

Where to go with problems

The Programme operates on a number of levels: the module, the level, the programme as a whole. If you have a problem, you need to know who to talk to:

Problems relating to a particular module would normally be dealt with by the relevant Module Co-ordinator who is responsible for the organisation and co-ordination of activities associated with the module and should provide details of the academic content, schedule and assessment strategy associated with the module. The Module Co-ordinator's name is listed on the assignment form given out at the start of each module.

Problems with your programme will normally be dealt with by the Programme Leader. Personal problems can be discussed with your Personal Tutor, and staff at the Student Advice Centre and Student Assistance Office.

Problems about module choices and the operation of each Level of the programme are normally dealt with by the relevant Level Tutor.

The various technical and workshop facilities found within the School are run by appropriately trained support staff. If you are encountering particular technical problems or have a special interest, you may be directed to these staff by your tutor or programme demonstrators.

Facilities

Within the range of programmes and disciplines taught at the University there are a wealth of facilities available to support students. Issues relating to school facilities should be directed to:

Ameera McQueen
Facilities Manager
Adelphi Building
Room AC103
0161 295 5000

a.mcqueen@salford.ac.uk

Building Opening Times

During the academic session the Adelphi Campus opening times currently are:

Adelphi Building
8.00 - 8.00 Mon-Thurs
8.00 - 6.00 Fri

Adelphi Building, Library
8.55 - 8.00 Mon-Thurs
8.55 - 5.00 Fri

Adelphi Building
School Office (AC103)

9.30 – 4.00pm Mon-Fri

MA Social Media

Adelphi House
9.00 - 5.00 Mon-Thurs
9.00 - 5.00 Fri

Please note that these times may be subject to variation.

We have a wide range of facilities to cover all aspects of Media, Music & Performance, with a team of technical staff with specialist expert knowledge of their discipline, Divisional contacts are listed below:

Media

Canon Post Production: Contact Fraser Durie
Media Facilities Equipment Store: Contact Dave Gowin or Richard Berry
Adelphi TV Studio: Ash Tidball
MA Post Production: Dave Rigby
Journalism: Neil Salmon

Music

Adelphi Basement Studios: Contact Rosie Yohannan
Popular Music Rehearsal Suite: Contact Steve Jones

Performance

Adelphi Studio Theatre/Dance Studios/Robert Powell Theatre: Contact Ian Currie

Copying

Colour and black & white copiers are located in the library on the second floor of Adelphi. Copiers within the library are operated by a charge card system. Issuing and recharging of charge cards is located within the Adelphi library.

Information & Learning Services

Information & Learning Services (ILS) provide a wide range of services to staff and students of the University in support of their teaching, learning, and research. Through a network of personal computers distributed across all campuses, they provide access to information resources, both at Salford and at other locations world-wide. Included in the wide scope of these services are traditional library and computing services, as well as electronic information delivery. Once registration has been completed, students and staff will be entitled to access all ILS library and computing facilities.

Undergraduates may borrow up to 8 books for 4 weeks. All books may be renewed, by telephone on 0161 295 2444, in person or via the Web Library Catalogue, unless they have been requested by reservation for another reader. Material not available in the Library can normally be obtained from other libraries through the inter-library loan service. ILS issues a series of guides covering more specialised aspects of its stock and services. These are available at all ILS Enquiry desks and are increasingly available on the Publications pages.

Several libraries exist within the University, however the collection of most use to Media, Music & Performance students is the one located in the Adelphi Building. A full induction programme will be provided. For additional information regarding ILS visit: <http://www.ils.salford.ac.uk>

Adelphi Campus Locations

The Adelphi Campus is divided into two buildings. One is called Adelphi Building and the other is Adelphi House. Adelphi Building is the main teaching block for the undergraduate provision. All the rooms at Adelphi Building are identified by a letter and a number. The letters identify first the campus as Adelphi and then the side of each building either Adelphi Annex, Adelphi Cannon (along Cannon Street) and Adelphi Peru (along Peru Street).

Adelphi Annex rooms numbers are prefixed with a location A and then a floor number and then a room number: eg: AA112, is Adelphi Annex first floor, AA217 is Adelphi Annex 2nd floor.

Adelphi Cannon rooms numbers are also prefixed with a location C, and then a floor number and then a room number eg: AC120 is Adelphi Annex first floor, ACB08 is Adelphi Annex Basement floor.

Adelphi Peru room numbers are also labelled as above therefore AP309, is Adelphi Peru on the third floor.

The doors in each individual side of Adelphi Campus have different colours to signify different parts of the building:

All doors along Adelphi Annex are a Light Blue Colour

All doors along Adelphi Cannon Street are a Mint Colour

All doors along Adelphi Peru Street are a Royal Blue Colour