

Understanding your Programme Regulations

A printable copy of your programme regulations can be found on the School Student Intranet by navigating to **Subject Area Information** (Log in required with your University username and password).

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

PROGRAMME REGULATION	
For students studying on programme:	BA(Hons) Middle Eastern Studies and a Middle East
Level of study:	L2
Academic year of study:	2014/15
Programme Code:	07320
Plan Code:	09284 (Persian)

Check you are looking at the correct regulations for your programme, plan and level.

PLEASE NOTE:
When selecting your course units you must ensure you take:

- 120 credits overall (including any compulsory courses)
- Minimum of 50 credits per semester
- Maximum of 70 credits per semester
- Minimum 100 credits must be Level 2
- Maximum 20 credits at Level 1

HELPFUL HINT:
✓ The semester a course is taught in is identified by the last digit in the course code. E.G C identifies the course unit is taught over both semesters, a '1' indicates Semester 1 and '2' indicates Semester 2.

Carefully read the guidance notes so you are aware of any restrictions.

1: You will be automatically enrolled onto the course units in List A by your Programme. You must ensure you are enrolled on to the correct language for your pathway:

LIST A: 000016040	YR2,MES/LangPMandatory Course
MEST20011	Theories in the Academic Study of the Middle East
MEST20002	The Modern Literatures of the Middle East
MEST20410	Persian Language 2

2: Select a minimum of 20 credits from List B

LIST B: 000016037	YR2,MES/Lang Optional Course
MEST20721	Revolutions, Revolt and Rebellion in the 20 th Century Middle East
MEST20501	Key debates in Modern Islam

Each requirement of the regulation is outlined by separate numerical steps.

Each step details the amount of credits you can select from each course list.

MEST20272	Themes in the Formation of Arab and Jewish Nationalism
MEST 20352	Women and Gender in the Middle East and North Africa
MEST20292	Shi'ism: The Other Islam
RELT20041	Religion and Science in the Time of the Crusades: God, Islam, Christianity, Medieval Jewish, Christian and Muslim Thought

Navigate to your **My Manchester** portal to read course descriptions and to browse all courses via the My Courses Tab.

3: You may select up to 20 credits from another subject area within the Faculty of Arts, Languages and Cultures. You must ensure you are enrolled on to the Courses Tab within My Manchester login.manchester.ac.uk

LIST C: 000016032	YR2 Humanities Free Choice
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Your programme regulations are built into the Student System. Once you have completed the course selection process, you can use the Student System to check you have followed your programme regulations by running an Advisement Report.

The course requirements for your programme are made up of:

- *Mandatory* courses that you will have been automatically enrolled upon by your School.
- *Optional* courses that you can choose to make up the rest of your requirements.

Running a Programme Advisement Report

1: Navigate to your **My Manchester portal**
<https://www.portal.manchester.ac.uk/>

2: select the **My Services** tab

3: select **Student System**

4: select the **Student System** hyperlink

Use your University username and password to log into the Student System

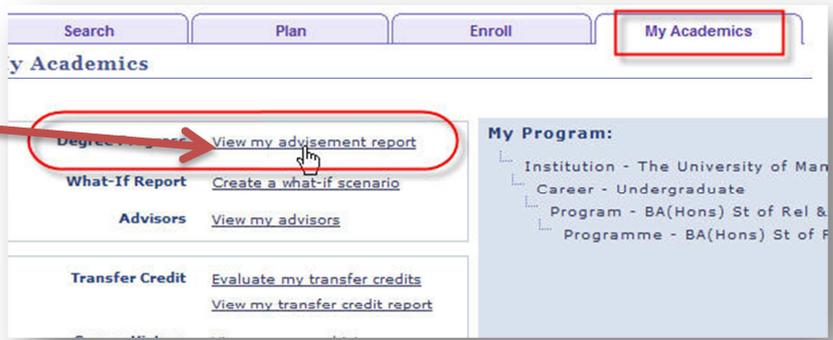
5: Select **Student Center**

6: In Student Center, select **My Academics**

The screenshots show the following steps:

- The 'My Services' tab is selected in the top navigation bar.
- The 'Student System' link is highlighted in the dropdown menu.
- The 'Student System' page is displayed with the 'Student System' link highlighted.
- The 'Student Center' page is displayed with the 'Student Center' link highlighted in the 'Main Menu'.
- The 'My Academics' link is highlighted in the 'Main Menu'.

7: Select **View my advisement report**



Populate the fields in the drop down menus as shown, selecting 1415 for Term

View Degree Progress Report

Choose an institution and report type and press go to view your degree progress in your current academic program. If you wish to view your coursework in a what-if scenario, select one of the buttons below.

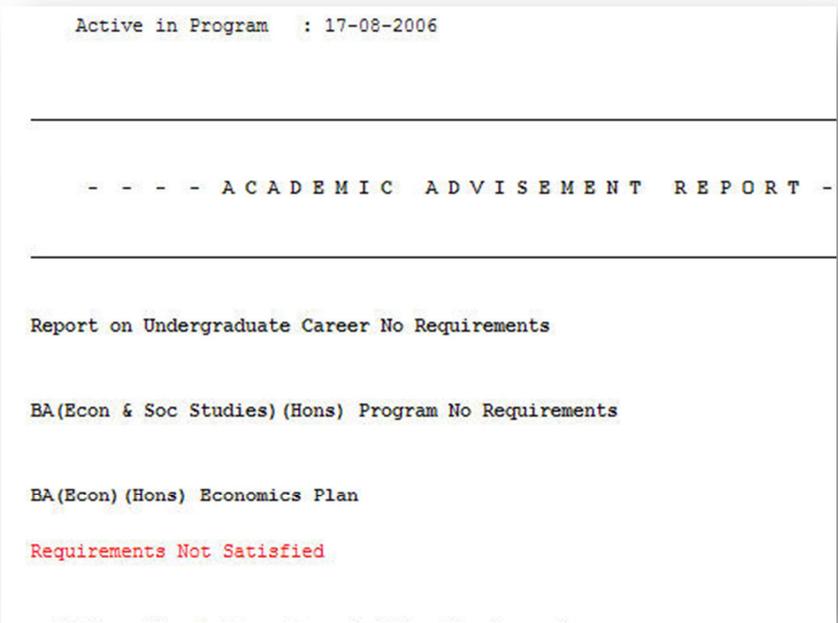
This process may take a few minutes to complete. please do not press any other buttons or links while processing is taking place"

Term refers to the academic year where "1131" means academic year 2013/14; "1141" Means academic year 2014/15 and so on.

Select **go**

Information For Students
 This advisement transcript is meant for academic advisement purposes only and is not an official record of the student's achievement at The University of Manchester.

After a short processing time, your advisement report will appear



The report will highlight if and where requirements of your programme regulations are not met and normally show which optional courses can be taken to make them up.

In this example, the student is required to select 120 credits overall and they have already enrolled upon 60 credits worth of courses so they need to enrol onto a further 60 credits in order to satisfy their programme regulations.

Units (required/actual/needed): 120.00/60.00/60.00