

MANCHESTER  
1824

The University of Manchester

SCHOOL OF  
ARTS, LANGUAGES  
AND CULTURES

# WELCOME

TO THE SCHOOL OF ARTS, LANGUAGES AND CULTURES

# 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.

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 Digital Humanities, 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 Manchester Digital Collections platform is also available to you, for exploring high-quality images of cultural collections and research projects at The University of Manchester.

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 Contact theatre, HOME, The Royal Exchange, the Hallé Orchestra, the Instituto Cervantes, the Alliance Française, and the Società Dante Alighieri.

Our Creative Manchester initiative is a platform that champions culture and creativity. It connects the University and its cultural institutions to the creative and cultural economy, building opportunities for students and the community. 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, which appears to read 'Alessandro Schiesaro'. The signature is fluid and cursive.

**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.

Of course, Manchester Master's programmes also 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 chance to connect with a number of key staff from SALC, and the opportunity to find out more about the School.

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](mailto: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**

**Dr Hannah Cobb, Associate Director for eLearning and Teaching Innovation**

**Dr Holly Morse, Associate Director for Academic Advising and Employability**

**Dr Aashish Velkar, Associate Director for Assessment**



# 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](http://www.alc.manchester.ac.uk/studentintranet)



# YOUR ADMINISTRATION AND SUPPORT TEAM



There are lots of different people on hand to offer you practical advice and support throughout your time at University. They want to help so please don't hesitate to get in touch.



## Programme Administration Team

Your Programme Administration team are based in the Graduate School, and can answer any of your administrative queries or refer you to the appropriate service. You can find more information about your administrative team and their contact details on the Student Intranet under support.

## Student Support and Guidance Office

The SSGO is based on the ground floor of Samuel Alexander Building. The team consists of five members of staff all of whom

have extensive experience of working in University administration support students and staff. Staff 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.

## Student Support and Engagement Officers

We are also on hand if you need us and we may contact you from time to time to check everything is going ok so keep an eye out for any communications from us.

# MAKING YOUR COURSE SELECTIONS



Please make your course selections by 12pm on Friday 16th October, to ensure that we have time to make the necessary checks and you can discuss any queries you have before teaching starts on Monday 26th October. 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 your My Manchester.

## Step by step guide

1. Go to My Manchester
2. Select Tools
3. Select Student System
4. Select Student Centre
5. Select Enrol
6. Select 2020/2021 Academic Year
7. 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



*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 us.*

# 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 Adviser 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 Administrators 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 [salcstudents@manchester.ac.uk](mailto:salcstudents@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.



# YOUR COURSE UNITS



Many programmes allow you to select optional and free choices of course units. You can view course unit information through your My Manchester under the 'my learning' tab.

**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.

## YEAR OF STUDY

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



*You will study 120 credits per year (including any core or compulsory courses). You need to study a minimum of 50 credits and up to a maximum of 70 credits per semester!*

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'.

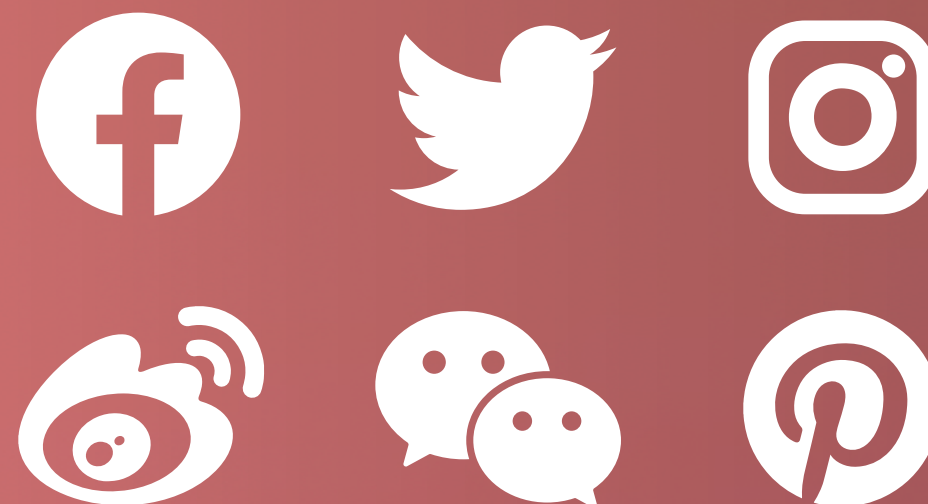


**Credits** are the amount that a course unit is worth, proportional to the hours of study undertaken for it.

# 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.**



The SALC Student Intranet is the place to look for key information on policies, guidance and contact details. You can also find your programme structure and programme handbook.

The SALC students blog is a great way of keeping up to date with everything going on in the school and provides regular information about key topics throughout the year, photos from events, blog posts and guides from current students, support staff and colleagues from across the university.

Text messaging will 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 like a room change.

If you do not want us to contact you by text message, please email: [salcstudents@manchester.ac.uk](mailto: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 (SALC)!*

# YOUR TIMETABLE



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

A link to the full timetable user guide can be found online which includes instructions on printing, iCal feed and colour coding your timetable view

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 whole year personalised timetable 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!*

# REGISTRATION



Registration is a crucial part of becoming a member of the University, and is an online process that requires to 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.

## Register as a student

You'll complete registration in your My Manchester. Once you have logged in you will need to go to the registration tab and follow the online instructions.

There is help and support available for you if you are having difficulty completing registration. Visit the University Welcome site for contact details.

## IT sign up

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: [shorturl.at/dlzRU](https://shorturl.at/dlzRU)

*You can register online from the 1st September 2020 and must have completed the process by 30th September or you will be liable for a late registration charge of £200.*

## Confirming your attendance

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



*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 September which are listed on the University Welcome page*

# YOUR IT SYSTEMS



**My Manchester** brings all your online university services together in one place. From My Manchester you can access your email, the student self-service system, your library account, your timetable, select your course units and access your grades for assessed work.

**Blackboard** provides you with access to the teaching and learning activities associated with the courses you are listed to take. All of the courses are listed under the Course List and a list of Programme spaces are in the My Communities List.

At the end of your course you will use Blackboard to submit your **course unit surveys**. Through Blackboard you can access **Turnitin** which is what you will use to submit the majority of your assessments.



*You can access Blackboard on your smart phone 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!*



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## School of Arts, Languages and Cultures

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