

<http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/>

July/August 2011

Dear Student

I would like to take this opportunity to welcome you to the School of Social Sciences at the University of Manchester.

This letter outlines instructions and arrangements for registration and induction which need to be followed closely in conjunction with the information on

<http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/>

On-Line Registration

- On-line registration is only available for students who have **confirmed** their **acceptance** (after satisfying any conditions). These are the steps you **MUST** follow, (in this order);
 - Confirm your acceptance via www.manchester.ac.uk/postgraduate/howtoapply/confirm
 - Complete your IT sign-up via www.manchester.ac.uk/itservices/itaccountmanager
 - Register on-line from Thursday 1 September 2011 via www.manchester.ac.uk following the “Register” link.
- Full, detailed guidelines on completing registration can be found via the Postgraduate Crucial Guide on pages 6-9. A PDF copy of the Guide is available via <http://www.studentnet.manchester.ac.uk/crucial-guide/> *If you would like a printed copy posting to you please email your full name and address to pg-soss@manchester.ac.uk*
- Pay particular attention to the “Paying your Tuition Fees” advice on pages 7-8.
- If another organisation has agreed to pay your tuition fees you will be classed as a “sponsored” student and the University will invoice your sponsor for the tuition fees. Please fax a copy of your sponsor letter to +44(0)161 275 7860 or email a scanned copy to sponsorletters@manchester.ac.uk by the **19 August** for it to be on the system before 1 September. Once your sponsor letter has been received your University record will be updated so you will be able to register on-line. See page 8 of the Guide for full information.
- If you encounter difficulties in completing on-line registration please contact the Registration Helpline from 1st September to 30th September – +44(0) 161 306 5544
- If you are in receipt of a School of Social Sciences internal award (studentship) please input your UK bank account details onto your Campus Solutions Record. This is essential to ensure that you receive your maintenance payment.
- Once you have fully completed the 10 steps of registration you will be able to collect your Student Card from the Central Registration locations – see page 14 of the Guide.

- All students are expected to be in Manchester by the start of Induction Week (Monday 19 September) and teaching for Masters/PG Diploma courses commences on Monday 26 September. However, if you expect to be delayed, the latest you can start your course is Monday 10 October. Please note that you will not be permitted to start your course any later than this date. If you will be arriving late (but before 10 October) please let your Discipline Area Administrator know (contact details are at the end of this letter).
- A late payment charge of £50 will be levied for students who have not completed their registration by 30 September, rising to £150 if still not registered by 10 October.

Pre-Sessional Courses

- Students registering on the MA Economics/MSc Economics/MSc Financial Economics are required to attend the pre-sessional mathematics course which runs during induction week(s). Updated information will be available via <http://www.socialsciences.manchester.ac.uk/disciplines/economics/postgraduate/psmaths/index.html>
- Students registering on the MSc/PG Diploma in Social Research Methods and Statistics are **strongly advised** to attend the pre-sessional courses in Social Statistics which run from Monday 12 September to Friday 16 September. Students registering on the MSc/PG Diploma in Social Change are **encouraged** to attend this course also (subject to available spaces) and both cohorts of students should book their place on the pre-sessional via <http://www.ccsr.ac.uk/courses/list/>

Induction

- Induction week starts on **Monday 19 September** for all new postgraduate students. The sessions during the week will give you the opportunity to learn more about the University, the School, your Discipline Area, your course and the facilities and opportunities that are available to you. It is important that you attend these events.
- All the timetables for induction week can be found via <http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/> You should follow the relevant School/ Discipline timetable (for either Taught Students or Research Students). In addition, if you are a research student (PhD/MPhil) you also need to follow the Faculty induction timetable.
- A hard copy of the "Crucial Guide" is available for collection from the School of Social Sciences Postgraduate Reception, 2nd Floor, Arthur Lewis Building. This is an important publication that provides all you need to know about starting a programme at the University of Manchester.
- Please provide your Discipline Area contact with two passport size photographs for your student file.

Course Unit Selection

- We recommend that you complete your course unit selection prior to arriving in Manchester. You can do this on-line from 1 September. Please refer to the Course Unit Selection Guide. However, if you are enrolling on the MA in Visual Anthropology or the MSc/PG Diploma in Social Research Methods and Statistics please **do not** complete your course unit selection until after you have met with your Course Director during induction week.
- All students will have the opportunity to discuss course unit selection with Course Directors during Induction Week and you will be permitted to make changes on-line until Friday 23 September. You are also required to complete two enclosed course unit

- selection forms and return one copy to the Postgraduate Office (retain the second copy for your records).
- If you have any course unit changes after Friday 23 September please contact your Discipline Area administrator who will do the amendments for you.
- Health and Safety Compulsory course – this is a new course unit which all new students are required to complete. Please see the web site <http://www.socialsciences.manchester.ac.uk/intranet/pg/reg/>

Research Students

- Please complete the Thesis Title form and return it to the Postgraduate Office.
- If you are planning on being a TA (Teaching Assistant) you are required to attend the School training which takes place on **Tuesday 27 September from 10-12** (venue to be confirmed). There are also **optional** training courses for TA's run by the Staff Development Training Unit. The dates for these will be available via <http://tinyurl.com/6xhaeqx> after you have completed registration in September.

Orientation Events/International Students/Student Events

- For international students, the University is hosting various orientation events from 15⁻¹⁸ September. Please refer to <http://www.manchester.ac.uk/international/arrival/orientation/> Here you will also find useful information and a booking form for the free airport collection service and pre-departure briefings for your country as well as vital information on registering with the Police and vaccination details.
- For students whose first language is not English you will be required to take an English test. This test will assess whether you require any further free of charge in-session English language training. Details are on <http://www.langcent.manchester.ac.uk/english/academicsupport/testing-service/>
- Please see page 18 in the Guide for details on the Student Fair, Sport, Health and Activity Fair and the Start of the Year Fair

IT Services

- Full information on the IT Services provided by the University can be found via <http://www.itservices.manchester.ac.uk/> and then by clicking on the “Getting Started” button. Please pay particular attention to the Blackboard (on-line e-learning) link as this will contain very important information on how to access on-line resources for your course of study.
- Further information on Blackboard and e-learning via <http://www.humanities.manchester.ac.uk/tandl/elearning/blackboard/> **There is no “hands-on” training session for IT so please ensure that you familiarise yourself with the on-line IT services/facilities on offer. IF YOU HAVE ANY QUERIES PLEASE CONTACT YOUR DISCIPLINE AREA ADMINISTRATOR DIRECTLY.**

All details relating to induction and registration, including course and student handbooks and timetable of events for induction week will be available via

<http://www.socialsciences.manchester.ac.uk/intranet/pg/>

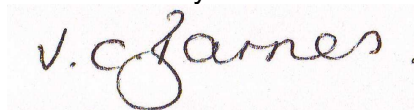
PLEASE ENSURE THAT YOU REGULARLY DOWNLOAD THE INDUCTION WEEK TIMETABLES AS THERE MAY BE VENUE ALTERATIONS NEARER THE TIME.

If you have any queries once you have arrived in Manchester, please either email your Discipline contact (see below) or go to the Postgraduate Reception, 2nd Floor, Arthur Lewis Building (reception on the left). The Reception is open from 10am – 4pm daily.

Finally, a date for your diary. The School will be hosting a welcome reception for all new and returning postgraduate students on Thursday 13 October from 12.30-2.00pm. The reception will be held in the Resource Room, Ground Floor, Arthur Lewis Building and will include a buffet and refreshments. This will be a great opportunity to meet fellow students from different discipline areas as well as members of staff.

We look forward to meeting you in September.

Yours faithfully



Postgraduate Admissions Manager
School of Social Sciences

Discipline Area Postgraduate Contacts:

Course	Discipline/Area	Contact
PG Dip/Masters MPhil/PhD	Economics Economics	Kimberley.Hulme@manchester.ac.uk Marie.Waite@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Philosophy Philosophy	Amanda.Bridgeman@manchester.ac.uk Ann.Cronley@manchester.ac.uk
PG Dip/Masters	Political Economy	Amanda.Bridgeman@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Politics Politics	Amanda.Bridgeman@manchester.ac.uk Ann.Cronley@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Social Anthropology Social Anthropology	Vickie.Roche@manchester.ac.uk Marie.Waite@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Social Change Social Change	Amanda.Bridgeman@manchester.ac.uk Marie.Waite@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Social Research Methods & Stats Social Statistics	Amanda.Bridgeman@manchester.ac.uk Marie.Waite@manchester.ac.uk
PG Dip/Masters MPhil/PhD	Sociology Sociology	Vickie.Roche@manchester.ac.uk Ann.Cronley@manchester.ac.uk
Masters	Visual Anthropology	Vickie.Roche@manchester.ac.uk