

2024

**WELCOME
TO THE SCHOOL OF
ARTS, LANGUAGES
AND CULTURES**

WELCOME FROM THE HEAD OF 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. The Arts are an essential part 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.

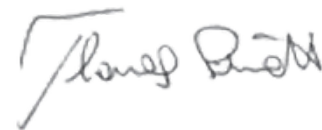
Social responsibility and public engagement is embedded in everything we do in the School. We seek to create and develop knowledge that makes a difference both to those researching and studying in the University and in the wider world. Our course offering in the fields of arts, languages, and cultures 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 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, 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 services 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 partners with 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





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 Masters 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.

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 SALC Student Support Hub via salc.hub@manchester.ac.uk

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

Professor Camden Reeves

Director of Teaching, Learning and Student Experience

Professor Mairéad Pratschke

Associate Director for eLearning and Teaching Innovation

Gordon Fraser

Associate Director for Academic Advising and Employability

Dr Jenny Bryan

Associate Director for Assessment

SCHOOL OF
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WELCOME TO HCRI

Dear Student,

Welcome to the University of Manchester and HCRI! We are looking forward to your arrival.

As the PGT Director of the Humanitarian and Conflict Response Institute (2023-2024), I am responsible for ensuring that the postgraduate degree 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.

Over the next few weeks, we will be posting information on our Welcome Week website; this will include your Welcome Week timetable. We will also send you information via email, so please regularly check your university email account once set up. You can find our Welcome Week website at: www.welcome.manchester.ac.uk.

When you arrive in Manchester there will be a lot going on with things to do, people to meet, and arrangements to make. Make sure you prioritise completing the registration process and attend our on-campus Welcome Week sessions. It is important you attend the Welcome Meeting, as you'll meet the PGT Director, Pathway lead and lots of important information will be passed on to you there. It will also be a great time to ask any questions you have. During this week you will also elect your class representatives, attend a Welcome departmental social with staff and students from HCRI and meet with your academic advisor, among learning key information about the course and skills to ensure your success this year.

I hope you'll enjoy the rest of the summer break before arriving in Manchester, ready to begin this exciting new phase of your intellectual and personal development. We at HCRI look forward to meeting you in Welcome Week!

Kind regards, Dr Amanda McCorkindale, HCRI PGT Director 2024-2025





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



STUDENT SUPPORT AND DEVELOPMENT SERVICES

Your Student Support Hub is the place for advice, support, and guidance. We can help you with queries from registration to graduation and everything in between. Please use our [SALC Interactive FAQ & Contact Form](#) to contact us or to find the information you need.

Alternatively, please come and see us or you can call us - we're really happy to help. You can also access our dedicated [Student Support and Wellbeing team](#) who can meet with you on a one to one basis.

Location: Lower Ground floor, Samuel Alexander Building (next to the Lime Cafe). We are number 67 on the Campus Map (which can be found on the [University of Manchester webpage](#)) or please see our virtual tour video for directions.

Opening hours: 9am – 5pm, Monday – Friday (10am - 4pm outside of term time)

Telephone: +44 161 529 3348

[Facebook](#) | [Twitter](#) | [Instagram](#) | [Youtube](#) | [WordPress](#)

For more information on the services the Student Support Hub can provide, please see your [Student Handbook](#).

DISABILITY ADVISORY AND SUPPORT SERVICE (DASS)

Over 15% of students at the University of Manchester have shared that they are disabled. The Disability Advisory and Support Service (DASS) is a service dedicated to supporting disabled applicants and students – and can support with the following:

- Academic support such as access to lecture podcasts, automatic extensions on coursework, general awareness for tutors and specific timetabling.
- Exam support such as extra time, rest breaks, specialist equipment and specific locations.
- Library support such as individual library inductions and extensions on high demand loans.
- Accommodation support such as room adaptations, specific equipment and specific locations.
- Mentoring and study skills support.
- Notetaking and practical support.
- Navigating external funding such as the Disabled Students Allowance (DSA).

How do I get support from DASS?

To Register with DASS you need to fill in a quick [online registration form](#) and send in some evidence of your disability (the easiest way to do this is by taking a photo of your evidence and emailing to dass@manchester.ac.uk). Once registered a DASS adviser will meet with you to explore support (both University based support and externally funded support).

If you do not have any existing evidence or would like to speak with an adviser before registering, please contact the DASS reception to book a [Quick Query appointment](#)

If you suspect you may have a Specific Learning Difficulty, such as Dyslexia, but have not been tested before, please book onto the [Do I have dyslexia workshop](#) – for more information on what a specific learning difficulty is, the support already available to you and how to progress an assessment.

How do I get in touch with DASS?

DASS are based on the second floor of University Place on Oxford Road and are open Monday to Friday, 10am to 4pm. Further information on contacting DASS can be found [here](#).

ACADEMIC SUCCESS PROGRAMME



We believe clear academic English is key to your success. Our Academic Success Programme provides free, in person and online, academic English workshops and resources to help you develop your academic language and skills. Our experienced tutors will help you get the most out of your studies by exploring the key features of written and spoken academic English – giving you the confidence to work independently and succeed in your studies.

We offer courses in:

- Academic Writing: approaching your assignments, writing critically
- Academic Speaking: communicating in seminars, presenting with confidence, pronunciation and flow
- Academic Grammar

Visit www.ucae.manchester.ac.uk or email academicsuccess@manchester.ac.uk for more information.



THE CAREERS SERVICE

Our award-winning Careers Service offers you support and advice throughout your time at university, and for up to two years after completing your course. No matter where you're up to with finding a part-time job to go alongside your studies, or thinking about potential post-university careers, we're here to help you make the most of your time in Manchester. We offer a range of personalised support and services including:

- One-to-one careers appointments
- Job, placements and internships vacancies board
- CV and applications advice
- Pathways (our on-demand learning modules)
 - Interview preparation
 - Careers fairs and employer events
 - Skills workshops
- Networking opportunities with UoM graduates
- Exclusive internship opportunities

We also have our website (www.careers.manchester.ac.uk), which is an encyclopaedia of careers information! It includes our 'Which Career' pages, which will support you in exploring the range of exciting career opportunities open to you as a SALC student. These pages give an overview of over 20 career sectors, including tips on using your time in Manchester to build skills and experience relevant to those areas.

How to get the most out of the Careers Service

1. Before coming to Manchester, follow us on Instagram ([@uomcareers](https://www.instagram.com/uomcareers)) to keep up with the latest events, resources and support available to you.
2. Once you've completed your university registration, activate your CareerConnect account (www.careerconnect.manchester.ac.uk)

CareerConnect is your one-stop-shop for all things careers; you can use it to register for our events, find part-time jobs and to access on-demand Pathways to create a CV, prepare for interviews and much more. There are even bespoke Pathways to help international students and students with disabilities and health concerns to navigate the UK job market.

You can also use CareerConnect to book confidential one-to-one appointments with a member of the team, either online or in-person.



Come and Meet Us

You can visit the Careers Desk in the Atrium, First Floor, University Place, Monday-Friday during term-time, where our team can talk things through with you and help with any careers-related queries.



UNIVERSITY LANGUAGE CENTRE LEAP PROGRAMME

LEAP stands for the Language Experience for all Programme, which is part of the School of Arts, Languages and Cultures. This programme offers students the opportunity to study a language course alongside their degree.

LEAP offers 14 languages you can choose from at different levels. Therefore, whether you are an absolute beginner or a holder of a GCSE or A-Level in a certain language, you will be able to find a language that suits you. Students can study these courses for credit as part of their degree or choose to take them as non-credit for a fee. These language courses are also open to members of the public and University staff for a fee.

Apart from the choices that LEAP offers, the wonderful thing about the programme is that at the end of your degree you may have also obtained a level in some languages amounting to a C1.

Learning a new language provides access to diverse sources of knowledge, enhances professional opportunities and gives you better chances of employability. It enables you to create a unique blend of knowledge, experience and transferable skills to suit your needs.

As languages facilitate cross-cultural communication and understanding, learning them will foster critical thinking, empathy and adaptability. Learning languages enriches lives, bridging gaps between diverse communities and fostering a more inclusive and cohesive world.

So, what are you waiting for? Enrich your experiences and LEAP into languages!

Taking a LEAP language course for credit is subject to academic approval, entry requirements, language level test, availability and timetabling constraints. Therefore, you need to check this with your school first.

To know more about LEAP, visit: [University Language Centre: Language Experience for All Programme \(LEAP\) courses](#)



WHERE WILL
VOLUNTEERING
TAKE YOU?

YOUR STUDENT LIFE

Become a Volunthero

Every year thousands of Manchester students get involved in their local, national and international communities through volunteering. They learn new skills, make friends, feel good by helping others and get to explore Manchester. Some also have the chance to explore further afield with Manchester's overseas volunteering programme!

Whatever you study, whatever your interest, there's something for you. The University provide lots of help to get involved, including lists of opportunities with local organisations, support for student projects and one-off taster opportunities to try.

Link: <https://www.volunteers.manchester.ac.uk/>

The **Stellify Award** is a unique University of Manchester award supporting your personal development and graduate outcomes alongside your studies. The award is designed to complement your studies, develop key skills and contribute to the world around you.

The Stellify Award gives you the chance to make a difference in a way that feels authentic to you, your passions and interests.

Please visit <https://www.stellify.manchester.ac.uk/> or email stellify@manchester.ac.uk with any queries

STELLIFY

ACADEMIC REPS

WOULD YOU LIKE TO BE AN ACADEMIC REP FOR YOUR NEW COURSE?

Are you interested in making change, developing your programme and working with staff to close the feedback loop? Reps are student leaders who gather feedback & work with staff to make positive change in their programme. The role counts towards the STELLIFY award "Step Up and Lead" and you'll gain great experience through attending meetings, gathering feedback from your course mates & working on projects to enact change.

As an academic rep, you represent the students on your course in meetings with staff where you talk about feedback from students – what's going well & what needs to be improved. From this feedback, you work with staff to develop a positive student experience. You'll receive training from the Students' Union, so you don't need any prior experience – just an interest in helping improve student experience for yourself and your peers!

Key skills/experiences you will gain from the Rep role:

Professionalism
Negotiation
Leadership
Communication
Organisational skills

Networking
Problem-solving
Campaigning
Influencing
Working on projects

Sign up to be an Academic Rep by emailing studentreps@manchester.ac.uk and see www.manchesterstudentsunion.com/reps for more details!

School of Arts, Languages and Cultures
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***Come and chat with us on social media and stay updated with
SALC news through our blog and Student Community Site!***



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