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,

I am writing to congratulate you on your examination success and to welcome you to Liberal Arts at The University of Manchester. You’re about to embark on an exciting and innovative programme that we hope will inspire and challenge you as you take on some of the key issues in the world and work towards making a difference in local communities. We are excited by the prospect of working with you and guiding you as you explore and learn about the subject and the city, and the diversity that both offer.

Liberal Arts offers you the most flexibility and choice of any degree programme, so this guide will help you to find your feet as you familiarise yourself with some of the opportunities and support available to you throughout your studies.

In the guide, you’ll find out about some of the things you should do before you arrive in Manchester – in particular, registering with the University, confirming your attendance and finding out about your programme of study. Over the next few weeks we will also be posting information on our Welcome Week website, including your Welcome Week Schedule, and will send you information via text message or email. You can find our welcome week website at: www.welcome.manchester.ac.uk

In Welcome Week you’ll have more of a chance to ask questions about your programme, get a feel for the campus, and meet some of your peers. I’ll also be on hand as the Liberal Arts Programme Director to talk you through the ins-and-outs of your programme and to support you as you select your modules and make the programme truly your own.

If you have any questions in the meantime, you can get in touch with myself or the Administration Team, who will be able to support you during your studies with queries regarding registration, course unit options, or just about anything else relating to your programme. You can contact me at scott.midson@manchester.ac.uk, or the Admin Team at liberal.arts@manchester.ac.uk.

Once again, congratulations and we wish you a great summer before starting at the University of Manchester.

Dr Scott Midson
Lecturer in Liberal Arts
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.

**Residence Abroad and Placements Office**
Whether you are considering undertaking a period of Residence Abroad or participating in SALC’s Placements Scheme, the Residence Abroad and Placements Office are here to support you. The team can answer your questions about your eligibility for the Residence Abroad and Placement schemes, will help to prepare you for your placement and will be on hand during your placement to offer advice and pastoral support. For placement queries, please email salc-placements@manchester.ac.uk and for Residence Abroad queries, please email residenceabroad@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 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

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.

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.
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 smartphone 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’.

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

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.

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

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

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 and there is also information on ‘free choice’ course units.
MAKING YOUR COURSE SELECTIONS

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.

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. 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
6. Select Enrol
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 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.
Our Flexible Honours scheme offers Single Honours students the opportunity to study an additional arts, languages or cultures subject as a Minor. Taking a Minor in your first year will allow you to explore another subject area alongside your original Single Honours degree. In turn, this enables you to create a unique blend of knowledge, experience and transferable skills to suit your needs.

Apart from the amazing choices and opportunities that Flexible Honours offers, the wonderful thing about the scheme is that it is truly flexible. At the end of your first year, you’ll have the opportunity to reflect on your study experience so far and you can choose to continue with your current Minor subject at years two and three, or you can simply drop it. If you do continue with it for all three years, you can even have the subject featured in your degree title, should you wish.

If this sounds like the scheme for you, you can sign up right here, right now! As all Flexible Honours combinations are subject to academic approval, availability and timetabling constraints, we give you the opportunity to select up to 3 different Minors.

To read more about Flexible Honours please email or visit:

www.manchester.ac.uk/flexiblehonours
flexhons.support@manchester.ac.uk
Discover how digital tools and methods can help you explore your subject in exciting new ways.

Understand how digital technology is transforming our world, creating inequality and opportunity.

Develop New Skills

Digital Humanities modules complement your studies with training in digital methods and a deeper understanding of how digital technologies are shaping our lives and our future. You will explore how techniques like mapping, distant reading, and data visualization can transform the way you read books, understand the past, and communicate your ideas. You will create and curate your own digital projects and exhibitions and develop specialist expertise in digital methods relating to your main subject area. Our courses take place in the new Digital Humanities Lab, where students will also be provided with laptops. Note that no technical experience is required, as all training will be provided.

Participate in the Debates of Tomorrow

The Digital Humanities also touch on key concepts and debates around digital media, politics, and culture, such as data collection and civil liberties or the ethics of artificial intelligence. Why do search engines misrepresent women and people of colour? How do digital platforms spread conspiracy theories and ‘fake news’? How does Facebook predict its users’ sexual orientation or mental health? And to what purposes is this data put? The Minor will help you understand key debates of our time and equips you with the knowledge you need to make your voice heard.

Find a Job You Love

With its combined focus on technical skills, creativity, and criticism, the Digital Humanities allow you to develop the skills needed to thrive in workplaces looking for people who can bridge the gap between creative and technical work.

Digital Humanities Certificate

All our courses are available as free choice units. Completing two Digital Humanities course units will earn you a Certificate in Digital Humanities that allows you to document your skills.

Digital Humanities Minor

Students on Single Honours degrees can also choose to take a Minor in Digital Humanities through the Flexible Honours scheme.

Find more information at:
www.digital-humanities.manchester.ac.uk/teaching/
or contact the programme director.
Dr Luca Scholz
Programme Director, Digital Humanities
luca.scholz@manchester.ac.uk
The University Language Centre (ULC) provides students of the University, members of staff and members of the public with the opportunity to learn a language through its Language Experience for All Programmes (LEAP).

At LEAP, languages are our speciality and we have decades of experience and expertise that you can benefit from when you study with us. We teach 14 languages, for personal, professional and academic purposes. Our individual language courses cater to a range of levels from beginner to advanced, and are open to everyone who wishes to learn a language.

As students of the University, you might wish to take a language as an optional component of your degree for academic credit, or you may wish to study a language alongside your degree on a not-for-credit basis.

ULC is a centre for internationally recognised examinations, such as those from the Goethe-Institut, Paris Chamber of Commerce and Madrid Chamber of Commerce. Our certified staff facilitate and carry out these exams for students who wish to take them.

The world opens up when you learn a new language. By choosing to study a LEAP language at the University Language Centre, your experience will be enriched by our passionate staff and students and our vibrant and diverse campus.

To learn more about the languages we offer visit:

https://www.alc.manchester.ac.uk/study/university-language-centre-leap-courses/

For further information, queries regarding registration and language options, or just questions in general, please do not hesitate to contact us at LEAP@manchester.ac.uk.

Dr Orieb Masadeh-Tate
LEAP Coordinator
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 print a personalised timetable for the whole year by selecting the ‘Download Timetable’ link at the bottom of the time-tableing portlet.

You can link your calendar to Office 365 or another calendar app, add in extra appointments and sync across your devices!
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!