Important Dates

Semester one

Welcome Week: 18 September 2017 – 24 September 2017

Teaching Weeks: 25 September 2017 – 17 December 2017

Christmas Break: 18 December 2017 – 14 January 2018

Examination Period: 15 January 2018 – 28 January 2018

Semester two

Teaching Weeks: 29 January 2018 – 25 March 2018

Easter Break: 26 March 2018 – 15 April 2018

Teaching Weeks: 16 April 2018 – 13 May 2018

Examination Period: 14 May 2018 – 10 June 2018

School of Arts, Languages and Cultures

The University of Manchester Manchester M13 9PL

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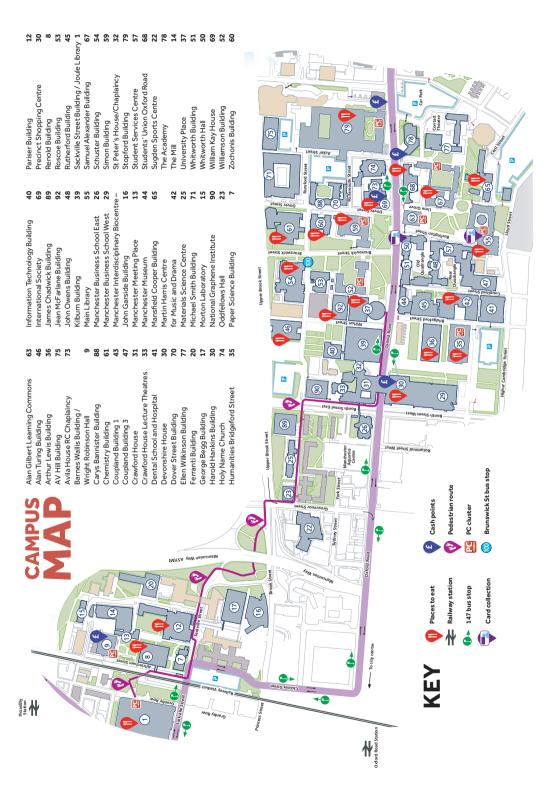
www.manchester.ac.uk/alc

Royal charter number: RC000797



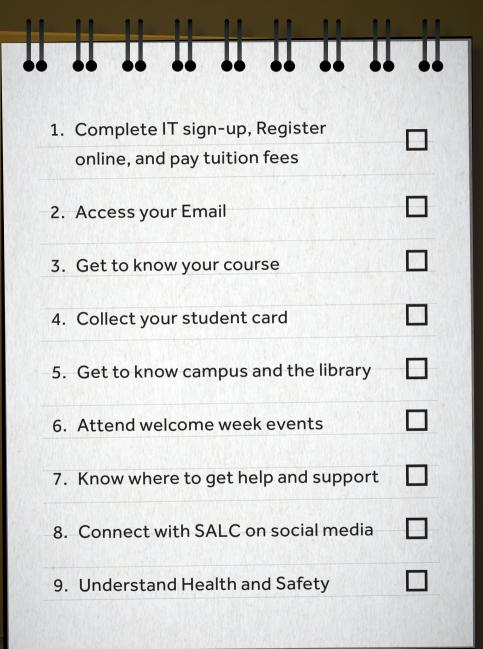


WELCOME GUIDE 2017



Archaeology

www.manchester.ac.uk/alc



School of Arts, Languages and Cultures (SALC) Welcome Week Checklist

Complete IT sign-up, Register online, and pay tuition fees

Registration is a crucial part of becoming a member of the University, and is an online process that requires you to complete IT sign-up, confirm your personal details are correct, register for your programme of study and pay – or make arrangements to pay – your tuition fees. You are not a member of the University until you register. Please note that if you do not register by 30 September you will be liable for a late registration charge of £200. Find out more about registration at www.welcome.manchester.ac.uk

2. Access your Email

Your University email account is activated after you have registered, and is the best way to keep in touch with Academic and Professional Support staff. It is accessed via your MyManchester portal, or you can set up your emails on your smartphone or tablet for convenience. Find out how to set up your University email account at www.itservices.manchester.ac.uk/email/student

3. Get to know your course

Ensure that you are familiar with your Programme Structures and how to select your optional Course Units (if applicable). You will receive more information on this by email from your Programme Administration team and during Welcome Week. Programme Structures can be viewed after 1 September at www.alc.manchester.ac.uk/studentintranet/undergraduate/subjectareas (you need to have completed IT sign-up to view this page).

4. Collect your student card

Once you've completed IT sign-up and registration you can collect your student card. Your student card provides you access to University facilities and can be collected at various points across campus during Welcome Week. For more information see: http://www.welcome.manchester.ac.uk/get-ready/registration/new-students/

5. Get to know campus and the library

Finding your way around the University can seem a little confusing at first, but this booklet contains a map of campus to aid you. It is well worth exploring the SALC

Buildings such as Samuel Alexander Building and the Martin Harris Centre, as well as the Main Library and Alan Gilbert Learning Commons.

6. Attend welcome week events

The events held during Welcome Week are essential to understand your programme of study, meet your Academic Advisor, and also provide you the opportunity to meet your fellow students. Details of your first welcome meeting are given later in this guide, and your Welcome Week schedule will be emailed to you and available on the Welcome Week website after 1 September.

7. Know where to get help and support

For administrative queries such as questions about your course unit selection, you should contact your Programme Administration team. If you ever encounter difficulties managing academic work due to personal issues there is personalised support and guidance available through our Student Support and Guidance Office (SSGO). Most subject areas also have a Peer Support scheme, where 2nd or final year students provide guidance and support to 1st year students. You will find out more about this in Welcome Week.

8. Connect with SALC on social media

SALC is on Twitter and Facebook, so connect with us to receive live updates about what is going on.
The UoMSALC network is for SALC news, events and information for everybody, whilst the UoMSALCstudents network is just for current students. We'd recommend you connect with both!

@U_oMSALC

facebook.com/uomsalc
@UoMSALCstudents
facebook.com/uomsalcstudents

9. Understand Health and Safety

Complete the online Health and Safety unit via Blackboard. This course will show up in your My Manchester – My Courses tab, and will have the code: SALC11230 Health and Safety. Please ensure that you have completed this before 30 September 2017.

Key contacts

Student Support and Guidance

A.15, Ground Floor, Samuel Alexander Building (campus map reference 67) salc-studentsupport@manchester.ac.uk

Nightline

See the back of your student card for contact number. manchester.nightline.ac.uk

Disability Support and Advice

2nd Floor, University Place (campus map reference 37) www.dso.manchester.ac.uk

Counselling Service

5th Floor, Crawford House (campus map reference 31) www.counsellingservice.manchester.ac.uk

Students Union

Oxford Road (campus map reference 68) www.manchesterstudentsunion.com

Student Services Centre

(campus map reference 57) www.studentsupport.manchester.ac.uk/who-can-i-talk-to/student-services-centre

Main Library

(campus map reference 55) www.library.manchester.ac.uk/locations-and-opening-hours/main-library

IT Services

Main Library (campus map reference 55)

Alan Gilbert Learning Commons (campus map reference 63)

Joule Library (campus map reference)

www.itservices.manchester.ac.uk

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Accreditation

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



The School of Arts, Languages and Cultures (SALC), which you are now part of, brings together an exceptionally diverse and successful concentration of teachers and researchers with the ambition of positioning the Arts at the core of the University's mission and at the forefront of its international reputation. Attracting the best teaching and research talent, the School aims to give our students a learning and teaching experience of the highest quality where they are taught and guided by inspiring academics, making our graduates highly sought after by employers.

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

The School is made up of eighteen different disciplinary areas: Arabic and Middle Eastern Studies, Archaeology, Art History and Visual Studies, Chinese Studies, Classics and Ancient History, Drama, English, American Studies and Creative Writing, French Studies,

German Studies, History, Italian Studies, Japanese Studies, Linguistics and English Language, Music, Religions and Theology, Russian and East European Studies, Spanish, Portuguese and Latin American Studies, and Translation and Intercultural Studies, plus the University Language Centre which offers teaching in nearly 20 languages (ranging from Arabic to Urdu).

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

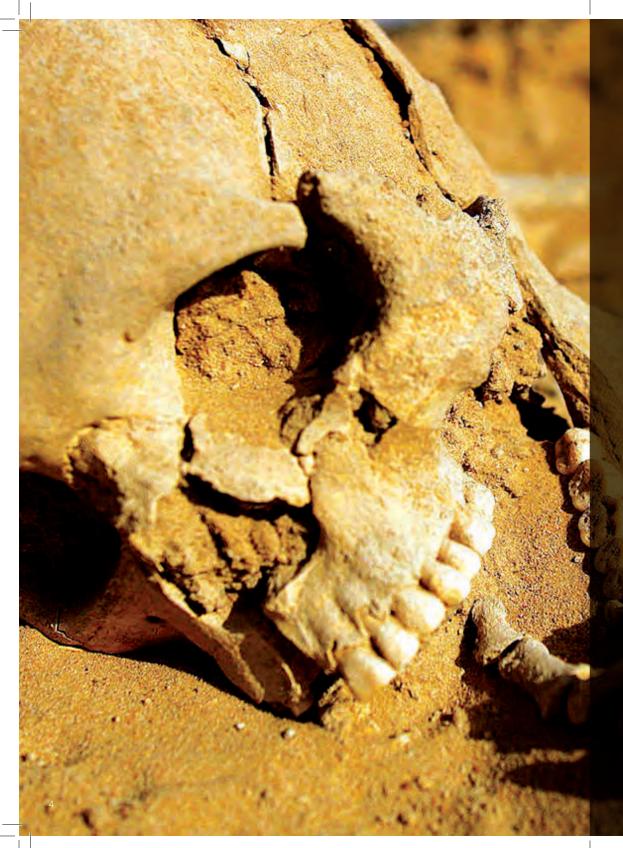
The School is home to nearly 6,000 undergraduates and postgraduates, and it employs around 350 academic staff, more than a dozen postdoctoral

research fellows, and a large cohort of teaching assistants, all supported by around 100 professional support services staff. Teaching and research in the School are supported by rich resources within the University, in the collections of the University of Manchester Library (including the aforementioned world-famous John Rylands Library), the Ahmed Iqball Ullah Race Relations Resource Centre, the Manchester Museum and the Whitworth Art Gallery, as well as in other distinguished Manchester archives and museums

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

Welcome to the School. This guide has been written for you in conjunction with current students to help you navigate through your first year and beyond. I hope you find it useful.

Professor Alessandro Schiesaro Head of School



Welcome to Archaeology

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 form the University of Manchester!

We are very much looking forward to your arrival in the Department of Archaeology, and it is a pleasure to be welcoming you to one of the leading universities in one of Europe's most exciting cities. Archaeology is a small but friendly Department with staff conducting research projects from Australia to the Mediterranean to Scotland. Most importantly, we really hope you enjoy this fascinating subject, and also your time at Manchester.

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, and will help prepare you for your new life at the University of Manchester. Over the next few weeks we will be posting information on our Welcome Week website, including your Welcome Week Schedule, and will send you information via text message or email.

You can find our welcome week website at:

www.welcome.manchester.ac.uk

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

Your Programme Director is Dr Chantal Conneller. You will meet Chantal and myself at your first Welcome Meeting on:

Monday 18 September
10am-12pm
Room G.19
Mansfield Cooper Building

Your contacts for administration queries are the Archaeology Administration Team, based in Samuel Alexander Building, Room S2.3. If you have any queries regarding registration, course unit options or just questions in general, please do not hesitate to contact them via email at: argy@manchester.ac.uk

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

Dr. Ina Berg Head of Archaeology

The Whitworth Park Community Archaeology and History Project



This project was a partnership between the University of Manchester's Department of Archaeology, the

Manchester Museum, the Whitworth Art Gallery, Friends of Whitworth Park and the Ahmed Iqbal Ullah Race
Relation Resource Centre. It aimed to uncover some of the fascinating history, archaeology and biodiversity of Whitworth Park, an 18 acre public park off Oxford Road on the border of Rusholme and Moss Side.

We explored its relationship to the history of urban public spaces and culture/leisure institutions in Manchester and elsewhere. Backgresserch, archaeological fieldwork oral-history recordings were under and used to inform our findings we then formed a series of exhibition

Our project aimed to celebrate the past and present of the park, to encourage its greater use by local communities and involvement in its future. We looked to increase public knowledge and understanding of its history, architecture and biodiversity. We explored its relationship to the history of urban public spaces and culture/leisure institutions in Manchester and elsewhere. Background research, archaeological fieldwork and oral-history recordings were undertaken and used to inform our findings which then formed a series of exhibitions, open days and events to showcase the final results of the project. You will have a tour of the site in Welcome Week to introduce you to the lasting legacy of this project and reflect on its contribution to the University and local communities.

Registration and Choosing your Course Units

From **1 September 2017**, you will be able to complete the online registration process and start choosing your optional course units and seminar groups via our online course selection system. We will contact you around **1 September** via email with further information and instructions, including your Programme Structure (see page 9 for more details).

You are advised to read and familiarise yourself with the course unit information available online and your Programme Structure before arriving in Manchester. Ideally you should complete online registration before arriving, and ensure that you complete course unit selection by 12pm on Friday 22 September, to ensure your timetable is ready for teaching to commence on Monday 25 September.

If you do not choose your optional units by this time, we will automatically enrol you on appropriate course units.

Don't worry if you encounter any problems, you will be told more about registration and course unit selection in your welcome meetings, and there will be drop-in sessions with your administrator during Welcome Week.







What can I expect from Welcome Week?



Congratulations on achieving your place with us, we are delighted that you will be studying in our school in Manchester. This brief guide introduces you to life as a student in the School, and introduces some of the things you will need to know before arriving on 18 September.

We will shortly be emailing you with your Welcome Week schedule, on or around 1 September, and this will also be available online at:

www.welcome.manchester.ac.uk/your-course/

Meanwhile, please see below for a flavour of what to expect in 2017!

An introduction to your course and the staff.

You will attend introductory lectures, meet your Academic Advisor and learn important information about your programme, department and school.

Important Information

There will be a lot of new information given to you during this week. Be prepared, take pens and paper to meetings and lectures, but don't panic too much if you forget something. It will all make sense after a couple of weeks!

Help with things such as **course unit selection**. If you're having
trouble navigating the system or
don't understand what to do, your
programme administrators will be
available to help – please ask someonel. **Fun!** Remember to get involved in the
events that the Union and School host,
chat to new people, visit the Student
Fair and explore all the 450 societies
the University has to offer.

How does my degree course work?



Teaching begins week commencing **25 September 2017**, and by this time you will need to be signed up to all your course units and seminar groups.

Your **Programme Structure** is a list of course unit options available to you, with a set of instructions which you must follow to fulfil the requirements of your programme. We will email you your programme structure on or around **1 September**, so you can see your options.

Course units are the modules that make up your year.

There will be some compulsory units that you have to take this year, but many programmes also allow free choice units from across other programmes. Information on how to enrol on units, including looking for free choice options, is available through the **MyManchester portal**; this is the Student System whereby you can enrol on your chosen units.

You can change your course enrolment up to the 2nd week of teaching. Timetables are always subject to change, so we recommend that you check your online timetable regularly via your MyManchester portal. It is important that you are enrolled for all lectures, seminars and tutorials for each unit. We will send you further information about this via email.

Please check your emails regularly for important updates.

Great Expectations



Attendance and Participation

Attendance and Participation is vital. You are expected to attend all your classes and to notify the class leader if you cannot attend. The department will contact you to offer support if you consistently miss classes.

You will have a mixture of lectures and seminars, and it is important that you attend both. Lectures will be largely listening-based, though some lecturers may ask questions in order to question your existing knowledge and/or to clarify a point.

Seminar participation can seem daunting at first, but if you study the source material for the seminar carefully then you don't need to worry about not having the answers to any questions.

Communication

Communication is important, and email is the most common way you will be contacted. You should regularly check your student email account: this is how your lecturers and professional support staff will contact you with instructions for seminars, and information such as room changes will be sent out via email too.

The School will also send you regular newsletters, as well as important information regarding your programme. Please do respond as necessary to these, and remember to keep up to date, or you will miss out on important information.

Remember important updates are also shared via our social media channels (see social media page).

Credits and Course Codes



Credits

Credits are the amount that a course unit worth, proportional to the hours of study undertaken for it. You can choose up to a total of 120 credits per year:

10 credits = 100 hours of study 20 credits = 200 hours of study

It is advisable to divide the credits evenly across the semesters, a split greater than 50/70 is not allowed.

Be sure to balance your workload between the two semesters to ensure that you are not overloaded at any point.

Course Codes

Course codes are the specific reference numbers used for each individual course unit. Please see the graphic below for a detailed explanation.

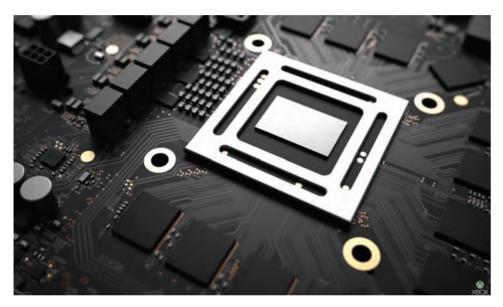
Subject
Area (SALC)

Semester
(1 or 2, with 0 indicating a year-long course unit)

Numbers indicating the specific course

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My I.T Systems



Turnitin

This is an online assessment submission system that you will use to submit the majority of your assessments. Turnitin records not only the time of submission (submitting after the deadline incurs penalties) but also checks for plagiarism.

You can access Turnitin by clicking 'Assessment' on the left-hand menu in the course content in Blackboard. If you're having trouble, visit the IT services website:

www.itservices.manchester.ac.uk/

Things to remember!

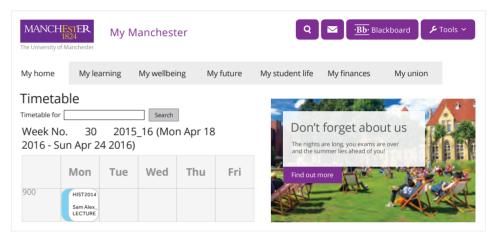
My Learning: For your exam timetable, library

Student Emails: Make sure you check them regularly

Blackboard: for course content and Turnitin

Timetable: It has the course code, location and type of class and the weeks of the semester it runs.

My I.T Systems



Blackboard

This is where you will find the content of your course, as well as Turnitin, where you will submit most of your assessments (see section on Turnitin). Click on the unit titles to access material, information and assessments. It also contains course unit surveys.

New students are required to complete an online Health and Safety unit via Blackboard. This course will show up in your **My Manchester** – My Courses tab, and will have the prefix code: SALC11230 Health and Safety.

Please ensure that you have completed this before 30 September 2017.



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Course Unit Surveys and Student Reps



Course Unit Surveys

Course Unit Surveys are a way of making your opinions known. They take place towards the end of each semester, and invite you to give feedback on teaching, as well as course structure and assessment.

Please do complete your Course Unit Surveys, we take the responses very seriously as these contribute to curriculum and academic development.

Student Reps

Student Reps are current students who put themselves forward as a

representative of their course, and provide a crucial link between students and those who run courses.

Student Reps liaise on matters concerning either staff or students, provide two-way feedback on programme and teaching quality, and promote active student involvement in programme development. They can be your outlet for complaints or suggestions on how to improve your course, as well as positive feedback.

If you would like the opportunity to help make positive changes your course you can put yourself forward to be a Rep.

Nominations take place during the first semester, look out for the email advising how to apply.

Get to know...

The Students Union (no. 68 on the campus map) is where the SU Advice Service is based, but it is also home to a bar, cafe, a small retail shop, Student Voice and Student Activities. It's a place to spend time studying or socialising or for finding information and seeking advice.

The Student Services Centre (no. 57 on the campus map) can help you with administrative matters such as registration and tuition fees, as well as immigration and visa advice.

The Main Library (no. 55 on the Campus Map) contains resources necessary for your degree programme, including **High Demand** (overnight loans of popular books.)



Also found in the Main Library are: **My Learning Essentials** workshops that include critical reading and revision tips.

IT Services (and e-learning support)

can help you with technical difficulties, issues with My Manchester portal, or with the printers on campus. **Help Desks** are located in the Main Library, the Joule Library and the Alan Gilbert Learning Commons if you would like to speak to someone face to face Alternatively you can visit their website. You can also call them from **9-5 Monday - Friday.**

The Careers Service (no 37 on the campus map) are situated in the Atrium, on the first floor of University Place. They offer a range of services including CV skills workshops, practice interviews and career advice meetings. They are open to all year groups, and run a number of events over the year, from talks, to graduate fairs and one-to-one workshops. You should familiarise yourself with the Careers Service and what they provide during your first year.

Start thinking ahead about *your* future!

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Where can I get help?

Disability Advisory and Support Service

Supports and assist students who are registered as disabled. Their service varies from exam support to mentoring, and includes options such as dyslexia testing.

They are on the 2nd floor of University Place (no. 37 on the Campus Map) and are open 10am – 4pm, Monday – Friday.

University Counselling Service

Provide support and help with personal issues from stress and anxiety to LGBTQ support. They offer workshops, one-to-one appointments and can also make referrals for you elsewhere if necessary.

Find them at the 5th Floor of Crawford House (no. 31 on the Campus Map.)

If you are worried about yourself or some-one else, they are available to listen and to help you...









Academic Advisors

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

Student Support and Guidance Office (SSGO)

The SSGO is based on the ground floor of Samuel Alexander Building (no.67 on the Campus Map) and can advise you on managing any difficulties you may have which impact your studies. They can advise you on our mitigating circumstances procedures, and will advise on which University support services you should contact to obtain more specialist and targeted help if necessary.

Nightline

Nightline is a confidential listening and information service run for students by students, offering an anonymous, nonjudgemental service.

You can call or email from 8pm to 8am every night during term time - their number is written on the back of your student card.

It is important if you are experiencing difficulties that you get in contact with someone and don't struggle on by yourself.

Lots of us are here to help - just ask!

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Social Media



Social Media

The School of Arts Languages and Cultures regularly communicates through a variety of social media platforms. Add UoMSalc on Facebook and Twitter for news and events from the School, and UoMSalcstudents on Facebook, Twitter, Instagram and YouTube for exclusive student updates and videos to help with your University experience..













FAQs Frequently asked Questions

I'm worried about budgeting. Can I have some advice, please?

The Students Union Advice Service can help with all kinds of financial issues, from budgeting advice to emergency loans and hardship grants. For other financial issues; relating to tuition fees, the Student Services Centre will be able to help...

I'm struggling with an essay, and I don't know how to start solving the problem...

Speaking to your subject tutor is a good start, they will direct you towards recommended reading and/or talk through ideas with you. **Peer mentors** or **PASS leaders** will also be able to give you some advice on writing university-level essays.

Their experience is highly valuable and they will be happy to support you.

Your **Academic Advisor** will also be able to help you with academic work and areas you are struggling with. They may refer you to the My Learning Essentials Workshops at the Main Library if you need help with essay writing or revision.





I'm feeling really down, and I'd like to talk to someone...

Don't worry! There are several options. You could start by calling **Nightline**, the confidential listening service, run for students by students. You will find their number on the back of your student card.

If these issues affect your academic work or progression, see the **Student Support & Guidance Office (SSGO)** on the ground floor of the Samuel Alexander building in room A15.

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Accreditation



This information booklet has been produced by The School of Arts, Languages and Cultures and designed at the Graphic Support Workshop for The University of Manchester.

www.alc.manchester.ac.uk www.manchester.ac.uk/mediaservices

Main contributors: Lee Felvus, Amy Parkinson and Richard Atherton.

Images used throughout have been sourced from the following websites:

www.illinois.edu s3.amazonaws.com

www.ackermannpr.com news.nationalgeographic.com

www.images.techhive.com static.independent.co.uk

www2.wwt.com cdn.lightgalleries.net

media.newsela.com anishashahbbc.files.wordpress.com

ww1revisiteddotcom.files wordpress.com