

Graduate School of Arts, Languages and Cultures
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Email: PhDSALC@manchester.ac.uk
www.alc.manchester.ac.uk/study/graduate-school

December 2022

Start of Year Registration Information – January 2023

Congratulations on gaining your place on a postgraduate research programme at the University of Manchester, and specifically in the School of Arts, Languages and Cultures.

1. Registration: All students

An important part of becoming a student at the University is the completion of registration. This is a 10 step process during which we collect personal and academic information and you pay your tuition fees and your student card is issued.

Registration is completed online via [My Manchester](#), this is your digital campus where you can access University services. This allows you to complete the registration process, including the payment of your tuition fees, via the web. **Please note**, if you owe an outstanding debt to the University from a previous programme of study e.g., for accommodation or tuition fees or a library debt, you will not be able to register for your new programme of study until the debt has been cleared. You will need to contact the Credit Control Team, email credit.control@manchester.ac.uk (if the previous programme was funded) or self.funding@manchester.ac.uk (if you self-funded the previous programme).

On-line registration will open **1 January 2023**. You need to complete all steps of registration, and provide us with a photograph via [MyManchester](#) before your University student card will be issued.

Student cards will be available to collect from the Student Services Centre (Number 57 on the Campus Map) from **Tuesday 3 January – Tuesday 31 January, 10am – 4pm (not including weekends)**. Student card collection will be by appointment. Once your card is available for collection, you will receive a notification email with a link to the booking facility to collect your card. **Please note, you will not be able to collect your card without having booked a collection slot first.**

Maps of the University campus can be viewed online via the following link: www.manchester.ac.uk/discover/maps/

The Student Services Centre registration helpline will be in operation from **Tuesday 3 January – Tuesday 31 January, 9am – 5pm (not including weekends)**. The helpline telephone number is +44 (0)161 275 5000. Help is also available via the Welcome Site: www.welcome.manchester.ac.uk/get-ready/become-a-student/register-as-a-student/. If, for any reason your query cannot be resolved via the helpline, there will be a live chat tool function available via <https://www.studentsupport.manchester.ac.uk/student-services/>

Please note that if you have applied for a doctoral loan and are intending to pay your tuition fees with the loan, you will be sent a separate communication, from the Funding Team in the Student Services Centre, as step 10 of registration process will be slightly different. Any queries regarding the doctoral loan should be sent to: slc@manchester.ac.uk

All students are required to prove their Right to Study, and where applicable, providing evidence that they have valid immigration permission to study when they arrive in Manchester. Right to Study is an admission process carried out in MyManchester and is completed prior to matriculation. It is recommended that you use the University's Alternative Collection Location Code (2HE372) in your visa application for the delivery of your BRP card to the Student Services Centre ready for your arrival.

If your student visa application decision letter says that your BRP card will be delivered to the Student Services Centre, they will email you when your card is available for collection and invite you to book a collection appointment (Student Services Centre is number 57 on the Campus Map).

If your student visa application decision letter says that your BRP card will be sent to a Post Office, you should collect your card and email a scan of the front and back of your card and your passport to visa@manchester.ac.uk within 7 days of receipt. The SSC will respond to confirm receipt.

Please note that if you have not accepted your offer via the online application system, you will not be able to register. It is essential, therefore, that you have accepted the offer. If you were made a conditional offer of a place and have not yet sent evidence that you have satisfied the conditions of your offer, you must forward the evidence as soon as you receive it. Please note, you can scan or email your documents to Miss Rachel Corbishley, Postgraduate Research Admissions Administrator, email: PhDSALC@manchester.ac.uk - only once the evidence has been received and verified by the School will your registration status be activated to allow you to access the online registration system.

2. How to register online – all new PhD/MPhil students

You register online in [My Manchester](#). Click on the 'Registration' tab and follow the online instructions. To log on to the online registration facility, you will need your IT account details:

Central Username ID: The unique 8 digit username allocated to you when you activated your IT account (e.g. *mfnsabc*). The last three digits of your username will normally include your initials.

Password: The password that you assigned to your unique username when you activated your IT account.

In the event that you have forgotten your password or username, please go to <https://iam.manchester.ac.uk>

Click on the 'Account Recovery' link at the bottom of the page to reset your password and find your username again. Alternatively, you can contact the registration helpline (telephone +44 (0)161 275 5000).

Further information can be found via the following web page:

www.welcome.manchester.ac.uk/new-students/get-ready/

3. Registration queries and further assistance

Queries regarding IT, financial registration or tuition fees should be directed to the registration helpline (telephone +44 (0)161 275 5000) or the Graduate School Office, PhDSALC@manchester.ac.uk

Please note, registration must be completed by Tuesday 31 January 2023. A late fee of £200 may be charged for registration after that date.

4. University funded students

If you have been allocated a financial award by the University/School or a Research Council, the details of the award will be inputted into the financial registration system by the Graduate School Office (you will have been informed of any award in a separate letter). This should therefore be reflected in what appears on the financial registration screen of your record (Step 10 of the registration process).

If you are in receipt of a maintenance award, **please ensure that you submit your bank details**, to enable the University to make the payment directly into your bank account. To submit your details:

1. Log in to <http://my.manchester.ac.uk/>
2. Click on the tile for Student Centre.
3. Click on the compass pointer in the top right hand corner and select 'Menu' in the toolbars followed by 'Self Service' and then 'Campus Finances'.
4. Then select 'View Financial Aid' (this page shows awards for the current academic year)
5. Click the 'Bank Details' button and enter and save your UK bank details. If you have already entered and saved your bank details then the button will not be visible.

To amend your bank details, contact funding@manchester.ac.uk

Maintenance payment schedule:

Payment due date	Proposed pay date	Number of days between payments
**1 January 2023	10 January 2023	28
1 February 2023	24 January 2023	35
1 March 2023	21 February 2023	28
1 April 2023	28 March 2023	35
1 May 2023	25 April 2023	28
1 June 2023	23 May 2023	28
1 July 2023	27 June 2023	35
1 August 2023	25 July 2023	28
1 September 2023	29 August 2023	28
1 October 2023	26 September 2023	28
1 November 2023	24 October 2023	28
1 December 2023	28 November 2023	35

**** The 1 January instalment may be processed as early as 10 January and credited to bank accounts 12 January, provided registration has been fully completed by 6 January.***

If your fees are being paid by an external third party organisation, you will need to provide a copy of your sponsorship letter on headed paper clearly stating the amount to be paid. You should email this to sponsorletters@manchester.ac.uk

5. Welcome and Transition Information

The University will offer a Welcome Induction and Transition programme (for those who are on campus and those who are not) to help students adjust. For further details, go to: www.manchester.ac.uk/study/get-ready/starting/

6. Faculty and School Induction: Tuesday 17 January and Wednesday 18 January: Compulsory for all new PhD students

There will be a 'live' online induction programme for PhD students which will take place **Tuesday 17 January and Wednesday 18 January, in which all students new to a research programme are required to participate**. Please note that even if you are a current University of Manchester master's student, it is important that you participate as you will be using new systems as a research student. The induction timetables will be circulated in due course. There will also be an interactive online resource available to new PhD students from, which you are encouraged to visit and

familiarise yourself with the content. This will include information and resources from the Library, PURE, IT Services, eProg (see below) and Placements and Exchanges.

There will also be an opportunity to take part in the first Graduate School social of the new academic year, an informal quiz, run by Lucy Mudie, a fellow PhD student. This will take place **towards the end of January** (details will be circulated nearer the time). This is a great way to meet your fellow PhD students and become part of the Graduate School community.

7. School Guide and Handbook: All students

It is very important that you familiarise yourself with the School PGR Guide and online PGR Handbook. These contain important information regarding student related issues and policies and procedures.

The School Guide and Handbook can be found on the Graduate School website:

www.alc.manchester.ac.uk/student-intranet/postgraduate/postgraduate-research/handbooks-and-forms/

8. eProg

eProg is a University-wide system for postgraduate research students to record and monitor progression throughout the research programme and manage skills training activities. The eProg system offers an online platform for academic staff and their postgraduate research students to record and track key milestones throughout the research programme, from the point of registration to the examination of the thesis. The system also provides access to an extensive catalogue of skills training activities across the University.

eProg can be accessed via My Manchester or by going to: **www.eprog.manchester.ac.uk**

Further information regarding eProg is in the Quick Guide and will be provided at induction. Introductory sessions will be provided early in the year (details will be circulated nearer the time).

9. Your PhD Supervisor(s)

If you have not done so already, you should contact your Supervisor(s) to arrange your first meeting. If you are unsure of contact details please contact the Graduate School Office, email: **PhDSALC@manchester.ac.uk**, for assistance.

Please do not hesitate to contact the registration helpline or the Graduate School Office if you have any queries relating to any aspect of registration.

We look forward to seeing you, virtually or in person, in January and hope that you enjoy and value your time at Manchester.

With best wishes,



Miss Rachel Corbishley
Acting Senior Postgraduate Research Administrator