

August 2016

### **Start of Year Registration Information – September 2016**

Congratulations on gaining your place on a postgraduate research programme at the University of Manchester and specifically in the School of Arts, Languages and Cultures.

#### **1. Registration: All students**

An important part of becoming a student at the University is the completion of registration. This is a 10 step process during which we collect personal and academic information and you pay your tuition fees and collect your student card.

Registration is completed online via My Manchester. This allows you to complete the registration process, including the payment of your tuition fees, via the web, before you leave home. This means registration can be completed from any PC with an internet connection. This is a simple, straightforward process that will save you time and hassle during Welcome Week, so that all you will need to do when you get here is collect your new University student card which will display your University identification (ID) number. **Please note**, if you owe an outstanding debt to the University from a previous programme of study e.g. for accommodation or tuition fees or a library debt, you will not be able to register for your new programme of study until the debt has been cleared. You will need to contact the Credit Control Team, telephone +44 (0) 161 275 8137.

On-line registration will open **Thursday 1 September 2016**. You need to complete all steps of registration before you can collect your University student card. Please note that International students must attend International Student Check-in with your passport and UK ID card (if issued) in addition to completing online registration. International Student Check-in will take place from **Thursday 12 September – Friday 30 September, between 10am – 4pm**, in the Student Services Centre (Number 57 on the Campus Map).

Student cards can be collected from the following venues:

- The Atrium in University Place:  
Monday 12 September – Friday 30 September (10am – 4pm), including the weekend of 17 – 18 September (10am – 4pm)  
(Number 37 on the Campus Map)
- Owens Park – Main Hall (Fallowfield Campus):  
Thursday 15 September – Sunday 18 September (10am – 4pm), including the weekend of 17 – 18 September (10am – 4pm)  
(Number 114 on the Accommodation Map)

- Barnes Wallis Building:  
Monday 12 September – Friday 30 September (10am – 4pm), including the weekend of 17 – 18 September (10am – 4pm)  
(Number 9 on the Campus Map)

The maps can be viewed online via the following link: [www.manchester.ac.uk/aboutus/travel/maps/](http://www.manchester.ac.uk/aboutus/travel/maps/)

Ideally you should complete all steps of the registration process **before** you arrive at the University. There may, however, be reasons why you are unable to complete some aspect of registration online or you may prefer to use an alternative method for the payment of your tuition fees e.g. via the University's registration help line (+44 (0)161 306 5544), which is operational between **Thursday 1 September – Friday 30 September, from 9am – 5pm, not including weekends** or in person when you arrive. In either case, you are **strongly advised** to complete as many steps of the registration process as possible before you leave home. It is in the interests of all concerned that registration should be completed as expeditiously as possible; it will save you time if you register at the earliest opportunity.

If, for any reason your query cannot be resolved via the help line, the Atrium in University Place is open from **Monday 12 September – Friday 30 September, between 10am – 4pm, including the weekend of 17 – 18 September**. (University Place is number 37 on the Campus Map). **Please note** that you should only attend the Atrium if absolutely necessary; you should aim to complete all steps of the registration process online.

**Please note that if you have not accepted your offer via the online application system, you will not be able to register.** It is essential, therefore, that you have accepted the offer. If you were made a conditional offer of a place and have not yet sent evidence that you have satisfied the conditions of your offer, you must either forward the evidence as soon as you receive it, or if you do not receive the evidence prior to **Friday 16 September**, bring the evidence with you (e.g. a copy of your degree certificate/IELTS certificate). Please note, you can scan or email your documents to Miss Rachel Corbishley, the Graduate School Admissions Administrator, at [PhDSALC@manchester.ac.uk](mailto:PhDSALC@manchester.ac.uk) - only once the evidence has been received and verified by the School will your registration status be activated to allow you to access the online registration system.

If you have been made an offer conditional on obtaining your Master's degree, you **will** be permitted to register in September, although the result of your Master's degree will not yet be known. You must, however, provide evidence that you have been awarded your Master's degree as soon as it is available (**and no later than 18 November 2016**). **Registration for your research degree at the University will be terminated if you fail to obtain your Master's degree at the required level or fail to provide the required evidence by the due date.**

## **2. How to register online – all new PhD/MPhil students**

You register online in My Manchester via the following link:

<https://my.manchester.ac.uk/portlet/registration>

Select 'Registration' from the 'Home' tab.

To log on to the online registration facility, you will need:

<b>Central Username ID:</b>	The unique 8 digit username allocated to you when you completed your IT Sign Up (e.g. <i>mfnsabc</i> ). The last three digits of your username will normally include your initials.
<b>Password:</b>	The password that you assigned to your unique username when you completed your IT Sign Up.

In the event that you have forgotten your password or username, please go to <https://iam.manchester.ac.uk>

Click on the 'Account Recovery' link at the bottom of the page to reset your password and find your username again. Alternatively you can contact the registration help line (+44 (0)161 306 5544).

Further information can be found via the following web page: <http://www.welcome.manchester.ac.uk/>

### **3. Registration queries and further assistance**

Queries regarding IT, financial registration and tuition fees should be directed to the registration helpline: +44 (0) 161 306 5544.

If you encounter any problems using the University's online facilities to complete registration, please contact the registration helpline, telephone +44 (0)161 306 5544.

**Please note, you must complete registration by Friday 30 September. If registration is not completed by Monday 31 October, a late fee of £200 will be charged.**

If for any reason you are unable to register online prior to leaving home, pc cluster information is available at: [www.itservices.manchester.ac.uk/students/pc-on-campus/](http://www.itservices.manchester.ac.uk/students/pc-on-campus/)

### **4. University funded students**

If you have been allocated a financial award by the University/School or a Research Council, the details of the award will be inputted into the financial registration system by the School (you will have been informed of any award in a separate letter). This should therefore be reflected in what appears on the financial registration screen of your record.

If you are in receipt of a maintenance award, **please ensure that you submit your bank details**, to enable the University to make the payment directly into your bank account. To do so, log into the My Manchester portal and select the following path: Student System (from the 'Tool's menu) – Campus Finances – View Financial Aid. If there is a green 'Bank Details' button, you need to select it and add your bank details. If the button does not appear, we already have your bank details.

If you need to amend your bank details, you must visit the Student Services Centre (Number 57 on the Campus Map) to complete a change of bank details form.

Please find below the maintenance payment schedule:

<b>Payment due date</b>		<b>Proposed pay date</b>
01 October 2016		29 September 2016
01 November 2016		27 October 2016
01 December 2016		24 November 2016
01 January 2017		22 December 2016
01 February 2017		26 January 2017
01 March 2017		23 February 2017
01 April 2017		30 March 2017
01 May 2017		27 April 2017
01 June 2017		25 May 2017
01 July 2017		29 June 2017
01 August 2017		27 July 2017
01 September 2017		31 August 2017

If you have fully completed your registration by Friday 16 September, your instalment, due 1 October, may be processed as early as Tuesday 20 September 2016. This will normally result in the payment being in your account Thursday 22 September. Please note, the next instalment, following this, will be disbursed Thursday 27 October. If you complete registration after 16 September 2016, you can expect to receive payment as above.

If your fees are being paid by an external third party organisation, you will need to provide a copy of your sponsorship letter on headed paper clearly stating the amount to be paid. You should email this to [sponsorletters@manchester.ac.uk](mailto:sponsorletters@manchester.ac.uk)

If required, letters to present to UK banks are available in Committee Rooms A and B, Whitworth Corridor (Number 50 on the Campus Map) from **12-30 September, between 10am – 4pm**. You must ensure that your home and term time addresses are recorded correctly on My Manchester before a letter can be issued.

#### **5. September Orientation Programme: International and EU Students Only**

The University offers a number of free orientation courses to help non-UK students adjust to the new surroundings. The courses are designed to help you complete International Student Check-in, find your way around, tour the local area, learn how to use public transport and open a bank account. This year orientation will take place from **Friday 16 September – Sunday 18 September**. For further details, please refer to the orientation guide available from: [www.manchester.ac.uk/study/international/arrival/orientation/](http://www.manchester.ac.uk/study/international/arrival/orientation/) or email: [orientation@manchester.ac.uk](mailto:orientation@manchester.ac.uk)

#### **6. University Shuttle Service to Residences: International and EU Students Only**

The University Shuttle Service to Residences is free and will run every day from **Tuesday 13 September – Sunday 18 September** between the hours of 8am – 9.30pm. The booking form and further information for the airport collection service is available on the following website: [www.manchester.ac.uk/study/international/arrival/travelling-to-manchester/university-residence-shuttle-service/](http://www.manchester.ac.uk/study/international/arrival/travelling-to-manchester/university-residence-shuttle-service/)

**The service is for students travelling alone who will be living in University accommodation.** If you are travelling with family or staying in private accommodation then you will need to arrange your own transport from the airport.

#### **7. Faculty and School Induction: Tuesday 20 September and Wednesday 21 September: Compulsory for all new PhD/MPhil students**

There will be an induction programme for PhD and MPhil students **Tuesday 20 September and Wednesday 21 September, which all students new to a research programme are required to attend**. Please note that even if you are a current University of Manchester Master's student, it is important that you attend as you will be using new systems as a research student. Sessions will be provided by the key University services as well as the Associate Dean, the Head of the Graduate School, the School PGR Director and current students. There will also be an opportunity to meet your fellow students, current Student Representatives and academic and administrative staff at a School welcome lunch. The induction timetable is attached.

There will also be an opportunity within the first few weeks to meet with your cohort and your Student Representative. Details will be circulated in due course.

## **8. School Guide and Handbook: All students**

It is very important that you familiarise yourself with the School PGR Guide and online PGR Handbook. These contain important information regarding student related issues and policies and procedures.

The School Guide and Handbook can be found on the Graduate School website:

**[www.alc.manchester.ac.uk/graduateschool/](http://www.alc.manchester.ac.uk/graduateschool/)**

## **9. eProg:**

eProg is a University-wide system for postgraduate research students to record and monitor progression throughout the research programme and manage skills training activities. The eProg system offers an online platform for academic staff and their postgraduate research students to record and track key milestones throughout the research programme, from the point of registration to the examination of the thesis. The system also provides access to an extensive catalogue of skills training activities across the University.

eProg can be accessed via My Manchester or by going to: **[www.eprog.manchester.ac.uk](http://www.eprog.manchester.ac.uk)**

Further information regarding eProg is in the Quick Guide and will be provided at induction. Introductory sessions will be provided early in the academic year with Andy Fairhurst, the Graduate School eProg Administrator.

## **10. Your PhD Supervisor(s)**

If you have not done so already, you should contact your Supervisor(s) to arrange your first meeting. If you are unsure of contact details please contact the Graduate School Office for assistance.

## **11. Sight of Original Documents - International Students Only**

In order to comply with UKVI requirements, The University of Manchester is required to record that we have seen original documents confirming the qualification(s) stated in your Certificate of Acceptance to Study (CAS) used to obtain your visa. All new international students are required to bring the original documents confirming the qualification(s) stated in your CAS to the Graduate School Office, Room CG6, Ellen Wilkinson Building (Number 77 on Campus Map) on **Wednesday 21 September, between 2pm – 4pm.**


## **12. English Language Online Diagnostic Test**

If your offer letter states that you are required to complete the Online Diagnostic Test, further information can be found at: **[www.ulc.manchester.ac.uk/english/academicsupport/testing-service/](http://www.ulc.manchester.ac.uk/english/academicsupport/testing-service/)**

Please do not hesitate to contact the telephone help lines detailed or the Graduate School Office if you have any queries relating to any aspect of registration.

We look forward to meeting you in September and hope that you enjoy and value your time here at Manchester.

With best wishes,



Ms Amanda Mathews  
Graduate School Manager