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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.

We have a strong commitment to social responsibility and public engagement and seek 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 over twenty different disciplinary areas: Arabic and Middle Eastern Studies, Archaeology, Art History and Visual Studies, Chinese Studies, Classics and Ancient History, Digital Humanities, Drama and Film, English, American Studies and Creative Writing, French Studies,



German Studies, History, Italian Studies, Japanese Studies, Liberal Arts and Humanities, Linguistics and English Language, Music, Religions and Theology, Russian and East European Studies, Spanish, Portuguese and Latin American Studies, Translation and Intercultural Studies and World Literature, 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 over 5,500 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 Iqbal 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.

A handwritten signature in black ink, reading 'Alessandro Schiesaro'. The signature is fluid and cursive.

Professor Alessandro Schiesaro
Head of School



Welcome to Music

Dear Student,

I am writing to congratulate you on your recent examination success (or, if you have taken a gap year, your earlier examination success!) and to extend a very warm welcome from the University of Manchester.

We are very much looking forward to welcoming you into our lively and vibrant Music community at the Martin Harris Centre for Music and Drama, as well as introducing you to the many opportunities that await you in this leading international university and one of Europe's most exciting cities. We are excited at the prospect of all that you will achieve here over the years you spend with us.

You will find enclosed the most important information you will need for Welcome Week. This week can sometimes be a challenging time for students, as well as an exhilarating one. You will enjoy a range of social events, but you will also have to absorb and process a great deal of information in a very short period of time. It's in your interests, therefore, that you read the enclosed material carefully.

Over the next few weeks we will be posting additional information on our Welcome Week Website, including your Welcome Week Schedule: further information will also be sent to you via email.

You can find our Welcome Week Website at:

www.welcome.manchester.ac.uk

Your Programme Director is Dr. Richard Whalley. You will meet Dr. Whalley at your first Welcome Meeting on:

**Monday 17 September 2018
10:30am – 12:00pm
Foyer
Martin Harris Centre**

You will also meet your Course Administrators at your Welcome Meeting and they will be your contacts for queries of an administrative nature throughout your time with us.

If you have any questions regarding registration, selecting your course units, or anything else, please do not hesitate to contact them via email at: **music.administrator@manchester.ac.uk**

Before you arrive

Auditions

Throughout Welcome Week, we will be auditioning everyone: to find out what time your audition will be taking place, look for the audition timetable, which will be posted on one of the noticeboards in the Martin Harris Centre.

These auditions serve three purposes: they help us to decide which instrumental/voice teacher would best suit you (if you are taking Solo Performance); they serve as auditions for some of the student-run Music Society ensembles; and they enable us to see what part you might play in the various other musical activities that take place within Music. They are also important in that they give you an opportunity to ask us any questions you may have about performance in the university. It is in your interests to be well prepared (but do tell us if there are good reasons why you are not). You should be ready to perform a short piece on your instrument or voice. Each audition lasts no more than 10 minutes and piano accompaniment will be available.

Before you arrive

Many of you may be wondering what you should be doing by way of preparation for your course before your arrival in Manchester. My advice would be to invest some time in extending and enriching your listening experience. Allow yourself to really focus on in-depth listening, without distractions. Challenge yourself!

If you've never listened to a Wagner opera all the way through, have a go at doing that now. Take the opportunity to explore composers, styles and genres you may not have encountered before, including music from different times and places. Listen to the Proms, especially the new commissions.

Getting to know a wide range of music will be vital if you are to flourish on the course at Manchester and we would encourage you to start right now.

Included in this pack is a list of books and scores that are required or recommended purchases. We try to keep this list to an absolute minimum, since almost all the resources you will need will be provided for you by the University Library, but you would benefit from having personal copies of the books and scores on this list so that you can annotate them and refer back to them throughout your time here.

Once again, many congratulations on securing your place at the University of Manchester. We hope you will have been able to enjoy a well-deserved rest over the summer and we look forward very much to meeting you in September.

Best wishes,

Professor Caroline Bithell
Head of Music

Registration and Choosing your Course Units



Registration and choosing your course units

Information, guides, help videos and your programme structure are available on the School Student Intranet: www.alc.manchester.ac.uk/student-intranet

From **1 September 2018**, you must complete the online registration process and start to think about your course selection. 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 regis-

ter by **30 September** you will be liable for a large registration charge of £200. Find out more about registration at: www.welcome.manchester.ac.uk

You will need to complete registration in order to 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.

Course selection & your timetable

Once you have completed your registration you can choose your optional course units and seminar groups via the student self-service system, accessed via MyManchester.

Credits and Course Codes



You will need to familiarise yourself with your programme structure which is a list of the course unit options available to you, with a set of instructions which you must follow to fulfil the requirements of your programme. You can find a copy under "your programme" on the intranet. 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.

You should ensure that you are enrolled for all your semester 1 course units and seminar groups by **12pm on Friday 21 September**, to ensure your timetable is ready for teaching to commence on **Monday 24 September**. If you do not choose your optional units by this time, we will automatically enrol you on appropriate course units.

When you have made your course selections your timetable will be populated. You will find your timetable when you log onto MyManchester. It is your responsibility to ensure that any course units and seminar groups you select work with your timetable. See the intranet for more information and a guide to using your timetable.

We will contact you around the **1 September** via email with further information and instructions or you can go to the Student Intranet to find out more.

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 a drop-in session with your administration team during welcome week.

Credits and Course Codes

Credits are the amount that a course unit is 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 are the specific reference numbers used for each individual course unit. Please see graphic above for a detailed explanation:

IT Systems & Communications

Email

Your University email account is activated after you have registered, and is essential for keeping in touch with academic and 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

My Manchester brings all your online university services together in one place. From My Manchester you can access the student self-service system which will allow you to view your timetable, select course units and access your grades for assessed work. My Manchester also allows you to access university services including Blackboard, the Student System and your University library account. You can login into My Manchester at: my.manchester.ac.uk

Blackboard

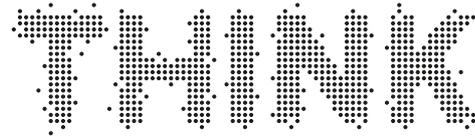
The teaching and learning activities within your courses are enhanced and supported by the use of Blackboard. All of your courses/spaces are listed in My Manchester under the "Blackboard" tab. Within this tab you will find a list of courses you are registered to take, under the Course List and a list of Programme spaces of other Organisations, in the My Communities List. You can also access Blackboard on your smartphone using the Blackboard Mobile Learn app. At the end of your course you will use Blackboard to submit your course unit survey. You can also access Turnitin which is what you will use to the majority of your assessments.

You will use Blackboard to complete the online Health and Safety unit. This course will show up in your MyManchester > My Courses tab, and will have the code: SALC11230 Health and Safety. You need to ensure you complete this course before **30 September 2018**.

Getting involved & meeting people

Sustainability challenge

Your first step towards achieving the Manchester Leadership Award



Think sustainability

The Sustainability Challenge is part of the University's Flagship Social Responsibility initiative – the Ethical Grand Challenges Programme. This Welcome Week event allows you to connect with fellow students across the University allowing you to network and practice those problem solving skills!

It is a simulation activity, based around the fictitious University of Millchester. As part of a team you will work against the clock to develop plans for a new campus, while global responses to climate change triggers a series of "game changing" interventions.

#GETSUST

Social Media

SALC is on Twitter, Facebook and Instagram, 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

@UoMSALC

@UoMSALCstudents

Facebook.com/uomsalc

Facebook.com/uomsalcstudents

Student Reps

Become a Student Representative and become a voice for your peers, voicing student views to staff in your School and the University. Full training is provided in collaboration with the Students Union. Find out more online on the Student Intranet.

Societies

Visit the Student Fair during Welcome Week and explore all the 450 societies the University has to offer.

Stellify

Stellify is your key to enable you to do more and be more during your time at university. Select a package of activities, such as applying for the Manchester Leadership Award, enrolling on optional course units in Interdisciplinary Learning, or volunteer to learn hands-on skills and experience working with communities at a local, national and global level.



You could also gain knowledge and experience in 21st-century enterprise, cross-cultural communication, student leadership, work experience, professional networking, study abroad, peer mentoring and much more.

Advice



Being well and maintaining a balance between your academic and personal life are essential factors in your success and enjoyment of university life. To ensure that you are able to take steps to deal with any difficulties that may arise, the University offers a range of central support services to help you through your student journey.

Student Intranet

www.alc.manchester.ac.uk/student-intranet/undergraduate/

Your school intranet has a wealth of guidance and support materials. It also has links to University Services including:

The Students Union

The Student Services Centre

The Library

IT Services

The Careers Service

Programme Administration Offices

Your Programme Administration team can answer any of your administrative queries or refer you to the appropriate service. There is a dedicated reception open Monday – Friday during working

hours in the Samuel Alexander Building and if you are a Music, Drama and History of Art student you will find your team in the Martin Harris Centre. You can find more information about your administrative team and their contact details on the Student Intranet under support.



You will get to meet your Programme Administrator(s) at the various course unit selection drop-in sessions and the subject welcome meeting!

Your Academic Advisor

Your Academic Advisor is 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. Your Academic Advisor can:

- Discuss your career aspirations
- Help you develop your CV
- Write your academic reference when you apply for a job
- Act as an intermediary for your feedback on your experience and your course units
- Help you with your Personal Development Plan
- Offer academic guidance and advice

Help & Support

Peer Support

Peer support is an umbrella term for two complementary schemes:

- **Peer Mentoring**
- **Peer Assisted Study Sessions (PASS)**

Peer support is a diverse, dynamic and very exciting aspect of student life. You can seek support from more experienced students in the form of a mentor, attend a PASS session to facilitate deeper learning or you may wish to become a mentor yourself later on in your second or final year. You may have received a guide from your Peer Mentors in your welcome pack, or you can find out more about who your Peer Mentors are on the Student Intranet.



Student Support and Guidance Office

The SSGO is based on the ground floor of Samuel Alexander Building. The team consists of five members of staff of all whom have extensive experience of working in University administration support students and staff. Staff can advise you of your options for managing any difficulties you may have and which support services you should contact to obtain further more specialised and targeted help if necessary.

The Disability Advisory Support Service



A wide range of support is offered to students with disabilities at The University of Manchester.

The University's Disability Advisory and Support Service (DASS) provide a range of assistance, which includes:

- **Learning support plans**
- **Ongoing support and guidance**
- **Access to useful resources**
- **Liaison between you and your School**

For more information and a link to the DASS webpage, please go to the Student Intranet