



The University of Manchester

School of Arts, Languages and Cultures
The University of Manchester
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Graduate School Office
Email: PhDSALC@manchester.ac.uk
www.alc.manchester.ac.uk/study/graduate-school

15 December 2020

Start of Year Registration Information – January 2021

Congratulations on gaining your place on a postgraduate research programme at the University of Manchester and specifically in the School of Arts, Languages and Cultures.

1. Registration: All students

An important part of becoming a student at the University is the completion of registration. This is a 10 step process during which we collect personal and academic information and you pay your tuition fees and your student card is issued.

Registration is completed online via My Manchester, this is your digital campus where you can access University services. This allows you to complete the registration process, including the payment of your tuition fees, via the web. **Please note**, if you owe an outstanding debt to the University from a previous programme of study e.g. for accommodation or tuition fees or a library debt, you will not be able to register for your new programme of study until the debt has been cleared. You will need to contact the Credit Control Team, email credit.control@manchester.ac.uk (if the previous programme was funded) or self.funding@manchester.ac.uk (if you self-funded the previous programme).

On-line registration will open **Friday 1 January 2021**. You need to complete all steps of registration before your University student card will be issued.

Student cards will be available to collect from the Student Services Centre. Student card collection will be by appointment. Once your card is available for collection, you will receive a notification email with a link to the booking facility to collect your card. **Please note, you will not be able to collect your card from the Student Services Centre without having booked a collection slot first.**

Maps of the University campus can be viewed online via the following link:
www.manchester.ac.uk/discover/maps/

The Student Services Centre registration helpline will be in operation from **Monday 4 January 2021 to Friday 29 January 2021 (not including weekends)**. The helpline telephone number is +44 (0)161 549 1182. Help is also available via the Welcome Site: **www.welcome.manchester.ac.uk/get-ready/become-a-student/register-as-a-student/**

Please note that if you have applied for a doctoral loan and are intending to pay your tuition fees with the loan, you will be sent a separate communication, from the Funding Team in the Student Services Centre, as step 10 of registration process will be slightly different. Any queries regarding the doctoral loan should be sent to: slc@manchester.ac.uk

All new international students who require a visa to enter the UK must also complete International Check-In as a requirement of registration at the University. If you will start your programme online from outside the UK, you should complete International Check-In after you have arrived in the UK. It is recommended that you use the Student Services Centre (SSC) address in your visa application for the delivery of your BRP card.

If your Tier 4 student visa application decision letter says that your BRP card will be delivered to the Student Services Centre, they will email you when your card is available for collection and invite you to book a collection appointment (the Student Services Centre is number 57 on the Campus Map). You should be able to complete International Check-In at your appointment. If your travel to the UK is delayed, the SSC will keep your card for you and you should book a collection appointment when you have a confirmed travel date.

If your Tier 4 student visa application decision letter says that your BRP card will be sent to a Post Office, you should collect your card and email a scan of the front and back of your card and your passport to visa@manchester.ac.uk within 7 days of receipt. The SSC will respond to confirm that you have completed International Check-In.

Please note that if you have not accepted your offer via the online application system, you will not be able to register. It is essential, therefore, that you have accepted the offer. If you were made a conditional offer of a place and have not yet sent evidence that you have satisfied the conditions of your offer, you must forward the evidence as soon as you receive it. Please note, you can scan or email your documents to Miss Rachel Corbishley, the Graduate School Admissions Administrator, at PhDSALC@manchester.ac.uk - only once the evidence has been received and verified by the School will your registration status be activated to allow you to access the online registration system.

2. How to register online – all new PhD/MPhil students

You register online in [My Manchester](#). Please follow the online instructions. To log on to the online registration facility, you will need your IT account details:

Central Username ID:	The unique 8 digit username allocated to you when you activated your IT account (e.g. <i>mfjssabc</i>). The last three digits of your username will normally include your initials.
Password:	The password that you assigned to your unique username when you activated your IT account.

In the event that you have forgotten your password or username, please go to <https://iam.manchester.ac.uk> Click on the 'Account Recovery' link at the bottom of the page to reset your password and find your username again. Alternatively you can contact the registration helpline, details to be confirmed.

Further information can be found via the following web page:
www.welcome.manchester.ac.uk/new-students/get-ready/

3. Registration queries and further assistance

Queries regarding IT, financial registration or tuition fees should be directed to the registration helpline, telephone +44 (0)161 549 1182 or the Graduate School Office.

Please note, registration must be completed by Friday 29 January 2021.

4. University funded students

If you have been allocated a financial award by the University/School or a Research Council, the details of the award will be inputted into the financial registration system by the Graduate School Office (you will have been

informed of any award in a separate letter). This should therefore be reflected in what appears on the financial registration screen of your record (Step 10 of the registration process).

If you are in receipt of a maintenance award, **please ensure that you submit your bank details**, to enable the University to make the payment directly into your bank account. To submit your details:

1. Log in to <http://my.manchester.ac.uk/>
2. Select 'Student System' from the 'My Links' menu on the left side of the page.
3. Go to 'Campus Finances' and then 'View Financial Aid'.
4. If there is a green 'Bank Details' button, you need to select it and add your bank details to register your information. If the button does not appear, we already have your details. To amend your bank details, contact funding@manchester.ac.uk

Special arrangements are being put place regards payments to overseas students who are studying remotely as a result of the COVID-19 pandemic, and are unable to open a UK bank account. Further information can be found at www.welcome.manchester.ac.uk/get-ready/finance-and-funding/set-up-bank-account/

Maintenance payment schedule:

Payment due date	Proposed pay date
1 January 2021	* 7 January 2021
1 February 2021	28 January 2021
1 March 2021	25 February 2021
1 April 2021	25 March 2021
1 May 2021	29 April 2021
1 June 2021	27 May 2021
1 July 2021	24 June 2021
1 August 2021	29 July 2021
1 September 2021	27 August 2021
1 October 2021	24 September 2021
1 November 2021	28 October 2021
1 December 2021	25 November 2021

**** The 1 January instalment may be processed as early as 5 January and credited to bank accounts 7 January, provided registration has been fully completed by 4 January.***

If your fees are being paid by an external third party organisation, you will need to provide a copy of your sponsorship letter on headed paper clearly stating the amount to be paid. You should email this to sponsorletters@manchester.ac.uk

Please note that completing financial registration for some students is dependent on internal processes that the Student Services Team are currently working on. If you are currently unable to complete steps related to financial registration (if you are on a funded studentship for example) don't worry – this information should all be updated later in January. You will be able to register fully after that date. Please bear with us whilst this is completed.

5. Welcome and Transition Information for non-UK Students

The University will offer a Welcome Induction and Transition programme (for those who are on campus and those

who are not) to help non-UK students adjust. For further details, go to www.manchester.ac.uk/study/get-ready/starting/

6. University Airport Support Service: International and EU Students Only

The University will have a team of staff and student ambassadors to support you and offer advice about how to make your onward journey. The level of support will range from transport to accommodation to mobile contact using WhatsApp and Wechat. For further information and to book online, go to www.manchester.ac.uk/study/get-ready/prepare/airport-welcome-information-form/

Please contact us if it becomes apparent that you will have difficulties travelling to or arriving in the UK in time for the start of the programme, email PhDSALC@manchester.ac.uk

7. Faculty and School Induction: Tuesday 19 January 2021 and Wednesday 20 January 2021: Compulsory for all new PhD students

There will be a 'live' online induction programme for PhD students which will take place **Tuesday 19 January 2021 and Wednesday 20 January 2021, in which all students new to a research programme are required to participate**. Please note that even if you are a current University of Manchester master's student, it is important that you participate as you will be using new systems as a research student. The induction timetables will be circulated as soon as they are confirmed. There will also be an interactive online resource available to new PhD students from 1 January 2021, which you are encouraged to visit and familiarise yourself with the content. This will include information and resources from the Library, PURE, IT Services, eProg (see below) and Placements and Exchanges.

There will also be an opportunity to take part in the first Graduate School social of the New Year, an informal quiz, run by Georgia Vesma, a fellow PhD student. This will take place **Friday 22 January** at 5.30pm (details will be circulated nearer the time). This is a great way to meet your fellow PhD students and become part of the Graduate School community.

8. School Guide and Handbook: All students

It is very important that you familiarise yourself with the School PGR Guide and online PGR Handbook. These contain important information regarding student related issues and policies and procedures.

The School Guide and Handbook can be found on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

The Researcher Development website contains information about training opportunities, guidance on professional development and opportunities to get involved in outside your PGR project. Keep checking the Researcher Development website and make sure you follow it on [Twitter](#)

We hope that you will get involved in the Schools activities and help create a vibrant and productive PGR community within your subject area, and the [School](#) as a whole.

9. eProg

eProg is a University-wide system for postgraduate research students to record and monitor progression throughout the research programme and manage skills training activities. The eProg system offers an online platform for academic staff and their postgraduate research students to record and track key milestones throughout the research programme, from the point of registration to the examination of the thesis. The system also provides access to an extensive catalogue of skills training activities across the University.

eProg can be accessed via My Manchester or by going to: www.eprog.manchester.ac.uk

Further information regarding eProg is in the Quick Guide and will be provided at induction. Introductory sessions will be provided early in the year with Andy Fairhurst, the Graduate School eProg Administrator.

10. Your PhD Supervisor(s)

If you have not done so already, you should contact your Supervisor(s) to arrange your first meeting. If you haven't discussed your initial plans with your Supervisor, please do so as soon as possible. If you are unsure of contact details please contact the Graduate School Office for assistance. We have contacted your Supervisor directly regarding the provision of emergency loan laptops, for new PGR students who do not have access to their own computer/laptop to support any remote working.

Over the next few weeks you'll probably find there is a lot of information to take in and a lot to get your head round. Please don't worry we are here to advise and support you. Please do not hesitate to contact the registration helpline or the Graduate School Office if you have any queries relating to any aspect of registration.

We look forward to seeing you, virtually or in person, in January. I hope that you are looking forward to starting your programme with us despite the challenges of recent months. I would like to wish you good luck in your research career and I hope you enjoy and value your time here at the University of Manchester.

Please note that as the Covid situation in the UK is ever-changing, some of the above information may still be subject to change. Any updates to the information above will be circulated as soon as it becomes available.

With best wishes,



Ms Amanda Mathews
Graduate School Manager