

August 2011

To all new entrants to Combined Studies

We should like to offer our congratulations to you on obtaining one of the highly competitive places on the BA Honours Combined Studies degree programme at the University of Manchester. We very much look forward to seeing you at the beginning of the semester – Monday 19th September 2011.

By now, if you are not living at home during your first year at Manchester, you should have arranged accommodation. If you have not already done this, you should telephone the Accommodation Office immediately on 0161 275 2888. The Combined Studies Office is not able to deal with accommodation.

The documentation enclosed includes vital information about what you should do before you arrive at the University as well as a schedule for Welcome Week. Please find time to read these documents thoroughly and follow the instructions accordingly. In particular the Crucial Guide has a step by step guide to what you need to do before coming to the University as well as much more. The documentation also includes information about how to sign up for course units and a data form which you should fill in and return to us. If you have any difficulties or further questions please do not hesitate to contact the Combined Studies Centre.

We look forward very much to seeing you next month.

Yours sincerely,

Anne Thompson
Senior Programmes Administrator

Important Dates

Welcome Week: Monday 19th September 2011- Friday 23rd September 2011

Teaching Begins: Monday 26th September 2011

First semester

Attendance:

19th September - 16th December, 2011

16th January - 29th January, 2012

Second semester

Attendance:

30th January - 23rd March, 2012

16th April - 8th June, 2012

2011/12 Examinations

First Semester

16th January - 27th January, 2012

Second Semester

17th May - 6th June, 2012

Re-examinations

20th August – 31st August, 2012

Combined Studies Online

The Combined Studies web pages are situated at

www.humanities.manchester.ac.uk/combinedstudies

You will also have access to 'Essentials' spaces on Blackboard which provide information specific to your chosen areas of study.

Lots of other important information can be found in the online Crucial Guide

www.studentnet.manchester.ac.uk/crucial-guide

Key Staff Contacts in the Combined Studies Centre

Director of Combined Studies – Dr Alyssa Phillips

Alyssa.j.phillips@manchester.ac.uk

Room A204, Samuel Alexander Building

As Director for Combined Studies I am responsible for maintaining the academic standards of the programme, and ensuring the smooth running of the programmes. I represent Combined Studies students on University committees, oversee the student course evaluation process, consider changes and improvements to the courses offered and ensure adherence to the guidelines set out in the University Academic Standards Code of Practice.

I can offer advice to you about the selection of pathways and course-units and academic progression. I am available to consult with students about their academic progress, programme regulations and academic skills. I am pleased to meet with any Combined Studies student who wishes to discuss any of the issues above or personal matters that may be affecting their studies. An appointment can be made via the Combined Studies Office or via email. Alternatively, you can drop into the Combined Studies Centre at any time during the office hours that I will advertise at the start of the year, when I will be available to consult with students.



Senior Programmes Administrator – Anne Thompson

Anne.g.thompson@manchester.ac.uk, 0161 275 3001

Room A205, Samuel Alexander Building

Office Hours 10am-1pm and 2pm-4pm

Anne is responsible for all the administrative aspects of the Combined Studies Centre. She has a wealth of experience within the University and will be able to help, advise and support you. You can call into the Combined Studies Office to discuss any matters that arise during your University career and to ensure that your personal information and course unit information is up-to-date on our computer system.



A Selection of Other Administrative Contacts (if you require any others just contact Anne)

Philosophy

Joseph Barrett (joseph.barrett@manchester.ac.uk)

History

Karen Morris (karen.morris-2@manchester.ac.uk)

English and American Studies

Simon Cummins (simon.p.cummins@manchester.ac.uk)

Religious Studies

Katie Leather (katie.leather@manchester.ac.uk)

Registration

Whether you are a new or returning student you will need to register onto your programme of study for the new academic year 2011-12.



When do I need to complete my registration by?

You must complete registration before the 30th September 2011. Students who do not fully complete registration by the deadline will be presumed to be not in attendance and subsequently withdrawn from the programme.

Why do I need to register?

Registration is a crucial part of becoming a student. The process differs from confirming your attendance online and completing IT sign up.

You must complete registration to formally become a member of the University and also to:

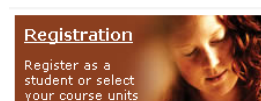
- to confirm your personal contact details
- to enable you to register for course units
- to make arrangements for paying your tuition fees
- for your student card to be generated and collected*

*Once you have collected your student card, any monies due from the Student Loan Company will be released to you (if applicable)

How do I register?

Registration is simple and can all be done online. You will need to have signed up to IT facilities first and have received an email from the University inviting you to complete online registration.

You can access the registration system by going to www.manchester.ac.uk and following the registration link shown on the right.



What if I am having problems registering?

You should be able to complete IT sign up and online registration before you arrive in Manchester. However, if you have any difficulties, you can speak to someone on the University's registration helpline on +44 (0)161 306 5544 from the 1st – 30th September.

Please also see:

www.manchester.ac.uk/servicedesk

www.studentnet.manchester.ac.uk/crucial-guide/academic-life/registration

Email

Once you've registered for the University's IT services, you will have an email account. This is how we'll communicate with you. You must make sure that either you check this email account every 24-48 hours, or set it to forward all the mail to another account that you know you check more regularly. Every year a number of students miss out on important information because they don't do this. Don't let this be you.

Course Unit Selection

How do I know how many course units to choose?

You have chosen two Areas of Study within the Combined Studies Centre. From your two Areas of Study, you will select your course units.

Example: A student doing a BA (Hons) in Literary Studies and Drama and Historical Studies degree will select course units from Literary Studies and Drama *and* course units from Historical Studies.

You must study a total of 120 credits' worth of course units in your first year. In making your selections:

- a minimum of 40 credits must be taken from each of your **Areas of Study**
- your course units should be **balanced** as reasonably as possible over **both semesters** so that your workload is evenly spread over the academic year

No more than **70 credits** should be taken in a single semester - see below on how to tell which semester a course unit is run.

You will find a list of course unit options for the Combined Studies Areas of Study enclosed with this document. Course unit options are also listed on the Combined Studies website.

The credit rating for each course unit is indicated: C10 = 10 credits, C20 = 20 credits, etc.

NOTE: No combination of course units for which there is a timetable clash should be selected.

What do the course unit codes mean?

Each course unit has its own unique course unit code, for example, POLI10200.

The **four letters** in the course unit code identify the discipline in which the course unit is taught so that POLI stands for Politics, ENGL is English, PHIL is Philosophy, etc.

Every course unit also has a **five-digit number** as the other part of its code. The end of each number is interpreted as follows:

codes ending in 0 = taught in both Semesters 1 and 2 (starts in September, ends in June)
codes ending in 1 = taught in Semester 1 (starts in September, ends in January)
codes ending in 2 = taught in Semester 2

This means that POLI10200 is taught by Politics over both semesters.

Planning your degree course

Whilst allowing great flexibility, the Combined Studies degree requires you to take courses units at Levels 1, 2 and 3. In this way, the degree develops over **three years** and so requires careful forward planning. Advice can be obtained from the Director of Combined Studies and from individual tutors.

Many **Level 1 course units** are **foundation course units** that act as pre-requisites for Level 2 courses. For example, you cannot take Level 2 course units in Social Anthropology without having taken a Level 1 course unit in that subject. Similar arrangements can exist between Level 2 and Level 3 course units. It is important that you review your course unit choices in the light of where they will lead in a year's time: Year 1 students should look at Year 2 course units in the appropriate Areas of Study and Year 2 students should look at Year 3 course units. For this reason, it is advisable to select a broad-based course at Level 1 in order to maintain a wide choice at Levels 2 and 3.

In some cases, **course units** are **credit-rated at less than 20 credits** (for example, 10 credits). If you choose any of these, you must make sure that you select sufficient units from the discipline concerned to make up your full credit load, with a minimum 40 credits for each Area of Study.

It is important to remember that some course units have **pre-requisites**. This means that you will be required to take more than a single course unit in that subject. This requirement is most common in Languages and in Sciences and Psychology and in some of the Social Sciences disciplines such as Economics. Also, some Semester 1 courses are pre-requisites for Semester 2 courses.

Some course units have a specific **A-level pre-requisite** which is not required for the subject area as a whole.

Be sure to check the course unit descriptions for any pre-requisites. You can find information on pre-requisites by going to the course units lists on Combined Studies website at www.humanities.manchester.ac.uk/combinedstudies/current/options and navigating to the relevant page for your Area of Study. If you need further information on a particular course unit, email the person named on the course unit description. Failing that, the Combined Studies office may have a paper copy of the course unit handbook for the discipline concerned.

Selecting your course units online

All students select their course units online. Instructions can be found via this link - www.humanities.manchester.ac.uk/combinedstudies/current/guide/fileuploadmax10mb,162151,en.pdf NB please be aware that the "View my Advisement Report" section does not always work for Combined Studies students

Remember to complete and return the enclosed *Year 1 Student Data Form* so that we have a paper copy of your course unit choices.

Your Programme Handbook

Your programme handbook will be available to view online at the following web address at the beginning of September – www.humanities.ac.uk/combinedstudies

You will also receive a hardcopy of your handbook at your Welcome Meeting on Monday 19th September.

It will include information about degree regulations, facilities and support services for students, key contact details, health and safety and much more.

Please keep your handbook safe, you may need it to refer to throughout your undergraduate degree!

Welcome Week Timetable

MONDAY 19TH SEPTEMBER

10.00–11.00

Welcome Meeting with the Director of Combined Studies Samuel Alexander A204

13.00–14.00

School of Arts, Histories and Cultures Welcome Meeting Theatre 1, Stopford Building

16.30

Philosophy Food, Drink and Pub Quiz Jabez Clegg Function Room

(A chance for students taking Philosophy as an area of study to meet other Philosophy students. Jabez Clegg is the pub behind the NatWest bank opposite the Students' Union)

TUESDAY 20TH SEPTEMBER

14.00 – 15.00

Blackboard Induction with the Director of Combined Studies Ellen Wilkinson C1.44

16.00-17.00

Religions and Theology Drinks Reception Samuel Alexander North Foyer

(A chance for students taking Religious Studies and Comparative Religion as an area of study to meet other Religious Studies students)

16.00-18.00

History Welcome Drinks Jabez Clegg

(A chance for students taking Historical Studies as an area of study to meet other Philosophy students. Jabez Clegg is the pub behind the NatWest bank opposite the Students' Union)

WEDNESDAY 21ST SEPTEMBER

For students taking Philosophy, Historical Studies, and Holocaust Studies as an area of study, Introductory meetings are taking place for other students taking corresponding Social Sciences. You may want to joint the appropriate meetings to find about courses from Social Sciences which are available for you as a Combined Studies student to take featured on your course unit list.

The meetings will take place in Lecture Theatre B, University Place:

09.30	Politics (POLI)
11.00	Social Anthropology (SOAN)
11.30	Sociology (SOCY)
12.45	Philosophy (PHIL)
15.00	Economics (ECON)

12.00 – 13.00

Manchester History Walk

(For students taking Historical Studies. Further details will be provided by Anne in the Combined Studies Office once she has received them)

17.00-18.00

English Literature and American Studies Welcome Meeting Crawford Building Theatre 1

(For Combined Studies Literary Studies students)

18.00-20.00

English Literature and American Studies Welcome Party Jabez Clegg

(A chance for students taking Literary Studies as an area of study to meet other English Literature and American Studies students. Jabez Clegg is the pub behind the NatWest bank opposite the Students' Union)

THURSDAY 22ND SEPTEMBER

13.00-15.00

Religions and Theology Social (Buffet & Free Drink Included) Jabez Clegg

(Another chance for students taking Religious Studies and Comparative Religion as an area of study to meet other Religious Studies students. Jabez Clegg is the pub behind the NatWest bank opposite the Students' Union)

16.00

Not been to enough socials? Why not just come to A205 with other Combined Studies students and Combined Studies staff for a quick drink and to go to Manchester's Famous Curry Mile for a meal? We will discuss and arrange this on Monday 19th September when you meet with Alyssa Phillips.

Samuel Alexander Building

The Samuel Alexander Building (building 67 on the Campus Guide) is where the Combined Studies Centre is based, along with the School of Arts, Histories and Cultures and the School of Languages, Linguistics and Cultures.

To get to the Combined Studies Centre you need to enter through the North Entrance (picture on right) go up the stairs behind the bust of Samuel Alexander, then turn right when looking out from the balcony and take the stairs to the second floor, the Combined Studies Centre is on the right at the top of the stairs (Rooms A204-A206). A map is below.

