YOUR ARRIVAL
KEY DATES

Make a note of these key dates so you don’t miss anything important over the next few weeks or during your first year.

<table>
<thead>
<tr>
<th>INTERNATIONAL WELCOME WEEK</th>
<th>16–22 SEPTEMBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNDERGRADUATE ARRIVALS WEEKEND</td>
<td>21–22 SEPTEMBER 2019</td>
</tr>
<tr>
<td>FRESHERS’ WEEK</td>
<td>23–29 SEPTEMBER 2019</td>
</tr>
</tbody>
</table>

TERM DATES

<table>
<thead>
<tr>
<th>AUTUMN TERM</th>
<th>30 SEPTEMBER – 13 DECEMBER 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING TERM</td>
<td>13 JANUARY – 27 MARCH 2020</td>
</tr>
<tr>
<td>SUMMER TERM</td>
<td>27 APRIL–19 JUNE 2020</td>
</tr>
<tr>
<td>EXAMS</td>
<td>13–24 JANUARY 2020 18 MAY–5 JUNE 2020</td>
</tr>
</tbody>
</table>

IMPORTANT INFORMATION

Information provided by the University such as in presentations, University brochures and on the University website, is accurate at the time of first disclosure. However, courses, University services and content of publications remain subject to change. Changes may be necessary to comply with the requirements of accrediting bodies or to keep courses contemporary through updating practices or areas of study. Circumstances may arise outside the reasonable control of the University, leading to required changes. Such circumstances include, industrial action, unexpected student numbers, significant staff illness (where a course is reliant upon a person’s expertise), unexpected lack of funding, severe weather, fire, civil disorder, political unrest, government restrictions and serious concern with regard to the transmission of serious illness making a course unsafe to deliver. After a student has taken up a place with the University, the University will look to give early notification of any changes and try to minimise their impact, offering suitable alternative arrangements or forms of compensation where it believes there is a fair case to do so. Offers of a place to study at the University will provide up-to-date information on courses. The latest key information on courses, entry requirements and fees can be found at courses.leeds.ac.uk. Please check this website before making any decisions.
YOU’VE GOT YOUR PLACE

Congratulations on gaining your place at the University of Leeds. All your hard work has paid off and you can now get ready to start an exciting new chapter of your life.

We’re really pleased you’ve chosen to come here and we’re looking forward to welcoming you and helping you settle straight into University life. You’re probably wondering where to start but don’t worry, this guide will help you.

In this guide you’ll find:

• what you need to know and do in the next few weeks
• useful contact details
• key buildings to help you find your way around campus
• handy checklists so you can be sure you don’t miss anything

You’ll receive more information directly from your University school about your course, including details about specific events and activities.

You’ll also find information and advice at students.leeds.ac.uk/newstudents

CONNECT WITH US

Facebook
YouTube
Instagram
/universityofleeds
Twitter
@UniversityLeeds

FIND YOUR WAY AROUND

Look out for the icon throughout this guide – the campus map in your welcome pack will help you find these buildings on campus.
BEFORE YOU ARRIVE

It’s time to start preparing for your new life as a University of Leeds student. This section will explain everything you need to do in advance, making sure you’re all set for when you arrive.

TUITION FEE ARRANGEMENTS

Your tuition fee was confirmed in your offer letter from us. As part of the registration process you’ll need to let us know how your tuition fees will be paid.

For information about undergraduate fees for students starting in September 2019, visit www.leeds.ac.uk/undergraduatefees

TUITION FEE LOAN

Most students are eligible for a tuition fee loan, which means that your fees will be paid directly to the University on your behalf. If you want to take out a tuition fee loan and haven’t yet applied, you should do this straight away (see page 6).

SELF-FUNDED STUDENTS

If you’re paying your first-year tuition fees yourself (so you haven’t applied for the full tuition fee loan), you can pay your fees in full or in two instalments.

If you’re paying in full, you need to make sure the payment is made before you register as a student and by the end of October 2019 at the latest. You can also pay for your fees in two instalments by direct debit: 50% in November 2019 and 50% in February 2020.

When you make a payment or set up an instalment plan, keep your confirmation email for future reference.

For more information about how to pay or set up an instalment plan, visit students.leeds.ac.uk/waystopay

SPONSORED STUDENTS

If your tuition fees are being paid by a third-party organisation, you’ll need to provide our Student Fees team with an official letter from your sponsor. You can find out what information needs to be included in the letter at students.leeds.ac.uk/sponsoredstudents

If your sponsorship doesn’t cover your full fees, you’ll need to pay the remaining amount by one of the payment methods mentioned previously. Parents, guardians or other family members are not classed as sponsors.

STUDENTS ON DEGREE APPRENTICESHIPS

If you’re starting a degree apprenticeship, you’ll receive a salary from your employer and your tuition fees will be paid directly to the University. This means you won’t be eligible for student loans from the government or University financial support.

SHARING YOUR INFORMATION

We can only talk directly to you about your fees and payments, unless you give us permission to speak to someone else. Details of how to share access with nominated individuals (including parents or guardians) are available at students.leeds.ac.uk/contactonyourbehalf

Bring your official letter from your sponsor, if applicable
FUNDING AND FINANCIAL SUPPORT

You should have already applied for government funding, but if you haven’t, here’s a reminder of what’s available and what you need to do.

FUNDING FROM THE UK GOVERNMENT

Student funding has been designed so you don’t have to pay for your degree up front. Government funding is available to help with tuition fees (UK and EU students) and living costs (UK students) in the form of:

- tuition fee loan
- maintenance loan

If you’re taking a partial tuition fee loan, you’ll need to let us know by contacting our Student Fees team at ugfees@leeds.ac.uk

Find out more about government funding and how to apply at www.gov.uk/student-finance

Apply for government funding as soon as possible to ensure your student loan payment is available at the start of term. If your student loan payment is delayed, our Student Funding team will be able to advise you. In exceptional circumstances, it may be possible to help you manage until your student loan comes through by awarding a short-term loan from the Leeds Hardship Fund. In this case, our Student Funding team will need to verify you have applied for funding from Student Finance England (or the equivalent organisation).

0113 343 2007
funding@leeds.ac.uk

FUNDING FROM US

We want to make sure you can study with us, whatever your financial circumstances. Remember, any funding you receive from us doesn’t have to be paid back.

Leeds Financial Support

If you’re a full-time UK or EU student you may be eligible for non-repayable Leeds Financial Support, which is linked to your annual household income. Your household income is assessed by Student Finance England (or the equivalent organisation) when you apply for a means-tested government maintenance loan.

If you’re eligible, Leeds Financial Support will be awarded by the University so you don’t need to apply for this separately. Once you’ve started at Leeds, we’ll send an email to your University email account about how this support will be paid to you.

www.leeds.ac.uk/universitysupport

Scholarships

Most scholarships are awarded before you arrive at University, but you may receive an automatic scholarship once you’ve started your studies, which is linked to academic achievement. These are only offered in certain areas. For a full list, visit www.leeds.ac.uk/academicscholarships

If you haven’t already, apply for government funding as soon as possible

FUNDING FOR DISABLED STUDENTS

If you’re a disabled student, you may be eligible to apply for a Disabled Students’ Allowance from Student Finance England (or the equivalent organisation) to pay for specialist academic-related support and equipment. You can get this extra funding on top of your other student loans. It doesn’t have to be paid back and it’s not means-tested. Apply as soon as possible or contact us to discuss your eligibility.

0113 343 3927
disability@leeds.ac.uk
students.leeds.ac.uk/fundingfordisabledstudents

MANAGING YOUR MONEY

As you’re now officially a student, it’s a good idea to plan your living expenses and have an idea of your budget before you arrive at University, so you can keep on top of your finances.

Your first few weeks at University will probably be more expensive than an average week. As well as budgeting for essentials like food and travel, you’ll need to put money aside for any social events that you want to take part in. Leeds University Union hosts a packed Freshers’ Week and although many events and activities are free, you may need to pay for some.

OPEN A STUDENT BANK ACCOUNT

Think about opening a student bank account before you arrive at University so any funding you receive can be paid directly into your account.

Student accounts often come with many benefits, including interest-free overdraft facilities and various freebies, but shop around to make sure you get the right one for you.

To open a student account you should contact the bank directly, remembering you’ll need official ID, such as a passport or national identity card, as well as your confirmation letter from UCAS or a bank letter from us.

Find some of the best deals on offer at www.moneysavingexpert.com/students

TIPS TO HELP YOU MANAGE YOUR MONEY

- Don’t spend your maintenance loan as soon as you get it as it needs to last for the whole term – put a lump sum in an easy access account so you’re less tempted to spend it.
- Work out a budget and stick to it – make a list of your monthly income and all the expenses you can think of so you know how much you’ve got left over.
- Spend wisely – you’ll save money by buying second hand books, getting student travel tickets, learning to cook and sharing the cost of food with people in your accommodation.
- Get a part-time job that fits around your studies – you’ll gain valuable work experience as well as some extra money. You’ll need your National Insurance number if you want to work part time. Look out for paid student ambassador roles on campus or find jobs through Leeds University Union’s Joblink service at luu.org.uk/jobs
- Ask for a student discount – many retailers offer this with an NUS TOTUM card or the UNIDAYS app, but if you’re not sure just ask. Apply online at totum.com or sign up for a free UNIDAYS account at myunidays.com

You can also get free, confidential and impartial advice from Leeds University Union (932). luu.org.uk

FINANCIAL HARDSHIP SUPPORT

If you find yourself in unexpected financial difficulty during your course, our Student Funding team can advise you on what help is available. Contact them as soon as you know there’s an issue.

0113 343 2007
funding@leeds.ac.uk

If you receive an unexpected amount of non-repayable funding, you may be entitled to apply for the Leeds Hardship Fund. However, you may need to apply for this separately. If you require further advice, open a student bank account and use this as an easy access account so you’re less tempted to spend your money.
ONLINE REGISTRATION

You can start to register online from 28 August 2019 and you should do this as soon as possible, preferably before you arrive at University.

Registration means you can officially confirm your place on your course, check the information we hold about you and let us know how you’ll be paying your tuition fees.

We might need to verify your qualifications before you can start to register. If you’ve taken any exams in the UK during 2018/19, we’ll be able to verify this through UCAS without seeing your certificates. If you’ve taken school leaving, vocational or professional exams before 2018/19, or outside the UK, you need to bring your original academic certificates with you when you come to University. Check your offer letter for any conditions and bring your certificates with you if you’re unsure.

As part of registration, you’ll get the chance to become a member of our students’ union, Leeds University Union. You’ll also be able to buy membership to our sports, health and fitness facilities, including our indoor sports centre on campus, The Edge. If you’re staying in University accommodation, you’ll automatically get Edge Club membership. If you want more flexible access times, you can upgrade your membership during your online accommodation induction (see page 14) or anytime at sport.leeds.ac.uk/student-membership

To complete registration, we’ll need to check your identity in person when you arrive (see page 26). If you have a student loan, we can then let the Student Loans Company know you’ve registered with us, so they can make any loan payments to you.

START-BY-STEP GUIDE TO REGISTRATION

STEP 1

Read about registration and find out what you’ll need to register at students.leeds.ac.uk/registration

STEP 2

Go to mypassword.leeds.ac.uk and enter your student ID number (the nine digit number on the letter accompanying this guide) and date of birth to get your University username and temporary password. You’ll need to change this password to create a permanent one before you can access any University systems. It’s easier if you change your password at this point by following the on-screen instructions.

STEP 3

To start registration go to minerva.leeds.ac.uk (the University’s student portal and virtual learning environment) and log in using your University username and new password.

Click in the top right and log in to Student Services, then click ‘Registration’ and follow the on-screen instructions. If you’re unable to start registration, the reason will be displayed and you’ll need to follow the instructions given but you’ll still be able to enrol on your modules.

You’ll get a registration certificate at the end which you can save or access later if needed.

STEP 4

When you arrive on campus we need to check your identity to complete your registration (see page 26). You’ll need to book an appointment in advance to do this. Find out how to book your appointment at students.leeds.ac.uk/idcheck

Appointments will be held in the Great Hall (9 57). You’ll need to know your student ID number, which you can find on your registration certificate or the letter accompanying this guide. You’ll need to take confirmation of your appointment, as well as your passport or national identity card if you’re a British or EEA student, or your passport and visa/other immigration permission if you’re an international student.

If you’re a British student and you don’t have a passport and are not planning to apply for one before you arrive on campus, you’ll need to complete an Identification Verification form and take this with you, along with your original birth or adoption certificate. Download a copy of this form at students.leeds.ac.uk/idverification

STEP 5

Once we’ve completed your identity check, we’ll take a photo of you and print your student ID card while you wait. You’ll need this to access our libraries, computer services, sports facilities and some lecture theatres, and you’ll also need to show it when you sit exams.

If you have any problems registering, contact the Registration Helpline, which is open Monday–Friday, 9am–5pm. 0800 915 0402 or 0113 343 7000 registration@leeds.ac.uk

Start online registration from 28 August 2019
Once you have your University username and password, you can start building your timetable by enrolling on your course modules. Some modules may be popular or have limited spaces which can fill up quickly, so you should do this as early as possible, preferably before you arrive in September.

Your course is made up of modules which are each worth a certain number of credits that contribute towards your degree. You’ll be automatically enrolled for any compulsory modules, so you only need to enrol for optional modules and discovery modules, if applicable.

**OPTIONAL MODULES**

You may have to take a certain number of optional modules, which are linked to your course, but you’ll be able to choose these.

**DISCOVERY MODULES**

Most of our courses give you the opportunity to choose discovery modules. They’re a great way to tailor your study around your interests, which aren’t necessarily related to your course. The choice of discovery modules available to you will depend on your timetable. Our discovery modules are based around 10 discovery themes. You can explore these themes and create a shortlist of the discovery modules you’re interested in at [leedsforlife.leeds.ac.uk/broadening](leedsforlife.leeds.ac.uk/broadening).

**Discovery Themes Fair**

If you haven’t chosen your discovery modules by the time you arrive in Leeds, you can get information on the discovery themes and advice on selecting the discovery modules you’re considering at the Discovery Themes Fair on 25 September 2019, 11am–4pm in Parkinson Court, Parkinson Building (60).

**STEP-BY-STEP GUIDE TO MODULE ENROLMENT**

**STEP 1**

Familiarise yourself with module enrolment at [students.leeds.ac.uk/modules](students.leeds.ac.uk/modules).

**STEP 2**

Refer to any pre-arrival information sent to you by your University school. You can contact them directly if you need any help or advice with choosing your modules.

**STEP 3**

When you’re ready to enrol on your modules, go to [students.leeds.ac.uk/howtoenrol](students.leeds.ac.uk/howtoenrol) and follow the on-screen instructions to access Student Services.

**STEP 4**

Once logged in, you’ll be able to view your compulsory modules and check your personal timetable. You can then choose your optional modules and discovery modules, if applicable. Make sure you check the timetable for these modules against your personal timetable to avoid any clashes.

**STEP 5**

Once you’ve made your final selection, view and confirm your module choices. A confirmation email with your module choices will be sent to your University email address and you should keep this for reference. You can access your University emails at [minerva.leeds.ac.uk](minerva.leeds.ac.uk) by clicking in the top right.

Enrol for optional and discovery modules as soon as possible, as some may be popular or have limited spaces which can fill up quickly.
PREPARE TO STUDY

It's a good idea to start reading some of the recommended books for your course before you arrive, particularly if you're new to the subject.

Getting a head start will give you useful background information, making you feel more confident, and it will ease your workload after you've started. You'll be able to access the recommended reading lists for each of your modules once you've completed module enrolment. Reading lists will be available on the 'Learn' tab at minerva.leeds.ac.uk.

Don't rush to buy books, as you'll be able to access online journals and e-books through our Library using your University username and password. You can find out from your University school which ones are the absolute must-haves.

Once you have your University username and password, you can also download your free copy of Microsoft Office at it.leeds.ac.uk/office.

If you need to do any preparation for your course before you arrive, your University school will send you details directly.

ACADEMIC SKILLS SUPPORT

There are lots of online resources to help you develop your academic skills, like taking notes, searching for information, writing and referencing, as well as how to manage your time. Get some useful tips before you start your studies at library.leeds.ac.uk/skills.

HEALTH ADVICE

MENINGITIS VACCINATIONS

You need to check you have the right vaccinations before you arrive in Leeds, specifically against meningitis ACWY and MMR (measles, mumps and rubella). It's likely you've already had some vaccinations when you were younger, but you should talk to your usual doctor to make sure you're appropriately vaccinated.

Alternatively, vaccinations are also available from the Leeds Student Medical Practice (see page 32), which you should arrange as soon as possible after arriving in Leeds.

students.leeds.ac.uk/healthcare

MEDICATION

If you have medication on a repeat prescription, bring one month's supply with you, as it can take a while for your notes to be transferred from your usual doctor.

DENTAL TREATMENT

There's a shortage of NHS dentists, so we'd recommend not changing if you can still visit your usual dentist for your annual check-up. Emergency dental treatment is available in Leeds.

students.leeds.ac.uk/healthcare

SUPPORT FOR DISABLED STUDENTS

If you're a disabled student it’s important you contact our Disability Services as soon as possible. It’s better if you contact us before you start your course, so we can discuss your support needs and get everything in place before you arrive. Even if you don’t think you’ll need any support, we can make you aware of any options available to you for the future.

You’ll be able to access free equipment and support services, including modified examination arrangements, extended library loan facilities and access to computers with assistive technology, as well as regular drop-in advice and guidance sessions. There's also help available for certain conditions, some of which is free, but you may need to apply for additional funding if you require more specialist support, such as personal study assistance, transcription services or sign language interpretation. Find out more about the Disabled Students’ Allowance on page 6.

To access support you’ll need to provide current evidence of your disability or diagnosis and complete our online sign-up form at students.leeds.ac.uk/settingupyoursupport.

Disability Services are on the ground floor in the Chemistry West Block (55A) and the main entrance is wheelchair accessible.

0113 343 3927
disability@leeds.ac.uk
students.leeds.ac.uk/disabilityservices
@UoLDisability

Check with your usual doctor that you have the right vaccinations
PREPARE TO MOVE

UNIVERSITY ACCOMMODATION

If you applied for University accommodation before the 1 July 2019 deadline, we’ll email your offer of accommodation before 10 September 2019, so make sure you check your emails regularly, including your junk mail. You can add accommodation-noreply@leeds.ac.uk to your safe senders list to make sure the email goes to your inbox.

Our email will include a link to the Accommodation Portal, where you’ll find a copy of your contract, as well as information about the online accommodation induction and how to set up a payment plan. If you no longer need University accommodation, let our Accommodation Services know as soon as possible.

Make sure you read the accommodation contract carefully, including the terms and conditions. You’ll need to accept your contract within four days of receiving it and pay a £200 deposit, but you won’t need to pay anything else until after the start of the contract.

To collect the keys for your accommodation, you’ll need an electronic or printed copy of your contract.

Once you’ve accepted your contract, you’ll be able to access the online accommodation induction. You need to complete this before you move in, as it will be specific to your residence. It will tell you what to expect and what you need to bring with you. You’ll also be asked to book a time slot to arrive at your residence, to avoid everyone arriving at the same time.

Let us know in advance if you have a disability or you have any special accommodation requirements.

0113 343 7777
accom@leeds.ac.uk

Planning your arrival

Your contract will tell you your specific contract start and end dates. Generally, depending on which block you’re allocated within your residence, your contract will start on Saturday 14, Monday 16, Wednesday 18, Friday 20 or Saturday 21 September 2019. Even though your contract may start earlier, most students choose to arrive during the weekend of 21–22 September 2019, so make sure you allow for traffic and train delays.

You can get directions to your residence at accommodation.leeds.ac.uk

Accept your University accommodation contract within four days and pay your deposit

STEP-BY-STEP GUIDE TO CONFIRMING YOUR UNIVERSITY ACCOMMODATION

STEP 1

Look out for the email with your offer of accommodation and read the contract carefully, including the terms and conditions.

STEP 2

Accept the contract within four days of receiving it and pay the £200 deposit.

STEP 3

Complete our online accommodation induction to find out what to bring with you and to book your arrival slot.

Complete the online induction for your University accommodation and book your arrival slot
PARKING PERMITS
Parking on campus during term time is only available for students with a blue disability badge. To park on campus with a Blue Badge you’ll need to apply for a University disabled parking permit.
0113 343 5491
carparking@leeds.ac.uk
There’s limited car parking available at some of the residences off campus. For more information and to apply for a permit, visit accommodation.leeds.ac.uk/carparking

PRIVATE ACCOMMODATION
If you’re moving into private accommodation, before you set off make sure you have the contact details for your landlord and you’ve arranged a collection time for your keys.

Some accommodation will already have things like a kettle, microwave, toaster and iron, but others won’t. If you’re not sure whether these things are included, just take the essentials and talk to your housemates after you’ve moved in about sharing the cost if you need to buy them.

If you’re starting a degree apprenticeship and earning a salary from your employer, you’ll need to pay Council Tax for your property.
www.leeds.gov.uk/council-tax

TV LICENSING
If you plan to watch on demand or live TV, using your own TV or any other device, you may need to buy a TV licence.
www.tvlicensing.co.uk/students

You can buy a TV licence online or at a PayPoint outlet (in local supermarkets and convenience shops). You might also need an amplified indoor aerial to ensure good reception, but you can check this when you move in.

YOUR PERSONAL BELONGINGS
Make sure your electrical items and other valuables, such as your bike, are security marked with your name and postcode and make a note of their make, model and serial number. You can register these items for free at www.immobilise.com

If you’re staying in University accommodation, information on the insurance cover in our residences and which of your belongings are covered can be found at accommodation.leeds.ac.uk/insurance

Some expensive items may not be covered outside your room, so you’ll need to check the policy and arrange additional cover for these items through a specialist insurance provider.

If you’ve arranged private accommodation, you’ll need to check if you’re automatically covered for contents insurance or if you need to take out your own policy. You can get independent help and advice on all aspects of private accommodation from the students’ union or from Unipol, a student housing charity located next to campus.
luu.org.uk
unipol.org/leeds
BEFORE YOU ARRIVE
– CHECKLIST

There are lots of things to think about before you arrive at the University. Here’s a checklist to help you.

<table>
<thead>
<tr>
<th>Tuition fee arrangements and funding</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Bring your official letter from your sponsor, if applicable</td>
<td>5</td>
</tr>
<tr>
<td>If you haven’t already, apply for government funding as soon as possible</td>
<td>6</td>
</tr>
<tr>
<td>Contact Disability Services about applying for the Disabled Students’ Allowance, if applicable</td>
<td>6</td>
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<table>
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<tr>
<th>Managing your money</th>
<th>Page</th>
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<tbody>
<tr>
<td>Open a student bank account – you’ll need official ID and your confirmation letter from UCAS or a bank letter from us</td>
<td>7</td>
</tr>
<tr>
<td>Make sure you know your National Insurance number if you want to work part time or register to vote</td>
<td>7</td>
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<thead>
<tr>
<th>Registration and module enrolment</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Start online registration from 28 August 2019</td>
<td>8</td>
</tr>
<tr>
<td>Bring your original academic certificates with you, if applicable</td>
<td>8</td>
</tr>
<tr>
<td>Save an electronic copy of your registration certificate</td>
<td>9</td>
</tr>
<tr>
<td>Pack your passport and visa/other immigration permission, if applicable, or your national identity card. If you’re a British student and you don’t have a passport, complete an Identification Verification form and remember to pack your original birth or adoption certificate</td>
<td>9</td>
</tr>
<tr>
<td>Book your identity check appointment</td>
<td>9</td>
</tr>
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<td>Enrol for optional and discovery modules as soon as possible, as some may be popular or have limited spaces which can fill up quickly</td>
<td>10</td>
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<tr>
<th>Health advice</th>
<th>Page</th>
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<tbody>
<tr>
<td>Check with your usual doctor that you have the right vaccinations</td>
<td>13</td>
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<tr>
<td>Bring one month’s supply of medication with you if you’re on a repeat prescription</td>
<td>13</td>
</tr>
<tr>
<td>Contact Disability Services to discuss your support needs, if applicable</td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare to move</th>
<th>Page</th>
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</thead>
<tbody>
<tr>
<td>Accept your University accommodation contract within four days and pay your deposit</td>
<td>14</td>
</tr>
<tr>
<td>Complete our online accommodation induction and book your arrival slot</td>
<td>14</td>
</tr>
<tr>
<td>Apply for a University disabled parking permit if you have a blue disability badge</td>
<td>16</td>
</tr>
<tr>
<td>If you’re moving into private accommodation, make sure you have the contact details for your landlord and arrange a time to collect your keys</td>
<td>16</td>
</tr>
<tr>
<td>Buy a TV licence</td>
<td>17</td>
</tr>
<tr>
<td>Security mark your electrical items and other valuables, such as your bike, and register them online for free</td>
<td>17</td>
</tr>
<tr>
<td>Check the contents insurance cover for your University residence or private accommodation and get additional cover if needed</td>
<td>17</td>
</tr>
</tbody>
</table>
ARRIVING IN LEEDS

Arriving at University for the first time can feel incredibly exciting and scary. Don’t worry, we’ll give you lots of tips to help you settle in.

MOVING INTO YOUR NEW HOME

UNIVERSITY ACCOMMODATION

Before arriving in Leeds, you should have completed our online accommodation induction (see page 14) and booked a time slot to arrive at your residence. There’s very limited parking at our residences, so on moving in days you’ll usually need to drop your things off and find somewhere to park.

When you arrive just go straight to your residence, where you’ll be able to collect your keys and move in. To speed up this process, have your accommodation contract ready to show, either saved on your phone or tablet or a printed copy.

Once you’ve collected your keys, you’ll need to complete an online inventory, which is a record of the contents and condition of your room. You need to report anything missing or damaged, as your room will be checked against the inventory at the end of your stay.

You’ll find other students arriving at different times. Knocking on other students’ doors to meet your new neighbours, keeping your door open while you unpack and going to other flats and floors are all good ways to start meeting people. You should also look out for notices telling you about any events in the residence, particularly the warden’s introductory meeting.

If you have any problems with your accommodation, make sure you tell someone. 0113 343 7777 accom@leeds.ac.uk accommodation.leeds.ac.uk

Collect your keys and complete the online inventory for your room.
GETTING AROUND

In your welcome pack you’ll find a handy-sized guide to help you find your way around. It includes a map of the campus and a list of key buildings, along with some suggestions of things you can do and see in Leeds.

Leeds is a compact city and it’s easy to get around whether you’re on foot, cycling or on a bus. Take a look at how you can get around Leeds or request a printed copy of the University’s travel guide at sustainability.leeds.ac.uk/travel-guide

CYCLING AND WALKING

Most students live within easy walking distance to campus, helping you save money on travel costs.

If you’re thinking about cycling to campus, there are bike racks you can use with your own lock to secure your bike. You can hire a bike at low cost from the University’s Bike Hub on campus, located between the EC Stoner Building (73) and the Roger Stevens Building (89). The Bike Hub also offers bike maintenance help and facilities, as well as information on cycle training, safety and routes.

All our residences also have secure bike storage.

PRIVATE ACCOMMODATION

Once you’ve collected your keys and you’re inside the property, check it thoroughly and consider how it compares to when you saw it at the time of signing the contract. Take photos of the property, including any wear and tear, so you have proof of its condition and make a note of the meter readings. Contact your landlord or letting agency straight away about any concerns, such as missing or damaged items. If there’s a burglar alarm, get the code from the landlord so you can use it.

Independent help and advice on all aspects of private accommodation, including utility bills, contracts, maintenance and repairs, is available from the students’ union or from Unipol, a student housing charity located next to campus.

Find out more about living locally and being a Leeds resident at sustainability.leeds.ac.uk/your-community

Contact your landlord or letting agency straight away about any concerns

KEEPING SAFE

There is a dedicated security service that works 24/7, 365 days a year, patrolling all University property and monitoring campus CCTV.

If you’ve been studying late or you’ve been on a night out, you can use Leeds University Union’s Nightbus, which will take you from the entrance of Leeds University Union (32) to your home for just £1. The service runs every night during term time from 6.30pm until late but as spaces are limited on each journey, you should always plan an alternative way home.

If you find yourself stuck without money and unable to get home, Amber Cars (taxi service) will take you home in exchange for your student ID card. Your card will be dropped off at the Union and you can pick it up and pay your taxi fare the next day.

Bus

Leeds has an excellent bus service with frequent buses running throughout the day and into the early hours.

All our student residences are on, or very close to, frequent bus routes, making it easy for you to travel to and from the University. Single journeys between our campus and University residences cost just £1.20 if you show your student ID card. If you’re going to travel regularly by bus, there are a various discounted student travel tickets available to help save you money.

www.firstgroup.com/leeds
www.yorkshiretiger.co.uk

Keeping Safe

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www.taxileeds.co.uk/students
www.taxileeds.co.uk/safety

Safety information will be given to you during your induction sessions once you arrive.

Contact your landlord or letting agency straight away about any concerns
ARRIVING IN LEEDS – CHECKLIST

Moving in day is finally here, so use this checklist to keep organised and help everything go smoothly.

### Moving into your University accommodation

<table>
<thead>
<tr>
<th>Task</th>
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<tbody>
<tr>
<td>Make sure you have an electronic or printed copy of your contract ready to show at your residence</td>
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</tr>
<tr>
<td>Collect your keys and move in</td>
<td>21</td>
</tr>
<tr>
<td>Complete the online inventory for your room</td>
<td>21</td>
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<tr>
<td>Attend the warden’s introductory meeting at your residence</td>
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### Moving into your private accommodation

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<tbody>
<tr>
<td>Collect your keys and move in</td>
<td>22</td>
</tr>
<tr>
<td>Take photos of the property, including any wear and tear, and make a note of the meter readings</td>
<td>22</td>
</tr>
<tr>
<td>Contact your landlord or letting agency straight away about any concerns, such as missing or damaged items</td>
<td>22</td>
</tr>
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YOUR FIRST FEW WEEKS

You'll spend your first few weeks at University finding your way around and making new friends. There'll be lots of induction activities and welcome events to help you get started and adjust to University life.
IDENTITY CHECK AND GETTING YOUR STUDENT ID CARD

To complete registration, we need to check your identity in person when you arrive. If you’ve applied for a student maintenance loan, we can then let the Student Loans Company know you’ve registered with us so they can pay your maintenance loan.

You’ll need to book an appointment in advance to do this. Find out how to book your appointment at students.leeds.ac.uk/idcheck

Appointments will be held in the Great Hall (57) and are available from 12 September 2019–1 October 2019, Monday to Friday, 9am–5pm for you to complete your identity check. You’ll need to know your student ID number, which you can find on your registration certificate or the letter accompanying this guide. You’ll also need to show it when you sit exams.

Once we’ve checked your identity, staff in the Great Hall will take a photo of you and print your student ID card while you wait. It’s important to get your student ID card as you’ll need this to access our libraries, computer services, sports facilities and some lecture theatres, and you’ll also need to show it when you sit exams.

Complete your identity check when you arrive on campus and get your student ID card

Complete your identity check when you arrive on campus and get your student ID card

INDUCTIONS

STUDENT IT INDUCTION

As a new student you’ll want to know how you can get up and running with your IT account. As part of registration, you’ll get your University username and password, giving you access to all University IT services.

You should go through the online IT induction so you know how things work from the start. It won’t take you long to complete and covers essentials including:

- connecting to our wi-fi network
- accessing your email
- saving and printing your work
- computing on and off campus
- information on University systems such as Minerva (the University’s student portal and virtual learning environment)

To complete the induction go to itinductions.leeds.ac.uk/students

If you haven’t already, download the free UniLeeds app. Once you have your University username and password you’ll be able to access personalised content on your phone, as well as check computer cluster availability, get the latest University news and much more. You can even check where there are vacant washing machines and dryers in your University residence via LaundryView.

it.leeds.ac.uk/mobileapps

If you need any help, our experienced IT Service Desk staff are available to give you IT support by phone, email or in person. You can find the latest opening hours online. The IT Service Desk is on level 10 in the EC Stoner Building (73).

0113 343 3333
itservicedesk@leeds.ac.uk
it.leeds.ac.uk
LIBRARY INDUCTION

We have four main libraries on campus: the Laidlaw (63), Edward Boyle (83), Brotherton (59) and Health Sciences (95). The Laidlaw Library is designed for undergraduate study and has the books on your recommended reading lists (apart from health subjects). Each library has a variety of study spaces to suit the way you work, including facilities for group work.

library.leeds.ac.uk

Our libraries are open seven days a week during term time, with a variety of opening times to suit your needs. You’ll need your student ID card to gain access. Library staff are available during office hours, providing information and advice, as well as academic skills support to help you develop important skills such as effective communication and time management. The library induction will help you get started at library.leeds.ac.uk/quickstart

Take a 30-minute guided tour of the Laidlaw Library (63). Tours run between 11am and 3pm throughout Freshers’ Week and the first week of term (weekdays only). Sign up in advance at the Library reception desk or email laidlaw@library.leeds.ac.uk

YOUR SCHOOL INDUCTION

Your University school will send you specific information about its induction and welcome events. Make sure you attend as this is your opportunity to meet other students and staff and get to know what you’ll be doing in the weeks ahead.

Everything you need to know about studying in your University school, including important contact details, is in your student handbook. To access a copy, go to minerva.leeds.ac.uk and click the ‘Learn’ tab then ‘Organisations’.

Your health and safety is a key priority for us and it’s important you understand your responsibilities for health and safety as a student. Your University school will provide you with essential health and safety information as part of their induction.

Complete your online IT and library inductions and attend your school induction

CAMPUS LIFE

YOUR STUDENTS’ UNION AND FRESHERS’ WEEK

We hope you’ve already heard lots of great things about Leeds University Union (LUU) (32), your award-winning students’ union right at the heart of campus. Make sure you attend one of their welcome talks, which will give you the opportunity to discover exactly what your students’ union is all about and how they’ll support you through your studies.

You’ll get the chance to become a member of LUU during online registration (see page 8).

Freshers’ Week, from 23–29 September 2019, will be filled with events and fairs to introduce you to LUU’s clubs and societies. They’re a great opportunity to meet new friends and socialise with your housemates and people on your course.
FOOD, DRINK AND SHOPS ON CAMPUS

The University’s catering service, Great Food at Leeds, offers quality fresh food at competitive prices during the day. Whether you’re looking for a freshly made sandwich to take away or to sit down for a hot meal, you’ll find something in one of our 17 cafés or award-winning Refectory (29). Where possible, our products are locally sourced, seasonal and Fairtrade.

Help us reduce our waste by purchasing a KeepCup and reusable water bottle from any of our catering outlets. See our latest offers and find out how you can save money in our cafés using the Great Food at Leeds Club app at gfal.leeds.ac.uk

Although the city centre is only a short walk from campus, you can buy most things in the Leeds University Union building (32) such as everyday groceries, health food and stationery. There’s a Co-op, an optician, a Santander branch and plenty of places to get a bite to eat. If you’re a foodie, you’ll love the farmers’ market outside the Union building every Monday during term time.

luu.org.uk

SPORT AND PHYSICAL ACTIVITY

If you’re staying in University accommodation, you’ll automatically get Edge Club membership to our sports, health and fitness facilities, including our indoor sports centre on campus, The Edge. You can upgrade your membership, giving you more flexible access times, or become a member at sport.leeds.ac.uk/student-membership

You can start using your membership as soon as you arrive on campus. Free 20-minute tours of The Edge (101) are available throughout Freshers’ Week and the first week of term. There’s no need to book, just arrive at The Edge reception shortly before 11am, 3pm or 6pm on any weekday and you’ll be shown around all the fantastic facilities on offer.

sport.leeds.ac.uk

Look out for more information about the finale of the University’s biggest sporting event of the year, Varsity 2019, between rivals University of Leeds and Leeds Beckett University on 2 October 2019. The day starts with our Varsity Festival, including over 50 fixtures across 25 different sports all in one day, culminating with the rugby union finale at Emerald Headingley Stadium, which attracts an audience of over 15,000.

www.leedsvarsity.com

/thedge.leeds

@TheEdgeLeeds

/EdgeLeeds

Attend a Leeds University Union welcome talk and take a tour of The Edge
Support and Wellbeing

Register with a doctor in Leeds

It’s essential you register with a doctor in Leeds shortly after you arrive and you don’t leave it until you need medical treatment. If you’re living in University accommodation or private accommodation in the student areas of Leeds you’ll be eligible to join the Leeds Student Medical Practice, located close to the University campus. Register online or request a registration pack at www.leedsstudentmedicalpractice.co.uk/join.

You can also find a local NHS doctor at www.nhs.uk/service-search.

Support for mature students

Coming to University as a mature student can be a bit daunting, especially if you’ve been away from education for a while. You may have questions or concerns about juggling your course around family commitments or coping with studying for a degree course.

The Lifelong Learning Centre, in the Marjorie and Arnold Ziff Building (77), is a useful source of advice and support and can help you settle into University life.

Come along to their welcome event on 20 September 2019. It’s a great opportunity to meet other mature students and find out about the support available to you. Book your place and find out more at www.leeds.ac.uk/lifelong.

Support for student parents

There’s lots of help and support available if you’re bringing your family to Leeds, including information on financial support, childcare, finding suitable accommodation and family-friendly facilities. You can find out more, including how to meet other student parents, at students.leeds.ac.uk/childrenandfamily.

Student Counselling, Wellbeing and Mental Health Support

There may be times when stress, emotional problems or upsetting life events make it hard to cope academically or personally. To help you deal with those difficult times, you can access free professional and confidential counselling, wellbeing and mental health support through groups, workshops, single-session consultations, brief counselling and web-based self-help resources such as Big White Wall.

If you need longer term support or treatment, we’ll help you find the most appropriate NHS or voluntary sector services.

If you have an existing serious mental health diagnosis, our mental health advisors provide one-to-one support and will work with you to develop an appropriate support plan. They’ll also act as an advocate between you and the University and liaise with external referral agencies.

Students.leeds.ac.uk/supportandwellbeing

Smokefree Campus

Your health and wellbeing is important to us, which is why our campus is going smokefree. Currently you can still vape outdoors on campus, as it’s recognised as an aid to stop smoking, but it’s a major step towards our campus being completely smokefree by 2025.

If you want to quit smoking, free support is available. Find out more, including the places on campus that are smokefree between 8am–6pm every day.

Students.leeds.ac.uk/smokefree

Register with a doctor in Leeds
TAILOR YOUR EXPERIENCE

Meet new people, try new things and develop new skills. Here’s how you can find out more about some of the incredible opportunities available to you beyond your first few weeks.

DISCOVERY MODULES
If you haven’t chosen your discovery modules by the time you arrive in Leeds, you can get information on the discovery themes and advice on the discovery modules you’re considering at the Discovery Themes Fair on 25 September 2019, 11am–4pm in Parkinson Court, Parkinson Building (60).
leedsforlife.leeds.ac.uk/broadening

STUDYING ABROAD
Studying abroad is the perfect way to experience another culture, make new friends and broaden your outlook on life. And it’s great fun. Find out more at the Study Abroad Fair on 16 October 2019 in the Parkinson Building (60).
students.leeds.ac.uk/studyabroad

VOLUNTEERING
Find out how student volunteering not only makes a difference in the local community but also helps to boost your CV and increase your life experiences. Come along to the Volunteering Fair on 15 October 2019, 11am–3pm in the Riley Smith Theatre (32) to find out more.
leedsforlife.leeds.ac.uk/opportunity

INTERCULTURAL OPPORTUNITIES
Get the most out of being part of our global community. Meet people from all over the world at Global Café, celebrate different cultures during the World Unite Festival or become an Intercultural Ambassador and develop projects to celebrate the diversity of our campus.
students.leeds.ac.uk/globalcommunity

Find out more about all the new and exciting opportunities available to you, including exclusive summer internships and work placements, at students.leeds.ac.uk/opportunities
YOUR FIRST FEW WEEKS – CHECKLIST

Now that you’ve arrived and are ready to settle into student life, use this checklist to know what you need to do next.

Your first weeks

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<td>Complete online registration, if you haven’t already</td>
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<tr>
<td>Complete your identity check and get your student ID card when you</td>
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<tr>
<td>arrive on campus</td>
<td></td>
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<tr>
<td>Complete your online IT induction</td>
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<tr>
<td>Download the UniLeeds app</td>
<td>27</td>
</tr>
<tr>
<td>Complete your online library induction</td>
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<tr>
<td>Register with a doctor in Leeds</td>
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Welcome events

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<td>Attend your school induction and welcome events</td>
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<tr>
<td>Attend a Leeds University Union welcome talk</td>
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<tr>
<td>Check out the Freshers’ Week events</td>
<td>29</td>
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<tr>
<td>Attend a tour of The Edge to find out what’s on offer</td>
<td>30</td>
</tr>
<tr>
<td>Attend the welcome event for mature students, if applicable</td>
<td>33</td>
</tr>
<tr>
<td>If you haven’t chosen your modules, go to the Discovery Themes Fair</td>
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<tr>
<td>Go to the Study Abroad Fair</td>
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<tr>
<td>Visit the Volunteering Fair</td>
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<tr>
<td>Check out the Global Community social events and pop in to Global</td>
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<td>Café</td>
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Don’t miss any student announcements, events or other useful information

Facebook: /uolcurrentstudents
Twitter: @UoLStudents

Alternative formats

If you require any of the information in this publication in an alternative format eg Braille, large print or audio, email disability@leeds.ac.uk