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 give our students a learning and teaching experience of the highest quality where they are 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.

Welcome from the Head of the School of Arts, Languages and Cultures

Our research is underpinned by the newly established Creative Manchester research 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 peacebuilding.

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 and cultural 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, and a large cohort of teaching assistants, all supported by a large team of professional support services staff.

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,

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 will be 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

We look forward to seeing you soon and hope enjoy your time at Manchester!

Dr Aashish Velkar, Director of Teaching, Learning and Student Experience
Professor Hannah Cobb, Associate Director for eLearning and Teaching Innovation
Dr Ruth Morello, Associate Director for Academic Advising and Employability
Dr Stephen Mossman, Associate Director for Assessment
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 complete a Postgraduate Skills and Experience Review Questionnaire (SEQ), which will form the basis of your 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.
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 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. You can find more information about your administrative team and their contact details on the Student Intranet, where you will also find details of our online Instant Chat Support.

Student Support and Guidance Office (SSGO)
The SSGO is based on the ground floor of the Samuel Alexander Building. The team consists of five members of staff, all of whom have extensive experience of supporting University students. The team manage the mitigating circumstances process, to which you can apply if extenuating circumstances, such as health issues, affect your assessment or study. The team can also advise you on interruptions to study, withdrawals, appeals, complaints and referrals to specialist support services, such as the Disability Advisory Support Service (DASS). You can contact them via salc-studentsupport@manchester.ac.uk.

Student Support and Engagement Officers
Whether you have personal issues, concerns about your studies or simply need a confidential, non-judgmental chat, SALC’s Student Support & Engagement Officers, Gareth and Emma, are here for you. As well as offering a listening ear, Gareth and Emma will contact you from time to time to see how things are going and can signpost you to specialist support if you need it. Gareth and Emma also edit our weekly SALC Linked e-newsletter, which contains important news about your studies, links to the University’s support services, and suggestions on things to do outside of your course. You can contact Gareth and Emma via salcstudents@manchester.ac.uk.
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.

Your Academic Advisor will be confirmed by the end of Week 2 and your Programme Administration team will email you with further details. The details will also be made available through the Student System and you can find a guide on how to access this information on the Student Intranet.

Your Academic Advisor can:
- Offer academic guidance and advice
- Discuss your career aspirations
- Act as an intermediary for your feedback on your experience and your course units
- Signpost you to other key University services you might find helpful
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 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 to help you complete this process and the Student Services Centre will be on hand to support you if you have any problems.

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.
**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 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!
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’.

From Wednesday 1st September onwards, you can select your course units once you have completed your registration. You can make your selections through the My Manchester self-service system. You will be automatically enrolled onto them and you can’t drop them.

**YEAR OF STUDY**

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<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
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<td>SEPTEMBER – JANUARY</td>
<td>FEBRUARY – JUNE</td>
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Semester – Each year of study has two semesters. Semester 1 runs September – January and Semester 2 runs February – June.

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

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.

‘Your programme structure will outline the amount of credits you will be required to undertake during the academic year.'
You will need to make your course selections by 12 (noon) on Friday 24th September, to ensure your timetable is ready for teaching to commence on Monday 27th September. If you do not make your selections by this time we will automatically enrol you on appropriate course units on your behalf.

MAKING YOUR COURSE SELECTIONS

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.

Once you have completed your registration you can make your selections 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/compulsory 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.
4. Select Student System.
5. Select Student Center.
7. Select 2021/2022 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.
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, such as the lecturer’s name.

A link to the full timetable user guide can be found online which includes instructions on printing, the 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 link your calendar to Office 365 or another calendar app, add in extra appointments and sync across your devices!

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