Welcome to the College of Arts

Introductions: the College of Arts Advising Team

What’s the purpose of our meeting today?

→ the structure of your whole degree
→ checking your own academic curriculum in MyCampus
→ meeting fellow students
College of Arts Advising Office
6 University Gardens
Ground Floor Office
Tel. no.: 0141 330 8455/8474/6149
email: arts-advising@glasgow.ac.uk

Drop in any time from Monday to Friday, 9 am to 4 pm!
No prior appointment necessary!
What is the structure of my degree in the College of Arts?

Honours degrees in the College of Arts offer you wonderful flexibility in being able to study several subjects before specialising in either one or two of them at Honours level. An Honours degree takes four years to complete; if your degree involves a modern language at Honours level, you will spend an additional year abroad immersed in that language.

Years 1 and 2: take two courses from each of three chosen subjects, one in each semester.
Years 3 and 4: choose one or two subjects you studied at level 2 to specialise in.

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What should my first-year curriculum consist of?

(a) three subjects;
(b) 120 credits (courses of 20 credits and/or of 40 credits);
(c) my academic Plan (for instance, History MA or Classics / English Literature MA or Theatre Studies / FTV) must be reflected in my first-year curriculum;
(d) no clash in my subjects either in year 1 or in Year 2 (we in the Arts Advising Team will be happy to confirm this);

→ Remember the important MyCampus terminology: Program (for example, MA 2000 or MA 2034) and Plan (for instance, English Language or Philosophy/Politics).
What are the subjects offered to me in the College of Arts?

Archaeology
Celtic Civilisation (only Joint Honours; can lead to Celtic Studies)
Chinese (not available at Honours)
Classical Civilisation
Comparative Literature (only Joint Honours)
Czech (not available at Honours)
Information Studies
English Language & Linguistics
English Literature
Film and Television Studies
French
Gaelic
German
Greek
History
History of Art
Italian
Latin
Music
Philosophy
Polish (not available at Honours)
Portuguese (only Joint Honours)
Russian (only Joint Honours)
Scottish Literature
Spanish
Theatre Studies
Theology and Religious Studies

IMPORTANT: F&TV Studies must have been applied for through UCAS. If you wish to take Music level 1, you must have the appropriate qualifications.
Can I take subjects from other Colleges (Social Sciences / Science & Engineering)?

- Yes. Enrol by ‘My Requirements’.
- NB: in year 2, access to Level 1 Social Science courses may be limited.
- IMPORTANT: But you need to remember the 120-credit Arts regulation! 120 out of 240 credits over Years 1 and 2 combined must come from courses taught within the College of Arts.
Psychology, Geography, and Maths

These are Science subjects which do not contribute to the 120 Arts credits over years 1 and 2 which you must complete. You may take them as courses in year 1.

However, if you do so, it is essential that your other 80 credits in year 1 are Arts subjects, because, if you decide to continue with one of the above subjects, level 2 is worth 60 credits and you would be in danger of not fulfilling your 120 Arts credits requirement without taking extra credits in Year 2.
What could my individual subjects be?

• enrol by “My Requirements” in MyCampus to get a full list of what courses are available not only in the College of Arts but also in the College of Social Sciences and the College of Science & Engineering.

• are there any *compulsory* co-requisites that I need to have either in Year 1 or in Year 2 for my Honours academic plan?
What if I want to change one or two of my courses?

- add/drop period in MyCampus: 2 weeks from the start of the semester;
- before the start of semester 2; but limited choice of subjects available;
- early-exit route: relevant to 40-credit courses;
- **always** report to the Arts Advising Team your wish to change courses in MyCampus.
- The course you wish to change to may be full, so the earlier the decision to change, the better!
How do I organise my studies?

- **timetable in MyCampus**: days of the week, times and venues (there should be no clashes in your courses); check your timetables in MyCampus every week, since many classes are fortnightly / monthly, or at least irregular; or on your mobile: [http://www.gla.ac.uk/apps/](http://www.gla.ac.uk/apps/)
- you are expected to attend all classes and seminars / tutorials / labs, etc.;
- locate the venues for your classes before you start attending;
- all classes **should** start 5 minutes past the hour and finish 5 minutes to the hour;
- **Moodle**: course documents, outline information for your courses;
- diary: take note of essay and other coursework deadlines; organise your studies accordingly and work on your time-management skills.
- how much should I be working? 20 credits = 200 hours (notionally!) Remember that you will have to factor in independent study on top of your basic contact hours.
What if I miss classes, seminars or examinations?

Absence Policy: if I am absent from scheduled classes or from an examination, I need to submit an Absence Report Form through MyCampus;

• If you miss an examination or an assessment deadline during an examination diet, or if you believe that your assessment performance has been affected by unforeseen adverse circumstances, you should obtain the necessary evidence (from your GP) and submit a Good Cause Claim within 7 days of the affected assessment, and this must be done via MyCampus.
Whom do I contact for help?

The Arts Advising Team is always available and will direct you to an appropriate University Service. You may also go directly to see them.
Whom do I contact about academic issues?

- specific courses: go to the relevant Course Convener or Course Administrator;
- change of direction of degree (change of academic plan): Arts Advising Team (arts-advising@glasgow.ac.uk)
- considering withdrawal from the University: Arts Advising Team (arts-advising@glasgow.ac.uk)
- note-taking techniques, essay-writing skills, preparation for examinations: LEADS (Learning Enhancement & Academic Development Service); Dr Andrew Struan, Effective Learning Adviser

http://www.gla.ac.uk/myglasgow/leads/students/writingstudyadvice/arts/
Whom do I contact for disability issues?

- disability or long-term medical condition: Disability Service 65 Southpark Avenue, disability@glasgow.ac.uk http://www.gla.ac.uk/services/disability/

If you declared you have a disability in your UCAS form, you should be able to tick a box when you register in MyCampus and you will be given an appointment with the service. If you have not declared you have a disability, you will need to contact the service direct to be given an appointment. This service is for everyone who needs ongoing support. Any student who will require extra time or other special examination arrangements, because of a disability, needs to register with the Student Disability Service by late October at the latest.
Whom do I contact for financial issues?

- [http://www.gla.ac.uk/students/money/](http://www.gla.ac.uk/students/money/)

- fees: Student Services, The Fraser Building

- discretionary funds: Student Financial Aid (Fraser Building)

- emergency funds:
  - crisis loans: Student Financial Aid
  - Hardship Fund: Student Financial Aid (collect form, fill it in and come to discuss it with a member of the Arts Advising Team)
Whom do I contact for pastoral purposes?

• need for counselling services: Counselling and Psychological Services (65 Southpark Avenue)
  http://www.gla.ac.uk/services/counselling/

• Students Representative Council Advice Centre
  http://www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/

• Chaplaincy
  http://www.gla.ac.uk/services/chaplaincy/

• Carers’ Policy: contact Arts Advising to complete a form
  http://www.gla.ac.uk/services/senateoffice/policies/studentsupport/studentcarerspolicy/
Whom do I contact about my professional development?

Careers Service: http://www.gla.ac.uk/services/careers/

Student Representative Council: 
http://www.gla.ac.uk/myglasgow/studentsrepresentativecouncil/

Graduate Attributes:
http://www.gla.ac.uk/myglasgow/students/attributes/
Extra-curricular activities

- Sports & Recreation Service
- Clubs & Societies
- Music in the University
Apps & Social Media

**Student Services Web App** – including timetable & very useful room finder!

See [www.gla.ac.uk/apps](http://www.gla.ac.uk/apps) and search the iOS and Android app stores for many more useful apps, incl. the Library.

**Social Media**
Twitter - [@glasgowuni](https://twitter.com/glasgowuni)
Facebook
Instagram - #UofG

Search for your own subjects on social media!
COLLEGE OF ARTS INDUCTION MEETING

Monday 10 September 2018, check website for details:

https://www.gla.ac.uk/media/media_597532_en.pdf

Venue: Boyd Orr Building

This is an opportunity for you to hear a series of brief presentations by the University Services, including information about the Academic Writing Skills Programme.
Academic Writing Skills Programme (AWSP)

• The AWSP, run by the Effective Learning Advisers, provides students with the opportunity to receive tailored feedback on a formative piece of writing and, if necessary, attend a suite of bespoke writing classes. The AWSP runs at the start of semester 1 for Arts students.

• Look out for the email you’ll receive about this and make sure that you complete the exercise on time!

http://www.gla.ac.uk/myglasgow/leads/students/writingstudyadvice/arts/
Any questions?

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Time to check your curriculum in MyCampus!

Enjoy your studies at the University of Glasgow.