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.

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. 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 world-famous John Rylands Library), the Ahmed Iqball 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 runs 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,

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 your relevant administration team as below:

leapmsf@manchester.ac.uk (for Humanitarian Practice)
onlinehcri@manchester.ac.uk (for MSc Global Health and MSc International Disaster Management and Humanitarian Response)

We look forward to seeing you soon and hope you 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

Once you have registered, you will be able to login to your Blackboard Community space and view your welcome and induction materials.
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
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onlinehcri@manchester.ac.uk (for MSc Global Health and MSc International Disaster Management and Humanitarian Response)

Student Support and Guidance Office (SSGO)
The SSGO is based on the ground floor of Samuel Alexander Building. The team 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
For Distance Learning students, your Academic Advisor is the Programme Director for your programme. You can arrange a meeting with your Academic Advisor at any point throughout the year or drop in virtually during their office hours. You do not need to meet with your advisor unless there is a specific need.

The 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

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.
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.

You can register online from 1st September 2021 and must have completed the process by 30th September 2021 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.
**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.

Your University email account is essential for keeping in touch with academic and support staff. We recommend that you check it regularly!

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

MSc Global Health and MSc International Disaster Management and Humanitarian Response students take 60 credits in their first year.

The number of credits that Humanitarian Practice students are required to take each year is more flexible – you should talk to your programme administration team for more information.

You can find the structure for your programme on the SALC Intranet.

Your programme structure will outline the amount of credits you will be required to undertake during the academic year.
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!