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Key dates

Find the key dates for the academic year, including term dates, exam periods and more at www.leeds.ac.uk/academic_year

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. 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.
WELCOME

It's almost time for you to start your journey as a University of Leeds student. We're really excited to welcome you to our community and help you settle into University life.

Although the COVID-19 pandemic means some things will be different, we're committed to providing you with the high-quality learning and student experience you expect.

We're following the UK government's advice on social distancing, which means teaching activities with large numbers of students will go ahead using digital technology. Teaching in small-groups will take place face to face and on campus where it's safe and practical to do so, but this may vary depending on your course.

In either event you’ll have remote access to all the support services and teaching resources you need for your studies.

We’re also busy working with our students' union, Leeds University Union, to develop a series of activities and events, both on campus and online, so you can be sure of a warm and friendly welcome.

SAFETY ON CAMPUS

Your personal safety remains our top priority. We’ve put lots of plans in place to make our campus and University accommodation safe for when you arrive, including social distancing, providing washable face coverings for everyone, COVID-19 testing and extra cleaning activities.

You'll receive more safety guidance in September, as part of your induction.

We'll continue to review our plans regularly and make any changes, in line with government guidance, as quickly as possible.

For the most up-to-date information, visit coronavirus.leeds.ac.uk/safety-for-students

You’re probably wondering what to do next 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
• information about the COVID-19 safety measures we’ve put in place
• 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 also receive information directly from your University school about your course, including any specific welcome and induction activities.

FOLLOW US

Don’t miss any student announcements, deadlines, events or other useful information.

facebook uolcurrentstudents
twitter @UoLStudents
youtube universityofleeds
BEFORE YOU START

It’s time to start preparing for your new life as a University of Leeds student. This section explains everything you need to do in advance to make sure things runs smoothly.

TUITION FEE ARRANGEMENTS

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

For information about undergraduate fees for students starting in September 2020, 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 or by the end of October 2020 at the latest. You can also pay for your fees in two instalments by direct debit: 50% in November 2020 and 50% in February 2021.

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 some or all of 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. Find out what information needs to be included in the letter at students.leeds.ac.uk/sponsoredstudents

STUDENTS ON HIGHER AND DEGREE APPRENTICESHIPS

If you’re starting a higher or 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 speak directly with 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 are at students.leeds.ac.uk/contactonyourbehalf

If you haven’t already, apply for government funding as soon as possible
FUNDING AND FINANCIAL SUPPORT

You should already have 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 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 and living costs in the form of:

- Tuition Fee Loan
- Maintenance Loan (not available to part-time students on either a Foundation Degree or Arabic, Middle Eastern and Islamic Studies CertHE).

If you’re taking a partial Tuition Fee Loan, you’ll need to let us know by contacting your 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 avoid your student loan payment being delayed beyond the start of term. If you have any problems in applying for or receiving your student finances, please contact the Lifelong Learning Centre or the University’s Funding team.

FUNDING FROM THE UNIVERSITY

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

Leeds Financial Support

If you’re a part-time UK or EU student you may be eligible for Leeds Financial Support, which is linked to your annual household income. UK students can choose to receive Leeds Financial Support as a tuition fee discount or a cash bursary. EU students as a tuition fee discount only.

To receive Leeds Financial Support you need to complete an application form. You request a form from the Lifelong Learning Centre or obtain one online at leeds.ac.uk/leedsfinancialsupport.

This will enable the University to assess your household income. Lifelong Learning Centre staff will be happy to provide information and one-to-one consultations about fees and the sources of financial support which may be available to you, depending on your programme of study and personal circumstances.

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. funding@leeds.ac.uk

FUNDING FOR DISABLED STUDENTS

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.

disability@leeds.ac.uk
students.leeds.ac.uk/fundingfordisabledstudents

ON-COURSE GUIDANCE

Impartial information, advice and guidance is available to all part time and mature undergraduates currently studying at Leeds, as well as all students enrolled on programmes taught by the Lifelong Learning Centre.

This can help you to:

- reflect on your long term aspirations and goals and how to reach them
- be aware of the choices available to you
- make informed decisions about your educational progression, including changing modules and/or course, if required
- understand the financial implications of decisions that you make.

adviceandguidance@leeds.ac.uk

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adviceandguidance@leeds.ac.uk

CAREERS, PERSONAL AND PROFESSIONAL DEVELOPMENT

There is a wide range of opportunities for personal and professional development whilst you are a student at Leeds. The Lifelong Learning Centre and the wider University offers a comprehensive range of careers support. You can also join any of our free extracurricular workshops on a variety of topics relating to personal and professional development.

You might also like to think about developing your skills through volunteering or a work placement. If financial issues would prevent you taking up these kinds of opportunities we may be able to help you through our Opportunities Fund. Contact the Lifelong Learning Centre for more information.

0113 343 3212 or lifelonglearning@leeds.ac.uk

The University has a Careers Centre which offers:

- fully qualified, experienced guidance staff who can discuss your career/employment situation with you one-to-one and explore your options (if you cannot get into the centre easily you can use the e-guidance service)
- drop-in service (1pm–4pm Monday–Friday) for a range of quick enquiries, including on-the-spot CV checking
- information on job vacancies, internships, work experience and placements, employer events and presentations (available online through MyCareer; this service is restricted to University members only so you will need to log in using your university username and password)
- exclusive paid work placements in University departments and local companies, available to Leeds students only
- access to a range of volunteering opportunities appropriate to your career goals
- accredited career development modules available as Discovery Modules at Level 2.
ONLINE REGISTRATION

You can start to register online from 2 September 2020 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 may need to verify your qualifications before you can start to register. If you've taken school leaving, vocational or professional exams before 2019/20, or outside the UK, you may 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:

• join our students’ union, Leeds University Union (see page 27)
• buy membership to our sports, health and fitness facilities, including our indoor sports centre on campus, The Edge (see page 26)

To complete your registration, we'll need to check your identity (see page 22).

STEP-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 number and date of birth to get your University username and temporary password. You’ll find your student number on your offer letter from us.

You’ll need to change the temporary 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 and registering with the Self Service Password Reset (SSPR) facility.

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
We’ll then need to check your identity to complete your registration (see page 22).

If you have any problems registering, contact our student enquiry line. You’ll find contact details and the latest opening hours at students.leeds.ac.uk/registration

START ONLINE REGISTRATION FROM 2 SEPTEMBER 2020
Once you have your University username and password, you can start enrolling on your course modules from 2 September.

Your course is made up of modules which are each worth a certain number of credits that contribute towards your degree. You’ll automatically be 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 linked to your course, but you’ll be able to choose these.

**DISCOVERY MODULES**
Some of our courses give you the opportunity to choose discovery modules. They’re a great way to tailor your study around interests which aren’t necessarily related to your course.

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

**STEP 1**
Familiarise yourself with module enrolment at 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 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.

**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 by clicking in the top right.
PREPARE TO STUDY

It’s a good idea to read some of the recommended books for your course before you arrive, particularly if you’re new to the subject. Not only will you feel more confident, 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 yet, as you’ll be able to access many online resources 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 download your free copies of Office 365 ProPlus 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 managing your time. Get some useful tips before you start your studies at library.leeds.ac.uk/skills

Lifelong Learning Centre’s academic skills team

You can book an appointment by contacting lifelonglearning@leeds.ac.uk or ask your tutor to refer you to the skills team. They also offer refresher workshops, individual and small group tutorials and provide online self-study materials which are designed to provide the support you need throughout your studies.

Support is available for all aspects of studying, including:

• academic writing
• working with feedback
• time management
• note-making
• maths
• exam skills
• presentation skills
• study with dyslexia/dyspraxia

STUDENTS WITH ASYLUM SEEKER OR REFUGEE STATUS

Additional support is available if you’re a student with asylum seeker or refugee status. Get in touch to find out how we can you help at theplusprogramme@leeds.ac.uk

HEALTH ADVICE

PERSONAL SAFETY

Washable face coverings will be provided and you’ll be able to access free and fast COVID-19 testing on campus, to support the NHS Test and Trace service. Hand sanitiser, soap and paper towels will also be available for you to use and you’ll notice lots of cleaning activity across campus. You’ll receive more safety guidance in September, as part of your induction, including advice about when you need to wear face coverings.

coronavirus.leeds.ac.uk/safety-for-students

We can all help to keep each other safe by following government guidelines on social distancing and incorporating the safety measures into our everyday lives. Get the latest updates at www.gov.uk/coronavirus

SUPPORT FOR DISABLED STUDENTS

If you have an impairment, health condition (including mental health conditions) or a specific learning difficulty like dyslexia 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.

You may be able to access free equipment and support services, including modified examination arrangements 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. 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/settingupyouradvice

For more information about Disability Services, email disability@leeds.ac.uk or visit students.leeds.ac.uk/disabilityservices

@UoLDisability
BEFORE YOU START – CHECKLIST

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

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<thead>
<tr>
<th>Tuition fee arrangements and funding</th>
<th>Page</th>
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<tbody>
<tr>
<td>Apply for government funding as soon as possible, if you haven’t already</td>
<td>6</td>
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<tr>
<td>Contact Disability Services about applying for the Disabled Students’ Allowance, if applicable</td>
<td>6</td>
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<tr>
<th>Registration and module enrolment</th>
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<tbody>
<tr>
<td>Start online registration from 2 September 2020</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>Bring your passport if you have one, as you’ll need this to complete your identity check – find out what you need to do if you don’t have a passport on page 22</td>
<td>9</td>
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<tr>
<td>Enrol for optional and discovery modules as soon as possible, as spaces can fill up quickly</td>
<td>10</td>
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<thead>
<tr>
<th>Health advice</th>
<th>Page</th>
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<tbody>
<tr>
<td>Contact Disability Services to discuss your support needs, if applicable</td>
<td>13</td>
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<tr>
<th>Prepare to start</th>
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<tr>
<td>Consider joining the Lifelong Learning Centre’s optional pre-arrival welcome events</td>
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</tr>
<tr>
<td>Arrange childcare / cover for any caring responsibilities where needed</td>
<td>29</td>
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<tr>
<td>Apply for a University disabled parking permit, if you have a disability Blue Badge</td>
<td>15</td>
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</tbody>
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CAR PARKING

Parking on campus is extremely limited. There is no student parking on campus during weekdays, except 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

If you are coming onto campus during the day it is easiest to use public transport. The campus is accessible via bus, for more information see leeds.ac.uk/howtofindus

If you are attending a class in the evening or at the weekend, you need to be both a fully registered student and to have registered your car and number plate with the University in advance in order to park on campus for free. To register your car, please email carparking@leeds.ac.uk

Find out how our online welcome and induction resource can help you at students.leeds.ac.uk/newstudents
STARTING AT LEEDS

Starting 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.

TOP TEN TIPS FOR ACADEMIC SUCCESS

1. Share your academic goals with your family and friends and ask for their support as you embark on your higher education journey.
2. Create a designated work-space where you can study in a focused way and easily access your study materials.
3. Practice realistic time-management strategies by organising your academic work around your home, work and even leisure activities.
4. Develop good note-taking and study habits by reviewing your lecture notes after class and rewriting them if necessary. This helps to reinforce learning and will make revision for exams easier.
5. Schedule enough time to plan, research, write, and proofread your essays and to revise for your exams.
6. Take ownership of, and pride in, your academic work by developing your skills in proofreading, referencing and writing.
7. Be a proactive learner and ask questions if you are unsure of something. Tutors are happy to assist and support you in your learning.
8. Don’t be de-motivated by exam and essay results that disappoint you. Use your feedback and results as motivators to persevere and develop your work. It helps to remind yourself frequently of the progress you have made.
9. Keep yourself focused on your overall academic goal. Don’t let setbacks deter you. Remember learning is a process that has its ups and downs for all students.
10. Get to know your fellow students. Arrange to have a cup of tea with them before or after class. Building a mutual support network with other students can help you maintain enthusiasm and motivation.
Here are some key points of information you need to be aware of before you start at Leeds, regardless of your chosen course:

**AWARDS**
You need to know what award (ie qualification) you are studying for.

In addition to delivering Foundation Year programmes, the Lifelong Learning Centre (LLC) offers the following awards:
- Honours degree (BA or BSc)
- Foundation Degree (FD)
- Certificate of Higher Education (CertHE)

**CREDITS**
Each University award is made up of a specific number of credits, which you acquire by passing individual course units called modules (see below for more about modules). In order to qualify for an award, you must have gained the correct number of credits:
- Honours degree: 360 credits
- Foundation Degree: 240 credits
- Certificate of Higher Education: 120 credits

Credits vary in their level of difficulty and you will usually study for more advanced credits as you progress through your University career, moving up through ‘levels’. Each programme will specify how many credits at each level are needed to complete the programme. For example, a full undergraduate degree usually requires you to study 120 credits at level one, 120 credits at level two and 120 credits at level three.

**PROGRAMME OF STUDY**
This is the course which you are following in order to gain an award from the University – for example, BA in English, Foundation Degree in Learning and Teaching, Certificate of Higher Education in Arabic, Middle Eastern and Islamic Studies. A programme of study is made up of a range of individual courses called modules. You can check the content of the various programmes of study at the University by visiting [leeds.ac.uk/programmes](http://leeds.ac.uk/programmes)

**MODULES**
A programme of study is divided into smaller, self-contained units of study known as ‘modules’ which count towards a qualification. Modules are identified within the University by a unique code, which combines the initials of the School responsible for teaching the module (eg LLC, EDUC, SLSP) with a four-digit number (eg 1720, 2034, 3020). A module will also have a basic title (eg ‘an introduction to biology’) but the code is the key identifier and you will need to know the codes of the module(s) you are studying.

Each module also carries a ‘level’ rating, showing how advanced it is. This is indicated by the first number in the numerical part of the module code. For example, LLC1066 is a level one module; LLC3114 is a level three module. Each module carries a credit rating of either 5, 10, 15, 20, 30 or 40 credits and you take a set number of modules each year to build up to your specific award. You need to pass each module to acquire the credits it carries.

**PERSONAL TUTORIALS**
When you join the University you should have at least one named person you can contact for one-to-one advice and information. For some students, this will be a personal tutor, allocated by their academic school. For others it will be a personal adviser, allocated by the Lifelong Learning Centre. Depending on your programme, you may have access to both. If you don’t know who this person is, please contact the Lifelong Learning Centre.

Although in practice the University year is broken into three ‘terms’, as at school (roughly September – December, January – March and April – June), most teaching officially takes place over two time periods called semesters. These run from September through to January (Semester One) and February through to June (Semester Two). Not all of each semester is necessarily occupied by teaching; there may be weeks set aside for reading, revision and examinations. Most programmes start in September and run through until May but there are variations (eg late-starting/finishing courses, courses during the summer, courses taking a ‘half-term’ break) and you should check the information for your specific programme to get details of this. It is your responsibility to know where and when you are expected to attend teaching activities.

Teaching activities with large numbers of students will go ahead using digital technology. Teaching in small-group settings, including seminars, tutorials and practicals, will be delivered face to face on campus, where it can be done safely.

For the most up-to-date information about the University’s approach to teaching, visit [coronavirus.leeds.ac.uk/safety-for-students](http://coronavirus.leeds.ac.uk/safety-for-students)

**TUTORIALS**
Tutorials are interactive meetings between a lecturer and a small group of students or an individual student. They are not timetabled as a formal part of a module but are arranged at intervals during a course; sometimes they will be part of a programme, sometimes part of a module. You need to find out early in the year what the procedures are for tutorials on your programme or in your school, as tutorial practice varies widely across the University.

For example, some schools invite students to ‘sign up’ on notice boards for tutorial sessions; others allocate specific times and notify individual students by email; others may make tutorials available on request from students.

**JARGON BUSTER**
Teaching at the University may take the form of:

**LECTURES**
A lecture is usually a talk or a presentation by a member of academic staff and is timetabled as a formal part of a module. Normally, it is not interactive (although some lecturers may invite questions).

**SEMINARS**
A seminar is also timetabled as a formal part of a module you are enrolled on. It usually involves fewer students than a lecture and is usually interactive, in that students are expected to contribute, either by preparing an item to present to fellow students or joining in with a question/answer session arising from a presentation.

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ENROLMENT

Enrolment is the process by which you choose which modules to study and sign up to join them. Most courses give you a selection of modules to choose from. Take care when enrolling to ensure that you are studying modules which are approved for your course, carry the correct number of credits and are at the right level. Online module enrolment closes on 24 September 2020. If you need to change any modules after this date you should complete a Change of Module form, available from the Lifelong Learning Centre or your school. You cannot change your modules after the fourth week of teaching, unless there are exceptional circumstances. In this instance, any module changes after week four are subject to a £50 administration charge.

REGISTRATION

Registration is the formal procedure by which you initially join the University and ‘sign up’ each year to continue studying at the University. You need to have completed the registration process in order to be a student of the University and be able to study for an award.

To study at the University you need to:
1. register on your programme (online)
2. enrol on your modules (online)
3. arrange for your fees to be paid
4. get your student card

YOUR FIRST FEW WEEKS

You’ll spend your first few weeks making new friends and doing lots of welcome and induction activities to help you get started and adjust to University life.
Completing Registration

Identity Check
To complete registration, we need to check your identity. You'll find information about completing your identity check at students.leeds.ac.uk/idcheck

You'll need your passport to complete your identity check. If you don't have a passport you'll need to complete an Identification Verification form, which you can use with your original birth or adoption certificate, to prove your identity. Download a copy of this form at students.leeds.ac.uk/idverification

Once you've competed your identity check, you'll find information about getting your student ID card at students.leeds.ac.uk/studentcard

If you need any help, contact our student enquiry line. You'll find contact details and the latest opening hours at students.leeds.ac.uk/registration

Practical Help and Information
You'll find a number of Information Points across campus, where our friendly staff can help you with a range of enquiries or direct you to the right help. For more details, including where they're located, opening hours and the support available, visit students.leeds.ac.uk/informationpoints

Complete your identity check and find out how to 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 it 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)

Find out more at it.leeds.ac.uk/welcome

Our dedicated computer clusters will be safe for you to use and will follow social distancing measures, including safety screens where possible.

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 such as your timetable and any library loans. 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 support you. You'll find the most recent information online, including the latest opening hours and COVID-19 IT updates for students. 0113 343 3333

itservicedesk@leeds.ac.uk

@ITServicesUoL
Your Students’ Union and Freshers’ Experience

We hope you’ve already heard lots of great things about Leeds University Union (LUU), your award-winning students’ union right at the heart of campus.

LUU’s mission is to help you love your time at Leeds. You can join for free during online registration (see page 8). Membership includes things like confidential advice, student-focused representation, and lots of wellbeing and social activities.

Although your Freshers’ experience will be different this year, as a result of COVID-19 social distancing, Leeds University Union’s events and activities will help you feel welcome from the start of your University experience and all year round. Watch LUU’s welcome talks and find out more about your Freshers’ experience at welcome.luu.org.uk

There are over 300 student-led sports clubs, faith and culture groups, volunteering and special interest societies you can choose from. They’re a great way to meet new friends and socialise with people on your course.

luu.org.uk

If you want to find out which might suit you, try LUU’s 60-second quiz at findyourfit.luu.org.uk

CAMPUS LIFE

Your School Induction

Your University school will send you specific information about its welcome and induction activities, giving you the opportunity to meet other students and staff and to 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’.

The Lifelong Learning Centre also runs optional pre-arrival welcome events aimed specifically at mature, part-time and Foundation Year students. To book a place, visit www.leeds.ac.uk/llevents

Library Induction

We have four main libraries on campus: the Laidlaw, Edward Boyle, Brotherton and Health Sciences. The Laidlaw Library is designed for undergraduate study and has the books on your recommended reading lists (apart from health subjects). Each library will have socially distanced study spaces available for you to book in advance.

Our libraries are open seven days a week during term time, with a variety of opening times to suit your needs. 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

For more information about our library welcome activities, visit library.leeds.ac.uk or email library@leeds.ac.uk

@UoLLibrary

Use our online welcome and induction resource to guide you through your school, IT and library inductions

Check out Leeds University Union’s welcome talks, events and activities
FOOD, DRINK AND SHOPS ON CAMPUS

The University’s catering service, Great Food at Leeds, offers quality fresh food at competitive prices everyday. Whether you’re looking for a hot nutritious meal or a freshly made sandwich, you’ll find something you like in one of our many cafés across campus or in our award-winning Refectory. Where possible, our products are locally sourced, seasonal and Fairtrade. For the latest COVID-19 updates about our catering facilities, visit gfal.leeds.ac.uk

Download the Great Food at Leeds Club app to get our latest offers and find out how you can save money in our outlets. gfal.leeds.ac.uk/club

Although the city centre is only a short walk from campus, you can buy most things in the Leeds University Union building such as everyday groceries, health food and stationery. There’s a Co-op store, an optician, a Santander branch and plenty of places to get a drink or a bite to eat. During term time, there are often events outside the Union building, including a farmers’ market. luu.org.uk

No smoking outside on campus, at University residences and sports facilities, 8am–6pm

The University and Leeds University Union have made a pledge to remove single-use plastic by 2023. sustainability.leeds.ac.uk/plasticfree

SPORT AND PHYSICAL ACTIVITY

All our facilities, across campus and the city, will be reopened safely in line with government guidelines. They’ll provide a safe COVID-secure environment with staff trained to give the best possible student experience.

The Edge is home to our state-of-the-art fitness suite, pool, sauna, climbing wall, cycle circuit, sports halls and 220+ exercise classes. Become a member at sport.leeds.ac.uk/student-membership

More information will be available from September about our sports facilities. We’ll let you know about our welcome activities and the COVID-19 safety measures that will be in place to help keep you safe. sport.leeds.ac.uk/the-edge

There are over 90 clubs and societies that are all about being physically active. They welcome all abilities and are a great way to meet new people. luu.org.uk

Find out more about The Edge
SUPPORT AND WELLBEING

STUDENT SUPPORT

You’re bound to have a few butterflies when you think about going to university, especially in the current unprecedented circumstances. Just remember everyone else is in the same boat and we’re here to help whenever you need us.

The University has a network of support and pastoral care to help you make the most of your time here and to help you through any difficulties. Our services will work together to ensure any problems are dealt with as quickly as possible. No matter what the problem is, there’s always someone who can help. You can find out more about our support services through the UniLeeds app or at students.leeds.ac.uk/supportandwellbeing

Leeds University Union also offers free, confidential and impartial advice and can help you with any problems you may face during your life as a student.
luu.org.uk

You’ll also have regular and structured meetings with your personal tutor who will play an important role in supporting your academic and personal development, as well as providing advice on other aspects of your life at the University.

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. We also understand that the COVID-19 pandemic will have an impact on many different aspects of your life, but we’re here to support you through these difficult times.

All our support services remain open and are currently being offered online. 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 togetherall (formerly 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 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.

For the latest information about our support arrangements, including the availability of face to face support, visit students.leeds.ac.uk/supportandwellbeing

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, is a useful source of advice and support to help you settle into university life. For more information and to find out about their welcome activities, visit 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
TAILOR YOUR EXPERIENCE

At Leeds, we’re committed to offering you the safest and best possible experiences, so you can meet new people, try new things and develop new skills.

In response to the COVID-19 pandemic, some of these experiences may be offered in person or online, depending on the government guidelines and travel restrictions in place at the time.

CAREER DEVELOPMENT

Every year our Careers Centre helps hundreds of students secure important experience with many different organisations. They advertise exclusive summer internships, placement years and graduate roles, as well as organise careers fairs, employer presentations and industry talks, so you can gain insights into the careers and industries that interest you. careerweb.leeds.ac.uk

VOLUNTEERING

Volunteering not only makes a difference in the local community but it also helps to increase your life experience and boost your CV. Find out how to get involved on and off campus at luu.org.uk/volunteering

INTERCULTURAL OPPORTUNITIES

Get the most out of being part of our global community. Meet people from all over the world and celebrate the diversity of our campus. students.leeds.ac.uk/globalcommunity

globalcommunityleeds

Find out more about all the new and exciting opportunities available to you at students.leeds.ac.uk/opportunities
YOUR FIRST FEW WEEKS – CHECKLIST

Now that you’ve started, use this checklist to know what you need to do next.

Your first weeks

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Welcome events and activities

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<td>If you’re a mature student, find out how the Lifelong Learning Centre can help you settle into University life</td>
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<td>Take a look at the Careers Centre website to see what opportunities and support are available to you</td>
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Check out our online welcome and induction resource to guide you through your first few weeks. Find out more at students.leeds.ac.uk/newstudents

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
EXPLORING THE CAMPUS

**FIRST DIRECT ARENA**
Leeds’ 13,500 capacity theatre-style music venue

**PARKINSON TOWER**
The iconic landmark building of the University, visible from miles around

**THE LAIDLAW LIBRARY**
Designed specifically for undergraduate students, opened in spring 2015

**THE EDGE**
Swimming pool, 250-station fitness suite and sports halls

**THE GREAT HALL**
Venue for your graduation ceremony in a few years’ time

**LEEDS CITY CENTRE**
...and all it has to offer, only a 10-minute walk from campus

**LEEDS GENERAL INFIRMARY**
Located just south of campus and where much of the clinical teaching for medicine and healthcare students takes place

**HYDE PARK AND HEADINGLEY**
Just a short walk or bus ride to the popular student suburbs in the north of the city

**ST GEORGE’S FIELD**
Beautiful green space to escape to, right at the heart of campus

**BROTHERTON LIBRARY**
A library and lecture theatre library, one of four on campus

**MARJORIE AND ARNOLD ZIFF BUILDING**
Home of the Lifelong Learning Centre

**LEEDS UNIVERSITY UNION**
Shops, music venues, bars, nightclubs, a supermarket and the home of our 300+ clubs and societies

**WESTERN CAMPUS**
Home to Leeds University Business School, the School of Law, the Gryphon Sports Centre and the Marks & Spencer Archive

**WOODHOUSE MOOR**
A large park right next to campus, perfect for relaxing or keeping fit

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