





SCHOOL OF  
**ARTS, LANGUAGES**  
**AND CULTURES**

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# WELCOME GUIDE 2019

## School of Arts, Languages and Cultures

The University of Manchester  
Oxford Road  
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M13 9PL

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## Modern Languages and Cultures

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## 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

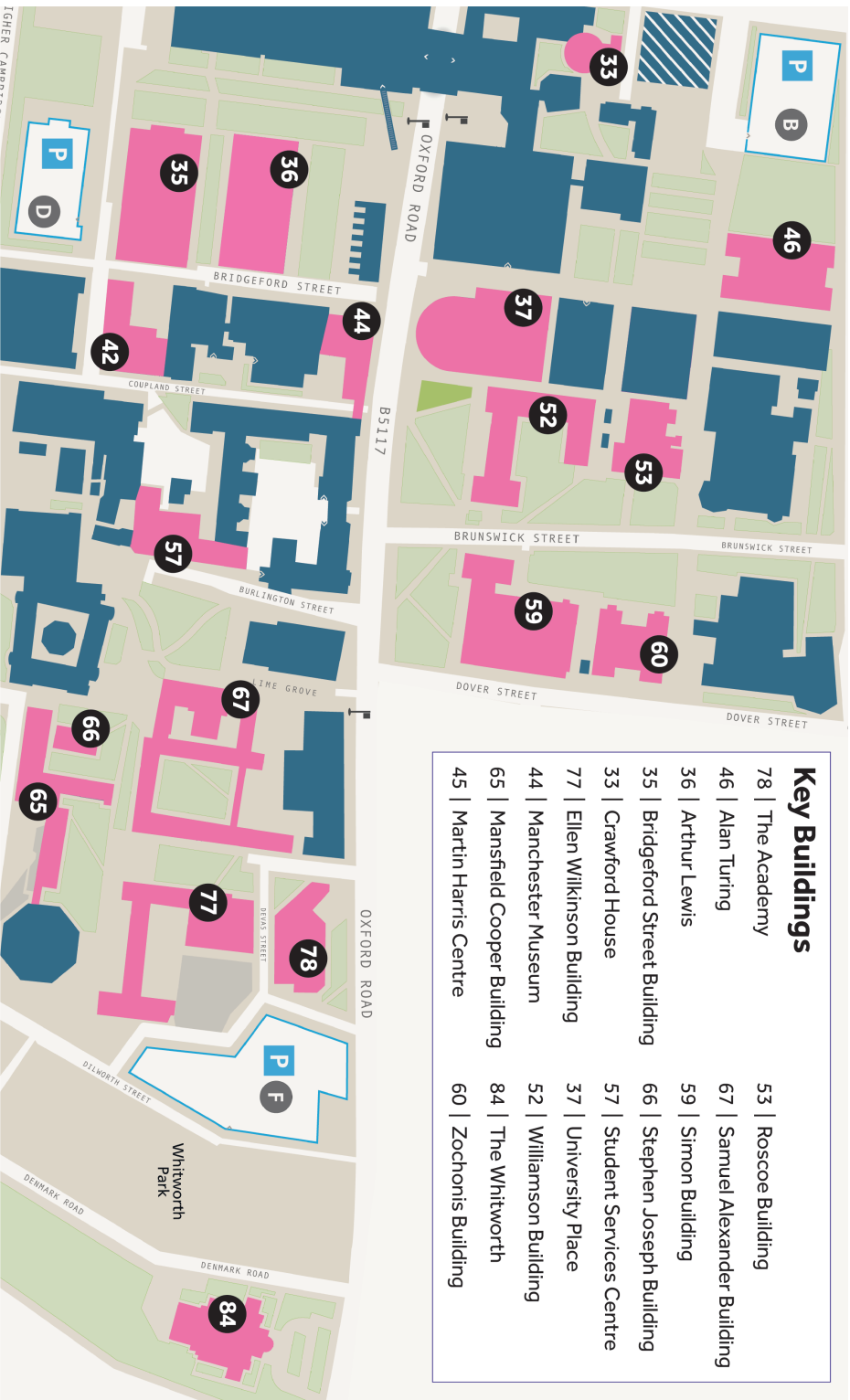
## Semester Two exam period

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](http://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 'Alessandro Schiesaro'. The signature is fluid and cursive.

**Professor Alessandro Schiesaro**  
Head of School



## Welcome to Modern Languages and Cultures

Dear Student,

We are writing to congratulate you on your recent examination success (or, if you are making a deferred application, your earlier examination success). It is a pleasure to be welcoming you to one of the UK's leading universities in one of Europe's most exciting cities. We are very pleased you will be joining our vibrant community of language learners. Our excellent team of lecturers and language tutors are all eager to work with you during your time here as an undergraduate.

This guide will introduce you to some of the key things you should do before arriving in Manchester - in particular, registering with the University, confirming your attendance and finding out more 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](http://www.welcome.manchester.ac.uk)**

This guide also introduces you to some very important members of staff within your language disciplines, and some ideas for things to do before you arrive. You will find out more at your first welcome meeting, which will take place as follows:

**Monday 16 September 2019  
9:30am – 11:30am  
Chemistry Building  
Room G51**

Your contact for administration queries is the Languages Administration Team, who are based in the West Wing, 3rd Floor of Samuel Alexander Building. 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: **[salc-languages@manchester.ac.uk](mailto:salc-languages@manchester.ac.uk)** or by telephone on 0161 275 8311.

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

**Professor Karl Posso  
Head of Modern Languages and Cultures**

## French Studies



We're very much looking forward to welcoming you to the community of French learners at Manchester. In Welcome Week you'll have the opportunity to meet me and the staff in French Studies at a meeting at which you'll find out more about what you will be studying in your first year when you arrive. However, if you'd like to start preparing for your studies now you could do any (or all!) of the following:

- Read news stories about France or the French-speaking world (try the websites for Le Monde and Libération, for example)
- Listen to French news (try stations such as France Inter, France Info, and RFI)
- Read French and francophone literary texts
- Watch French and francophone films

- Listen to French and francophone music (popular music stations include NRJ, Fun Radio and Skyrock)

Take a look, too, at both our departmental blog (<https://frenchatmanchester.wordpress.com>) and our University of Manchester French Studies Facebook page ([www.facebook.com/UoMFRENCH](http://www.facebook.com/UoMFRENCH)) which will give you a flavour of things francophone in Manchester. I hope that you'll find these materials interesting – they'll give you a taste of some of the topics and issues that you'll be engaging with in your first year and which you'll be able to explore further over the course of your degree. In the meantime, I wish you all the best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Dr Joseph McGonagle**  
Programme Director, French Studies

## German Studies



We're very much looking forward to welcoming you to the community of German learners at Manchester. In Welcome Week there will be a meeting to welcome you to the German Department when you can meet members of German Studies staff, peer mentors and the German Society. You'll learn more about what you will be studying in your first year when you arrive, but if you would like to start getting in the frame of mind for your studies you could do some (or all!) of the following:

- Read a news story about the German-speaking world and international news from a German perspective – you could try Der Spiegel: [www.spiegel.de/international](http://www.spiegel.de/international) or Deutsche Welle: [www.dw.com/en/top-stories/s-9097](http://www.dw.com/en/top-stories/s-9097)
- Listen to or watch German news on Deutsche Welle: [tunein.com/radio/stations/DW-Germany-Radio-Station-a33816/](http://tunein.com/radio/stations/DW-Germany-Radio-Station-a33816/) or [www.dw.com/en/media-center/live-tv/s-100825](http://www.dw.com/en/media-center/live-tv/s-100825)

And for a taste of what's new in German in the North West of England, take a look at the North West German Network: [www.nwgn.co.uk](http://www.nwgn.co.uk)

Whether you are a beginner in German, or if you have studied German to A-Level, you could purchase and start to read Martin Durrell, Katrin Kohl, Claudia Kaiser and Gudrun Loftus, *Essential German Grammar* (Abingdon: Routledge, 2015 2nd edition). This will give you a flavour of some of the topics and issues that you'll be studying in your first year and which you'll be able to explore further over the course of your degree. In the meantime, I wish you all the best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Professor Matthew Jefferies**  
Programme Director, German Studies (Semester 1)

**Professor Margaret Littler**  
Programme Director, German studies (Semester 2)

## Italian Studies



We're very much looking forward to welcoming you to the community of Italian learners at Manchester. In Welcome Week there will be a meeting with your academic advisor and a meeting with me in which I will introduce you to the members of staff in Italian Studies.

You'll learn more about what you will be studying in your first year when you arrive, but if you would like to start getting in the frame of mind for your studies you could do some (or all!) of the following:

- Read some news stories about Italy from an Italian perspective – you could try: [www.repubblica.it](http://www.repubblica.it), or Google News Italia, to access multiple outlets: [news.google.co.uk/news?ned=it](http://news.google.co.uk/news?ned=it)
- Listen live to Italian online radio stations here: <http://www.listenlive.eu/italy.html>
- Try the News in Slow Italian (does what it says on the tin!): <http://www.newsinslowitalian.com>

- Do some reading around contemporary Italian politics and society, such as Bill Emmott's recent book, *Good Italy, Bad Italy* (New Haven: Yale University Press, 2013).
- And if this isn't enough, the BBC Italian site has lots of links and activities, including to Italian TV stations: [www.bbc.co.uk/languages/italian/](http://www.bbc.co.uk/languages/italian/)

I hope that you'll find these materials interesting – they'll give you a flavour of some of the topics and issues that you'll be touching on in your first year and which you'll be able to explore further over the course of your degree. In the meantime, I wish you all the best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Dr Francesca Billiani**  
Programme Director, Italian Studies

## Spanish, Portuguese and Latin American Studies (SPLAS)

We're very much looking forward to welcoming you to our community of students! During the SPLAS meeting in Welcome Week I will introduce you to the members of staff in the department and the colleagues whose courses you'll be participating in over the next four years.

You will also get to meet your Peer Mentors, students going into the second and final years of their programmes, who are ready to help with navigating your way through the first few weeks at University. And, of course, you'll also have the chance to meet the other first-year SPLAS students, some of which will become your best mates for years to come. So don't miss it! You will learn more about what you will be studying in your first year, but if you're raring to go you could do some (or all!) of the following:

Keep up with the news from Spain, Portugal or Latin America – you could try *El País*, *BBC Mundo* or an English-language paper like *The Buenos Aires Herald* or *The Portugal News*. If you have some Portuguese already you could look at the on-line edition of *Público* or *BBC Mundo* on Brazil. All of these are available online and a simple search should take you to their home pages. Expand what you already know about the histories of Spain, Portugal or Latin America:

**John Charles Chasteen's *Born in Blood and Fire: A Concise History of Latin America*** (New York: Norton, 2011);

**William D. Philips and Carla Rahn Philips's *A Concise History of Spain*** (Cambridge: CUP, 2010); **Boris Fausto's *A Concise History of Brazil*** (Cambridge: CUP 1999);

**David Birmingham's *A Concise History of Portugal*** (Cambridge: CUP, 1993).

If you are picking up Spanish from scratch, purchase and browse through the following textbook:

**F. Rosales, et al., *Campus sur. Libro del alumno*** (Barcelona: Difusión, 2017).

You'll use it in your grammar classes throughout the first year. As a Portuguese textbook we use *C. Jouët- Pastré, et al., Ponto de Encontro: Portuguese as a World Language*, 2nd edition (Pearson: London, 2012), but you'll be able to access an electronic edition once teaching starts.

I hope that you'll find these materials interesting – they'll give you a flavour of some of the topics and issues that you'll be touching on in your first year and which you'll be able to explore further over the course of your degree. In the meantime, I wish you all the best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Dr Francisco (Frank) A. Eissa-Barroso**  
SPLAS Programme Director

## Russian and East European Studies

We're very much looking forward to welcoming you to the community of Russian learners at Manchester. In Welcome Week there will be a meeting with me in which I will introduce you Russian and East European Studies staff and current students, as well as a meeting the Student Leaders of our Peer-Assisted Study Scheme (PASS). You will learn more about what you will be studying in your first year when you arrive, but if you would like to start getting a feel for your studies you could do some (or all!) of the following:

- Get up to date on current events in Russia – for Russian news in English, you could try The Moscow Times ([www.themoscowtimes.com](http://www.themoscowtimes.com))
- Read an introduction to Russian history, culture, and/or politics and society – you could try Geoffrey Hosking, *Russian History: A Very Short Introduction* (Oxford: Oxford University Press, 2012) or Caryl Emerson, *The Cambridge Introduction to Russian Literature* (Cambridge: Cambridge University Press, 2011) or Routledge Handbook of Russian Politics and Society, ed. Graeme Gill and James Young (London and New York: Routledge, 2012).
- Explore the Mosfilm YouTube channel: [www.youtube.com/user/mosfilm](http://www.youtube.com/user/mosfilm). Mosfilm is the largest and oldest film studio in Russia, and the site gives you free access to hundreds of films (some with English subtitles).



- Start delving into the reading for your core content course RUSS10251: The Making of Modern Russia—the set text is Gregory Freeze, ed., *Russia: A History* (Oxford: Oxford University Press, 1997).

If you are a beginner in Russian, you'll find it useful to start familiarising yourself with the Cyrillic alphabet and the basic sounds of Russian—try the Introduction (Russian letters and sound system) section on Russian for Everyone: [www.russianforeveryone.com](http://www.russianforeveryone.com). If you have studied Russian before, you'll find it useful to do some revision—try some of the exercises on RT's Learn Russian site: [www.learnrussian.rt.com/speak-russian/right-russian-language-exercises](http://www.learnrussian.rt.com/speak-russian/right-russian-language-exercises).

I hope that you'll find these materials interesting. They'll give you a flavour of some of the topics and issues that you'll be touching on in your first year and which you'll be able to explore further over the course of your degree. In the meantime, I wish you all the best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Dr Rachel Platonov**  
Programme Director, REES

## Arabic and Middle Eastern Studies



Staff members in AMES are very much looking forward to welcoming you to our department at Manchester. In Welcome Week you will meet your academic advisor and as Programme director I will introduce you to all AMES staff members. My talk will include a briefing about your first year of study. Note that you are not expected to prepare anything in advance other than attend all of the school's scheduled activities. If have any question please do not hesitate to raise it. You can likewise contact directly either me and/or the Languages administration team.



I wish you all the very best for the rest of the summer and I look forward to meeting you in Welcome Week.

**Dr Moshe Behar**  
Programme Director

## Chinese Studies

We're very much looking forward to welcoming you to the community of Chinese learners at Manchester. In Welcome Week, you'll have a meeting with me in which I will introduce you to the people who'll be teaching you over the course of your programme. We'll talk a little about what to expect in your first year, and then later in the week you'll talk to your academic advisor.

Those of you who have learned some Chinese before will be taking placement tests to get you into the most appropriate level of Chinese language. You will of course learn more about what you will be studying in your first year when you arrive, but if you would like to start getting into a Chinese frame of mind for your studies, you could do some (or all!) of the following:

- Follow us on **Twitter @UoMChinese**
- Have a look through MDBG (mdbg.net), an excellent language resource where you can find new words, do practice vocabulary quizzes if you already know some Chinese, and learn more about Chinese characters and all kinds of other things.
- Read an introductory history of China - you could try Patricia Ebrey's Cambridge Illustrated History of China, Second Edition (Cambridge University Press, 2010).



- Watch *Spring in a Small Town* (1948), a classic Chinese film by well-known director Fei Mu. It's available on YouTube (with English subtitles!), and was voted best Chinese film of all time by the Hong Kong Film Critics Society.

I hope you'll find this mix of resources stimulating. They'll start you thinking about what it means to study Chinese and the Sinophone world, and some will provide you with resources you'll turn to time and again. Until we meet in September for Welcome Week, I wish you all the best for the rest of the summer!

**Dr Christopher N. Payne**  
Programme Director, Chinese Studies

## Japanese Studies



We are looking forward to seeing you and to having you join us soon. When you arrive at Manchester there will, of course, be lots of things to do, people to meet and arrangements to make. In Welcome Week there will be a meeting with your personal academic advisor and a meeting for all new Japanese Studies students and I will be introducing you to the staff and the courses then so I won't discuss your degree programme in detail here.

However all of you (whether doing single honours or joint honours) will be joining the language programme and for beginners and near beginners (who will be joining JAPA51011 Japanese 1) we very strongly recommend that you (re)learn the hiragana and if possible also the katakana script before your arrival as we start teaching/ checking this immediately during Welcome Week before other classes start. There are numerous teach yourself books and online tutorials to help with this.

If your language study is more advanced we suggest you review and revise your

previous study as we will be giving a placement test in Welcome Week to determine who goes into the JAPA51031 Japanese 3 course. You do not need to do any specific preparation for other courses but you may wish to do some general background reading and we suggest:

- *Modern Japan: A Very Short Introduction* by Christopher Goto-Jones (OUP, 2009), *A Modern History of Japan* by Andrew Gordon (OUP, 2008), *The Japanese Language: An introduction* (OUP, 1993) by E Backhouse
- It would also be useful to read some (more?) Japanese literature, especially older classics or early modern works by authors such as Soseki, Tanizaki, Kawabata
- Collections like the *Oxford Book of Japanese Short Stories* (OUP, 2010) and the *Penguin Book of Japanese Verse* (Penguin, 1966/2009) or similar are also useful (and perhaps even enjoyable!).

I trust you'll enjoy the reading and I hope you enjoy what's left of the summer before arriving full of the energy and commitment required to work hard and get the most out of your studies. I, and all my colleagues, look forward to meeting you in Welcome Week.

**Jonathan Bunt**  
Programme Director, Japanese Studies

# East Asian Studies

Welcome to the East Asian Studies programme and to learning about one of the most dynamic and important areas of the world! We are looking forward to meeting you in Welcome Week. I am the Programme Director for the 2019-20 academic year. I am in the field of Japanese Studies, as it happens. However, my research interest over the last few years has shifted to include China, and for this reason I am learning Mandarin. So, I have strong interests in East Asia. I am sure you have already been learning lots about various aspects of East Asia out of your own interest, but here are a few suggestions for things you could do before you arrive in Manchester.

- Read an introductory history of East Asia – Patricia Ebrey and Anne Walthall eds. *East Asia: A Cultural, Social, and Political History* (Wadsworth Publishing Co Inc., 2014) is a good one and you will certainly find it useful in your coursework at Manchester.
- With regard to Chinese history, you could try Patricia Ebrey's *Cambridge Illustrated History of China*, Second Edition (Cambridge University Press, 2010). Similarly, it would be very useful to read a good modern history of Japan. A couple of possibilities are *A Modern History of Japan* by Andrew Gordon (OUP, 2008), or Christopher Goto-Jones *Modern Japan: A Very Short Introduction* (OUP, 2009). There are also good modern histories by Kenneth Pyle and Janet Hunter.

- In terms of contemporary East Asian films, you know more than I do, so I look forward to learning from you! However, in terms of classic films, you might want to watch *Spring in a Small Town* (1948), by well-known director Fei Mu, voted best Chinese film of all time by the Hong Kong Film Critics Society! Equally important for the Japan context are the films of Kurosawa Akira and Ozu Yasujiro.
- If you are keen on literature, try Jun'ichiro Tanizaki's classic novel *The Makioka Sisters*, about a well-off merchant family in Osaka in the late 1930s. I would also highly recommend novels by Natsume Soseki, such as *Kokoro* or *And Then*, both from the early 20th century. For the Chinese literature, of course there are classic novels of Lu Xun, Ba Jin and Lao She, but you might also find Mo Yan's works interesting.

Also, keep in mind that specifically for East Asian Studies, cultural products such as manga, anime, music (J-pop, K-pop) and propaganda posters can be a great source of study. Enjoy the rest of the summer, and I look forward to meeting you in September!

**Dr Aya Homei**  
**Programme Director for East Asian Studies**

# Modern Language and Business Management



Welcome to the MLBM programme! As MLBM students, you will have two welcome talks in your first week here: you will come to the MLBM welcome talk with me, and also to the welcome talk given by the language you are studying.

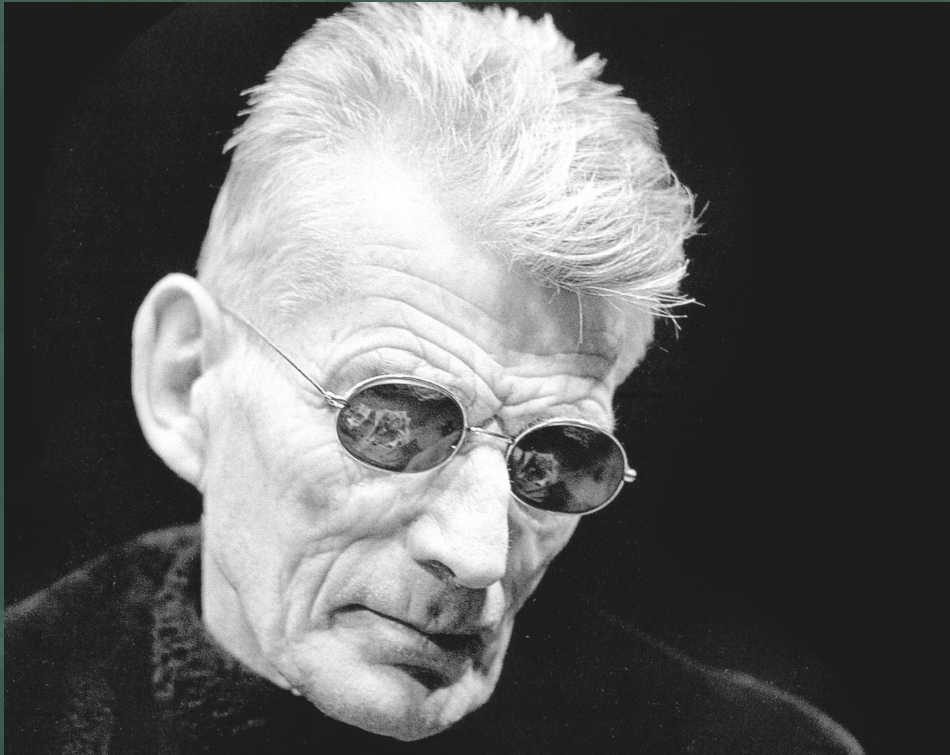
Please make sure you attend both!

There will also be at least one event organized by the MLBM Peer Mentors – MLBM students in their second year or final year who give help and support to first year students. Each of you will have your own peer mentor. The MLBM peer mentors have created some start-out information for you too, which you will receive shortly via e-mail. I look forward to meeting you in Welcome Week.

You can access the MLBM handbook online [www.ughandbook.portals.mbs.ac.uk/Non-AllianceMBSstudents](http://www.ughandbook.portals.mbs.ac.uk/Non-AllianceMBSstudents)



## English Literature and a Modern Language



Welcome to English Literature and a Modern Language at Manchester! Most of your Welcome Week content, and ongoing administrative support will come from your language area, but you should also familiarise yourself with the English Literature side of your degree.

The English Literature administration team will contact you via their email account: [eac.administrator@manchester.ac.uk](mailto:eac.administrator@manchester.ac.uk), and you can drop in to see them regarding any English Literature-specific course unit

issues in their office in W1.13, Samuel Alexander Building. You can also refer any English Literature academic queries to the Joint Course Liaison Officer from English Literature, Dr Alan Rawes, who takes academic responsibility for the English Literature side of your degree.

**Dr Alan Rawes**  
**Programme Director**

## Linguistics/English Language and a Modern Language



Welcome to Linguistics/English Language and a Modern Language! Most of your Welcome Week content, and ongoing administrative support will come from your language area, but during Welcome Week we also hope you can join some of the Welcome events in Linguistics and English Language (LEL) to get to know the department, these will be clearly marked on your welcome week schedule.

The LEL administration team may be in touch via their email account: [lela.administrator@manchester.ac.uk](mailto:lela.administrator@manchester.ac.uk), and

you can drop in to see them regarding any LEL course unit specific issues in their office in W1.13, Samuel Alexander Building.

You can also refer any LEL academic queries to the Joint Course Liaison Officer from LEL, Dr Tine Breban, who takes academic responsibility for the LEL side of your degree.

**Dr Martina Faller**  
**Programme Director**

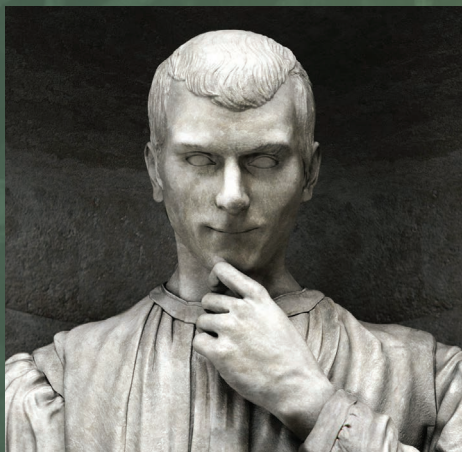
## Politics and a Modern Language



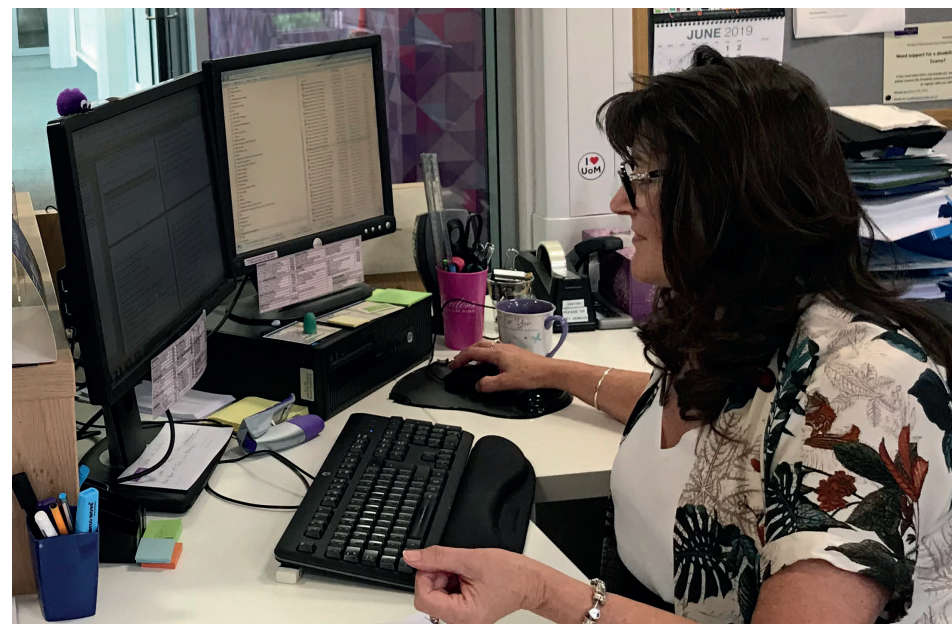
Welcome to Politics and a Modern Language at Manchester! We're very much looking forward to meeting you and helping you settle into your studies. During Welcome Week you will have TWO welcome talks: one for Politics and a Modern Language students, during which I'll brief you on some specifics and you can meet some of your peers, and one for the specific language you're studying. Please make sure you attend both.

Things can be a bit daunting for joint honours students in particular during the hectic first days of your degree, so please do get in touch with me if you have any questions or concerns – I can always point you in the right direction if I can't help you directly. Remember that teachers and support staff are on hand to help you find your feet.

**Dr James Scorer**  
Programme Director, Politics and a Modern Language



## 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](http://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](http://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/](http://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/](http://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/](http://www.alc.manchester.ac.uk/study/undergraduate/flexible-honours/)

# IT Systems & Communications

	Mon	Tue	Wed	Thu	Fri
900	HIST2014 Sam Alex LECTURE				

## 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](http://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](http://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](mailto: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 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 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](http://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

### 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.

Visit the Stellify webpage for more information: [www.manchester.ac.uk/study/experience/stellify](http://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](mailto: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](mailto: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](mailto:residenceabroad@manchester.ac.uk) [placements@manchester.ac.uk](mailto:placements@manchester.ac.uk) or call us on +44 (0)161 275 8123 / 3648

Placements  
Scheme

# 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](http://www.manchesterstudentsunion.com/rep)