

WELCOME GUIDE 2019

School of Arts, Languages and Cultures

The University of Manchester
Oxford Road
Manchester
M13 9PL

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www.manchester.ac.uk/alc

International Disaster Management

www.manchester.ac.uk/alc

Welcome Week

16 September – 20th September 2019

Course Unit Selection deadline: 20th September

Start of teaching Semester: 23rd September

Registration deadline: 30th September

Christmas vacation: 16th December

Semester One exam period

13th January – 24th January 2020

Easter vacation: 30th March

Teaching commences: 20th April

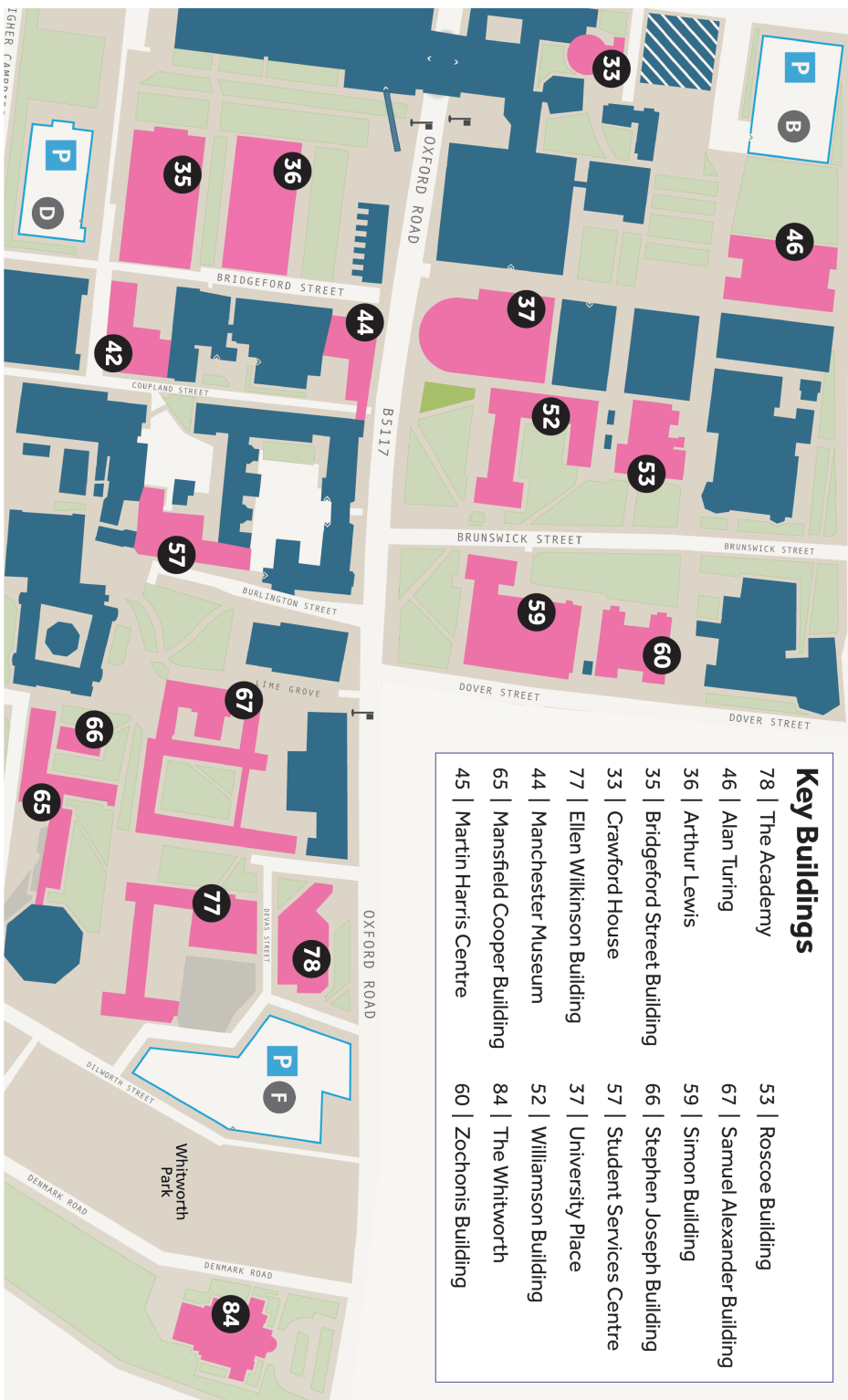
Semester Two exam period

11th May – 5th June 2020

Summer vacation: 8th June

Exam resit period: 17th August

Teaching commences for next academic year: 28th September



For the full campus map visit: www.manchester.ac.uk/discover/maps/interactive-map



Welcome from the Head of SALC	2
Welcome to International Disaster Management.....	5
Flexible Honours Scheme	6
Registration and Choosing your Course Units	7
Credits and Course Codes	8
IT Systems & Communications.....	9
Getting involved & meeting people	10
Advice	11
Help & Support.....	12

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, Art History and Cultural Practices, Chinese Studies, Classics, Ancient History and Archaeology, 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.

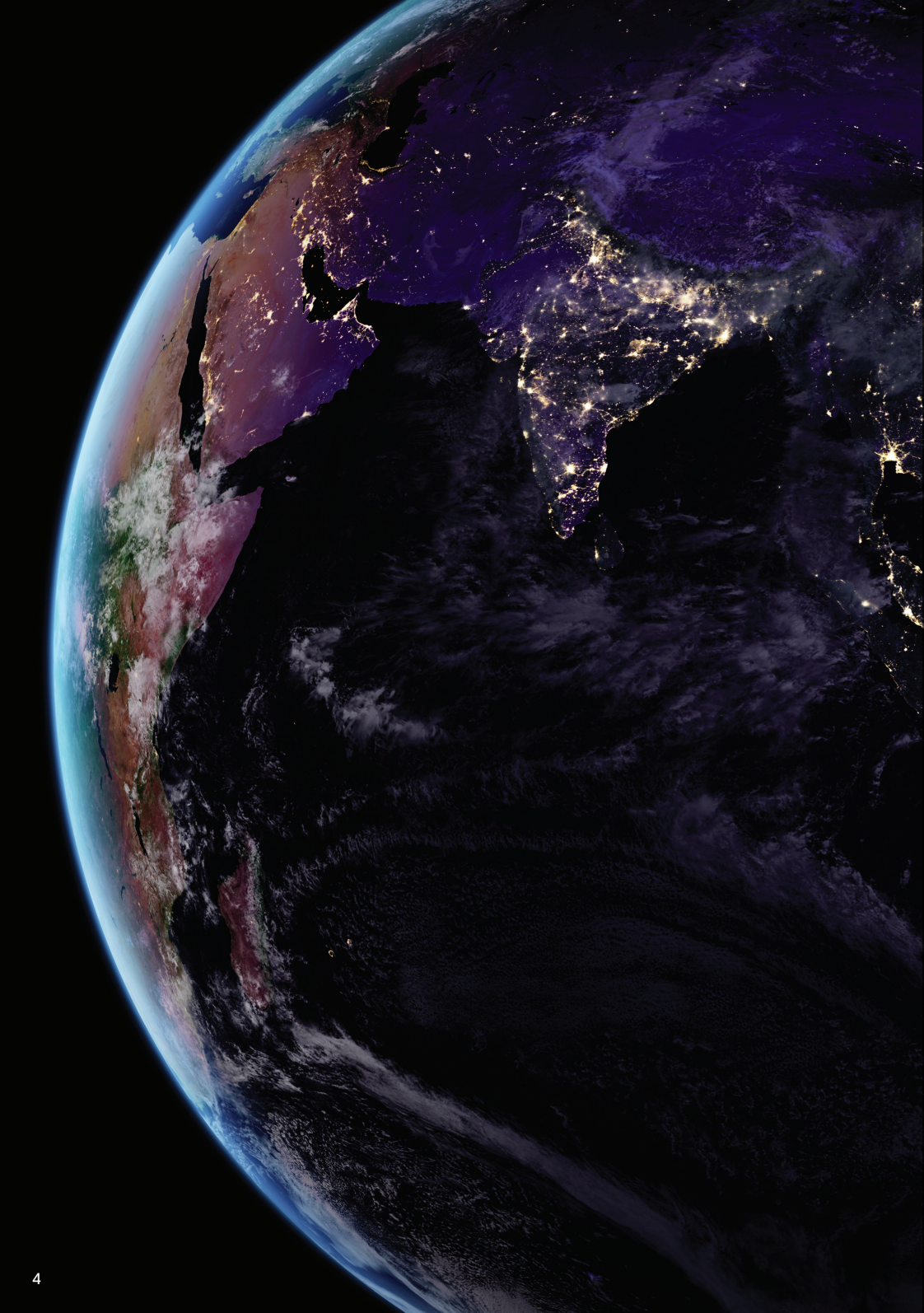
Our two major research institutes are the John Rylands Research Institute (JRRI) which makes use of the rich archives of the neo-Gothic John Rylands Library on Deansgate, and the Humanitarian and Conflict Response Institute (HCRl) which conducts rigorous research on the impact and outcomes of contemporary 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 'A. Schiesaro'.

Professor Alessandro Schiesaro
Head of School



Welcome to International Disaster Management and Humanitarian Response

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!) We are very much looking forward to you joining the International Disaster Management and Humanitarian Response programme, and it is a pleasure to be welcoming you to one of the leading universities in one of Europe's most exciting cities.

In turn, we are also excited by the prospect of the work that you will produce here over the years ahead with us. This guide will introduce you to some of the main things you should do before arriving in Manchester - in particular, registering with the University, confirming your attendance and finding out about your programme of study.

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 Roisin Read. You will meet Roisin at your first Welcome meeting for Disaster Management students on:

**Monday 16 September 2019
12:00pm – 1.30pm
Samuel Alexander Building
Room A115**

...and for Global Health students on:

**Monday 16 September 2019
2:00pm – 3.00pm
Samuel Alexander Building
Room A215**

Your contact for administration queries is the HCRI Programme Administration team. 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 hcri.administrator@manchester.ac.uk

Once again, congratulations and we hope you will get a well-deserved rest before starting University. We look forward very much to meeting you in September.

**Professor Bertrand Taithe
Executive Director - Humanitarianism and
Conflict Response Institute**

Flexible Honours Scheme



Our Flexible Honours scheme may offer you the opportunity to study an additional arts, languages or cultures subject, allowing you to create a unique blend of knowledge, experience and transferable skills to suit your needs.

Taking a Minor in your first year will allow you to explore another subject area, but it will still allow you to complete your original Single Honours degree. At the end of your first year you'll have the opportunity to reflect on your study experience so far.

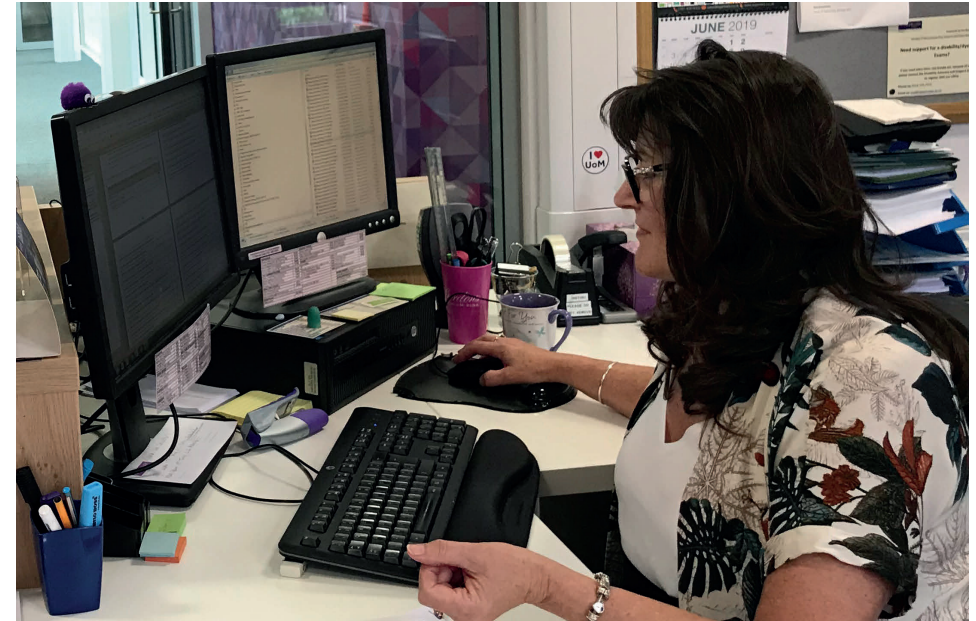
You can choose to continue with your current Minor subject at years two and three and you can even have the subject featured in your degree title should you wish.



Alternatively, if you feel that your Minor subject isn't right, you can simply drop it and revert back to your original Single Honours subject.

You can read more about Flexible Honours in the enclosed guide, or email: **flexhons.support@manchester.ac.uk** for more information.

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 2019**, 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 register by **30 September** you will be liable for a late registration charge of £200. 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.

Find out more about registration at: **www.welcome.manchester.ac.uk**

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 SALC student intranet. There will be some core and optional units that you have to take this year, and many programmes also allow free choice units from other departments. You can find details of free choice units and advice about course unit selection on the SALC student intranet.

You should ensure that you are enrolled for all your semester 1 course units and seminar groups by 12pm on Friday 20 September, to ensure your timetable is ready for teaching to commence on Monday 23 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. You can check course timetable information online www.timetabling.manchester.ac.uk/Timetables/PROD/Programmes1920/ there is a guidance video on the Student Intranet, if you need it.

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 are the amount that a course unit is worth, proportional to the hours of study undertaken for it. You must choose 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 the graphic above for a detailed explanation.

Flexible Honours

FLEXIBLE HONOURS



Our Flexible Honours scheme offers Single Honours students the opportunity to study an additional arts, languages or cultures subject as a Minor. Taking a Minor in your first year will allow you to explore another subject area along side your original Single Honours degree. In turn, this enables you to create a unique blend of knowledge, experience and transferable skills to suit your needs.

Visit the Flexible Honours webpage for more information.

www.alc.manchester.ac.uk/study/undergraduate/flexible-honours/



New Minor subjects for 2019-20 entry! Digital Humanities

The Minor in Digital Humanities is a unique programme of study that can complement your skills in a humanities discipline with training in the uses of digital and computational methods.

Over three years, you can explore various digital and computational tools and techniques, reflect on digital culture and media, consider the history and politics of the digital, create and curate your own digital projects and exhibitions, and develop specialist expertise in digital methods relating to your main subject area.

Liberal Arts

The Liberal Arts are some of the earliest intellectual pursuits, and they are associated with the training, development, and empowerment of free citizens. Taking a Minor in Liberal Arts will enable you, through a number of bespoke modules, to understand and explore key concepts – such as morality, liberality, value, humanness, and love – that underwrite what it is to be a free citizen in the world today. Visit the Flexible Honours webpage for more information:

www.alc.manchester.ac.uk/study/undergraduate/flexible-honours/

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

Text message

During Welcome Week and the first few weeks of teaching we may send you a text message to remind you about important events and information to help you whilst you are settling in. If you do not want us to contact you by text message, please email:

salc.students@manchester.ac.uk

After this time, text messaging will only be used to communicate urgent, time sensitive information like a room change.



IT Systems & Communications

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 smart-phone 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 submit the majority of your assessments.

SALC | ESSENTIALS

You will use Blackboard to complete SALC Essentials which include online courses covering Health and Safety, Academic Malpractice and Wellbeing and Diversity which form part of your induction. You need to ensure you complete these courses before **30 September 2019**.

SALC Students Blog

www.sites.manchester.ac.uk/salc-students

The School has a student blog which you should check regularly as it provides an easy way to keep up to date about everything going on in the School and regular information about key topics in the year, photos from events, blog posts and helpful videos and guides from current students and staff.



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

uomalc

uomalcstudents

uomalcstudents

Getting involved and meeting people



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.

Visit the Stellify webpage for more information:
www.manchester.ac.uk/study/experience/stellify

As part of Welcome Week you will attend the sustainability challenge on Tuesday afternoon. You will be able to see which specific session and the location through your personalised timetable in My Manchester. This will also be confirmed to you by email so keep an eye on your personal and university email account. We will also text you a reminder about the event!

- **The Sustainability Challenge involves all of our 8,000 new undergraduates, and more than 400 members of staff.**
- **The Challenge is one of our Social Responsibility Signature Programmes, introducing you to the kind of University that we are: Working across disciplines to find solutions to real problems.**

- **You will work with students from many different disciplines, and share the experience of tackling a challenge together.**
- **The Sustainability Challenge is the first of three Ethical Grand Challenges during your undergraduate career and your first step to achieving the Stellify Award.**

#GETSUST

Student Reps

Becoming a Student Representative is a fantastic opportunity to stand up and lead and get to know your peers, school and university better. Being a Student Representative means you will work closely with key academic and professional staff in the school to support continuous improvement of the student experience. You don't need any previous skills or experience and full training will be provided in collaboration with the Students Union. You just need enthusiasm and be willing to contribute. Look out for an email from us asking for volunteers! 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. You can also check out our SALC student blog community page for more information. Being well and maintaining a balance between your academic and personal life are essential factors in your success and enjoyment of university life.

Help and Support

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. You can get face-to-face advice from your Academic Advisor and administration office, and from the Atrium in University Place, and the Barnes Wallis Student Hub. There are dedicated teams in the School to support you and online resources including Blackboard, the Student Intranet, the Student Blog and our social media channels.

Programme Administration Team

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 or Drama 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**

Your Academic Advisor will be confirmed by the end of week 2. Your Programme Administrator will confirm the arrangements via email. Your student ID may be listed outside of your Programme Administrator's office along with the details of your Advisor during Welcome Week. If you do not wish your student ID to be listed in advance, please contact salc.students@manchester.ac.uk. Advisor details will also be made available through the Student System, you can find a guide on how to access this information on the Student Intranet.

Help and Support



Student Support and Guidance Team

We have a dedicated Student Support and Guidance team in the School that consists of five members of staff of all whom have extensive experience of working in university administration supporting students and staff. The team 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 and work closely with university support services including the University Counselling Service, Disability Advisory Support Service and Occupational Health. We can provide support and advice on the following:

- Appeals and Complaints
- Attendance issues

- Disability support queries
- General support issues or concerns (e.g. health or other issues affecting your studies)
- Mitigating circumstances
- Interrupting your programme of study
- Withdrawing from your programme of study

You can find us on the ground floor of the Samuel Alexander Building, Rooms A15-A17.

Or alternatively you can email:
salc-studentsupport@manchester.ac.uk
or telephone: +44(0)161 306 1665

Help and Support

Residence Abroad and Placements Office

The Residence Abroad and Placements Office is the first point of contact for any placement related enquiries.

We have a dedicated team of support staff who are available to answer any questions you may have about completing a placement, whether for residence abroad or if participating in the School's Placements Scheme.

Completing a placement can be a daunting prospect but we are here to help you through the process by:

- Holding information sessions and workshops throughout the year to outline your options and prepare you for your residence abroad or placement
- Providing resources such as handbooks, Blackboard sites and web pages
- Providing you with access to a database of potential placement providers and job opportunities as soon as they arrive
- Arranging networking opportunities for you to meet with final year students who have completed a residence abroad or placement
- Guiding you through the application process for work placements, study abroad placements and the British Council English Language Assistantship Scheme



- Passing on the student feedback we have received from previous residence abroad or placement students to help inform you during the planning stages
- Remaining in regular contact with you before, during and after your placement period and acting swiftly to help resolve problems

You can find us in room W3.9 Samuel Alexander Building (opposite the Languages Common Room). The office is open on Monday to Friday from 10am until 4pm or alternatively you can email: residenceabroad@manchester.ac.uk placements@manchester.ac.uk or call us on +44 (0)161 275 8123 / 3648



Help and 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 or through your Programme Administrator

Student Representation

Step up and Lead! Every year we need volunteers to come forward to be the voice of the students on their Programme of study. Student Reps are a vital link between the student body, the University and the Students' Union. Not only will this be a brilliant opportunity to work towards delivering real change on your course, but it is the sort of invaluable experience employers will be looking for on job applications.

Full training is provided. Please get in touch with your Programme Administrator or Programme Director if you are interested in volunteering. If you would like further information, take a look at the Students' Union webpage, you can watch clips from past reps on why they have valued the experience so much:

www.manchesterstudentsunion.com/rep