

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 area of History, and it is a pleasure to be welcoming you to one of the leading international universities in one of Europe's most exciting cities – in turn, we are also excited by the prospect of the work that you will produce here 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 and choosing any optional course units you have open to you in your first year of study. The guide should be used in conjunction with our **Crucial Guide 2013: Get Ready** <http://bit.ly/crucialgetready> to help prepare you for your new life at the University of Manchester.

Over the next few weeks you'll receive information from us by email and post regarding Welcome Week and contact details for your Academic Advisor, so please make sure you look out for this and contact us if you have any questions.

Finally, I would like to take this opportunity to introduce you to two very important members of staff that you will meet in your first few weeks with us and who you should contact if you have any questions.



Your Programme Director is Dr. Christopher Godden.

You will meet **Chris** at your welcome meeting on **16th September**. **Chris** is based in the **Samuel Alexander Building (N2.6)** and you can contact him via email: christopher.godden@manchester.ac.uk. **Chris** is also a Lecturer in the Economic History of Globalisation and may therefore teach you during your studies.

Your Administrators are Gemma McCabe, Lucy Thompson and James McNamara. The History Receptionist is Vicki Allen.



They will become your main contacts for queries throughout your time with us!

You will meet them at your welcome meeting on Monday 16th September. They are based in the Samuel Alexander Building (W2.12). The History Reception is in W2.13 and the History Student Common Room is just next door in Samuel Alexander (W2.14). If you have any questions regarding registration, selecting your course units or just questions in general please do not hesitate to contact them via email: history.administrator@manchester.ac.uk.



The History Common Room

To keep up to date with the History Department and what we're up to over the Summer and into the next academic year find us on Twitter (@UoMhistdept) and Facebook (<https://en-gb.facebook.com/UniversityOfManchesterHistoryDepartment>).

Once again, congratulations and we hope you'll be able to get a well deserved rest over the summer. We very much look forward to meeting you in September.

Prof. Hannah Barker
Head of History

Crucial Guide 2013: Get Ready

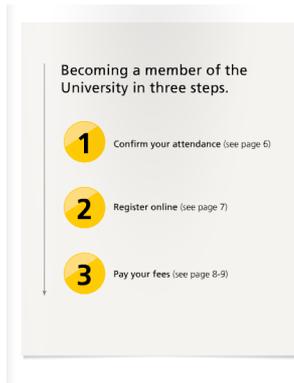


You will have already received, or will shortly be receiving your Crucial Guide 2013: Get Ready booklet; this guide contains important information to help you prepare for your new life in Manchester, and so it is important to read it thoroughly.

Use the Crucial Guide 2013 in conjunction with this guide to your degree programme, and don't hesitate to contact us if you have any questions.

If you haven't received your booklet yet, don't worry – it will be arriving with you soon! In the meantime, you can see the electronic version of the guide at: <http://bit.ly/crucialgetready>.

Becoming a Member of the University



Your Crucial Guide will take you through the important steps of becoming a member of the University. Please go to page 6 of the Crucial Guide 2013: Get Ready booklet to find out how to:

1. Confirm your attendance
2. Register online
3. Pay your fees

You can do all this at home, before arriving in Manchester, and it will mean you can start to access our online services and choose the optional course units for your first year – more about this later!

Welcome Week



Welcome Week for the department of History begins on **Monday 16th September**, and we'll be sending you a full itinerary of events in the next few weeks by email and by post. The week can be a challenging and exhilarating one, where you will be meeting both academic and support staff and will enjoy a range of social events. You'll need to absorb and process a great deal of information in a relatively short period of time – so try to be as prepared as possible before you arrive – but don't worry, all the information will be available for you on the student intranet or other forums, or you can always ask our teams of support staff on hand!

Your Academic Advisor

We will send you by email the contact details of your Academic Advisor before you arrive in Manchester. Your Academic Advisor, who will normally be allocated to you for the duration of your degree programme, is concerned with your general welfare, and is available to give you help and advice on all matters, whether academic or personal. You are strongly encouraged to meet with your Academic Advisor at all planned meetings, normally twice in the first semester of your first year and once a semester thereafter.

Online Programme Information

Following IT sign up (page 6 of Crucial Guide 2013: Get Ready), in addition to gaining access to My Manchester, your personal student portal (<https://my.manchester.ac.uk/>), you will also be able to access the Student Intranet pages of the School of Arts, Languages and Cultures, of which the department of History is part of.

<http://www.alc.manchester.ac.uk/studentintranet/>

These pages are updated regularly throughout the academic year and contain information on your degree programme's policies and regulations. Bookmark this page, to ensure that you have access to up to date School and Department information whilst at Manchester.

Registration

You can start to register online from 2nd September – 30th September.

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, including attending lectures, until you register. You will need to register at the beginning of each academic year of your degree programme with us.

All the information you need to register online is contained in the Crucial Guide 2013: Get Ready – try to make sure that you have done this before you arrive in Manchester to make your transition as smooth as possible.

If you have any problems

If you have any difficulties, you can speak to a member of the University's registration helpline on +44 (0)161 306 5544 – weekdays between 2nd and 30th September or contact your History Administrators.

Your Degree Programme Regulations and Course Unit Selection

Teaching begins week commencing Monday 23rd September. Before you start attending your classes you will need to sign up to any optional course units and/or seminar groups.

When can I choose my course unit(s)?

You will be able to select your courses and your seminar groups online **from 2nd September**, as long as you have completed IT sign up and have your log in details.

You should be able to do all this at home before you arrive in Manchester, and you can contact your History Administrators if you have any problems.

You can find a copy of your programme regulations and instructions on choosing course units below. You will also find more information about your programme by going to the following page on the student intranet – **please note that you must have completed IT sign up and received your log in details to access this page:**

<http://www.alc.manchester.ac.uk/studentintranet/undergraduate/subjectareas/history/>

When choosing your course units, you should check the timetable information carefully to ensure that they do not clash with the course[s] which you will be automatically enrolled on.

How do I select course units?

You can find a full student guide on how to use the Student System for selecting your course units online at: <http://www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration/cus/>

What if I am not sure what course unit(s) to take?

Make sure that you have fully considered the Faculty course unit database to familiarise yourself with each unit.

<http://courses.humanities.manchester.ac.uk/undergraduate/>

If you are still not sure about which courses you want to take, you will have the opportunity to discuss this with your Academic Advisor, whose contact details will be sent to you during the beginning of September. You can also make changes to your optional selections up to the second week of teaching.

I am having problems selecting my course units, what do I do?

Please contact your History Administrators if you are having any problems with selecting your units via the online system, and we should be able to sort most problems out by email or phone.

If you do not have computer access at home, or if you are having any other problems which we can't fix before you arrive in Manchester, help sessions are scheduled during Welcome Week. Please see the notice board outside the Teaching and Learning Main Reception (Room A6, Samuel Alexander Building) for further details.

How do I know what courses are available to me?

Your programme regulations are shown on the next page, the regulations set out what courses are available for you to choose this academic year.

**THE SCHOOL OF ARTS, LANGUAGES & CULTURES
PROGRAMME REGULATIONS**

For students studying on programme	BA (Hons) History
Level of Study	1
Academic Year of Study	2013/2014

Regulations:

- All Level 1 History Honours students will be automatically enrolled on HIST 10101 History in Practice (20 cr)
- All Level 1 History Honours students will be automatically enrolled on HIST 10812 Long Essay (20 cr)
- All Level 1 History Honours students must choose 80 additional credits of optional course units (Lists B-D)

After following Steps 1 to 4 below, all Level 1 History Honours students must have:

- Total selection of exactly 120 credits
- Minimum of 50 credits of course units in each semester
- Maximum of 70 credits of course units in each semester
- Course units whose lectures do not clash – check the timetable

Note on Credit Allocation Across Semesters:

- The semester in which a course unit is taught is identified by the last digit in the course code (eg HIST10101 = Sem. 1). A 0 (zero) final digit indicates the course unit is taught across both semesters.
- When calculating your credit allocation by semester, the credits for 0 (zero) coded courses should be divided equally between Sem. 1 and Sem. 2.

Step 1: You will automatically be enrolled for the courses in List A by your Programme Administrator:

LIST A	Credit
HIST10101 History in Practice	20
HIST10812 Long Essay	20

Step 2: Choose 40 credits of optional course units from List B	40 credits
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LIST B	Credit
HIST10062 Origins of British Industrialisation: British Economic & Social History, 1700-1914	20
HIST 10152 From Middle Kingdom to Economic Superpower: The Making of Modern China, 1800-2000	20
HIST 10302 Forging a New World: Europe, 1450-1750	20
HIST 10311 State, Nation and Nationalism, 1750 – 1920	20
HIST 10511 Globalisation in Historical Perspective	20
HIST 10691 The Making of Europe, 400-1500	20
HIST 11042 Cities and Citizens: Foundations of Modern British History, 1750 – 1960	20
CLAH 10011 Constructing Archaic Greek History	20
CLAH 10022 From Republic To Empire: Introduction To Roman History, Society And Culture, 218-31 BC	20

Step 3: Choose 20 credits of optional course units from List C You must not duplicate any choices made in List B	20 Credits
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LIST C	Credit
HIST10302 Forging a New World: Europe, 1450-1750	20
HIST10691 The Making of Europe, 400-1500	20
CLAH 10011 Constructing Archaic Greek History	20
CLAH 10022 From Republic To Empire: Introduction To Roman History, Society And Culture, 218-31 BC	20
SALC 10112 The Medieval World: An Introduction	20
SALC 10122 Living and Dying in the Ancient World	20

Step 4: Choose 20 credits of optional course units from List D You must not duplicate any choices made in List B or List C	20 Credits
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LIST D	Credit
Free Choice from any Subject Area in the Faculty of Humanities, including SALC and SoSS, <u>except HIST-coded course units</u>	10 or 20
UCOL-coded course units [<i>See University College for Interdisciplinary Learning Website http://www.college.manchester.ac.uk/</i>]	10 or 20
University Language Centre course units [<i>See University Language Centre Website http://www.langcent.manchester.ac.uk/</i>]	20
CLAH 10011 Constructing Archaic Greek History	20
CLAH 10022 From Republic To Empire: Introduction To Roman History, Society And Culture, 218-31 BC	20
HSTM 10721 Science and the Modern world	20
HSTM 10772 Bodies in History: An Introduction to the History of Medicine	20
SALC 10002 Standing on the Shoulders of Giants: Foundations for Study in the Arts	20
SALC 10112 The Medieval World: An Introduction	20
SALC 10122 Living and Dying in the Ancient World	20

Lecture Timetable Semester 1

Time	Mon	Tues	Wed	Thurs	Fri
9 – 10					
10 – 11	HIST10511 CLAH10011	HIST10311			
11 – 12					
12 – 1	HIST10101		CLAH10011		
1 – 2		HIST10101 Seminar option 1 (You will either take this seminar or the one on Thursdays at 1pm: dependent upon your academic adviser's decision)		HIST10101 Seminar option 2 (You will either take this seminar or the one on Tuesdays at 1pm: dependent upon your academic adviser's decision)	
2 – 3		HIST 10691		HIST 10691	
3 – 4					
4 – 5	HIST10311	HIST 10511			

Lecture Timetable Semester 2

Time	Mon	Tues	Wed	Thurs	Fri
9 – 10			SALC10112		
10 – 11	CLAH10022		SALC10112 HIST 10152		
11 – 12	HIST11042	HIST11042		HIST10062	
12 – 1	HIST 10152		HIST10302 CLAH10022		
1 – 2				SAHC10002 HIST10302	
2 – 3					
3 – 4					
4 – 5		HIST 10062			