








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

Postgraduate Studies

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

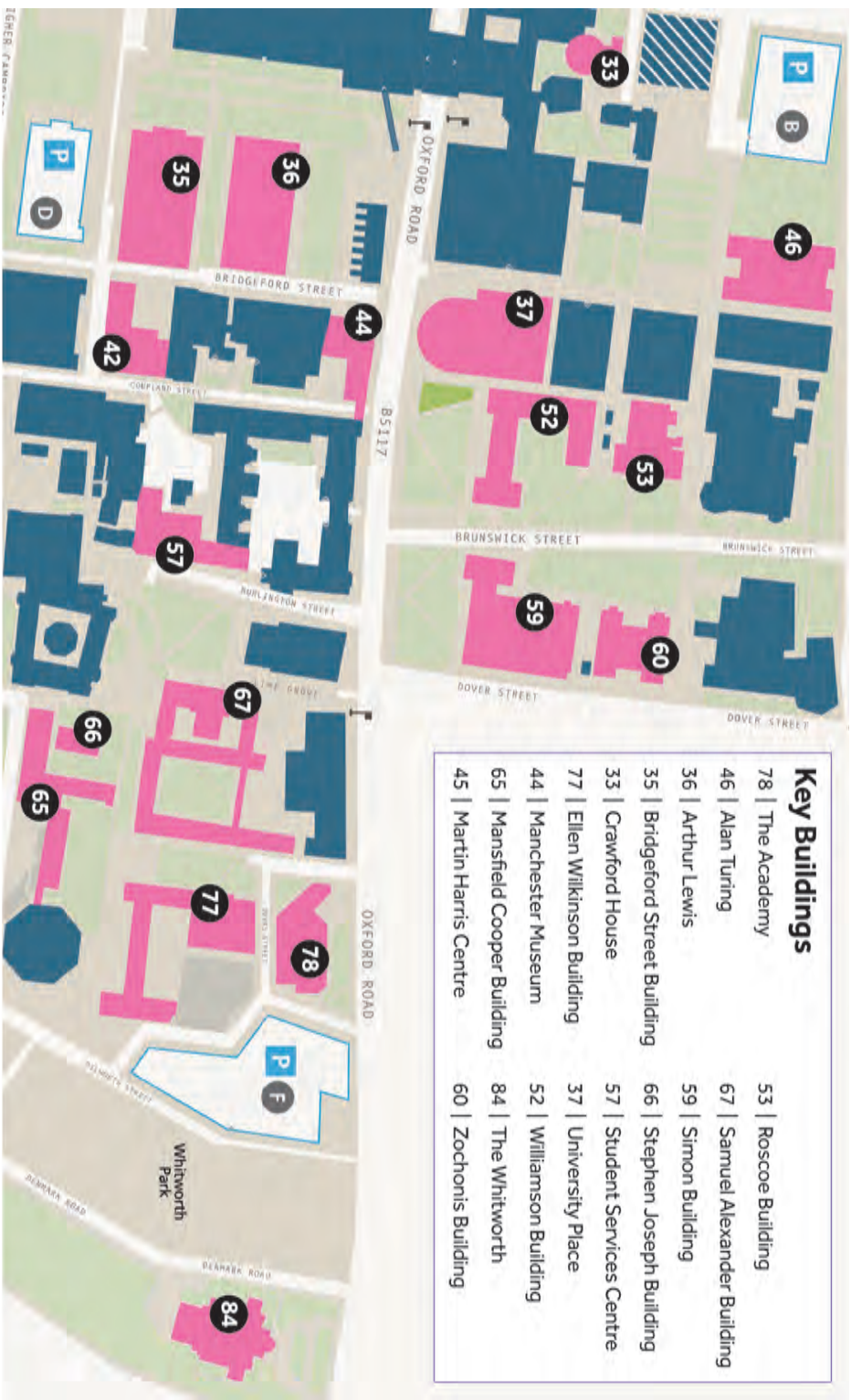
Semester Two exam period

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



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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, 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 (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 'A. Schiesaro'.

Professor Alessandro Schiesaro
Head of School



Welcome to Postgraduate Study in the School of Arts, Languages and Cultures

Dear Student,

A very warm welcome to the School of Arts, Languages and Culture (SALC) - and congratulations on your choice for postgraduate study!

As a student on a Manchester Master's programme you are part of the SALC Graduate School, a rich and exciting community for taught programme (PGT) and research (PGR) students to work alongside academic

and support staff, with dedicated resources, training and facilities. Studying on a Master's programme is a wonderful opportunity. It can lead to a postgraduate research degree, to accredited professional preparation and qualifications, to the development of new vocational or transferable skills, and ultimately through all of these routes to employment.

However, Manchester Master's programmes offer an intensely rewarding intellectual experience in their own right.

They provide access not only to the huge range of scholarly expertise and supportive staff but also to new social networks and personal development opportunities, as well as the chance to be part of a great university, renowned for its contribution to arts and humanities in a city famous for its cultural vitality.

During Welcome Week you will have a meeting with me, where I will introduce the School and some key staff in more detail. This meeting will take place on:

**Monday 16 September 2019
3:00pm – 5:00pm
Simon Building
Theatre E**

We value and welcome your feedback and participation to ensure that the Graduate School serves its members as best it can, so please let us know if you are missing information or have particular questions. If you have any immediate questions you can contact the Postgraduate Taught administration team on:

salc-pgt@manchester.ac.uk

Good luck with your studies and enjoy your time at Manchester!

**Dr Chris Godden
Director of Teaching, Learning and Students**

Study Skills – Getting the most out of your Master's



During your postgraduate studies you will acquire a great deal of knowledge specific to your particular subject area. You will also acquire many new skills, and enhance many of your existing ones through combined process of intellectual, personal and professional development. One of the ways in which to promote skills awareness and focus skills training is to encourage new postgraduate students to complete a Postgraduate Skills and Experience Review Questionnaire (SEQ), which will form the basis of ongoing meetings with academic advisers, course tutors and Programme Directors and guide your completion of the Personalised Learning Plan (PLP).

The SEQ is designed to complement your work and experience during your postgraduate programme. The Graduate School has established a skills training

programme which provides a range of workshop, lecture and masterclasses and supporting materials, covering academic and transferable skills. These resources are intended to provide an ongoing induction to the requirements of postgraduate study, in addition to research skills and subject-specific training available through your subject area. They include supporting materials and guidance for your Dissertation, to help you prepare your Research Outline and to undertake the Ethics Approval process.

Training resources and further details of workshops programmes can be found on the Blackboard pages for SALC60000 Research Skills for Graduate Education and on the SALC student intranet: www.alc.manchester.ac.uk/studentintranet

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 180 credits per year (or 60/120 credits per year, if part-time):

15 credits = 150 hours of study
30 credits = 300 hours of study

It is advisable to divide the credits evenly across the semesters. 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.

IT Systems & Communications

MANCHESTER 1824 My Manchester

The University of Manchester

My home My learning My wellbeing My future My student life My finances My union

Timetable

Timetable for Search

Week No. 30 2015_16 (Mon Apr 18 2016 - Sun Apr 24 2016)

| | Mon | Tue | Wed | Thu | Fri |
|-----|------------------------------|-----|-----|-----|-----|
| 900 | HIST2014 Sam Alex LECTURE | | | | |

Don't forget about us

The nights are long, you exams are over and the summer lies ahead of you!

Find out more

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

 uomsalc

 uomsalcstudents

 uomsalcstudents

Getting involved and meeting people

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.

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 and Support

- **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.

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**