

The University of Manchester



CRUCIAL GUIDE GET READY

2014



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This guide is packed with Augmented Reality content. Download the Junaio app for ios or Andriod and search for 'Crucial Guide' to activate. Alternatively, go to **bit.ly/crucialyoutube**

Your steps to becoming a student



Activate your IT account (see page 4)

You can register your account as soon as you receive the email inviting you to do so. This will be sent to you when you have met the conditions of your offer.



Register online (see page 5)

You can register online from 1 September.



Pay your fees (see page 6)

Depending how you are paying your fees, you can do this before you arrive or on campus.

Once you have completed these steps you will be able to collect your student card which you will need to access a wide range of University services.





Why activate your IT account?

This is the first step to becoming a registered student. An active IT account will allow you access to all our online resources (including the ones needed to register online and pay your fees) and also allow you access to your University email account.

How to activate your IT account

- 1. Once you have met the conditions of your offer, you will receive an email to your personal email address from the University letting you know that an IT account has been created for you. You cannot proceed until you receive this message.
- 2. You can then activate your University IT account at iam.manchester.ac.uk/activates

To set up your account, you will need your University of Manchester ID number (the 7-digit number listed in all communications that you have received from our Admissions team).

Once you've activated your IT account, you will receive your own unique login, which you can use to log in to **my.manchester.ac.uk**. As with all login details, you should protect your personal data by not sharing these with anyone else.

Get to know My Manchester

It's important that you now log into **my.manchester.ac.uk** using your new username and password. Here, you will find the next step in your journey to becoming a student.

My Manchester is the place where you can access all the digital services you will need as a student as well as useful information relating to your academic studies, support and student life in general. You can take a look around and explore some of the features as soon as you have activated your IT account.





Checklist Complete registration online between 1 and 30 September

Why register?

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

When to register

You can register, at your own pace and at a convenient time, between Monday 1 September and the deadline of Tuesday 30 September. If you do not complete registration by this date, you will be liable for a late payment charge of £50. Failure to complete registration by 31 October will result in the late payment charge increasing to £200.

We advise you to register early, before you come to Manchester.

How to register

Log in to **my.manchester.ac.uk** using your central username and password (generated when you activated your IT account – see page 4) and select 'Registration' from the 'My Services' tab.

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

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

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

Ten steps

Online registration consists of ten steps.

Steps 1 - 9 require you to confirm and update information about you, your contact details and your course. Step 10 is the payment of your tuition fees. The process is easy to follow but there are a couple of the steps that are worth highlighting:

Step 3: Bursary options: This stage only applies to undergraduate UK/EU students. You will be asked to indicate a preferred option for receipt of any University bursary you may be eligible for. It is not confirmation that you will be in receipt of a University bursary.

For UK students living in University accommodation there is a choice between a reduction in accommodation costs or a reduction in tuition fees. If you think you may be eligible for one of these, consider which would be most beneficial to you. Please consider your options carefully before indicating a preferred bursary option.

For more details see bit.ly/crucialbursaryoptions

Step 9: The Declaration: Make sure you read the information explaining what the University will do with your personal information and your rights in connection with the Data Protection Act, as well as the University's declaration statements – by ticking the box in step 9, you agree to abide by the University's statutes, ordinances, regulations and by-laws.

For more details see bit.ly/crucialrules

Step 10: Payment of your tuition fees. The next section of this quide explains this in further detail.

1



The final step of registration is to pay your fees. Depending on how you intend to pay, you may be able to complete this step before you arrive.

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

Online card payment

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

To pay in full, click 'Pay Now' or to pay in instalments, click 'Pay by Instalments'. If you choose to pay by instalments, you will pay one-third of your fees now, and set up a Direct Debit to pay two more instalments on specified dates. If you prefer to give us this information over the phone, ring the registration helpline (see 'Need Help' on page 7).

International

You must have a UK bank account if you wish to set up a Direct Debit for your fees. Be aware that opening a bank account after you arrive in the UK may take some time. For more information see your Orientation Guide.

Bank drafts and cheques

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

You can pay by visiting the Whitworth Hall or Student Services Centre once you arrive.

International Bank Transfer

We have partnered with Western Union to enable anyone who wishes to pay their tuition fees and accommodation charges by bank transfer to do so at a guaranteed exchange rate with no bank charge deductions and in your own currency.

Be advised that it can take up to 10 working days to be received by the University, and even longer to be reflected in your CAS statements from overseas bank accounts. We would advise for a faster payment method that students pay online by credit or debit card.

For more details see **bit.ly/crucialpayment**

If Student Finance England, Student Finance Wales, Student Finance Northern Ireland, Student Awards Agency for Scotland, or the NHS are paying your fees...

At step 10, your account will be displayed, showing any remaining tuition fees you are due to pay in the 'Student Contribution' box. It will also reflect any sponsorship or School grant you have been awarded (see 'If your employer/government/ sponsor is paying your fees...' on page 7).

Please be sure that you return your signed declaration form as soon as possible and that Student Finance has details of your National Insurance (NI) number. The University cannot claim your tuition fees if you have not done this and the Student Loans Company will not release your maintenance loan without this information.

Postgraduate

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

PCDL paperwork can be completed as soon as you have completed steps 1-9 of the online registration process. If you have applied for a PCDL, please bring your paperwork to be completed by the Registration and Fees Team at Whitworth Hall (see 'Key venues') any weekday 10am - 4pm between Monday 8 and Tuesday 23 September.

If you have applied for PDCL to cover only part of your tuition fees, you will be required to pay the rest in full during registration (see 'If you're paying your own tuition fees...' on page 6).

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

If you are a sponsored student, you need to give us details of your sponsor as soon as possible and we will invoice them for your fees. If you haven't already, you should email your sponsorship letter to

sponsorletters@manchester.ac.uk

To find out more about what information should be included on this document, please refer to **bit.ly/crucialsponsorship**

At step 10, your account will be displayed, showing the tuition fee you are due to pay in the 'Student Contribution' box. It will reflect any sponsorship or school grant you have been awarded. If your sponsorship is not displayed, you should bring a copy of your sponsorship letter to the Whitworth Hall once you arrive (see Key venues).

Pick up your student card

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



Check the Welcome website for more details. **bit.ly/crucialwelcome**

Need help?

If you have any problems while registering, call our registration helpline:

+44 (0)161 306 5544. It is open 9am - 5pm, Monday to Friday throughout September. You can also email ssc@manchester.ac.uk

See more information about registration on the Crucial Guide Live at

bit.ly/crucialregistrationhelp

International

For additional registration information relating to international Check-In, please see your Orientation Guide

Key venues

Student Card Collection only

Main Library

(campus map ref 55)

Monday – Friday 8 - 30 September 10am - 4pm Saturday 13 September 10am - 4pm Sunday 14 September 10am - 4pm

Owens Park

(Fallowfield Campus)

Thursday 11 – Monday 15 September 10am - 4pm

Fee Payment and Card Collection

Whitworth Hall

(campus map ref 50)

Monday – Friday 8 - 23 September 10am - 4pm Saturday 13 September 10am - 4pm Sunday 14 September 10am - 4pm

International Check-In

Whitworth Hall

(campus map ref 50, ground floor) Monday – Friday 8 - 30 September 10am - 4pm Saturday 13 September 10am - 4pm Sunday 14 September 10am - 4pm



Accommodation

Most of you who are planning to live in University accommodation will already have applied for your preferred hall of residence. We're looking forward to welcoming you to your new home.

If you have yet to apply, don't delay any longer – we need to receive your application by Sunday 31 August in order to guarantee you a place.

You can apply online today at **bit.ly/crucialaccommodation**

Postgraduates

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

Find out more...

To discuss any special accommodation requirements, speak to or email one of our advisors (contact details right).

For information on privately rented accommodation options go to

manchesterstudenthomes.com

For student-run online groups relating to your hall of residence, search Facebook.

International

For more accommodation related information for international students, please refer to your Arrival and Orientation Guides.

Contact us

The Accommodation Office,
Student Services Centre, Burlington Street
tel +44 (0)161 275 2888

email: accommodation@manchester.ac.uk web: manchester.ac.uk/accommodation

Check your vaccines

In the last few years, incidences of mumps and measles in teenagers and young adults have increased across the UK. To protect our student community, we advise you to have a second MMR (Measles, Mumps and Rubella) vaccination before coming to university. Additionally it is recommended that you have a Meningitis C vaccination.

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

Please note that the vaccines are not recommended if you are pregnant.

Registering with a Doctor

Whilst it's not something you can do yet, it's worth noting that you will need to register with a doctor when you arrive in Manchester. There will be opportunity to do this through the first few weeks of semester on campus and in University accommodation

Find out more...

Health advice from Crucial Guide Live at **bit.ly/crucialhealth**



There are so many reasons to get excited about joining The University of Manchester, here are just a few:

Going deeper into a subject you love... (page 14)

"I really like the modules, they have such a wide variety and it opened up my world – it's amazing. The programme itself is why I came to Manchester." Marijn, MA English Literature

Exploring the city of Manchester... (page 10)

"Manchester is so vibrant, so multicultural, with so many opportunities for students. Having the University so close to the city is a big factor for me. Being so close you can just pop there after a day at uni, and lots of things are free for students." Jake, BNurs Nursing

Meeting hundreds of fascinating new people... (page 18)

"My favourite thing about Manchester is the people that you meet and the conversations you have. Everyone's really interesting!" Rowan, BA Drama

Using some of the best research and learning facilities in the world... (page 16)

"Manchester is THE place to come for facilities. They're run very well, constantly developed, constantly being upgraded. They're wonderful." Dr. Karen Piper Hanley, Lecturer in Molecular Medicine

Trying something new... (page 15)

"Joining societies is a great way to make friends and get involved in the kinds of activities that you wouldn't find elsewhere. Whether it's volunteering, sport, drama, or studying abroad, it broadens your perspective and you learn new skills." Tommy, BA Languages and Social Sciences





Manchester has it all: Culture, music, shopping, nightlife, sport. Take a look at these pieces from writers at *The Mancunion* student newspaper to get a feel for your new home.

The best nightspots in Manchester by Olly Mitchell bit.ly/crucialthecity1

A postgraduate's guide to Manchester by Stevie Spiegl bit.ly/crucialthecity2

The Northern Quarter by Ben Walker bit.ly/crucialthecity3

Manchester's music culture by Casper Hughes bit.ly/crucialthecity4

Best live music venues by Matthew Staite bit.ly/crucialthecity5

Eating out on a budget by Emily Lean bit.ly/crucialthecity6

Theatre: What Manchester has to offer by Josephine Lane bit.ly/crucialthecity7

Venue Guide: Destination Art by Abbie Mia Roberts and Matilda Roberts bit.ly/crucialthecity8

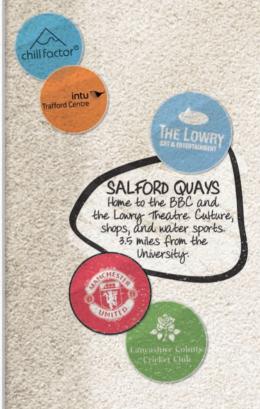
The National Football Museum by Andrew Georgeson bit.ly/crucialthecity9

Getting around by the Mancunion Team bit.ly/crucialthecity10

Parks in Manchester by Jonathan Breen bit.ly/crucialthecity11

The city for free by Emma Bean bit.ly/crucialthecity12





Transport links

Centrally located, and just a short walk or bus ride from the University, both the train (bit.ly/crucialtrain) and coach stations (bit.ly/crucialcoach) are easy to find, while the airport isn't far (bit.ly/crucialplane).



North Wales & Snowdonia 45m





CRUCIAL GUIDE 2014









NORTHERN QUARTER

Alternative nights and chilled-out days. I mile from the University.





Manchester Central Library



It's all here: Shopping, bars, restaurants, music, and culturel I mile from the University.















The Mańchester Museum

THE UNIVERSITY



O₂apollo



RUSHOLME

Curry Milel Restaurants and food shops from the whole world. Half a mile from the University.



Sheffield 35m •

Whitworth Art Gallery

FALLOWFIELD

Student central: Halls of residence, shops, and bars. 1.5 miles from the University.



CHORLTON

Bohemian, vintage, and artisan Accommodation, food, bars, and shops. 3 miles from the University.

WITHINGTON

Popular for second-year student lets. Accommodation, bars, and shops. 2.5 miles from the University.

A bit more grown-up, but still friendly. Accommodation, shops, and restaurants. 3.5 miles from the University

DIDSBURY

If you yearn for a bit more open space, a 40 minute train journey will take you to the centre of the Peak District national park, with some of the most beautiful natural landscapes in England and a whole host of outdoor adventures.

bit.ly/crucialpeaks

Going further

THIS ILLUSTRATION IS NOT INTENDED TO BE LISED AS A MAP

Plan your journey



We're lucky in Manchester to be conveniently located in a central, wellconnected part of the UK, with plenty of transport options to get you and your belongings here safely.

By air

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

www.manchesterairport.co.uk

International arrivals

www.nationalrail.co.uk

For details on our arrival services for students based outside the EU, including the University Shuttle Service to Residences, please refer to your Orientation Guide.



By train

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



By coach

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



By road

Manchester is well served by the motorway network. Use the Google Maps 'Get Directions' service to plan the best route.

www.google.co.uk/maps





directions for all of the halls of residence at bit.ly/crucialdirections





Moving from school to university, or from undergraduate to postgraduate study, is a big step up. So what can you expect, and how can you prepare before you begin?

Coming to University for the first time



At school you are given the answers to questions, or told where to find those answers. At university you'll be expected to ask your own questions, do your own research, and find your own answers. This can be difficult to get your head around at first, but don't worry, you'll never be expected to do things completely on your own.

ectures

Lectures are the traditional form of teaching where lecturers give information to a large number of students.

Prepare by: Practicing note-taking. This is an essential skill that will help you remember what was said in lectures, and to follow up any questions you may have. bit.ly/crucialnotes

Saminars

Seminars are discussion groups with a tutor and other students, and you will be expected to contribute in each seminar, so reading and preparation are essential.

Prepare by: Learning how to adopt different reading styles. You'll be reading a lot. **bit.ly/crucialreading**

Workshop, laboratory, or studio sessions

In some subjects you'll develop skills and expertise through practical work. Afterwards you'll be asked to write up the results.

Prepare by: Practicing reflective learning. You'll learn more from your practical experiences if you take the time to reflect on them.

bit.ly/crucialreflect

Self study

Advisors and supervisors will be ready to help but you will have to plan your own learning, deciding how much time to put into it and which learning methods suit you best.

Prepare by: Learning about time management. It's not glamourous, but it will help you get the most out of your studies while allowing you to enjoy a full social life. **bit.ly/crucialtime**

Continuing to postgraduate study

One thing that often worries students starting a postgraduate degree is the expectation that their work will need to be of a miraculously better standard. While you will be expected to produce well researched, well thought-out, and well argued assignments, no-one is expecting brand new ideas and brand new data – at least not at first!

Research is at the heart of postgraduate study at Manchester, and you'll be expected to be proactive: at this level you really have a chance to make your education your own. Get to know what's going on in your research field, the new questions people are discussing, and where there are gaps that you can explore.

The major change is the volume of work, and the amount of time you'll have to do it. Depending on your academic School, your first assignments may be due 3 or 4 weeks into term. But you'll have plenty of support, and access to some of the best research and study facilities in the country.

Prepare by: Reading. The basics don't change from undergraduate to postgraduate study: you'll still need the note-taking and time-management skills you learned in your first degree. So get a head start on that reading list!



One of the best things about studying at Manchester is the sheer range and variety of things to get involved in outside of your studies. Getting involved in any of these things will open you up to new ideas, new people, and new skills. Although you might think it's way too early to think about it, extra-curricular activities are one of the things employers look for in new recruits

Societies

We have over 300 student-run societies for everyone, covering activities from Art to Zoology, via Cheese and Wine, Debating, Knitting, and Journalism. Find all of the societies at the Student Fair run by the Students' Union during Welcome Week (see page 18). bit.ly/crucialsocieties

Sport

Sport is a great way to keep fit, meet new people, and develop new skills. Whether you want to represent your University at the highest level, or enjoy a relaxing yoga session in your halls of residence, Sport at Manchester has something for you. Find all the Sports clubs at the Sport Fair held in the Students' Union during Welcome week.

bit.ly/crucialsport

Volunteering

Our students have a reputation across the city for their generosity and volunteering, and the the number of ways to get involved are endless. Mentoring in schools, taking part in community action projects, and coaching in local sports clubs are just some of the ways you could use your spare time. Volunteering helps you meet new people, build confidence and skills, and can also boost your employability. **bit.ly/crucialvolunteer**

Representation and campaigns

How can you make the a difference to the experience of studying at Manchester? Represent. There's a huge network of student reps across campus, from course reps who meet with academics to improve teaching, through Faculty reps, right up to the Students' Union Execs who work with senior staff at the University to make change happen. **bit.ly/crucialreps**

Part-time work

More than half of all students at Manchester work part-time during their studies, so if you want to join them there's plenty of support available. Apart from the obvious financial benefit, working part-time is a chance to get real workplace experience, and it's also a good way to escape the student bubble and meet different people.

bit.ly/crucialworkparttime

Research volunteering

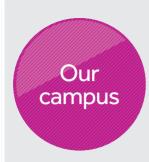
Much of the research at the University is carried out by students like you. As well as sometimes offering financial incentives, volunteering as a research subject is one of the best ways to get an insight into the kinds of research going on at the University. Plus, if you think you might be interested in continuing your studies, it's a perfect opportunity to meet other students on the same journey, to find out what's involved, and to learn from their experience.

bit.ly/crucialresearchvolunteering





Look out for Make the Most of Manchester symbol. These are opportunities that offer a great chance for you to develop skills and gain experiences that will help you as you move through University and beyond.



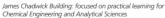
We are right at the heart of things. Our campus reaches into the city centre, but leaves space for you to relax and unwind. With a mix of historic architecture and modern learning spaces, we have everything you need to achieve your best, both in and outside of your studies.

You will quickly find your way around, but you'll find campus maps in the Welcome and Orientation

guides (international students only), to help in your first couple of weeks. Walking between Oxford Road and Sackville Street takes about 15 minutes, much of it through campus. You can also travel free of charge on the 147 bus between the two areas of campus by showing your student card. Until you collect your student card the back cover of this guide can be used as a bus pass.





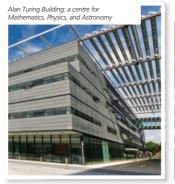
















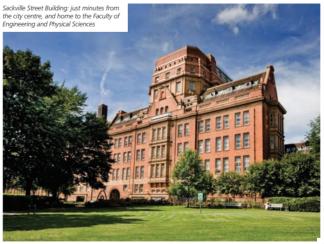
















With the Start of Year and Students' Union Fairs, as well as special events run by your School or halls, Welcome is a great time to find out more about your course and University resources available. It's also the perfect opportunity to get to know your way around the campus and the city and meet lots of new people.

There is something for everyone during Welcome Week, whether you're an extrovert party animal looking for the loudest nights out, or you prefer something a little bit more refined. And if you don't know what you're looking for? Try a bit

of everything and see what you like! See your What's On and Orientation guides (international students only) for details of Welcome activities.

Remember there will always be friendly people around to help and advise you if you need it – just ask. Look out for the staff and students wearing purple



'Ask Me' badges or sweatshirts to show they are happy to help you out.

Key dates

Tues 9 September:	University Shuttle Service to Residences for international arrivals begins
Thurs 11 September:	Most University accommodation opens* Welcome activities begin
Fri 12 September:	Orientation presentations for international and EU students begin
Mon 15 September:	Welcome and induction events in academic Schools and halls begin
Tues 16 September Wed 17 September:	Start of Year Fair, Students' Union Student Fair and Sports Fair
Sat 20 September:	Pangea music & arts festival begins
Mon 22 September:	Semester One teaching begins

^{*}You'll receive the exact opening date and arrival instructions for your hall from the Accommodation office separately.



Bus Pass

Show this guide to drivers of the 147 bus to get free service between Sackville Street and Oxford Road campus from Thursday 11 to Sunday 21 September 2014.

The University of Manchester Oxford Road, Manchester M13 9PL tel +44 (0)161 306 6000

www.manchester.ac.uk



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If you require a copy of this Guide, or certain sections of it in an alternative format please contact the Student Communications office on 0161 275 2073.



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