

**University of Manchester**

**School of Arts, Languages and Cultures**

**Postgraduate Research Students' Quick Guide 2012-13**



*NB: Updated versions of the Guide will appear on the Graduate School website:  
[www.alc.manchester.ac.uk/graduateschool/](http://www.alc.manchester.ac.uk/graduateschool/)*

Second edition 10 August 2012

## **Welcome to the School of Arts, Languages and Cultures (SALC)**

We would like to welcome (and in many cases, welcome back!) all research students to the new School of Arts, Languages and Cultures, which brings together the former School of Arts, Histories and Cultures (SAHC) and the former School of Languages, Linguistics and Cultures (SLLC).

Research students are the lifeblood of any research community, and we are particularly happy to welcome you to the newly created Graduate School, a unique initiative within The University of Manchester, which houses, both in virtual and physical space, a vibrant, creative and diverse intellectual community that has an international reputation for excellence. There are many exciting opportunities for the exchange of ideas and career development in the School, the wider University and the cultural resources of Manchester and the North West.

This guide is designed to help you navigate some of those possibilities, and answer some of the practical questions that might arise in the course of your studies. You should read it alongside the School, Faculty and University information, details of which are given in this document.

The Graduate School Team

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## **Main Contacts**

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\*Full details of Graduate School Team are to be confirmed, these will appear on the website.

## **Research Development Team**

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(Samuel Alexander Building, number 67 on the campus map. Devonshire House, number 30 on the campus map: <http://www.manchester.ac.uk/aboutus/travel/centre/> )

## **Postgraduate Directors**

### **Art History and Visual Studies, Drama and Music (also includes Institute of Cultural Practices)**

Dr Jenny Hughes

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### **Classics and Ancient History, Archaeology and Religions and Theology**

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### **History**

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### **Linguistics and English Language**

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## **Terminology/Glossary**

<b>AHRC:</b>	<b>Arts and Humanities Research Council</b>
<b>CAS:</b>	<b>Confirmation of Acceptance for Studies</b>
<b>CoP:</b>	<b>Code of Practice</b>
<b>CS:</b>	<b>Campus Solutions</b>
<b>DSO:</b>	<b>Disability Support Office</b>
<b>eProg:</b>	<b>eProg is the University-wide progression monitoring system and skills training catalogue for postgraduate researchers</b>
<b>eScholar:</b>	<b>eScholar is the University's institutional repository where students can deposit their research and are required to deposit the electronic version of their PhD thesis.</b>
<b>ESRC:</b>	<b>Economic and Social Research Council</b>
<b>ETD:</b>	<b>Electronic Thesis /Dissertation</b>
<b>GS:</b>	<b>Graduate School</b>
<b>GSC:</b>	<b>Graduate Studies Centre</b>
<b>GTA:</b>	<b>Graduate Teaching Assistant</b>
<b>IAT:</b>	<b>International Advice Team</b>
<b>MDC:</b>	<b>Manchester Doctoral College</b>
<b>PGR:</b>	<b>Postgraduate Research</b>
<b>RD:</b>	<b>Research Development</b>
<b>SAB:</b>	<b>Samuel Alexander Building</b>
<b>SAHC:</b>	<b>(former) School of Arts, Histories and Cultures</b>
<b>SALC:</b>	<b>School of Arts, Languages and Cultures</b>
<b>SLLC:</b>	<b>(former) School of Languages, Linguistics and Cultures</b>
<b>SSC:</b>	<b>Student Services Centre</b>
<b>SSO:</b>	<b>Student Support Office</b>

## Frequently asked questions (FAQs)

### 1. Sources of Information

#### ***What is this Guide?***

This Guide has been put together to answer some of the common questions that new and current PhD students have, and to point you in the direction of more detailed answers and resources.

#### ***What other sources of information do I need?***

There will be a detailed School of Arts, Languages and Cultures Handbook for PhD students on the Graduate School website.

Other useful information is available on the Faculty of Humanities website:

<http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/students/dean.html>

And the University-wide Crucial Guide provides useful information on all kinds of practical matters (finances, accommodation, the city etc.):

<http://www.studentnet.manchester.ac.uk/crucial-guide/>

#### **What is the University's Code of Practice?**

The University has developed a comprehensive Code of Practice (CoP) for postgraduate research degrees which sets out guidelines to students and staff about the most effective practice for each stage of a postgraduate student's life and sets out the expectations of all parties involved in the process. The CoP provides a central reference document for policies, procedures and good practice and defines the minimum requirements for postgraduate research through full-time and part-time modes of study. The policies cover activities relating to [Supervision](#), [Progress and Review](#), [Interruptions and Extensions \(Changes to Degree\)](#), [Submission and Examinations](#) and more, and all registered PGR students are urged to familiarise themselves with these policies during their programme.

#### ***What are the Ordinances and Regulations?***

The University's [Ordinances and Regulations](#) set out the regulatory framework by which all programmes of study are governed. These cover matters such as the admissions requirements, duration of programme, progression, study away from the University, registration and fees, content and length of thesis and so on for all programmes within the University. This is where to look for answers to many of the queries you might have at different stages of your programme. It sets out, for example, the PhD viva process, and the possible outcomes of the examination.

## **2. Registration and other Administrative Help**

### ***What do I need to do for registration?***

To access the University's online facilities please go to:  
<http://www.manchester.ac.uk> and follow the link to register.

A step by step process to registration can be found at:  
<http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/registration-process/>

### ***How do I obtain a council tax certificate?***

You can find the relevant form here:  
<http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/council-tax-exemption/>  
(See page 17 for full contact details)

### ***I need to extend my visa, who should I contact?***

You should contact the International Advice Team in the Student Services centre initially for advice. Email [iat@manchester.ac.uk](mailto:iat@manchester.ac.uk)  
On request, the Graduate School Team can create a CAS (confirmation of acceptance of studies) number to enable you to update your visa.

### ***I have changed my contact details, who should I notify?***

Students are responsible for updating their own contact details via My Manchester and this should be performed as soon as you know of any changes. The School and University cannot be held responsible for information which goes missing owing to students not updating their contact details.

### 3. Supervision, Progression, and Completion

#### ***What is eProg?***

eProg is the University-wide progression monitoring system and skills training catalogue for postgraduate researchers. The eProg system will offer an online platform for academic staff, administrative staff and PGR students to record and track key progression milestones throughout the student's programme from the point of registration to examination.

The eProg system is central to how aspects of your programme are managed, including:

- Recording monthly supervision meetings
- Recording Research Panels
- Accessing your ethical approval declaration/application
- Booking and recording your training

Your eProg record also has a Personal Document Store which you can use to upload information relevant to upcoming panels. Your supervisory team will be able to access this to review your work in preparation for the meeting.

It is very important that your eProg record is kept up to date. Each of your eProg milestones have a deadline which must be adhered to.

A brief student guide to eProg can be found on the eProg Services page. You need to log in using your University username and password: <https://www.eProg.manchester.ac.uk>

#### ***How often should I meet my supervisor?***

The University recommends that students should meet their supervisor at least every month, ideally every 2 weeks. This pattern may vary across the period of study. Typically, meetings will be frequent at the outset and toward the conclusion, but may be less frequent in the middle, especially if you have to spend time on fieldwork away from Manchester. You must complete a record of each meeting in eProg.

#### ***What are Research Panels?***

Each student has a Research Panel which meets regularly during their prescribed period of study; twice a year for full-time and once a year for part-time students. Your eProg record will state the deadlines for these panels. Its role is to review the student's progress, provide feedback, and approve progress to the next year of study. All Research Panels should be recorded on the eProg system. Please note that due to the creation of the new School of Arts, Languages and Cultures, student milestone deadlines may differ. These will be aligned over the coming months.

Research Panels are treated as formal examinations, in as much as if a meeting was cancelled, it would be rescheduled at the nearest possible date. Further, should a student fail to attend, or fail to submit a piece of work that was to be reviewed at that meeting without presenting any mitigating circumstances, then the panel would record this on the student's file and call for a rescheduled meeting. Where a student submits a piece of work to the panel that fails, this would be recorded on the student's file as a first submission.

Continual non-attendance of scheduled research panels, failure of a piece of work on second submission or non-submission of review material without the presentation of mitigating circumstances will lead to the case being referred to the School Postgraduate Research Committee for consideration and possible withdrawal of the student from the programme.

***Who are the members of my panel?***

The panel will usually consist of three members: your main supervisor and two other members of staff with relevant academic interests. Your main supervisor is responsible for arranging for the appointment of panel members. One panel member is designated co-supervisor (unless you already have two supervisors); the other is your advisor. Their roles are defined in the University's Policy on Supervision of Postgraduate Research Degrees:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/supervision/>

***What work should I submit to my panel?***

Panel one requires a full research proposal, and subsequent panels require a chapter-length piece of writing together with updates on your thesis plan. At each panel you should submit an outline of the next phase of research.

***What happens if the panel isn't happy with my progress?***

It is the responsibility of the panel, at the end of each year of study, to make one of the following recommendations:

1. Continuation on the PhD programme
2. Transfer to the MPhil programme
3. Withdrawal

Where the panel believes that the student has not met the standards for it may set the student a specific target to be met before registration for the following year of study is permitted. You can find the University's Policy on the Progress and Review of Postgraduate Research Students here:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/progressandreview/>

***I am not happy with my supervision. Who can I talk to?***

The first step is to talk to your supervisor to see whether things can be sorted out between you. If this isn't possible, there are various people you can talk to: your other panel members, especially your advisor; the PGR Director for your division or the School PGR Director, the Graduate School Manager or Graduate School Senior Administrator.

***What about the submission pending year?***

Postgraduate research students are expected to complete all research degree work, including the writing up of the thesis, within the standard period of the degree programme for which they are registered, i.e. normally 3 years full time (4 years for certain programmes) or 6 years part time. However, the University recognises that, on occasion, it may not be possible for research students to submit the thesis by the end of their standard programme. In such circumstances, and at the discretion of their School, a student may be permitted to register for a period of submission pending for the sole purpose of completing the write-up of the thesis. Students need to formally apply for this year using the School form (available from the Graduate School Office or Graduate School website). The submission pending period of up to one year (for both full time and part time students) is additional time for final stage drafting of the thesis beyond the end of the standard degree programme.

The submission pending fee (£225 in 2012-2013) is payable by the student. Students on a four-year programme are not entitled to a submission pending period. Currently, if students submit their thesis within the first six months of their submission pending period they are entitled to a partial refund. From 1 October 2012 all students who enter submission pending the partial

refund will no longer be available. A flat administration fee of £225 will be charged for the submission pending period.

The full submission pending policy is available on the Humanities Graduate Education website:  
<http://www.humanities.manchester.ac.uk/humnet/acaserv/pgresearch/index.html>

***Where do I find information on presentation and submission of my thesis?***

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/submissionandexamination/>

***How do I submit my thesis?***

You should submit two copies of your thesis to the Graduate School Office and submit an electronic version (which must be an exact representation) through the University's Repository Service, [Manchester eScholar](#). For more frequently asked questions relating to ETD, please see the website's [FAQ pages](#).

## **4. Alterations to your programme**

***How long do I have to finish my PhD?***

The PhD programme normally lasts three years full-time (the School does have some programmes which are 4 years full time, the length is stated in your offer letter), or six years part-time. After that, you may be granted, on application, a 'submission pending' period of one year, with the support of your research panel. These deadlines are strictly enforced.

***What are interruptions and extensions?***

Essentially, interruptions are periods when your registration is suspended when you are unable to study due to illness or other personal circumstances. Extensions are added to the end of your prescribed period of study. Please see the University's policy on Leave of Absence, Interruptions, Extensions [etc], which is available at:

<http://www.campus.manchester.ac.uk/researchoffice/graduate/code/changestodegrees/>

***How do I apply to interrupt or extend my studies?***

You should complete the application form which is available from the Graduate School Office or Graduate School website.

Ask your supervisor to complete the relevant section. You should also attach any supporting evidence (e.g. doctor's notes) and stipulate the length of interruption for which you are applying. You should then return the form to the Graduate School Office. Please note that students will not normally be permitted to interrupt for more than 12 months at a time, and not usually more than twice. Extensions are only granted in exceptional circumstances, and not normally for more than 12 months. It is important to remember that PhD and MPhil deadlines are strictly applied and that you will not be granted an extension simply because of your failure to meet the deadline.

***How do I apply for 'fieldwork'?***

The Ordinances and Regulations that govern the degree of PhD allow students to conduct fieldwork or research away from the University if:

- a. it is in the interests of the student's research and training;
- b. the institution or location of proposed study is suitable;

- c. a suitable work-plan for the period of study outside the University is agreed with the supervisory team;
- d. satisfactory supervision arrangements are in place.

For the purposes of this policy fieldwork is defined as primary, first hand data collection that takes place away from the University of Manchester.

The application form is available from the Graduate School Office or the Graduate School website.

## **5. Research Training and Development**

### ***What is researcher development?***

In 2010 the national organisation Vitae published the Researcher Development Statement and Researcher Development Framework (RDF). The RDF is a major new approach which promotes the development of world-class researchers. The RDF is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education. It articulates the knowledge, behaviours and attributes of successful researchers and encourages them to realise their potential. Details of the RDF, and associated resources, can be found here: [www.vitae.ac.uk/rdf](http://www.vitae.ac.uk/rdf)

We want to ensure researchers can access quality resources and opportunities which prepare and equip them with the expertise needed in their future career, wherever that may be. The School hosts a range of workshops on research methods and related topics, available on eProg, which are intended to provide relevant and useful opportunities to support researchers throughout their programme of study and help them to prepare for life after the PhD.

### ***What are the requirements?***

Vitae have produced an online CPD tool which allows researchers to assess the current phase in their researcher development. The tool allows researchers to map their current position according to the Researcher Development Framework and to set objectives for their research which allow them to map their research career and advance in academia, gaining the knowledge, behaviours and attitudes necessary to conduct first-class research. The online tool can be found here: <http://www.vitae.ac.uk/policy-practice/291411/RDF-Professional-Development-Planner.html>

### ***How do researchers meet the requirements?***

Firstly, researchers are required to identify what knowledge and expertise they need to gain during their research degree. This should be discussed and agreed with the supervisory team. It is important that researchers keep adequate records which evidence their training and development as a researcher. The Online CPD tool is one of several ways to record such evidence. The tool is a working document that can be downloaded as an MS excel spreadsheet and used to catalogue any researcher development activities that are undertaken during the research project. There will be particular developmental needs associated with each individual research project. For example, many researchers will need to develop competence in a foreign language. Alternatively, researchers can keep a research journal or diary which documents any professional development activity that they undertake during their research degree. A diary can be kept in either paper or electronic format and used to inform supervision meetings and progress/upgrade panels.

***What is artsmethods@manchester?***

Researchers are required to think carefully about how to develop their knowledge and expertise in any given area of the Researcher Development Framework. artsmethods@manchester is a programme of talks, workshops and events running throughout the academic year which explore approaches to arts research, research methods and the dissemination of arts & languages research at the University of Manchester. artsmethods@manchester also works closely with cultural partners across Manchester and the North West to enhance the impact and dissemination of arts and languages research. The programme also works in collaboration with [methods@manchester](#) and the Humanities [Researcher Development Team](#) to offer relevant, effective and comprehensive professional development for researchers at various stages of their careers. The artsmethods@manchester website contains useful resources both at the University of Manchester and nationwide: [www.artsmethods.manchester.ac.uk](http://www.artsmethods.manchester.ac.uk).

artsmethods@manchester is only one of a number of programmes open to postgraduates at the University. The Faculty of Humanities, IT Services, the University of Manchester (formerly the John Rylands University Library) and Careers Service all offer courses for postgraduate researches. Methods@Manchester also offer workshops on research methods in the social science disciplines and associated resources: [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk). Researchers should also look into and take advantages of opportunities available outside the University and there is a facility available in eProg to document this external activity.

***What is the Researcher Development Programme?***

The Researcher Development Programme in the Faculty will be running various workshops and courses, available to book through eProg. The programme works alongside artsmethods@manchester and methods@manchester to provide workshops to discuss the process of undertaking a research degree and which complement the research process. For more details of the Researcher Development Programme please visit: [www.humanities.manchester.ac.uk/researcherdevelopment](http://www.humanities.manchester.ac.uk/researcherdevelopment)

***How does the School monitor training completed by doctoral researchers?***

All doctoral researchers are asked to complete a log of training undertaken throughout the year. The online CPD tool can run a regular report which can be saved and dated and then uploaded to eProg under the “my documents” section. Alternatively, research journals/diaries in MS word format can also be uploaded to eProg. All researchers are required to produce evidence of their development as a researcher at their panel meetings for submission with the panel report. Any training information and reflective documents should be regularly uploaded to the personal eProg record.

***I need to improve my foreign language skills – what courses are available?***

The Language Centre offers a wide range of courses through its Language Experience for All Programme (LEAP). Details are available at: <http://www.ulc.manchester.ac.uk/languages/leap/>

The International Students Society also run language courses. For more details please visit: <http://www.internationalsociety.org.uk/Classes.html>

## 6. Research Community and Resources

### ***How do I meet other research students and academics?***

The School, the University and the city offer a very vibrant research community. You can become involved and meet fellow research students by attending research seminars. Your subject area will hold regular research events that you should attend. You should also attend training events – organized by your subject area (for specific disciplinary needs) and by artsmethods (for more general training).

### ***Can I go to research seminars in other subject areas?***

Yes. This is a very interdisciplinary School, and you will be very welcome to take part.

### ***How do I find out about seminars and training events?***

Information on all School seminars is on the Graduate School website. Information on training events is on the artsmethods website (<http://www.artsmethods.manchester.ac.uk>), and linked from the Graduate School website.

### ***What workspace does the School offer PhD students?***

There are a number of rooms for the use of PhD students across the School. Please note that these rooms operate on a hot-desking principle. More details of the rooms are on the Graduate School website.

#### **Mansfield Cooper Building (Wi-fi throughout)**

**Room 2.04:** Graduate School teaching and training space

**Room 2.05:** Graduate School Common Room (including kitchen area)

**Room 3.01:** Workstations/ desks and lockers

**Room 3.21:** Workstations/ desks and lockers

**Room 3.22:** Workstations/ desks and lockers

#### **Samuel Alexander Building (Wi-fi throughout)**

**Room S1.9:** Workstations/ desks and lockers

**Room S2.6:** Workstations/ desks and lockers

**Room S2.1A:** GTA Room (desks)

**Graduate Studies Centre 4<sup>th</sup> floor:** Computers, lockers, common room and kitchen (mixed PGR/ PGT space)

#### **Martin Harris Centre for Music and Drama (Wi-fi throughout)**

**Room F33:** Postgraduate Common Room

**Room F32:** Computer Suite

### ***Am I eligible for a printing allowance?***

The provision of a printing allowance for PGR students is currently under discussion. The Graduate School Office will update students with further information.

## 7. Funding: research and conference expenses

*How can I apply for help with research and conference travel?*

### **School PGR Research Travel Fund**

The School offers funding for research travel and conference expenses. Funds are limited and are awarded competitively. To apply to the fund, students need to complete the application form (available from the Graduate School Office or the Graduate School website).

*Please note that students in the 'submission pending' period are not eligible to apply.*

### **artsmethods Funding**

During the 2012-13 academic year, artsmethods@manchester has funds available to support postgraduate researchers in the arts, languages and cultures. There are two funding streams (i) the PGR conference stream and (ii) the researcher-led initiatives stream. Details of both streams can be found on the artsmethods website: [www.methods.manchester.ac.uk](http://www.methods.manchester.ac.uk)

Please note that each stream has two separate competitions for funding applications, one each semester. The deadline for the autumn competition for each stream is **Friday 28 September 2012**. The deadline for the spring competition is **Friday 25 January 2013**.

### **External Funds**

Many learned societies and charitable foundations have funds for research students. Speak to your supervisor for advice.

## 8. Funding: maintenance awards

*I have funding and have started my programme, but have not received my maintenance payment. What should I do?*

If you are funded by AHRC, ESRC or any other funding scheme administered by the School of Arts, Languages and Cultures, your maintenance payments are the responsibility of the Graduate School. If you have not received your payment on time please note that it could be due to the fact that you are not fully registered, have not entered your bank details on the student system or there may be a cheque waiting for you to collect at the Student Services Centre. You should contact the Student Services Centre in the first instance who will advise you on what action needs to be taken, telephone 0161 275 5000 or [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

## 9. Teaching Opportunities

### ***I want to do some undergraduate teaching during my PhD. Is this possible?***

Yes - and we encourage most PhD students to do this as part of their training and development. The School will do its utmost to provide teaching opportunities for those students who want it but it may not always be possible.

### ***How do I get appointed as a Graduate Teaching Assistant (GTA)?***

Appointments are made by Heads of Subject Areas. It is a good idea to discuss this with your supervisor and ask him/her to mention you to the Subject Head.

To be employed as a GTA you must complete the GTA training run by the University before you start teaching.

## 10. Other useful information

### **University Student Support Office**

(for academic advisory services, disability support, counselling service and childcare information)

<http://www.manchester.ac.uk/postgraduate/studentlife/>

### **I.T. Services**

<http://www.itservices.manchester.ac.uk/>

### **Student Union**

<http://manchesterstudentsunion.com/>

## 11. A - Z of practicalities

Further information on many of the following can be found in the 2012 Postgraduate Crucial Guide:

[www.studentnet.manchester.ac.uk/crucial-guide/](http://www.studentnet.manchester.ac.uk/crucial-guide/)

### ► Access to buildings and computer rooms outside normal working hours

The desirability of giving students maximum access to the buildings in which they are based has to be balanced against the need to provide adequate security in an area where theft of equipment and personal belongings is unfortunately not uncommon. The position is complicated by the fact that the subject areas which make up the Schools in the Faculty of Humanities are, in some cases, spread over separate buildings, and that shortages of portering staff may not make it possible to operate a uniform system of opening across each one of them. Students are advised to consult the Graduate School Office or the School Office for information.

### ► Accommodation Office

The University Accommodation Office will help students to obtain suitable accommodation. The office is open from 9.00am to 5.00pm and usually Saturday mornings during September and in the evening during the first few days of the academic year.

Accommodation Office  
First Floor, University Place  
Manchester M13 9PL  
Telephone: 0161 275 2888  
Email: [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk)  
Web: [www.accommodation.manchester.ac.uk/](http://www.accommodation.manchester.ac.uk/)

### ► Addresses and Contact Details

It is essential that the Graduate School Office has your local address (and telephone number if you have one) and an emergency contact name and address. If you were unable to give a local address during the registration process, please remember to update this information as soon as you have a fixed address. Students can update their addresses and telephone numbers via My Manchester, though we would appreciate it if you would inform the Graduate School Office of any changes in order that we can keep your records up to date.

Make sure that you set up a University email account at the start of your programme, and ensure you **check it regularly**. Important information will be sent to your University email account, including distribution lists for PGR students used by the School of Arts, Languages and Cultures. The Graduate School Office will send email messages to your university email address (the one that ends @postgrad.manchester.ac.uk), **not** to any other email address. For information on accessing your university email address and setting it up to forward messages to another email address, see [www.itservices.manchester.ac.uk/email/](http://www.itservices.manchester.ac.uk/email/) or contact IS support.

### ► The University of Manchester Alumni Association

The University of Manchester Alumni Association is the main point of contact for the University's global network of over 240,000 active former students that gives us the opportunity to continue our valued ongoing engagement with you after you leave the University. It also offers benefits and services to current students. You will be invited to the *Your Manchester Insights* events programme - an exciting lecture series designed to showcase the excellence, relevance and topicality of research going on at the University.

A significant number of our graduates also interact with current students. For example the CEO of Avanta Enterprises Janette Faherty (BA Politics and Modern History 1971) has delivered a session to current students on „Women, Leadership and Entrepreneurship“ while Director of Public Health for NHS Manchester David Regan (MSc Community Medicine 1988) led a talk on „Leadership and Public Health“. Recently we've also had talks and mentoring sessions with Managing Director of Morgan Stanley David Buckley (BSc Electrical and Electronic Engineering 1984) and Sir Terry Leahy (BSc Management Science 1977) who until this year was Chief Executive of Tesco plc.

Manchester graduates can be found in all walks of life and include some very famous and senior names such as: Mathew Horne (known for his role as Gavin in the BBC3 comedy *Gavin and Stacey*); Ed Simmons and Tom Rowland (musicians – The Chemical Brothers); Ben Elton (comedian and writer), Alex Garland (writer), Meera Syal (writer/actor); Benedict Cumberbatch (known for his role as Sherlock Holmes in the BBC drama); Anna Ford (Broadcaster); Dame Betty Kershaw (President of the Royal College of Nursing); George Maxwell Richards (President of Trinidad and Tobago) and Jennifer Vel (youngest member of the Seychelles National Assembly). You automatically become a member of the Alumni Association once you have graduated, you just need to register with the University's interactive alumni community website Your Manchester Online <http://www.manchester.ac.uk/yourmanchester>

Telephone: 0161 306 3066

Fax: 0161 306 8066

Email: [alumni@manchester.ac.uk](mailto:alumni@manchester.ac.uk)

Web: [www.manchester.ac.uk/alumni/](http://www.manchester.ac.uk/alumni/)

### ► Bindery Service

The Thesis Binding Service is situated in the Joule Library in the Sackville Street Building [Campus Map – Building 1].

Full details are on the library web pages:

[www.library.manchester.ac.uk/ourservices/servicesweprovide/binding/](http://www.library.manchester.ac.uk/ourservices/servicesweprovide/binding/)

### ► The Careers Service

The award-winning Careers Service provides information, advice and guidance to current students and staff of The University of Manchester and recent graduates. The Careers Service can help you to research your career options, find out about employers, look for work experience and much more.

The University of Manchester Careers and Employability Division  
Crawford House  
Booth Street East  
Manchester  
M13 9QS  
Telephone: 0161 275 2829  
Opening hours: 9am-5pm Monday to Friday  
Email: [careers@manchester.ac.uk](mailto:careers@manchester.ac.uk)  
Web: [www.studentnet.manchester.ac.uk/careers](http://www.studentnet.manchester.ac.uk/careers)

#### ► Council Tax Exemption Information

Council Tax Exemption Information is available from the Student Services Centre:

The Student Services Centre (SSC)  
Burlington Street  
Manchester M13 9PL  
Telephone: 0161 275 5000  
Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)  
Web: [www.studentnet.manchester.ac.uk/crucial-guide/financial-life/council-tax-exemption/](http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/council-tax-exemption/)

#### ► Crucial Guide

The Crucial Guide contains a wealth of information which will be of use to you throughout your programme of study. The Crucial Guide is available here:  
<http://www.studentnet.manchester.ac.uk/crucial-guide/>

#### ► Disability Support Office

The Disability Support Office offers help and advice for students with additional support needs as a result of a disability, medical condition or specific learning difficulty, e.g. dyslexia. Students with additional needs are encouraged to contact the Disability Support Office to discuss any requirements they may have relating to their studies or other needs.

2<sup>nd</sup> Floor, University Place  
Telephone: 0161 275 7512  
Text: 07899 658790  
Email: [dso@manchester.ac.uk](mailto:dso@manchester.ac.uk)  
Web: [www.dso.manchester.ac.uk](http://www.dso.manchester.ac.uk)

#### ► Financial Advice

Financial advice is available from the Graduate School Office or the Student Services Centre:

The Student Services Centre (SSC)  
Burlington Street  
Manchester M13 9PL

Telephone: 0161 275 5000

Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

Web: [www.studentnet.manchester.ac.uk/crucial-guide/financial-life/](http://www.studentnet.manchester.ac.uk/crucial-guide/financial-life/)

### ► Fire Alarm Testing

The fire alarm is tested every Thursday at approximately 1.45pm in the Samuel Alexander Building.

The fire alarm is tested every Thursday at approximately 8.30am in the Mansfield Cooper Building.

The fire alarm is tested every Wednesday at approximately 9.45am in the Martin Harris Building.

### ► Graduation

The graduation ceremonies are organised by the Student Services Centre:

The Student Services Centre (SSC)

Burlington Street

Manchester M13 9PL

Telephone: 0161 275 5000

Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

Web: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation//](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/graduation//)

### ► Harassment

The University seeks to create a studying environment which is free of harassment, and which protects the dignity of female and male students irrespective of their sexual orientation, racial or ethnic background, religion or disabled status. Personal harassment takes many forms. It is unwanted and uninvited actions which cause offence and/or embarrassment, fear, stress or tension. It can be an isolated act such as a comment or wilful gesture, or it can take the form of inappropriate behaviour towards a person.

For further information about the University's Policy on Harassment or if you have been a victim of some sort of harassment contact: The Equal and Diversity Office on 0161 306 5857 or the Students' Union Advice Centre on 0161 275 2946.

The University's Equality and Diversity policy can be found via the following page:

<http://www.manchester.ac.uk/aboutus/equalityanddiversity/>

### ► Health and Safety

A range of occupational health services are available to students. Further information is available at: [www.campus.manchester.ac.uk/healthandsafety/index.htm](http://www.campus.manchester.ac.uk/healthandsafety/index.htm)

With respect to Visual Display Unit (VDU) usage, we offer the following general advice:

If you have any problems with your eyes when using a VDU, please arrange an appointment for an eye test. If using a VDU for a long period, you are advised to take a five minute break from the machine once every hour, moving away from the screen and walking around the room, relaxing your arms and shoulders, as well as your eyes.

The University's policy on Health and Safety is available at [www.campus.manchester.ac.uk/healthandsafety/policy.htm](http://www.campus.manchester.ac.uk/healthandsafety/policy.htm)

### ► Information Systems

Students at the University of Manchester enjoy access to a wide range of high quality IS services provided across campus. September 2012 also sees the launch of the new Alan Gilbert Learning Commons which will offer a real variety of flexible individual and group study facilities, as well as provide access to computers, scanning and printing facilities. Within the Faculty of Humanities itself, there are in excess of 900 computers located within Faculty buildings available for student use, complementing the 500+ seats provided by the University in public clusters, including a public cluster at Owens Park.

All cluster computers are configured in the same way and provide access to services offered by schools, faculties and central service providers such as IT services

[www.itservices.manchester.ac.uk](http://www.itservices.manchester.ac.uk) and the University of Manchester Library  
[www.library.manchester.ac.uk/](http://www.library.manchester.ac.uk/)

Full details of clusters can be found at [www.itservices.manchester.ac.uk/pclusters/](http://www.itservices.manchester.ac.uk/pclusters/)

Full details of library services and other electronic resources can be found at:

[www.library.manchester.ac.uk/searchresources/](http://www.library.manchester.ac.uk/searchresources/)

In addition to cluster computers, wireless networking is being installed across campus, enabling students with wireless-equipped laptops to access IS services on campus. Full details of the services offered, including a list of available locations, can be found at:

[www.itservices.manchester.ac.uk/wireless/](http://www.itservices.manchester.ac.uk/wireless/)

Help and advice is available at a number of points across campus. In addition to the support desks in public clusters, the Faculty of Humanities provides a number of Service Desks: details of opening hours and other contact details can be found at <http://ict.humanities.manchester.ac.uk/>

IT Support: Faculty of Humanities	
Location: The University of Manchester Library in the Blue Area and the E floor of The Joule Library in the Sackville Street Building	
Tel: 0161 306 5544	Email: <a href="mailto:it-servicedesk@manchester.ac.uk">it-servicedesk@manchester.ac.uk</a>

### ► Inter-Library Loan Vouchers

All postgraduate research students within the School will, under normal circumstances, be allocated a certain number of Inter- Library Loan Vouchers per academic year. The Graduate School Office will email all students with details of how and when they can be claimed.

### ► International Society

The International Society is a busy centre for international students based in the Greater Manchester area. Manchester has more students from abroad than anywhere else in Britain, other than London, and International Society members come from all over the world. In fact, there were students from more than 130 different countries last year, so it's a good place to make friends and contacts during your stay here.

The International Society organise lots of different activities which provide a great opportunity for you to get to know other students and staff. For full details, see their website (below).

International Society  
William Kay House  
327 Oxford Road  
Manchester M13 9PG  
Telephone: 0161 275 4959  
Email: [info@internationalsociety.org](mailto:info@internationalsociety.org)  
Web: [www.internationalsociety.org.uk/](http://www.internationalsociety.org.uk/)

### ► International Advice Team

The University prides itself on being a truly international institution. International students are guaranteed a warm welcome and the opportunity to meet, work and socialise with people from all parts of the UK and overseas.

The International Advice Team is a team of advisers who can provide free individual advice to international students relating to immigration, work permits and financial, legal, study and personal matters. Please contact them to make an appointment.

The International Advice Team  
Student Services Centre  
Burlington Street  
Manchester M13 9PL  
Telephone: 0161 275 5000 (option 1)  
Email: [iat@manchester.ac.uk](mailto:iat@manchester.ac.uk)  
Web: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/immigration/)

International Student Welfare Officers: Mrs Gerry Bell  
Ms Ros Harrison  
Miss Laura Hardman  
Miss Erika Buzink

### ► Library

The University of Manchester Library, a designated National Research Library, offers a range of tailored products and services that directly underpin research at Manchester. This includes the provision of research support facilities across campus, providing access to an unparalleled range of electronic resources including over 40,000 e-journals and a comprehensive range of research datasets. Through Manchester eScholar the Library offers researchers a premium resource for

both depositing and disseminating research outputs. A service especially designed to support the management of research data will be launched in 2013.

Additionally, the Library delivers a range of training services and workshops in all areas of the research process. The Library's new Research Services team has been formed specifically to support the needs of researchers in bibliometrics and research analytics, research data, publication strategy and database searching.

For further information on the services offered to researchers, visit the website at:

<http://www.manchester.ac.uk/library/academicsupport/researchers/>

### ► Link Bus (147)

There is a regular 147 bus from Piccadilly train station to the University campuses. This service runs every ten minutes from 7.15am to 6.45pm Monday to Friday. Travel between the University campuses is free to students on production of the Student Card. Outside of this zone requires a fare to be paid. Further details can be found at: [www.route147.co.uk](http://www.route147.co.uk)

### ► Medical Services and Student Health

The Student Health Centre for the University provides an accessible occupational health service for all students. A doctor and nursing staff offer advice and support on health problem affecting studies.

You must register with a local doctor whilst you are in Manchester (we also advise you to register with a dentist). A list of GP practices can be obtained from the Student Health Centre, any University Hall of Residence or a local pharmacy. According to guidance issued by the General Medical Council it would not be regarded as good practice for a family member to be the registered GP or to offer treatment except in the case of an emergency.

#### **Student Health Centre**

182 - 184 Waterloo Place

Oxford Road

Manchester M13 9PG

Telephone: 0161 275 2858

Web: [www.studentnet.manchester.ac.uk/crucial-guide/personal-life/health/](http://www.studentnet.manchester.ac.uk/crucial-guide/personal-life/health/)

### ► Pastoral Care

If you have problems of a personal nature which may affect your academic performance, please talk to your supervisor(s). In some circumstances, he/she may suggest that you make an appointment at the Student Health Centre, Counselling Service or Academic Advisory Service. If you need any general information, particularly in relation to your registration or the regulations governing your programme, please arrange to talk to Amanda Mathews, the Graduate School Manager for the School of Arts, Languages and Cultures, either by calling in at the Office during normal opening hours for students or by making a prior appointment by emailing [amanda.mathews@manchester.ac.uk](mailto:amanda.mathews@manchester.ac.uk)

### **Student Guidance Service (formerly known as the Academic Advisory Service)**

The service provided by the Student Guidance Service (SGS) is currently unavailable.

The following information provides alternative sources of support:

The Crucial Guide, especially the [Academic Life](#) section, and My Manchester contain resources and resolutions to many of the queries dealt with by the Student Guidance Service.

The [Student's Union Advice Service](#) can provide independent academic-related advice on a confidential basis; see their website for further details.

You are also welcome to contact any of the following:

[Accommodation Office](#)

[Careers Service](#)

[Counselling Service](#)

[Disability Support Office](#)

[English Language Support](#)

[International Advice Team](#)

[Manchester Student Homes](#)

[Occupational Health](#)

[Student Services Centre](#)

[Study Abroad](#)

### **The Counselling Service**

The University's Counselling Service provides confidential individual counselling for all students who are seeking help with personal problems affecting their work or general well-being. You can make an appointment to see a counsellor, and there are also times in the week when you can drop in without an appointment.

5<sup>th</sup> Floor, Crawford House

Precinct Centre

Oxford Road

Manchester M13 9QS

Telephone: 0161 275 2864

Email: [counsel.service@manchester.ac.uk](mailto:counsel.service@manchester.ac.uk)

Web: [www.manchester.ac.uk/counselling](http://www.manchester.ac.uk/counselling)

### **Manchester Nightline**

Telephone: 0161 275 2983/4 (Found on the back of your library card)

Email: [nightmail@nightline.manchester.ac.uk](mailto:nightmail@nightline.manchester.ac.uk)

Web: [www.nightline.manchester.ac.uk/](http://www.nightline.manchester.ac.uk/)

The service is available from 8pm to 8am seven nights a week during term time.

(If you are short of money, Manchester Nightline can phone you back as long as you are within the '0161' area.)

Nightline is a non-directive, non-judgemental listening and information service run by students for students. If you want the opportunity to talk things through or get something off your chest, they are fully trained and well-prepared for anything you want to throw at them. Or if there's something you need to know, they offer practical, impartial information on virtually everything.

### ► Photocopying Facilities

There are photocopying facilities available in The University of Manchester Library. These library facilities are often convenient, but remember the charge per copy may well be lower in the Students' Union or private copy shops. Whenever you make copies, you should be aware of the copyright regulations, which are displayed on all University photocopying equipment.

### ► Postgraduate Blog

Updated weekly, this popular blog is written for University of Manchester postgraduates with careers news, comment, vacancies and deadline alerts.

The blog can be found at: [www.manchesterpgcareers.wordpress.com](http://www.manchesterpgcareers.wordpress.com)

### ► Railcard Applications

A 16-25 rail card saves a third off most rail fares. You can get your rail card application stamped and signed at the Student Services Centre.

### ► Sports, Health and Fitness

The Directorate of Sport offers health and fitness facilities for all, with pay-as-you-go fitness classes, enrolment courses, campus walks and a jogging club. If you want to get fit or maintain your fitness, are a complete beginner or an experienced exerciser, there is something for you.

The Armitage and Sugden Sports Centres organise a range of fitness classes and enrolment courses. A full list of the classes and courses can be accessed by visiting:

[www.sport.manchester.ac.uk/](http://www.sport.manchester.ac.uk/)

The **Campus Sport** programme runs various leagues and a range of fun tournaments throughout the year.

Manchester University's **Athletic Union** is home to over forty different clubs varying from the traditional to the unconventional, with something for everyone's sporting taste and ability.

Visit [www.sport.manchester.ac.uk/athletic-union](http://www.sport.manchester.ac.uk/athletic-union) for more information.

### ► Student Mail

The provision of student mail folders is currently being discussed. The Graduate School will communicate further details in due course.

### ► Student Representation

There is provision for PGR student membership of School and Faculty Postgraduate Research Committees, the School Academic Board and the academic Committees of the various subject

areas. Postgraduate Research Student Representatives are elected early in the academic year. If you are interested in being a student representative, please let the Graduate School Office know as soon as possible.

### ➤ Student Services Centre (SSC)

The SSC is a single point of contact for most of the administrative tasks you need to carry out as a student, including financial registration, documentation and graduation. The Centre is open Monday - Friday, 10.00am – 4.00pm, and its mission is to provide you with the highest possible 'one-stop-shop' level of service.

Matters of a financial nature, such as late payment of fees or payment by instalment, should be discussed with the Student Services Centre. Enquiries about Hardship funds should be directed to the Student Services Centre.

The Student Services Centre offers advice to students on general funding opportunities, and is responsible for the distribution of maintenance payments from University, Research Council and external funding bodies. The SSC can also provide confirmation of your attendance, your degree and provide a Council Tax Exemption certificate.

Burlington Street  
Manchester M13 9PL,  
Telephone: 0161 275 5000  
Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)  
Web: [www.studentnet.manchester.ac.uk/crucial-guide/](http://www.studentnet.manchester.ac.uk/crucial-guide/)

### ➤ The Students' Union

University of Manchester Students' Union  
Oxford Road  
Manchester M13 9PR  
Telephone: 0161 275 2930  
Email: [advice.su@manchester.ac.uk](mailto:advice.su@manchester.ac.uk)  
Web: <http://manchesterstudentsunion.com/>

Student life is not just about studying. It's about making friends, gaining skills and experience, taking a stand and getting the right support from the University. The Students' Union provides students with space, resource and money to make sure that student life achieves this, in line with the aspirations of students.

The Students' Union exists to be the voice of students at Manchester, effecting change and enriching student life. It is independent from the University and is democratically led by students. The Executive Team lead the Students' Union on a day-to-day basis and represent students at the University and beyond. All of the Executive Team are students who are elected by students.

The Executive Team are:

Executive Team	Email
Activities & Development Officer	<a href="mailto:Tommy.fish@manchester.ac.uk">Tommy.fish@manchester.ac.uk</a>

Campaigns Officer	<a href="mailto:Khalil.secker@manchester.ac.uk">Khalil.secker@manchester.ac.uk</a>
Community Officer	<a href="mailto:Kaz.dyson@manchester.ac.uk">Kaz.dyson@manchester.ac.uk</a>
Diversity Officer	<a href="mailto:Saad.wahid@manchester.ac.uk">Saad.wahid@manchester.ac.uk</a>
General Secretary	<a href="mailto:Nick.pringle@manchester.ac.uk">Nick.pringle@manchester.ac.uk</a>
Education Officer	<a href="mailto:Luke.newton@manchester.ac.uk">Luke.newton@manchester.ac.uk</a>
Women's Officer	<a href="mailto:Tabz.obrien-butcher@manchester.ac.uk">Tabz.obrien-butcher@manchester.ac.uk</a>
Wellbeing Officer	<a href="mailto:Cat.gray@manchester.ac.uk">Cat.gray@manchester.ac.uk</a>
Humanities Postgraduate Research Representative	To be elected October 2012

For information on funding, visit: [www.manchesterstudentsunion.com/top-navigation/advice-service/finance-advice](http://www.manchesterstudentsunion.com/top-navigation/advice-service/finance-advice)

### ► Transcripts

Transcripts are available from the Student Services Centre:

Student Services Centre (SSC)

Burlington Street

Manchester M13 9PL

Telephone: 0161 275 5000

Email: [ssc@manchester.ac.uk](mailto:ssc@manchester.ac.uk)

Web: [www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/transcripts/](http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/award-confirmation/transcripts/)

### ► Withdrawal from Programme

If, after consultation with your Supervisor(s), you decide, for whatever reason, to withdraw from your programme of study you must inform the Graduate School Office. You must complete a Withdrawal Form. This can be obtained from the Graduate School Office or the Graduate School website. Once completed, it should be returned to the Graduate School Office for processing.

The Office will then update your record, which will prompt the Student Services Centre to authorise any refund that may be due.

### ► Other useful contact telephone numbers

#### University Organisations

Security Control

(0161) 275 2728/0161 306 9966

St Peter's Chaplaincy

(0161) 273 2894

Dryden Street Nursery

(0161) 272 7121

Sugden Sports Centre

(0161) 306 4026

Nightline

(0161) 275 2983/4

## **Organisations outside the University**

NHS Direct	0845 46 47
Alcoholics Anonymous	0845 7697555
Drugs Helpline	0808 1 606 606
Manchester Rape Crisis	(0161) 273 4500
Samaritans (Manchester)	(0161) 236 8000
Manchester City Council	(0161) 234 5000
Manchester Citizens Advice Bureau	0161 834 9057
Victim Support & Witness Service Manchester	0845 4568800
Brook Advisory Centre (contraception and abortion advice)	0808 802 1234
Manchester Gay & Lesbian Helpline	0845 3 30 30 30
MIND in Manchester (for mental health information and advice)	0300 123 3393

Additional advice is available at [www.manchesterstudentsunion.com/top-navigation/advice-service/advice-service-home](http://www.manchesterstudentsunion.com/top-navigation/advice-service/advice-service-home)