WELCOME
TO THE SCHOOL OF ARTS, LANGUAGES AND CULTURES
Welcome to the School of Arts, Languages and Cultures (SALC) at the University of Manchester! You are now part of a School that brings together world-leading research and outstanding teaching in a dedicated and diverse staff team. We place the Arts at the core of the University’s mission and at the forefront of its international reputation. Attracting the best talent, the School aims to provide our students with a learning experience of the highest quality, taught and guided by inspiring academics using state-of-the-art resources, making our graduates highly sought after by employers.

Social responsibility and public engagement is at the core of what we do. We seek to create and develop knowledge that makes a difference both to those researching and studying in the School and in the wider world. Our course offering in the fields of arts, languages, and cultures is amongst the broadest and most diverse of any UK university, 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 breadth of opportunity during your time with us.

Our research, recently recognised as world-leading in the UK’s “Research Excellence Framework (REF), is underpinned by the recently established Creative Manchester platform which brings together staff and projects from across the university, and by two major research institutes: the John Rylands Research Institute and Library (JRRIL) which makes use of the rich resources of the historic John Rylands Library on Deansgate, and the Humanitarian and Conflict Response Institute (HCRI) focusing on humanitarianism, conflict responses, global health, international disaster management and peace-building.

This is in addition to several other centres including the Centre for Jewish Studies, the Centre for New Writing and the Institute for Cultural Practices (ICP), all of them combining rigorous research with a strong focus on external engagement, working with partners in the health, policy, heritage, cultural and business sectors.

The School is home to over 5,500 undergraduates and postgraduates, and it employs over 350 academic staff, 40 postdoctoral research fellows, research associates and research assistants, as well as a large cohort of teaching assistants, all supported by a large team of professional support staff. Teaching and research in the School are supported by rich resources within the University, for example the collections of the University of Manchester Library (including the world-famous John Rylands Library in the city centre), 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 operates 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.

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, and once more, welcome to Manchester!

Professor Thomas Schmidt
Head of School
Dear Student,

As the Head of American Studies and its joint programmes, I am responsible for ensuring that your programme runs smoothly and that my colleagues and I do all we can to help you get the most out of your time studying 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. This guide will tell you everything you need to know at this stage.

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 email. You can find our Welcome Week Website at:

www.welcome.manchester.ac.uk

When you arrive in Manchester there will be lots of things to do, people to meet and arrangements to make. In our departmental Welcome Week (the week of September 20th), you will be meeting with your academic advisor and participating in a series of welcome events organised by the School of Arts, Languages and Cultures and our department.

There will also be a welcome meeting for all new American Studies students. It’s important you attend this orientation meeting, as lots of key information for the coming year will be passed on to you there. My colleagues and I will meet you at the welcome meeting.

The Administration Team will be your main point of contact for practical matters like course selection, registration, and assessment. If you have any questions regarding registration, or just questions in general, please do not hesitate to contact them by email at:

eac.administrator@manchester.ac.uk

I hope you’ll enjoy the summer before arriving full of the energy and commitment required to work hard and get the most out of your degree at Manchester. We look forward to meeting you in Welcome Week! If you’d like to find out more about upcoming talks and events in American Studies, as well as our recent publications and teaching activities, you can follow our programme Twitter account @Amer_UoM.

Kind regards,

Dr J Michelle Coghlan
Senior Lecturer, American Literature
Programme Director in American Studies
If you are on the programmes American Studies (Single Honours) or English Literature & American Studies (Joint Honours), you might like to dive into the readings for American Literature to 1900 before you arrive. We recommend you get started on the two novels we will be covering:


2. Herman Melville’s Benito Cereno (which is included in the Norton Anthology of American Literature, Volume B. We will rely on the Norton Anthology Volumes A and B in class: ISBN-13: 978-0393264548)

Our campus bookshop, Blackwell’s, will be stocking these and all your other course books, and they offer free delivery across the UK.
There are a number of key services you can access for advice and support throughout your time at University so please don’t hesitate to get in touch!

**STUDENT SUPPORT AND DEVELOPMENT SERVICES**

**Student Information Advice and Guidance**
The Student Experience/IAG Team will keep you informed on important news and events relating to your studies, extra-curricular activities, employability and other development opportunities. You will receive regular updates from the team via the School’s student newsletter (SALC Linked) and social media channels, so keep an eye out for these! They are also on hand to answer general queries and refer you to relevant services as needed. You can contact them at: salcstudents@manchester.ac.uk

**Student Support and Wellbeing**
The Student Support and Wellbeing Team provide pastoral care and welfare support to any student who may be facing personal or academic challenges. The team manage the mitigating circumstances process, to which you can apply if extenuating circumstances, such as health issues, affect your assessment or study. They can also advise on interruptions to study, withdrawals, appeals, complaints and make referrals to specialist support services, such as the Disability Advisory Support Service (DASS). You can contact them at: salc-studentsupport@manchester.ac.uk

**Programme Support**
If you need administrative support in relation to your programme, you can get in touch with your Programme Administration team by email or Instant Chat Support. You will find the contact details for each team as well as key guidance materials on the student intranet: www.alc.manchester.ac.uk/student-intranet/undergraduate/contact-us

**Peer Support**
Peer support is an umbrella term for two complementary schemes:

• Peer Mentoring;
• Peer Assisted Study Sessions (PASS)

The main activities of peer support aim to:
• Enhance the quality, quantity and diversity of Student Learning within a discipline;
• Involve students as partners in their learning experience;
• Provide further opportunity for the development of intellectual and professional competencies;
• Offer students a supportive environment to assist the transition to Higher Education.

Your peer mentor should contact you in the weeks following your formal introduction during Welcome Week. If they fail to do so, do not hesitate to contact your Programme Administrator.

**Residence Abroad and Placements**
Whether you are considering undertaking a period of Residence Abroad as part of your programme or participating in the School-wide Placements Scheme, the teams are here to answer your questions and help you at every stage of the process. You can contact them at:

Residence Abroad residenceabroad@manchester.ac.uk

SALC Placements Scheme salc-placements@manchester.ac.uk

For further information on the support services available, please visit the student intranet: www.alc.manchester.ac.uk/student-intranet/support
Your Academic Advisor is an academic staff member assigned to support you throughout your studies. 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 twice per semester.

You will be informed of your assigned Academic Advisor from Welcome Week.

You will also be able to view your Academic Advisor via the Student System in My Manchester once they have been assigned to you.

You can find a guide on how to access this information on the Student Intranet.

Your Academic Advisor can:

• Signpost you to other key University services you might find helpful
• Offer academic guidance and advice
• Discuss your career aspirations
• Act as an intermediary for your feedback on your experience and your course units
Registration is a crucial part of becoming a member of the University. It is an online process that requires you to complete IT sign-up, confirm your personal details, register for your programme of study and pay or make arrangements to pay your tuition fees. For a full breakdown of what you need to do, and more information on the steps outlined below, please see the University Welcome Site.

**Activate IT account**
The University will send an activation email to the email address you provided in your application. Once you’ve received this, you can activate your IT account by going to iam.manchester.ac.uk.

**Confirming your attendance**
Once you have activated your IT account, you will need to confirm your attendance in My Manchester. You will then need to wait 24 hours before completing registration.

**Register as a student**
You’ll complete registration within My Manchester. Once you have logged in you will need to go to the registration tab and follow the online instructions. You can follow our Ten Steps of Registration guide.

You can register online from 1st September 2022 and must have completed the process by 30th September 2022 or you may not be able to access important University facilities.

Once you have completed registration, you will be emailed with details of how to collect your student card. Your student card provides you access to University facilities, including the library.

to help you complete this process and the Student Services Centre will be on hand to support you if you have any problems.
**YOUR IT SYSTEMS**

*My Manchester* is the self-service system that brings all of your online university services together in one place. From *My Manchester* you can access your email, library account, timetable and grades.

Blackboard is a virtual learning environment, which hosts the learning materials that support your lectures and seminars. Your department will also have a community space on Blackboard, which will allow you to keep up with important announcements and events.

You can also use Blackboard to access the Turnitin space, where you will submit the majority of your coursework as well as accessing your feedback from academics.

You can access Blackboard on your smartphone using the Blackboard Mobile Learn app.

Your University email account is essential for keeping in touch with academic and support staff. We recommend that you check it regularly!
Whichever programme you have decided to study there will be a structure that you must follow each academic year. You can find the structure for your programme on the Student Intranet under 'Your Programme'.

**Your Course Units**

Core and compulsory courses are courses you have to take as part of your chosen programme. You will be automatically enrolled onto them and you can't drop them.

Credits are the amount that a course unit is worth, proportional to the hours of study undertaken for it.

**Year of Study**

Semester - Each year of study has two semesters. Semester 1 runs September – January and Semester 2 runs February – June.

Many programmes allow you to select optional and ‘free choice’ course units. You can view course unit information through your My Manchester account under the ‘My Learning’ tab and there is information on ‘free choice’ course units.

You will study 120 credits per year (including any core courses). You need to study a minimum of 50 credits and up to a maximum of 70 credits per semester.
MAKING YOUR COURSE SELECTIONS

You will need to make your course selections by 12pm on Friday 23rd September, to ensure your timetable is ready for teaching to commence on Monday 26th September. If you do not make your selections by this time we will automatically enrol you on appropriate course units on your behalf.

Once you have completed your registration you can make your selections using the student self-service system through the My Manchester self-service system. Find your programme structure on the Student Intranet and follow the steps below:

1. You will be automatically enrolled onto your core/mandatory units, so check whether you have optional or free choice units to choose
2. Go to My Manchester and review the course unit descriptions for the optional units you’d be interested in taking, in accordance with your programme structure.
3. Select tools

You can watch videos and access help guides on the Student Intranet. Don’t forget we are here to help you so if you’re struggling, please get in touch with your programme administration team.

4. Select Student System
5. Select Student Center
6. Select Enrol
7. Select 2022/2023 Academic Year and select Search
8. Use the drop down menu to select the course subject
9. Enter course number and course career
10. Select class
11. Select any relevant related class if applicable or press Next
12. Select Proceed to Step 2 of 3
13. Select Finish Enrolling

Please see the IT Service guidance on unit selection (which includes screenshots), and also our SALC course unit selection pages.
You can view your personalised timetable through the Publish Timetable App which is available via your My Manchester and automatically displayed at the top of the page. This defaults to show you your timetable for the current week. You can change the week being displayed in the grid by clicking on the arrows next to the week number.

Each entry in the grid shows the unit code, location, type of teaching and which weeks of the year that class runs. You can click on an individual entry to get more information about a particular class, for example, the lecturer’s name.

You should check your timetable every day to ensure you have the most up to date information about where and when your classes will take place.

You can print a personalised timetable for the whole year by selecting the ‘Download Timetable’ link at the bottom of the timetabling portlet.

You can link your calendar to Office 365 or another calendar app, add in extra appointments and sync across your devices!
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 alongside 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.

Apart from the amazing choices and opportunities that Flexible Honours offers, the wonderful thing about the scheme is that it is truly flexible. At the end of your first year, you’ll have the opportunity to reflect on your study experience so far and you can choose to continue with your current Minor subject at years two and three, or you can simply drop it. If you do continue with it for all three years you can even have the subject featured in your degree title, should you wish.

All eligible Single Honours students will be sent further information on how to sign up before the semester starts.

As all Flexible Honours combinations are subject to academic approval, availability and timetabling constraints, we give you the opportunity to select up to 3 different Minors.

To read more about Flexible Honours please email or visit:

www.manchester.ac.uk/flexiblehonours
flexhons.support@manchester.ac.uk
Liberal Arts are about the training and development of free and active citizens.

A minor in Liberal Arts will allow you to make the most of your studies by emphasising the ways that research from across the Arts can be used to drive change in local and global communities.

You’ll be able to contextualise and expand on your major subject by learning about – and critiquing – how ideas from across the Arts have impacted the ways we engage with and take action in the world.

You’ll work with institutions and partners across Manchester to develop your own interdisciplinary and challenge-led research that responds to the issues that matter to you and to others, whether that’s, for example, individual wellbeing, public and democratic processes, new technologies, or environmental sustainability.

Typical modules you can study include:

- Humanities in Public: The past, Present and the Future of ideas that shape the world.
- Understanding Rhetoric: The Arts of Persuasion
- Arts & the City: People, Power and Protest
- Creative Manchester: Engagement Project

For further information, please see [http://bit.ly/UoM_LibArts](http://bit.ly/UoM_LibArts) or email liberal.arts@manchester.ac.uk

Dr Scott Midson
Lecturer in Liberal Arts
The University Language Centre (ULC) provides students of the University, members of staff and members of the public with the opportunity to learn a language through its Language Experience for All Programmes (LEAP).

At LEAP, languages are our speciality and we have decades of experience and expertise that you can benefit from when you study with us. We teach 13 languages, for personal, professional and academic purposes. Our individual language courses cater to a range of levels from beginner to advanced, and are open to everyone who wishes to learn a language.

As students of the University, you might wish to take a language as an optional component of your degree for academic credit, or you may wish to study a language alongside your degree on a not-for-credit basis.

The world opens up when you learn a new language. By choosing to study a LEAP language at the University Language Centre, your experience will be enriched by our passionate staff and students and our vibrant and diverse campus.

To learn more about the languages we offer visit:
www.alc.manchester.ac.uk/study/university-language-centre-leap-courses/

For further information, queries regarding registration and language options, or just questions in general, please do not hesitate to contact us at LEAP@manchester.ac.uk.

Dr Orieb Masadeh-Tate
LEAP Coordinator
Discover how digital tools and methods can help you explore your subject in exciting new ways.

Understand how digital technology is transforming our world, creating inequality and opportunity.

Develop New Skills Digital Humanities modules complement your studies with training in digital methods and a deeper understanding of how digital technologies are shaping our lives and our future. You will explore how techniques like mapping, distant reading, and data visualization can transform the way you read books, understand the past, and communicate your ideas. You will create and curate your own digital projects and exhibitions and develop specialist expertise in digital methods relating to your main subject area. Our courses take place in the new Digital Humanities Lab, where students will also be provided with laptops. Note that no technical experience is required, as all training will be provided.

Participate in the Debates of Tomorrow
The Digital Humanities also touch on key concepts and debates around digital media, politics, and culture, such as data collection and civil liberties or the ethics of artificial intelligence. Why do search engines misrepresent women and people of colour? How do digital platforms spread conspiracy theories and ‘fake news’? How does Facebook predict its users’ sexual orientation or mental health? And to what purposes is this data put? The Minor will help you understand key debates of our time and equips you with the knowledge you need to make your voice heard.

Find a Job You Love
With its combined focus on technical skills, creativity, and criticism, the Digital Humanities allow you to develop the skills needed to thrive in workplaces looking for people who can bridge the gap between creative and technical work.

Digital Humanities Certificate
All our courses are available as free choice units. Completing two Digital Humanities course units will earn you a Certificate in Digital Humanities that allows you to document your skills.

Digital Humanities Minor
Students on Single Honours degrees can also choose to take a Minor in Digital Humanities through the Flexible Honours scheme.

Find more information at: www.digital-humanities.manchester.ac.uk/teaching or contact the programme director.

Dr Claire Reddleman, Programme Director, Digital Humanities
claire.reddleman@manchester.ac.uk
YOUR INFORMATION AND COMMUNICATION CHANNELS

Follow, keep up to date and interact with us through our blog and social media accounts, the Student Intranet and your University email account.

Your University email account is your first stop for keeping up to date with important news about your studies. As well as emails from academic staff and your programme administrator, you should also keep an eye out for SALC Linked, the weekly newsletter that is emailed to students each Friday with key information about support services and important announcements from across the School of Arts, Languages and Cultures (SALC).

The Student Intranet is the place to look for key information such as policies, staff contact details and important documents such as your programme structure and handbook. The SALC Students blog also features posts and guides from current students and support staff from across the University. Text messaging might be used to support you through Welcome Week to remind you about important events and information to help you settle in. After this time, text messaging will only be used to communicate urgent, time sensitive information. If you do not want us to contact you by text message, please email salcstudents@manchester.ac.uk.

Social media provides another way to connect with us and receive live updates about what is going on. The UoMSALCstudents network is just for current students and the UoMSALC network is for everybody in SALC. We’d recommend you connect with both.

In addition to your University email account, there are plenty of other ways to keep up to date with information about your programme and the School of Arts, Languages and Cultures!
WOULD YOU LIKE TO BE A STUDENT REP FOR YOUR NEW COURSE?

Student Reps

Be the Change.
Become a Student Rep!

Student Reps are the link between students and the University on all things course related.

Student Reps are the link between students and the University on all things course related. Reps listen to their fellow student's thoughts and ideas about their course, and feed this back to your School. With the help of their cohorts Student Reps can drive positive change within the University to make sure students are getting the best experience whilst at the University of Manchester.

This sounds interesting, what will be my responsibilities?

• Gather feedback from your fellow course mates about your course – the good, the bad, what needs to stay the same or change

• Attend Student Rep meetings with staff in your area to share student feedback

• Be able to be involved in external Student Union projects to engage in issues bigger than your course

• If you would like to be a Student Rep please complete the online form here to register your interest.

If you need further information or have any questions, please email:

salcstudents@manchester.ac.uk

*NB for Liberal Arts, Music and Drama Rep roles, please apply via your department contacts separately when you start