, proportional to the hours of study undertaken for it.
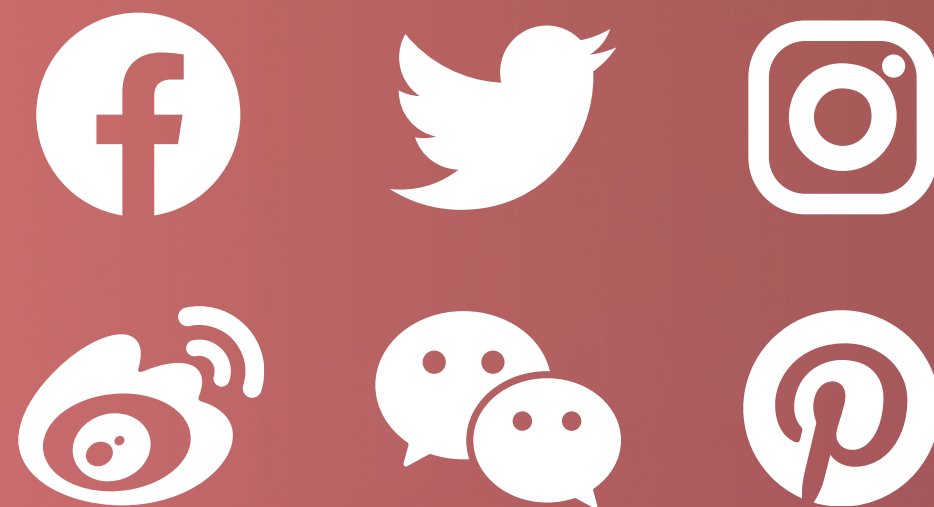
You will study 120 credits per year (including any core or compulsory courses). You need to study a minimum of 50 credits and up to a maximum of 70 credits per semester!

Whichever programme you have decided to study there will be a structure that you must follow each academic year. You can find the structure for your programme on the Student Intranet under 'Your Programme'.

YOUR INFORMATION AND COMMUNICATION CHANNELS

Follow, keep up to date and interact with us through our blog and social media accounts, the Student Intranet and your University email account.

The SALC Student Intranet is the place to look for key information on policies, guidance and contact details. You can also find your programme structure and programme handbook.

The SALC students blog is a great way of keeping up to date with everything going on in the school and provides regular information about key topics throughout the year, photos from events, blog posts and guides from current students, support staff and colleagues from across the university.

Text messaging will be used to support you through Welcome Week to remind you about important events and information to help you settle in. After this time, text messaging will only be used to communicate urgent, time sensitive information like a room change.

If you do not want us to contact you by text message, please email: **salcstudents@manchester.ac.uk**

Social media provides another way to connect with us and receive live updates about what is going on. The UoMSALCstudents network is just for current students and the UoMSALC network is for everybody in SALC. We'd recommend you connect with both:

In addition to your University email account, there are plenty of other ways to keep up to date with information about your programme and the School of Arts, Languages and Cultures (SALC)!

YOUR TIMETABLE

You can view your personalised timetable through the Publish Timetable App which is available via your My Manchester and automatically displayed at the top of the page. This defaults to show you your timetable for the current week.

You can change the week being displayed in the grid by clicking on the arrows next to the week number

Each entry in the grid shows the unit code, location, type of teaching and which weeks of the year that class runs. You can click on an individual entry to get more information about a particular class, for example, the lecturer's name

A link to the full timetable user guide can be found online which includes instructions on printing, iCal feed and colour coding your timetable view

You should check your timetable every day to ensure you have the most up to date information about where and when your classes will take place

You can print a whole year personalised timetable by selecting the 'Download Timetable' link at the bottom of the timetabling portlet

You can link your calendar to Office 365 or another calendar app, add in extra appointments and sync across your devices!

REGISTRATION

Register as a student

You'll complete registration in your My Manchester. Once you have logged in you will need to go to the registration tab and follow the online instructions.

There is help and support available for you if you are having difficulty completing registration. Visit the University Welcome site for contact details.

IT sign up

The University will send an activation email to the email address you provided in your application. Once you've received this you can activate your IT account by going to: **shorturl.at/dlzRU**

You can register online from the 1st September 2020 and must have completed the process by 30th September or you will be liable for a late registration charge of £200.
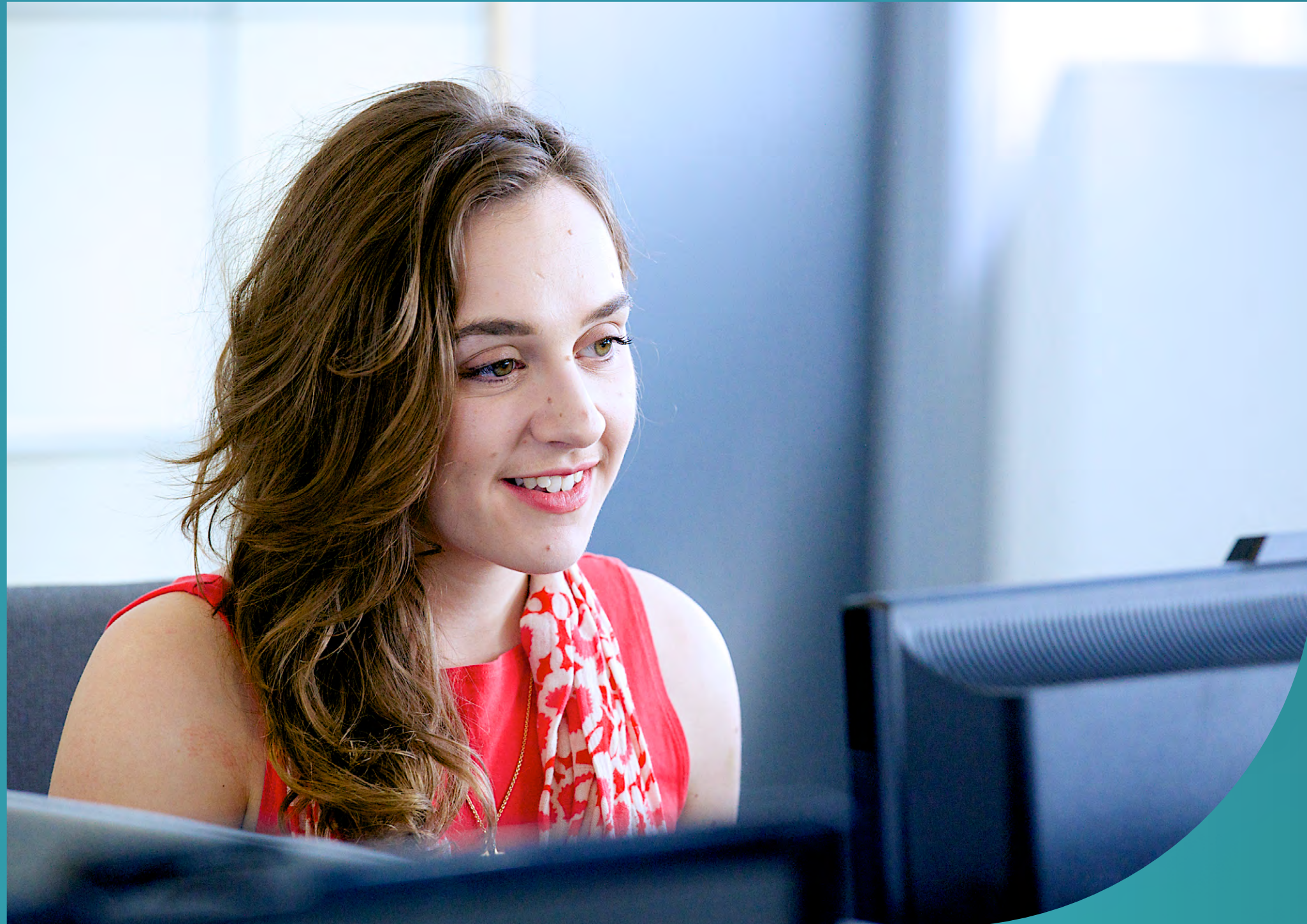
Confirming your attendance

Once you have your IT account you will need to confirm your attendance in your My Manchester. You will then need to wait 24 hours before completing registration.

Registration is a crucial part of becoming a member of the University, and is an online process that requires to you to complete IT sign-up, confirm your personal details, register for your programme of study and pay-or make arrangements to pay your tuition fees.

You will need to complete registration in order to collect your student card! Your student card provides you access to University facilities and can be collected at various points across campus during September which are listed on the University Welcome page

YOUR IT SYSTEMS

Blackboard provides you with access to the teaching and learning activities associated with the courses you are listed to take. All of the courses are listed under the Course List and a list of Programme spaces are in the My Communities List.

At the end of your course you will use Blackboard to submit your **course unit surveys.** Through Blackboard you can access **Turnitin** which is what you will use to submit the majority of your assessments.

You can access Blackboard on your smart phone using the Blackboard Mobile Learn app

Your University email account is essential for keeping in touch with academic and support staff. We recommend that you check it regularly!

My Manchester brings all your online university services together in one place. From My Manchester you can access your email, the student self-service system, your library account, your timetable, select your course units and access your grades for assessed work.

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The University of Manchester
Manchester
M13 9PL

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