

MANCHESTER
1824

The University of Manchester

SCHOOL OF
ARTS, LANGUAGES
AND CULTURES

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. 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 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 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, 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 peace-building.

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 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 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!

A handwritten signature in black ink, which appears to read "Thomas Schmidt".

Professor Thomas Schmidt
Head of School

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



There are a number of key services you can access for advice and support throughout your time at University so please don't hesitate to get in touch!

Student Information Advice and Guidance

The Student Experience/IAG Team will keep you informed on important news and events relating to your studies, extra-curricular activities, employability and other development opportunities. You will receive regular updates from the team via the School's student newsletter (SALC Linked) and social media channels, so keep an eye out for these! They are also on hand to answer general queries and refer you to relevant services as needed. You can contact them at: **salcstudents@manchester.ac.uk**

Student Support and Wellbeing

The Student Support and Wellbeing Team provide pastoral care and welfare support to any student who may be facing personal or academic challenges. The team manage the mitigating circumstances process, to which you can apply if extenuating circumstances, such as health issues, affect your assessment or study. They can also advise on interruptions to study, withdrawals, appeals, complaints and make referrals to specialist support services, such as the Disability Advisory Support Service (DASS). You can contact them at: **salc-studentsupport@manchester.ac.uk**

Programme Support

If you need administrative support in relation to your programme, you can get in touch with your Programme Administration team by email or Instant Chat Support. You will find the contact details for each team as well as key guidance materials on the student intranet: **www.alc.manchester.ac.uk/student-intranet/undergraduate/contact-us**

Peer Support

Peer support is an umbrella term for two complementary schemes:

- Peer Mentoring;
- Peer Assisted Study Sessions (PASS)

The main activities of peer support aim to:

- Enhance the quality, quantity and diversity of Student Learning within a discipline;
- Involve students as partners in their learning experience;
- Provide further opportunity for the development of intellectual and professional competencies;
- Offer students a supportive environment to assist the transition to Higher Education.

Your peer mentor should contact you in the weeks following your formal introduction during Welcome Week. If they fail to do so, do not hesitate to contact your Programme Administrator.

Residence Abroad and Placements

Whether you are considering undertaking a period of Residence Abroad as part of your programme or participating in the School-wide Placements Scheme, the teams are here to answer your questions and help you at every stage of the process. You can contact them at:

Residence Abroad
residenceabroad@manchester.ac.uk

SALC Placements Scheme
salc-placements@manchester.ac.uk

For further information on the support services available, please visit the student intranet: **www.alc.manchester.ac.uk/student-intranet/support**

YOUR ACADEMIC ADVISOR



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



You will be informed of your assigned Academic Advisor from Welcome Week.

You will also be able to view your Academic Advisor via the Student System in **My Manchester** once they have been assigned to you.

You can find a guide on how to access this information on the **Student Intranet**.

Your Academic Advisor can:

- Signpost you to other key University services you might find helpful
- Offer academic guidance and advice
- Discuss your career aspirations
- Act as an intermediary for your feedback on your experience and your course units

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 pay- or 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

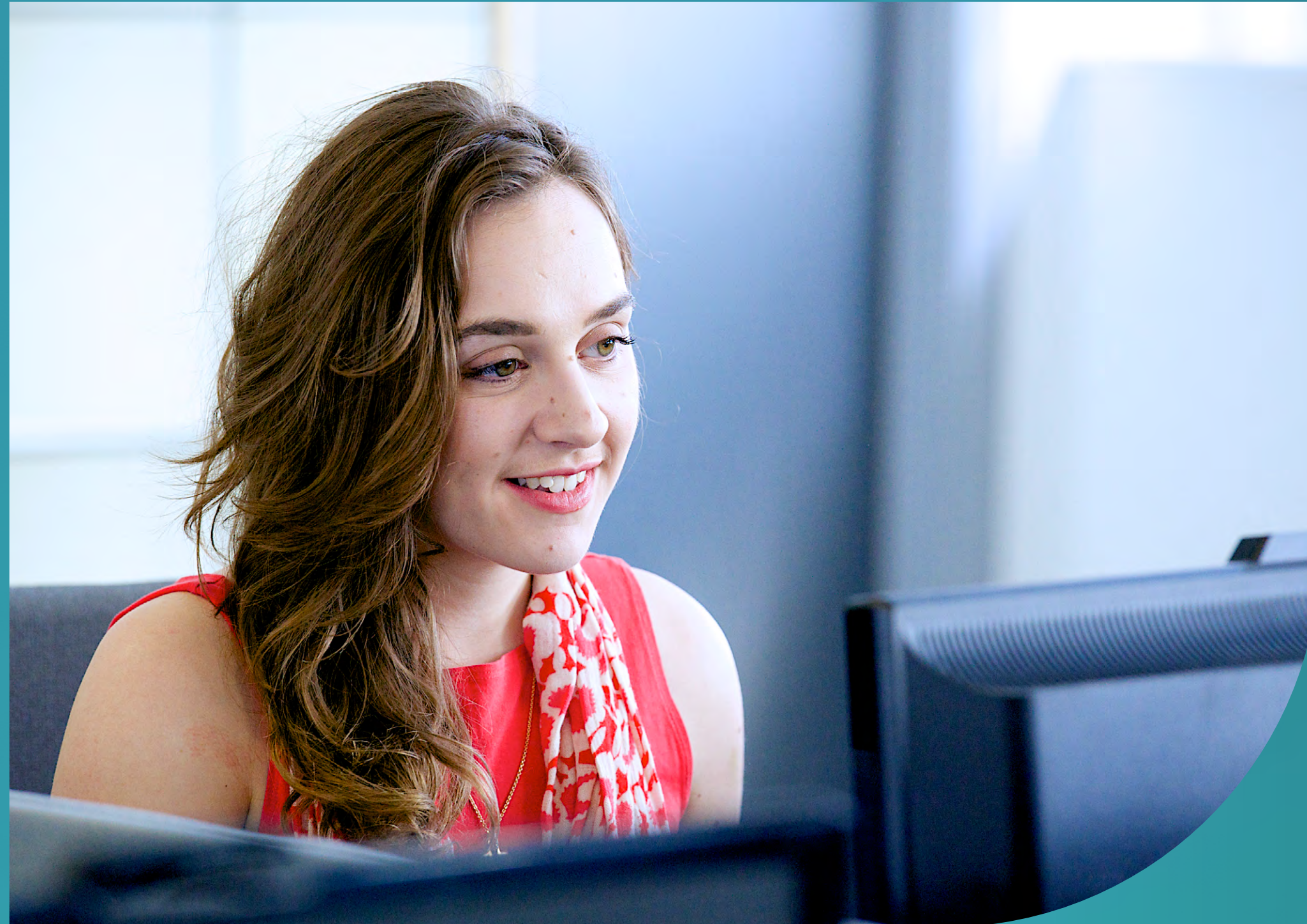
You can register online from 1st September 2022 and must have completed the process by 30th September 2022 or you may not be able to access important University facilities.

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!

YOUR COURSE UNITS



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**

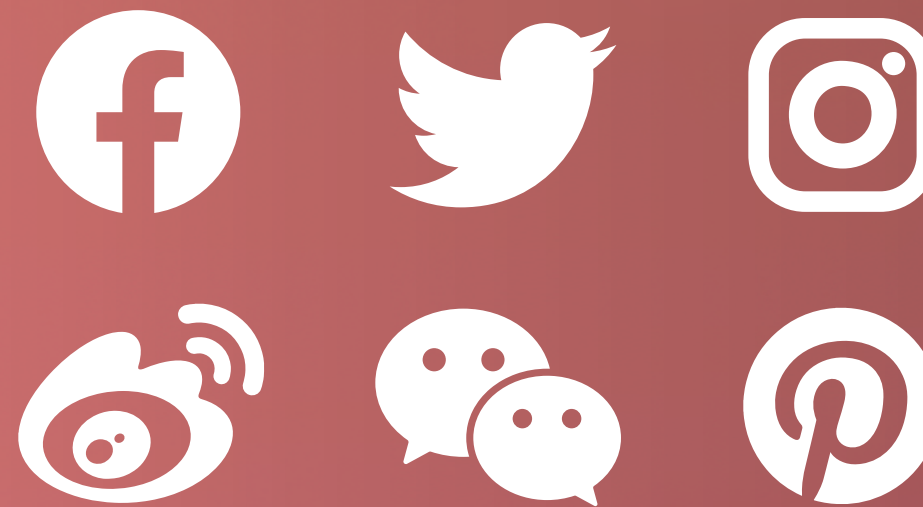


'Your programme structure will outline the amount of credits you will be required to undertake during the academic year.'

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



(Please see back page for links)

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!



@UoMSALC
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